

MINUTES

STATE OF NORTH CAROLINA
COUNTY OF HENDERSON

BOARD OF COMMISSIONERS
MONDAY, JANUARY 16, 2019

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

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

Also present were: Budget Manager Megan Powell, Finance Director Samantha Reynolds, Director of Business and Community Development John Mitchell, Engineer Marcus Jones, Planning Director Autumn Radcliff, Tax Administrator Darlene Burgess, Administrative Assistant Jennifer Miranda, Parks and Recreation Director Carleen Dixon, Library Director Trina Rushing, Construction Manager David Berry, Sheriff Lowell Griffin, Chief Deputy Vanessa Gilbert, Captain Bengy Bryant, Social Services Director Jerrie McFalls, Program Administrator Social Work Kevin Marino, Program Administrator Economic Benefits Sandra Morgan, Administrative Officer Joe Maxey, Public Health Director Steve Smith, Human Resources Director Jan Prichard, Compensation, Benefits & HRIS Manager Mary Alice Jackson, Elections Director Beverly Cunningham, Registrar of Deeds Lee King, IT Director Becky Snyder, Wellness Manager Jamie Gibbs, Building Services Director Crystal Lyda, EMS Director Mike Barnett, Fire Marshal Kevin Waldrop, Sheriff's Department PIO Frank Stout, 911 Director Lisha Stanley, Environmental Health Supervisor Seth Swift, Capital Projects Manager Thad Ninnemann, Maintenance Supervisor Chris Hill, Assistant County Assessor Kevin Hensley, Deputy Tax Collector Luke Small, Sergeant Jake McMurray, Major Steve Carter, Animal Services Director Brad Rayfield, Code Enforcement Director Toby Linville, Soil and Water Conservation Director Jonathan Wallin, Cooperative Extension Director Terry Kelley, Veteran's Services Director Mike Murdock, Emergency Management/Rescue Coordinator Jimmy Brissie, Budget Analyst Sonya Matthews, Project Engineer Natalie Berry & PIO Kathy Finotti – videotaping, Deputy Brad Reece as security.

CALL TO ORDER/WELCOME

Chairman Hawkins called the meeting to order and welcomed all in attendance.

INVOCATION

The invocation was provided by County Manager Steve Wyatt.

PLEDGE OF ALLEGIANCE

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

County Manager Steve Wyatt noted 237 years ago today many British sacrificed their lives at the Battle of Cowpens (January 16, 1781) allowing us to come together today.

DISCUSSION/ADJUSTMENT OF AGENDA

Chairman Hawkins made the motion to approve Discussion Agenda with termination of the agenda after 3:00 p.m., and that remaining agenda be placed on the February 4, 2019 for discussion. All voted in favor and the motion carried.

DISCUSSION/ADJUSTMENT OF CONSENT AGENDA

Commissioner Edney made the motion to approve Consent Agenda as presented. All voted in favor and the motion carried.

DATE APPROVED: February 4, 2019

CONSENT AGENDA consisted of the following:

Minutes

Draft minutes were presented for board review and approval of the following meeting(s):
January 7, 2019 - Regularly Scheduled Meeting

Motion:

I move the Board approve the minutes of January 7, 2019 as presented.

2019-08 FY 2018-2019 Fee Schedule Revision

On September 19, 2018, the Board of Commissioners approved revisions to the County's Facility Use Policy, which included rules governing the use of all facilities and grounds, and the application process. Clerk of Court Kim Gasperson-Justice was present, and indicated that there should also be an application for the use of the 95 Courthouse. That application has been created, and provided for approval.

In drafting the application, staff determined that there are instances where multiple areas of the 95 Courthouse may be reserved for larger events, requiring more than one Henderson County staff member be present to provide security. Therefore rather than one flat fee for the use of the 95 Courthouse facility, staff recommends revising the fee schedule to add a fee of "\$25 per hour, per employee, with a \$50.00 minimum."

Motion:

I move the Board of Commissioners amends the FY 2019 Fee Schedule as proposed, and approves the application for the use of the 95 Courthouse.

2019-09 Budget Amendment – Fire Alarm System

The Board is requested to approve a Budget Amendment, appropriating an additional \$115,950 from fund balance to fund the replacement cost of the fire alarm system at the Detention Facility. The project was funded in the FY19 adopted budget in the amount of \$110,000 based on an estimate from Simplex/Johnsen Controls. However, results from the RFQ and state requirements revealed additional elements that are necessary to complete the project. Facilities Services and Project Management staff have reviewed, and recommend this action.

Motion:

I move the Board approves the Budget Amendment as presented, appropriating fund balance to fund the replacement cost of the fire alarm system at Detention.

2019-10 Budget Amendment – Portable Restroom Units

At the January 7, 2019 meeting, the Board approved the purchase of two (2) six station commercial restroom trailers with winter package. The cost of each, including shipping, is \$51,440. The Board is requested to approve a Budget Amendment, transferring \$102,880 from the Capital Reserve Fund to the General Fund-Recreation, to fund this purchase.

Motion:

I move the Board approves the Budget Amendment as presented, transferring funds from the Capital Reserve Fund to the General Fund for the purchase of two commercial restroom trailers approved by the Board on January 7, 2019.

Notice of Updated Economic Development Assistance Guidelines

The Economic Development Assistance Guidelines adopted by the Board in 2018 were predicated, in part, by the County median wage data published by North Carolina in January of 2018. According to the Guidelines, the wage data is to be updated annually.

The median wage as shown in that data for the County was \$37,470. The January 2019 median wage data has been received. Henderson County’s median wage is now \$38,297. The new “scoring” table for wages under the guidelines will be as follows:

Wages	Points
100% of Median (\$38,297)	20
105% of Median (\$40,211)	30
110% of Median (\$42,127)	40
120% of Median (\$45,956)	50
150% of Median (\$57,445)	60

2019-11 Delegation of discovery penalty appeals

Under N.C. Gen. Stat. §105-312(k), the “power to compromise” penalties imposed upon the discovery of taxable property can be delegated by resolution of the Board of Commissioners to the Board of Equalization and Review, including those, as in Henderson County, established by a local act of the legislature. A proposed Resolution was provided.

Motion:

I move that the Board adopts the proposed resolution.

BUDGET WORKSHOP

Financial Report – County Manager Steve Wyatt

County Manager Steve Wyatt noted this is the last year of the reevaluation cycle and the beginning of the next 4-year reevaluation plan. Departments within the County have come up with substantial needs. He provided a review of where the County is financially at this time.

FY 2018-2019 County Expenditures

County Department	BOC Adopted	Revisions (as of 12.31.18)	Total Revised Budget	\$ Expended (as of 12.31.18)	% Expended (as of 12.31.18)
Governing Body	\$428,941	\$0	\$428,941	\$197,945	46.1%
Dues & Non-Profits	\$475,898	\$0	\$475,898	\$209,534	44.0%
County Administration	\$1,011,460	\$0	\$1,011,460	\$381,033	37.7%
Human Resources	\$786,256	\$0	\$786,256	\$381,228	48.6%
Elections	\$928,550	\$470,000	\$1,398,550	\$791,141	60.5%
Finance	\$907,773	\$0	\$907,773	\$427,453	47.2%
Assessor	\$1,841,918	\$0	\$1,841,918	\$711,743	38.6%
Tax Collections	\$496,849	\$0	\$496,849	\$205,550	41.4%
Legal	\$803,391	\$0	\$803,391	\$370,383	46.1%
Register of Deeds	\$513,751	\$27,600	\$541,351	\$262,313	49.4%
Facility Services & Garage	\$5,181,852	\$3,066	\$5,184,918	\$1,990,959	38.4%
Court Facilities	\$190,000	\$0	\$190,000	\$85,053	49.9%
Information Technology	\$3,289,054	\$0	\$3,289,054	\$1,394,652	45.8%

←
A transfer was made from the General Fund for new elections equipment in the amount of \$470,000.00.

FY 2018-2019 County Expenditures

County Department	BOC Adopted	Revisions (as of 12.31.18)	Total Revised Budget	\$ Expended (as of 12.31.18)	% Expended (as of 12.31.18)
Sheriff	\$17,831,873	\$41,348	\$17,873,221	\$7,450,188	48.3%
Detention Facility	\$4,862,293	\$0	\$4,862,293	\$2,143,553	48.4%
Emergency Management	\$336,146	\$224,067	\$560,213	\$210,383	37.6%
Fire Marshal	\$734,895	\$0	\$734,895	\$206,049	32.0%
Building Services	\$1,081,559	\$0	\$1,081,559	\$474,920	46.3%
Wellness Clinic	\$992,283	\$0	\$992,283	\$443,329	46.9%
Emergency Medical Services	\$6,622,513	\$4,100	\$6,626,613	\$3,123,322	53.2%
Animal Services	\$680,107	\$0	\$680,107	\$298,608	45.0%
Rescue Squad	\$281,360	\$0	\$281,360	\$221,263	78.6%
Forestry Services	\$58,298	\$0	\$58,298	\$12,333	21.2%
Soil & Water Conservation	\$362,044	\$0	\$362,044	\$169,079	46.7%
Planning	\$652,265	\$0	\$652,265	\$272,105	41.7%

←
Payments are made to Emergency Management for grants. We are one payment ahead.

FY 2018-2019 County Expenditures

County Department	BOC Adopted	Revisions (as of 12.31.18)	Total Revised Budget	\$ Expended (as of 12.31.18)	% Expended (as of 12.31.18)
Code Enforcement	\$317,419	\$0	\$317,419	\$142,976	45.0%
Heritage Museum	\$100,000	\$0	\$100,000	\$58,333	58.3%
Cooperative Extension	\$427,681	\$0	\$427,681	\$166,062	46.4%
Project Management	\$337,936	\$0	\$337,936	\$170,362	50.4%
Economic Development	\$1,370,326	\$0	\$1,370,326	\$188,375	13.7%
AgriBusiness Henderson County	\$151,601	\$0	\$151,601	\$84,262	55.6%
Public Health	\$7,591,435	\$43,025	\$7,634,460	\$3,317,236	45.2%
Environmental Health	\$1,268,100	\$0	\$1,268,100	\$553,388	46.8%
Home & Community Care Grant	\$730,974	\$124,062	\$855,036	\$349,897	40.9%
Medical Services	\$60,000	\$0	\$60,000	\$33,150	55.3%
Mental Health	\$528,612	\$0	\$528,612	\$396,459	75.0%
ROAP (Rural Operating Assistance)	\$196,095	\$0	\$196,095	\$97,930	49.9%
Social Services	\$13,974,422	\$0	\$13,974,422	\$6,159,831	44.5%

FY 2018-2019 County Expenditures

County Department	BOC Adopted	Revisions (as of 12.31.18)	Total Revised Budget	\$ Expended (as of 12.31.18)	% Expended (as of 12.31.18)
DSS – Federal & State	\$4,286,093	\$136,286	\$4,422,379	\$1,292,203	29.2%
DSS – General Assistance	\$100,000	\$0	\$100,000	\$25,409	25.4%
Juvenile Justice Grant	\$218,745	\$50,000	\$268,745	\$140,751	52.4%
Veteran's Services	\$46,495	\$0	\$46,495	\$23,326	50.2%
Public Library	\$3,159,501	\$157,043	\$3,316,544	\$1,538,818	50.4%
Recreation	\$1,965,035	\$0	\$1,965,035	\$780,969	41.8%
County Debt Service	\$6,369,295	\$0	\$6,369,295	\$3,732,079	58.6%
Non-Departmental	\$260,000	\$2,200,000	\$2,460,000	\$1,209,095	49.2%
Transfers to Other Funds	\$2,818,436	\$0	\$2,818,436	\$1,174,348	41.7%
TOTAL	\$97,629,530	\$3,480,597	\$101,110,127	\$44,069,378	43.6%

←
\$2,200,000 was received by the County in Occupancy Tax Funds which are a pass through and allocated to the Tourism Development Authority.

FY 2018-2019 Education Expenditures

	BOC Adopted	Revisions (As of 12.31.18)	Total Revised Budget	\$ Expended (As of 12.31.18)	% Expended (As of 12.31.18)
HC Public School System					
☐ Current Expense	\$29,328,000	\$481,826	\$29,809,826	\$17,825,539	59.8%
☐ Debt Service	\$9,072,074	\$0	\$9,072,074	\$4,882,239	53.8%
TOTAL	\$38,400,074	\$481,826	\$38,881,900	\$22,707,778	58.4%
Blue Ridge Community College					
☐ Current Expense	\$4,256,273	\$0	\$4,256,273	\$2,482,826	58.3%
☐ Debt Service	\$1,937,210	\$0	\$1,937,210	\$1,698,252	87.7%
TOTAL	\$6,193,483	\$0	\$6,193,483	\$4,181,078	67.5%

FY 2018-2019 Total Expenditures

	BOC Adopted	Revisions (As of 12.31.18)	Total Revised Budget	\$ Expended (As of 12.31.18)	% Expended (As of 12.31.18)
GENERAL FUND TOTAL	\$142,223,087	\$3,962,423	\$146,185,510	\$70,958,232	50.4%

50.4% is consistent with the percentage point of the last several years.



FY 2018-2019 Revenues

	BOC Adopted	Revisions (As of 12.31.18)	Total Revised Budget	\$ Received (As of 12.31.18)	% Received (As of 12.31.18)
Ad Valorem Taxes – Current Year	\$75,697,389	\$0	\$72,823,301	\$62,879,219	83.21%
Ad Valorem Taxes – Prior Years	\$1,025,000	\$0	\$1,025,000	\$694,403	67.7%
Local Option Sales Taxes	\$23,074,326	\$0	\$23,074,326	\$8,716,006	37.8%
Other Taxes and Licenses	\$1,213,000	\$2,200,000	\$3,413,000	\$1,839,978	53.9%
Unrestricted Intergovernmental	\$38,000	\$0	\$38,000	\$3,137	8.3%
Restricted Intergovernmental	\$15,658,036	\$675,513	\$16,333,549	\$8,149,578	49.9%
Permits and Fees	\$1,542,700	\$0	\$1,542,700	\$1,001,292	64.9%
Sales and Services	\$7,517,692	\$0	\$7,517,692	\$3,425,417	45.6%
Investment Earnings	\$500,000	\$0	\$500,000	\$488,934	97.8%
Other Revenues	\$1,164,000	\$66,136	\$1,230,736	\$720,155	58.5%
Total General Fund Revenues	\$142,223,087	\$3,962,423	\$146,185,510	\$88,006,221	60.2%
Fund Balance Appropriated	\$14,792,344	\$1,020,774	\$15,813,118	\$0	0.0%

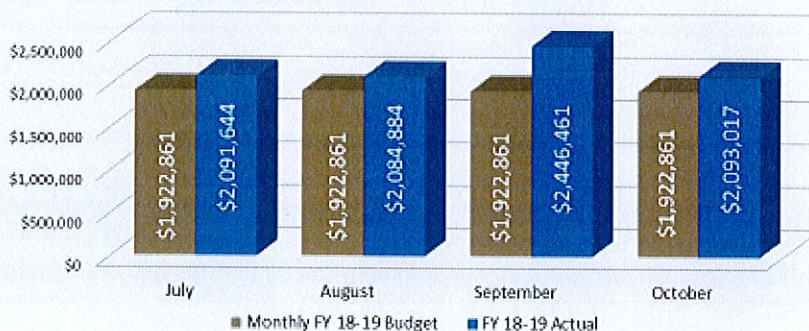
Henderson County’s 2018 tax collection was the best tax collection year in record.

- ← Funds to Tourism Development Authority
- ← Grants received

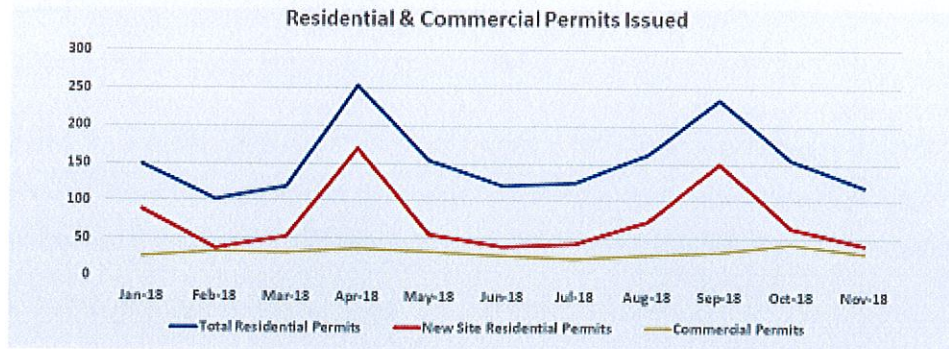
The economy in Henderson County is doing well.

FY 2018-2019 Sales Tax Revenues

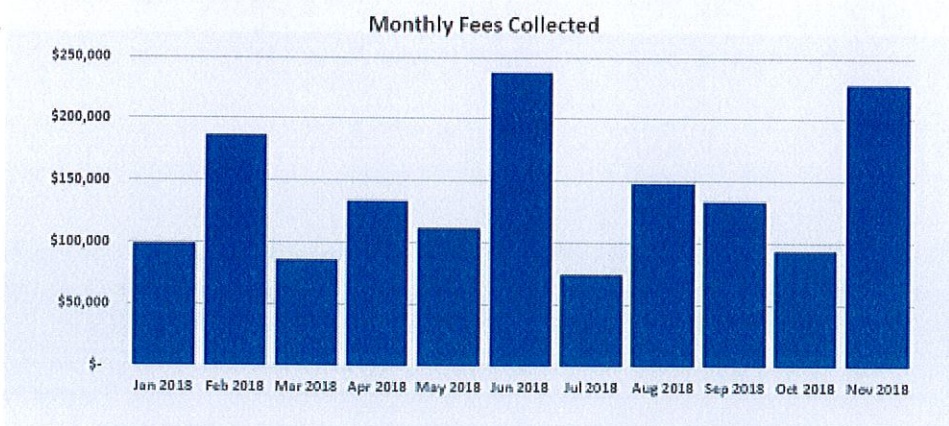
- Local Option Sales Tax = \$ 23,074,326
- Year to Date Variance = + \$1,024,563



Building Services Permits



Building Services Fees



Capital Reserve Fund

Capital Reserve Fund established in FY 2007		Deposit/Appropriation	Running Balance
FY 2007	Deposit - Sale of Land Development Building	\$1,337,195	\$1,337,195
FY 2008	Deposit - Transfer from General Fund	\$1,400,000	\$2,737,195
FY 2009	Appropriation - Detention Center Generator	(\$300,000)	\$2,437,195
FY 2010	Deposit - Transfer from General Fund	\$772,677	\$3,209,872
	Appropriation - Compressed Natural Gas Project	(\$35,000)	\$3,174,872
	Appropriation - Parks and Recreation Projects	(\$156,249)	\$3,018,623
FY 2011	Appropriation - Tuxedo Mill Demolition	(\$143,324)	\$2,875,299
	Appropriation - Law Enforcement Center	(\$1,058,347)	\$1,816,952
	Deposit - Progress Energy (Bent Creek Easement)	\$8,500	\$1,825,452
FY 2012	Appropriation - Boyd Property	(\$750,000)	\$1,075,452
	Deposit - Sale of Nuckolls Building	\$700,000	\$1,775,452
	Appropriation - Parks and Recreation Projects	(\$535,039)	\$1,240,413
FY 2013	Deposit - Transfer from General Fund (Recreation)	\$200,000	\$1,440,413
	Appropriation - Parks and Recreation Projects	(\$26,848)	\$1,413,565
FY 2014	Appropriation - 1995 Courthouse Congressional Office	(\$26,899)	\$1,386,666
	Appropriation - 1995 Courthouse Renovations	(\$1,000,000)	\$386,666

Capital Reserve Fund

Capital Reserve Fund established in FY 2007		Deposit/Appropriation	Running Balance
FY 2015	Deposit - Transfer from General Fund (Recreation)	\$400,000	\$786,666
	Deposit - Transfer from General Fund (Debt Service)	\$923,463	\$1,710,129
	Deposit - P&I Software	\$75,000	\$1,785,129
	Deposit - Transfer from General Fund (Conditional School Funding)	\$166,183	\$1,951,312
	Appropriation - Tuxedo Park	(\$177,269)	\$1,774,043
	Appropriation - Dana Park	(\$195,978)	\$1,578,065
FY 2016	Deposit - P&I Software	\$75,000	\$1,653,065
FY 2017	Deposit - P&I Software	\$75,000	\$1,728,065
	Appropriation - Transfer to Debt Service (FY15 Debt Roll-OH)	(\$923,463)	\$804,602
FY 2018	Deposit - P&I Software	\$75,000	\$879,602
	Appropriation - Transfer P&I Software Reserve to Project Fund	(\$300,000)	\$579,602
	Deposit - Sale of 6th Avenue Clubhouse and Fairground Property	\$407,573	\$987,175
	Appropriation - CNG Compressor	(\$232,243)	\$754,932
	Deposit - Transfer from General Fund (FY18 LETC Debt Service)	\$749,593	\$1,484,525
	Deposit - Transfer from General Fund (DSS Software)	\$621,452	\$2,105,977
FY 2019	Deposit - Transfer from General Fund (School Capital)	\$946,649	\$3,052,646
	Deposit - Transfer from General Fund (County Capital)	\$1,283,332	\$4,335,978
	Appropriation - Economic Development Building Roof	(\$24,865)	\$4,311,113
CURRENT BALANCE			\$4,311,113

The Capital Reserve Fund is utilized for small needs within the County.

HISTORICAL BUDGET INFORMATION

FY 2014-2019

REVISED BUDGET EXPENDITURES

	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019 (Adopted)
COUNTY						
Operational	\$74,272,458	\$80,046,723	\$81,983,284	\$85,969,795	\$91,274,172	\$91,260,235
Capital Debt Service	\$3,800,106	\$3,756,267	\$4,116,449	\$5,933,088	\$6,618,209	\$6,369,295
TOTAL COUNTY	\$78,072,564	\$83,802,990	\$86,099,733	\$91,902,883	\$97,892,381	\$97,629,530
HENDERSON COUNTY PUBLIC SCHOOLS						
Current	\$22,070,846	\$23,519,970	\$24,525,770	\$25,920,000	\$27,113,000	\$27,328,000
Capital (including FFBE)	---	---	---	---	\$1,000,000	\$2,000,000
Capital Debt Service	\$9,169,413	\$8,335,988	\$8,100,873	\$8,097,066	\$7,277,026	\$9,072,074
TOTAL HCPS	\$31,240,259	\$31,855,958	\$32,626,643	\$34,017,066	\$35,390,026	\$38,400,074
BLUE RIDGE COMMUNITY COLLEGE						
Operational	\$3,075,977	\$3,157,836	\$3,407,836	\$3,387,235	\$3,756,273	\$4,256,273
Capital	---	---	---	---	---	---
Capital Debt Service	\$1,524,036	\$1,477,771	\$1,685,170	\$2,036,746	\$1,988,907	\$1,937,210
TOTAL BRCC	\$4,600,013	\$4,635,607	\$5,093,006	\$5,423,981	\$5,745,180	\$6,193,483
TOTAL GENERAL FUND	\$113,912,836	\$120,294,555	\$123,819,382	\$131,343,930	\$139,027,587	\$142,223,087

**HISTORICAL BUDGET INFORMATION
FY 2014-2019**

REVISED BUDGET EXPENDITURES

	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019 (Adopted)
COUNTY						
Operational	\$74,272,458	\$80,046,723	\$81,983,284	\$85,969,795	\$91,274,172	\$91,260,235
Capital Debt Service	\$9,800,106	\$8,756,267	\$4,116,449	\$5,933,088	\$6,618,209	\$6,869,295
TOTAL COUNTY	\$78,072,564	\$83,802,990	\$86,099,733	\$91,902,883	\$97,892,381	\$97,629,530
TOTAL OPERATIONAL INCREASE	--	\$5,774,285	\$1,936,561	\$3,986,511	\$5,304,377	(\$13,937)
TOTAL PERCENT INCREASE	--	7.8%	2.4%	4.9%	6.2%	0%

**HISTORICAL BUDGET INFORMATION
FY 2014-2019**

REVISED BUDGET EXPENDITURES

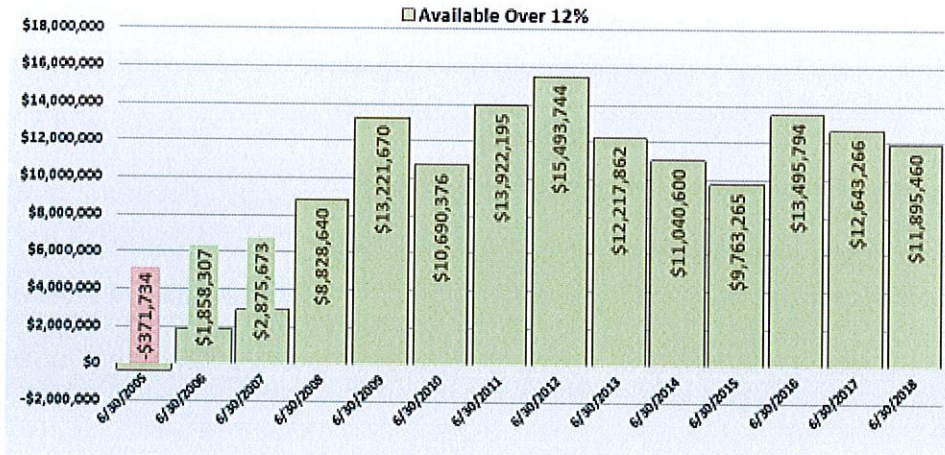
	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019 (Adopted)
HENDERSON COUNTY PUBLIC SCHOOLS						
Current	\$22,070,846	\$23,519,970	\$24,525,770	\$25,920,000	\$27,113,000	\$27,328,000
Capital (including FFE's)	---	---	---	---	\$1,000,000	\$2,000,000
Capital Debt Service	\$9,169,413	\$8,335,988	\$8,100,873	\$8,097,066	\$7,277,026	\$9,072,074
TOTAL HCPS	\$31,240,259	\$31,855,958	\$32,626,643	\$34,017,066	\$35,390,026	\$38,400,074
TOTAL OPERATIONAL & CAPITAL INCREASE	--	\$1,449,124	\$1,005,800	\$1,394,230	\$2,193,000	\$1,215,000
TOTAL PERCENT INCREASE	--	6.6%	4.3%	5.7%	8.4%	4.3%

**HISTORICAL BUDGET INFORMATION
FY 2014-2019**

REVISED BUDGET EXPENDITURES

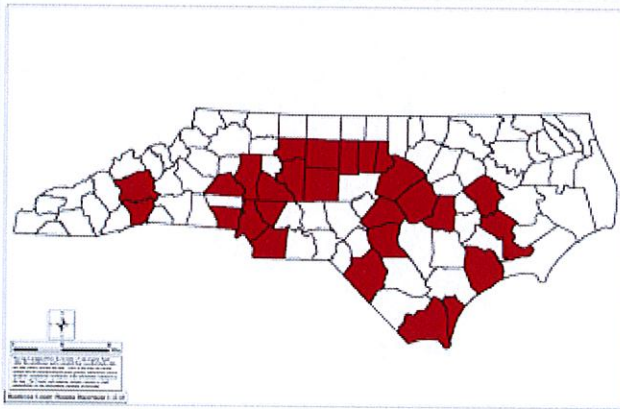
	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019 (Adopted)
BLUE RIDGE COMMUNITY COLLEGE						
Operational	\$3,075,977	\$3,157,836	\$3,407,836	\$3,387,235	\$3,756,273	\$4,256,273
Capital	---	---	---	---	---	---
Capital Debt Service	\$1,524,036	\$1,477,771	\$1,685,170	\$2,036,746	\$1,988,907	\$1,937,210
TOTAL BRCC	\$4,600,013	\$4,635,607	\$5,093,006	\$5,423,981	\$5,745,180	\$6,193,483
TOTAL OPERATIONAL INCREASE	--	\$81,859	\$250,000	(\$20,601)	\$369,038	\$500,000
TOTAL PERCENT INCREASE	--	2.7%	7.9%	-0.6%	10.9%	13.3%

Fund Balance History



Henderson County has the highest level of bond rating for a county the size of our jurisdiction.

Map of Comparison Counties



Red depicts Counties with 100,000 + population.

FY 2018-2019 Tax Rate

The tax rate of \$0.565 per \$100 of valuation is the 7th lowest tax rate of the 27 urban counties -- those with a population over 100,000 -- and the 23rd lowest of all 100 counties in North Carolina.

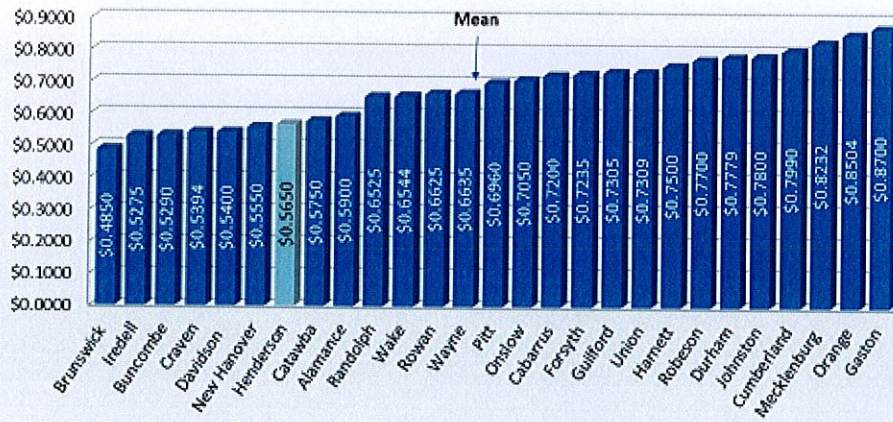
The Mean Tax rate of the 27 counties is \$0.6765

- \$0.1115 between Henderson County and the mean
- Median Tax rate is \$0.696
- Among 27 Urban North Carolina counties:
- Highest rate is \$0.8700
- Lowest rate is \$0.4850
- Mean rate is \$0.6765

Among all 100 North Carolina counties:

- Highest rate is \$1.0000
- Lowest rate is \$0.3100
- Mean rate is \$0.6735

FY 2018-2019 Tax Rate



Many of the Counties with tax rates below our tax rate are beach property.

Debt Service Fund History

Capital Reserve Fund established in FY 2015		Deposit / Appropriation	Running Balance
FY 2015	Deposit – Debt Service Roll-off	\$ 923,463	\$ 923,463
FY 2016	Deposit – Debt Service Roll-off	\$ 590,997	\$ 1,514,460
FY 2017	Deposit – Debt Service Roll-off	\$ 1,927,650	\$ 3,442,110
	Transfer From General Fund – Debt Service Variance	\$ 1,490,131	\$ 4,932,241
FY 2018	Deposit – Debt Service Roll-off	\$ 509,649	\$ 5,441,890
	Deposit – Transfer from General Fund Debt Service Variance	\$ 2,000,000	\$ 7,441,890
	Appropriation – Transfer to School Capital Project Fund	(\$ 800,000)	\$ 6,641,890
FY 2019	Deposit – Transfer from School Capital Project Fund	\$ 800,000	\$ 7,441,890
CURRENT BALANCE			\$ 7,441,890

Outstanding Debt Principal - Education

HC PUBLIC SCHOOLS	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Edenyrick Elem. School	\$ -	\$24,275,000	\$25,115,000	\$21,915,000	\$20,695,000	\$19,475,000	\$18,255,000	\$17,035,000	\$15,815,000	\$14,595,000
Hendersonville High School	\$ -	\$52,800,000	\$49,870,000	\$47,540,000	\$44,710,000	\$42,080,000	\$39,450,000	\$36,820,000	\$34,190,000	\$31,560,000
2016 Innovative High School	\$14,800,000	\$14,800,000	\$14,800,000	\$14,600,000	\$14,600,000	\$13,625,000	\$12,650,000	\$11,675,000	\$10,700,000	\$9,725,000
2013 Refinancing Bonds	\$8,825,020	\$5,904,480	\$5,006,100	\$4,125,130	\$3,281,920	\$2,418,840	\$1,591,000	\$785,140	\$ -	\$ -
2012 Refinancing Bonds	\$4,989,500	\$4,214,400	\$3,460,800	\$2,738,400	\$2,011,600	\$1,322,400	\$650,400	\$ -	\$ -	\$ -
2010 Refinancing Bonds	\$2,435,129	\$1,510,449	\$696,691	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2010 Apple Valley/North	\$1,332,044	\$666,022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2010 QJABs – Repairs	\$361,500	\$108,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2009 QSCOs – Repairs	\$854,080	\$427,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2008 H-Randale/MRk River	\$13,714,286	\$11,885,714	\$10,057,143	\$8,228,571	\$6,400,000	\$4,571,429	\$2,742,858	\$914,286	\$ -	\$ -
TOTAL HC PUBLIC SCHOOLS	\$45,111,659	\$118,141,835	\$108,855,734	\$88,935,101	\$81,680,520	\$81,490,880	\$75,539,258	\$67,229,428	\$60,705,000	\$58,510,000
BRCC	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Health Sciences Education Center	\$8,275,100	\$7,972,800	\$7,659,100	\$7,330,900	\$6,988,100	\$6,623,100	\$6,241,950	\$5,847,650	\$5,425,200	\$4,988,300
2013 Refinancing Bonds	\$7,009,480	\$6,064,040	\$5,141,400	\$4,236,620	\$3,350,080	\$2,482,160	\$1,634,000	\$896,360	\$ -	\$ -
2010 Repairs	\$581,934	\$387,956	\$193,678	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BRCC	\$15,866,514	\$14,424,796	\$12,994,678	\$11,567,520	\$10,338,180	\$9,105,260	\$7,875,950	\$6,644,010	\$5,425,200	\$4,988,300
TOTAL EDUCATION	\$60,978,175	\$130,566,631	\$121,850,412	\$100,502,621	\$92,018,700	\$90,596,140	\$83,415,208	\$73,873,438	\$66,130,200	\$63,498,300

Outstanding Debt Principal - County

COUNTY GOVERNMENT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Emergency Services HQ	\$11,815,000	\$11,285,000	\$10,955,000	\$10,025,000	\$9,395,000	\$8,765,000	\$8,135,000	\$7,505,000	\$6,875,000	\$6,250,000
2016 GF Linamar Land Purchase	\$3,740,000	\$2,805,000	\$1,870,000	\$935,000	\$-	\$-	\$-	\$-	\$-	\$-
2013 Refinancing Bonds	\$4,611,500	\$3,989,500	\$3,382,500	\$2,787,250	\$2,204,000	\$1,633,000	\$1,075,000	\$520,500	\$-	\$-
2012 Refinancing Bonds	\$5,705,400	\$4,565,600	\$3,740,200	\$2,953,600	\$2,181,400	\$1,432,600	\$704,600	\$-	\$-	\$-
2010 Refinancing Bonds	\$190,820	\$118,361	\$47,541	\$-	\$-	\$-	\$-	\$-	\$-	\$-
2010 IEC/Court Services	\$4,000,000	\$3,500,000	\$3,000,000	\$2,500,000	\$2,000,000	\$1,500,000	\$1,000,000	\$500,000	\$-	\$-
Detention Center	\$434,000	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Ambulances/EMS Equipment	\$42,012	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Health Sciences Center	\$16,796,900	\$16,187,200	\$15,550,700	\$14,884,100	\$14,183,000	\$13,446,000	\$12,673,050	\$11,862,350	\$11,014,800	\$10,123,700
TOTAL COUNTY GOVERNMENT	\$47,435,632	\$42,450,661	\$38,254,041	\$34,084,950	\$29,964,300	\$26,777,500	\$23,587,650	\$20,387,850	\$17,889,800	\$16,373,700
TOTAL DEBT PRINCIPAL	\$188,411,885	\$173,017,292	\$158,085,353	\$144,587,571	\$131,981,888	\$119,373,429	\$106,892,858	\$94,266,286	\$84,020,888	\$79,870,888
FY DEBT PRINCIPAL CHANGE	\$-	\$64,685,487	(\$14,931,939)	(\$13,497,782)	(\$12,666,571)	(\$12,607,571)	(\$12,570,571)	(\$12,596,572)	(\$18,296,286)	(\$4,158,000)

Retiring Debt Service - Education

HC PUBLIC SCHOOLS	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Edneyville Elementary	\$0	\$2,006,350	\$2,256,669	\$2,207,869	\$2,159,069	\$2,098,069	\$2,037,069	\$1,976,069	\$1,915,069	\$1,854,069
Hendersonville High School	\$0	\$0	\$4,483,624	\$4,402,357	\$4,318,723	\$4,234,037	\$4,148,299	\$4,061,509	\$3,973,604	\$3,883,721
2016 Innovative High School	\$615,750	\$615,750	\$615,750	\$615,750	\$615,750	\$1,576,125	\$1,549,313	\$1,512,750	\$1,464,000	\$1,415,250
2013 Refinancing Bonds	\$1,090,913	\$1,048,491	\$1,008,011	\$972,739	\$937,450	\$902,151	\$866,110	\$829,740	\$793,031	\$0
2012 Refinancing Bonds	\$921,476	\$888,994	\$852,045	\$817,924	\$781,783	\$746,069	\$698,184	\$663,278	\$0	\$0
2010 Refinancing Bonds	\$1,036,625	\$991,060	\$942,148	\$898,824	\$0	\$0	\$0	\$0	\$0	\$0
2010 Apple Valley/North	\$735,622	\$709,313	\$680,674	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2010 QZAB's - Repairs	\$210,357	\$200,488	\$190,619	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2009 QSCB's - Repairs	\$450,997	\$443,011	\$435,026	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2008 Hillendale/Mills River	\$2,215,521	\$2,168,617	\$2,121,714	\$2,074,811	\$2,027,909	\$1,981,006	\$1,934,103	\$1,887,200	\$926,012	\$0
TOTAL HC PUBLIC SCHOOLS	\$7,277,261	\$9,072,074	\$13,586,280	\$11,710,274	\$10,840,684	\$11,537,457	\$11,233,087	\$10,930,546	\$9,071,516	\$7,153,040
BRCC	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025
Health Sciences Center	\$654,025	\$653,794	\$654,718	\$655,089	\$654,759	\$655,213	\$654,759	\$655,394	\$655,122	\$655,103
2013 Refinancing Bonds	\$1,120,397	\$1,076,820	\$1,035,254	\$999,029	\$962,786	\$926,534	\$889,528	\$852,166	\$814,464	\$0
2010 Repairs	\$214,250	\$206,587	\$198,246	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL BRCC	\$1,988,672	\$1,937,201	\$1,888,218	\$1,654,118	\$1,617,545	\$1,581,747	\$1,544,287	\$1,507,560	\$1,469,586	\$655,103
TOTAL EDUCATION	\$9,265,933	\$11,009,274	\$15,474,498	\$13,364,392	\$12,458,229	\$13,119,204	\$12,777,374	\$12,438,106	\$10,541,102	\$7,808,203

Retiring Debt Service - County

COUNTY GOVERNMENT	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2025	FY 2025
Emergency Services HQ	\$1,151,000	\$1,114,513	\$1,080,313	\$1,054,113	\$1,038,913	\$1,013,713	\$988,513	\$963,313	\$938,113	\$912,913
2016 GF Linamar Land	\$1,027,873	\$1,008,524	\$991,269	\$970,512	\$947,071	\$0	\$0	\$0	\$0	\$0
Health Sciences Center	\$1,327,859	\$1,327,400	\$1,329,276	\$1,330,030	\$1,329,360	\$1,330,281	\$1,329,360	\$1,330,650	\$1,330,097	\$1,330,180
2013 Refinancing Bonds	\$737,103	\$708,440	\$681,089	\$657,256	\$633,412	\$609,562	\$585,215	\$560,835	\$535,831	\$0
2012 Refinancing Bonds	\$982,016	\$946,827	\$911,799	\$874,834	\$835,681	\$796,992	\$756,365	\$718,551	\$0	\$0
2010 Refinancing Bonds	\$81,232	\$77,661	\$73,828	\$69,492	\$0	\$0	\$0	\$0	\$0	\$0
2010 IEC/Court Services	\$716,000	\$692,000	\$668,000	\$644,000	\$620,000	\$596,000	\$572,000	\$548,000	\$524,000	\$0
Detention Center	\$464,662	\$444,720	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ambulances/EMS Equipment	\$123,054	\$42,710	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Law Enforcement Training	\$748,593	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$6,500	\$6,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL COUNTY GOVT	\$7,367,802	\$6,369,295	\$5,744,574	\$5,580,237	\$5,404,437	\$4,346,548	\$4,231,453	\$4,121,149	\$3,321,741	\$2,225,403
TOTAL DEBT SERVICE	\$10,033,735	\$17,378,579	\$21,219,072	\$18,953,629	\$17,862,609	\$17,465,752	\$17,008,827	\$16,559,255	\$13,862,843	\$10,033,696
FY DEBT SERVICE CHANGE	\$2,056,966	\$744,844	\$3,840,493	-\$2,265,443	-\$1,090,903	-\$396,914	-\$456,925	-\$409,572	-\$2,090,412	-\$3,829,147

Henderson County Public Schools – Superintendent Bo Caldwell

Mr. Caldwell stated staff and students of Henderson County Schools thank the Board for everything the Board of Commissioners did last year. Great things happened in the school system.

Social workers have been a great value, and he would like to see the program continued. He feels technology is a part of the classroom and this item will be rolled into the regular expenses. Staff is working to development single-point access into all schools.

Funding Category	FY20	FY21	FY22	FY23
Continuation Budget	\$27,703,000	\$29,342,680	\$31,103,241	\$32,969,435
6.0% increase to encompass Required Increases (State Retirement System/Insurance/State Salary Schedules/Charter Schools), Instructional / Programmatic /Technology/Student Services	\$1,639,680	\$1,760,561	\$1,866,194	\$1,978,166
Capital Outlay / Annual Maintenance) Plus 6.0% escalation factor	\$1,060,000	\$1,123,600	\$1,191,016	\$1,262,477
Capital Outlay / Safety Enhancements) Crisis Management Training, Warning Light / Stop Arm Enhancements for School Buses, AED Replacement, Expansion of Door Access Controls	\$500,000	\$500,000	500,000	\$500,000
TOTAL BUDGET REQUEST	\$30,902,680	\$32,726,841	\$34,660,451	\$36,710,078
Budget Increase from Prior Year	5.37%	5.90%	5.91%	5.915%
Capital Outlay (Major Capital) Flat Rock Middle School (HVAC), Rugby Middle School (HVAC), Upward Elementary (Cafeteria / Entrance)	\$5,000,000	TBD	TBD	TBD
Hendersonville High School	\$59,200,000			

- 4-Year Continuation Budget
 Local Current Expense
 6.0% annually to encompass:
- Required Increases

- ◆ Stage Retirement System
- ◆ Insurance
- ◆ State Salary Schedules
- ◆ Charter Schools
- Programmatic
 - ◆ Instructional Initiatives
 - ◆ Technology
 - ◆ Student Services

Capital Outlay - Annual and Deferred Maintenance - 6 % increase annually due to project cost escalation.

Future projects include:

- Roof replacement according to warranty expiration schedule
- Vehicle replacement [Maintenance/Transportation/Technology Departments]
- Paving school parking lots and driveways
- HVAC system replacement/repair
- Low-voltage system upgrades
- Custodial equipment replacement/repair

Safety Enhancements

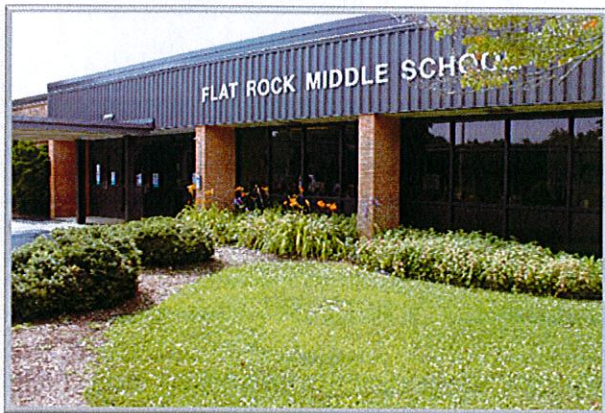
School safety initiatives remain a priority of HCPS and represent a continuous endeavor.

Future projects include...

- Crisis management training
- AED replacement
- Fully-integrated video surveillance
- Warning light/stop arm enhancements for school buses
- Expansion of door access control system
- Updated training for internal safety protocols
- Low frequency radio communication upgrade coordinated with Emergency Management

Capital Outlay - Major Capital Projects - Based on the prioritized recommendations of a 10-year facility study - FY20

- Flat Rock Middle School
 - Rugby Middle School
 - Upward Elementary
- \$5,000,000





There are 23 facilities within the school system. Staff is looking at a 10-year facility plan. It is important to re-establish the Joint School Facility Committee and begin meetings to talk about their needs.

At Rugby and Flat Rock, galvanized pipes (four-pipe heating and cooling) are failing and need to be repaired or replaced. It has been estimated to cost \$4m to repair piping or look at the possibility of coming up with another system.

The café at Upward Elementary needs to be enlarged with a not to exceed budget of \$1m.

4 Year Capital Outlay - Major Capital Projects [2020 - 2023]

- Phase I
 - Flat Rock Middle School
 - Rugby Middle School
 - Upward Elementary
- Phase II
 - Atkinson Elementary
 - Hendersonville Elementary
 - East Henderson High School
 - West Henderson High School
- Phase III
 - Transportation Center





The Transportation Center “Bus Garage” is not up to standards and the upstairs has been condemned. The number of bays do not even come close to the requirement that DPI says is needed.

Hendersonville High School



School Board Chair Amy Holt spoke regarding the new proposed plan for Hendersonville High School. She feels the plan allows for a safe and cohesive campus. At a budget of \$59.2m, they have already saved \$3m and the Fassifern lot is not needed, which was around \$500,000. In ten years down the road or whenever it is that the School Board decides what they want to do with the Stillwell building it will be about \$20m.

Chairman Hawkins stated he and Commissioner Lapsley had been working closely with a team. The information this group shared has not been shared with other Board members yet. Thanks to Commissioner Lapsley’s expertise, which was utilized, they have made great progress. The plan will go out for design next.

It was suggested that staff schedule a joint meeting of the Board of Commissioners with the School Board to look at the plan. (The joint meeting was scheduled for Wednesday, January 23, 2019 before the conclusion of this Board meeting).

Commissioner Edney feels both Board have questions, and a workshop would be beneficial.

Commissioner Messer is concerned with the project being held up even more by the City of Hendersonville, regarding stormwater, sewer lines, zoning, etc.

Chairman Hawkins stated that Commissioner Lapsley has also raised these issues. There have been communications going to the City of Hendersonville and hopefully we will have answers back before the joint meeting. The amount of money that could be involved, either adding to or subtracting from the project, is certainly one of the things that can be nailed down.

Amy Holt explained that when the School Board shared the plans with Mr. Stevens and Mr. Connet with the City of Hendersonville, all communication was positive. The initial cost of \$400,000 for the line from Oakland Street to the Courtyard area is included in the plan. The additional \$2m, she has indication – but no commitment or vote, that after four years or so when they are ready for that project the \$2m could possibly be covered by the City. She doesn't know for sure, it would require a former vote and commit to it by letter. The \$2m is separate from what is included in this plan. In talking with architects, it is possible to lay the turf field and in 8-10 years the turf would need to be redone. At that point, 8-10 years down the road they could then move those lines. She feels it is silly to not do it now.

Chairman Hawkins noted when the County gets ready to borrow the money for the project, the turf field at approximately \$1m would be included in the loan.

Commissioner Edney questioned if the Redden lot (Fassifern) was not used for parking, if it was big enough for practice fields, tennis courts, baseball, etc., that the City is lacking but they have at other schools.

School Board members responded they could look at it to see if it was something of interest.

Commissioner Edney also noted that City Council member Jerry Smith had raised a fit about traffic on a major highway, morning and night, for schools with back up and everything. He asked if the School Board had discussed the single access into the school morning and night.

Mrs. Holt responded that Mr. Smith had a conflict and was not able to meet with them.

The architects had met with NCDOT and a traffic study will be needed. The study's data has already been completed will be utilized to look at the areas with the new plan in mind. It was noted also, referring to the sewer lines, that \$400,000 was included to reroute the line. The number came directly from the City of Hendersonville. There is money included in the plan to reroute the stormwater line in question as well.

Commissioner Lapsley noted the line being discussed is not the line under the athletic field. They are discussing the 24 inch line going through the campus.

Principal Bobby Wilkins explained that underneath the main building (Stillwell) is a concrete spillway that goes under the football field. It actually collapsed about 15-20 years ago and was filled in at that point and time. He has no idea where the water goes. He has shared all information of all lines he is aware of with the architects. He is comfortable with the plans taking care of all issues.

The architects feel they have addressed the unknowns by putting allowances in the reconciled budget so that they know they have it covered. They may not have the exact solution yet but the money is there to address issues as they arise during design.

Blue Ridge Community College – President Laura Leatherwood
Capital and Operating Budget – (2019-2023) Four-Year Plan

Accomplishments

- Reaccreditation Reaffirmation
- BRCC received ZERO Recommendations
- What does this mean?
- Credits will transfer | Students can receive financial aid
- College can receive state and federal funding

Partnerships and Recognitions

- Henderson County Partnership for Economic Development Co-Partner of the Year
- Best of Blue Ridge
- Statewide Recognition of Small Business Center
- IMPACT Campaign has raised \$1.3M!

Blue Ridge Community College is celebrating its fiftieth Anniversary – 50 years of preparing the citizens of Henderson and Transylvania Counties to be Job Ready!

Strong History

Over the past twenty years, Blue Ridge Community College has seen a 48% increase in student enrollment. Looking ahead: If that trend continues, we will be educating over 3,200 students per semester by the year 2038.

- ♦ The College has seen an 11.6% increase in overall program enrollment since 2015.
- ♦ Career and College Promise, a dual enrollment program for high school students, has grown from 261 enrollments in 2015 to 623 in 2018.
- ♦ Our Advanced Manufacturing programs have experienced a 25.8% increase in enrollment since 2015.
- ♦ Our College Transfer pathway programs—Associate in Arts and Associate in Science—increased by 23.3% and 33.8%, respectively since 2015.

Informed Decision Making

Population Data

- Henderson County has experienced unbroken population growth for more than four decades.
- More than half (51%) of Henderson County’s new residents are under the age of 35.
- The County’s population is expected to increase to 130,000 by 2029.

Source: Economic Assessment Report of Henderson County NC (September 2015) by SYNEVA ECONOMICS

Employment Data

- Workers with an educational level of “Some College” or “Associate Degree” are the largest employed educational category in the County.
- Health Care is the largest industry in the County and accounts for 17% of all employment.
- Manufacturing is the second largest industry in the County and accounts for 16% of all employment.

Job Growth Data

- The three largest job creators in the County are Accommodations and Food Services, Health Care, and Manufacturing. Health Care and Manufacturing provide wages above the County average.

CHALLENGES - OPPORTUNITIES

Economic and Workforce Development

Economic development and industry recruitment efforts will continue to be in full force and require the College to maintain a flexible and nimble approach to workforce development.

Creating a Workforce Pipeline

Modern facilities equate to quality education in the minds of students and families making college choices. Today’s students are savvy consumers and expect innovative and modern facilities.

Life Safety and Energy Efficiencies

The budget presented takes into consideration that several College buildings do not meet today’s building code, have safety deficiencies, and are not fully ADA compliant.

Programs and Accreditation

Our most recent accreditation visit noted aged facilities and the need for the College to plan accordingly for the replacement of older buildings.

How did we get here?

On-Campus Stakeholders

Determined future programmatic and facility needs based on job, population, and enrollment growth

Vannoy Construction

Conducted an assessment of the four oldest buildings compared to future needs and provided guidance on renovation, addition, and new construction options

NC State Construction Office

Provided an assessment of College buildings focused on structure, efficiency, and safety features

Duke Energy provided an energy assessment, too.

Four Year Plan Budget

	2019-20	2020-21	2021-22	2022-23	TOTAL
Capital Improvements	\$4,206,076	\$4,696,425	\$5,103,880	\$ 7,646,352	\$21,652,733
Operating	\$4,242,681	\$4,686,985	\$5,031,796	\$5,535,786	\$19,497,248
New Construction / Renovation of Older Buildings	\$23,028,040	-	-	-	\$23,028,040
POPAT	-	\$1,000,000	-	-	\$1,000,000
Fletcher Center	-	-	-	\$3,421,250	\$3,421,250
TOTAL	\$31,476,797	\$10,383,410	\$10,135,676	\$16,603,388	\$68,599,271

Capital Improvements

Budget number for capital improvements comes from the College’s Facilities Condition Assessment Program (FCAP).

FCAP is a comprehensive annual survey of the condition of all College buildings, facilities, and equipment with a plan to address deficiencies based on accepted standards and College programmatic needs.

Operating

- Three new positions and salary increases (includes retirement and medical insurance costs)
- Rising costs of utilities (electrical, heat, and water)
- Increase in contracted services (master facilities planning and custodial services)
- Increase in insurance for additional square footage the College is requesting in its capital request

New Construction / Renovation

Using the professional estimates of Vannoy Construction, Blue Ridge Community is requesting \$23.1M.

- Renovation of Patton, General Studies, and Arts & Sciences Buildings
- 20,000 square feet of new construction

POPAT

Passing the Police Officer Physical Ability Test (POPAT) is a state requirement in the BLET program. It is a timed, pass-fail test which must be administered in an unobstructed space no smaller than 40' x 70'. Extra area is needed for instructors and cadets staging during training and storage for POPAT equipment. Currently the College uses outdoor space. Request for funds for the POPAT space has been in past County budget requests.

Fletcher Center

An academic building at the Fletcher Town Center was approved by the BRCC Board of Trustees in 2015 as part of the College's Master Plan. With the rapid population growth and new manufacturers relocating in this area, workforce development classes are in high demand in proximity to Fletcher. This budget amount serves as a placeholder because the College intends to seek multiple funding sources for this new construction.

Chip Gould feels the Health Sciences Center is paying off. Blue Ridge Community College facilities need to be updated to the state of the art facilities as other colleges, so that we can retain students.

DEPARTMENTAL PRESENTATIONS**Henderson County Sheriff's Department – Sheriff Lowell Griffin****Patrol Division**

- In house staffing study conducted indicates the need for 22 additional patrol deputies
- Strategies will be utilized to reduce the number to 12 additional needed over the next four years.
- The staffing study is an analysis of daily workload encompassing obligated and non-obligated time.
- Requested staffing will allow for patrol shift detectives

Animal Enforcement

- Specialized unit requiring immunizations, specialized equipment, and training
- Requested personnel allow for the increase in call volume, ability to conduct investigations, and ability assist municipalities

Traffic Enforcement and Interdiction

- Currently engaged in the process of applying for grants to assist with program development
- Henderson County – average of 12 fatal accidents annually
- Henderson County – alcohol related accidents average 3 fatalities and 79 injured people annually
- Henderson County – average of 2,386 crashes annually, 659 injured persons annually
- Interdiction would allow us to develop a regional, multi-agency task force, to target the criminals, property, human trafficking, and illegal drugs routinely traveling into and through Henderson County

Criminal Investigations Division

- An administrative assistant is necessary to assist deputies assigned to the domestic violence unit who spend valuable time entering date, such as the statutorily required necessary to serve each Domestic Violence Protection Order, critically reducing time needed to follow up on domestic violence cases and property effect service of the listed orders
- The Victims Assistance Coordinator is again funded this year through a grant, but budgeting is necessary to ensure the continuation of the program in to the future
- An additional investigator is needed to assist with the Special Victim's Unit which will allow us to

- participate in the federal task force designed to identify, apprehend, and prosecute child predators
- An additional investigator is needed with specialized training in the field of technology which will allow us to enhance investigations with criminal activity associated with computers, cellular telephones, or any other media
- An additional General Investigator is necessary to account for the increasing number of cases due to the rise in population.

Support Services

- An additional deputy is necessary to accommodate the calls for service associated with DSS.
- Two additional corporals are necessary to accommodate the required span of control for the number of officers assigned to the schools
- An administrative assistant is needed to enhance customer service and provide for daily continuity at the reception desk

Staffing Study

- The E-911 Center has been short staffed with consistent vacancies over the past several years. The Administrators of the Communications Division have assumed the responsibility of vetting candidates to fill the vacancies. This process is moving along at an accelerated pace and we are approaching the point where few positions remain vacant. We have been unable to determine if staffing levels are adequate due to operating with the vacancies.
- Henderson County is fortunate that our fire, rescue, and EMS partners all employ the most modern and aggressive strategies and techniques in saving lives and property. We are afforded tremendous fire department ratings and insurance savings as a by-product. These strategies and techniques add to the burden of the tele-communicator due to the extra manpower and equipment that are used as well as the record keeping that is necessary to document the events.
- As you are aware the E-911 Center is responsible for receiving all 911 calls and dispatching appropriate units to any fire, rescue, or medical emergency in the county regardless of municipality. The E-911 Center also dispatches both the Sheriff's Office and the Fletcher Police Department to law enforcement related emergencies and events. We are requesting funding for a staffing study to ensure we have the proper number of personnel to provide the service the people of Henderson County deserve.

Capital Projects

Back Up PSAP (Public Safety Answering Point)

- Legislation requiring backup for PSAP
- Current backup plan is agreement with Haywood County
- Satisfies requirements on paper but not functional
- Lacks radio inter-operability
- Unable to provide anywhere near the current level of service during a 911 outage

Software Replacement

- Current software outdated and no longer supported
- Various companies offering packages at prices that vary widely
- New software will serve the entire Sheriff's Office, including the 911 Center, and will support our fire, rescue, and EMS partners. New software modules include CAD, Mobile CAD, Field Based Reporting, Records Management and Jail Management.
- Because the current system lacks many crucial features, independent databases and spreadsheets are being utilized throughout the agency. These independent databases are not centralized, inefficient, and the input varies widely.
- Software lacks features available today that would enhance the safety of officers, fire-rescue, and EMS responders
- Licensing of mobile units extremely expensive under current vendor

Body Cameras

- Digital video enhances successful prosecution of many crimes
- Protects Officers from lawsuits and unjustified complaints

- Identifies training issues and officer behavioral problems
- Negates altered or partial video presented from outside sources

Vehicle Replace

- Utilizing current recommended replacement format

S.W.A.T. van replacement

- Operational malfunctions cause lack of emergency readiness
- May be transferred to another department for other than emergency operation
- Smaller van needed to accommodate transport and enhance QRF capability.

New Vehicles

- Necessary to accommodate positions that have been requested

Replacement Vehicles

- Need based on adopted replacement criteria

DETENTION

Staffing

- Currently utilize four squads working 12-hour shifts
- Currently 3 squads with 9 officers and one squad employing 8 officers
- New jail housing standards demand that officers performing supervisory rounds are not to be assigned other tasks
- Staffing study completed by Steve Allen recommends the immediate need for 11 officer per shift
- Possible necessity for maintenance position?

Capital Projects

- Shower Resurfacing
 - N.C. Health Inspector has issued deficiencies concerning the condition of the showers
 - Epoxy surface currently installed in one cell block preserving well
 - Charge to install is high if areas completed separately vs total project completion
- ICON Water System
 - Current water system has 18 moving parts
 - Maintenance costs consistently high
 - ICON has three moving parts per cell – programmable
 - Will reduce water consumption 55 to 70%
 - Will significantly reduce flooding caused by inmate behavior
- Reconfigure Female Housing
 - Elevated platform necessary for adequate observation and security
 - Possibly able to utilize Facilities Services to complete project
- Replace Floor Resurfacing with Repainting of Facility
 - Substandard painting partially completed recently by inmates
 - Facility must remain clean and in good working order for decades to come
- Replace Booking Renovation with Jail Door Replacement / Refurbishment
 - Door hardware completely worn out
 - Air lines for doors utilize underground conduit which are irreplaceable and may fail at any time
 - Unable to refurbish air doors

Department of Social Services – Jerrie McFalls

Agency-Wide / Jerrie McFalls, Director

Important considerations in the development of the HC DSS 4-year budget

- Session Law 2017-41, better known as House Bill 630, created expansive legislation to reform and improve the social services system
- State of North Carolina/Henderson County Memorandum of Understanding
 - MOU establishes benchmarks in 26 program areas within DSS
 - Regional offices will be established and responsible for monitoring staffing capacity and

- Impact of Medicaid Transformation on Economic Benefits Business Operations
 - North Carolina has contracted with MAXIMUS to contact current Medicaid and Health Choice recipients and enroll them into Medicaid Managed Care Standard Plan.
 - MAXIMUS will explain managed care, assist the recipient with selecting their Prepaid Health Plan (PHP) and their primary care physician (PCP) within the PHP.
 - North Carolina has not contracted with MAXIMUS yet to contact and enroll current Medicaid and Health Choice recipients into Tailored Plans.
 - County caseworker roles have not been announced or defined in detail, however, we do find consistent language advising that counties are “crucial partners in ...engaging with beneficiaries, addressing unmet resource needs and supporting the delivery of coordinated, person-centered care.”
 - County caseworkers will also be transitioning. They will be educating and enrolling all applicants that would be included in a Standard Plan and if Maximus is not contracted, educating and enrolling applicants and current recipients into Tailored Plans.
 - Additional un-defined tasks for our caseworkers.
 - Increased foot, mail and phone traffic to address confusion and mis-information for all beneficiaries.

NC FAST Certification for all economic benefit caseworkers, required by NC Session Law 2017-17. DHHS estimates that the certification will cost Henderson County \$96,188 in additional hours/overtime for staff members.

POSSIBILITIES

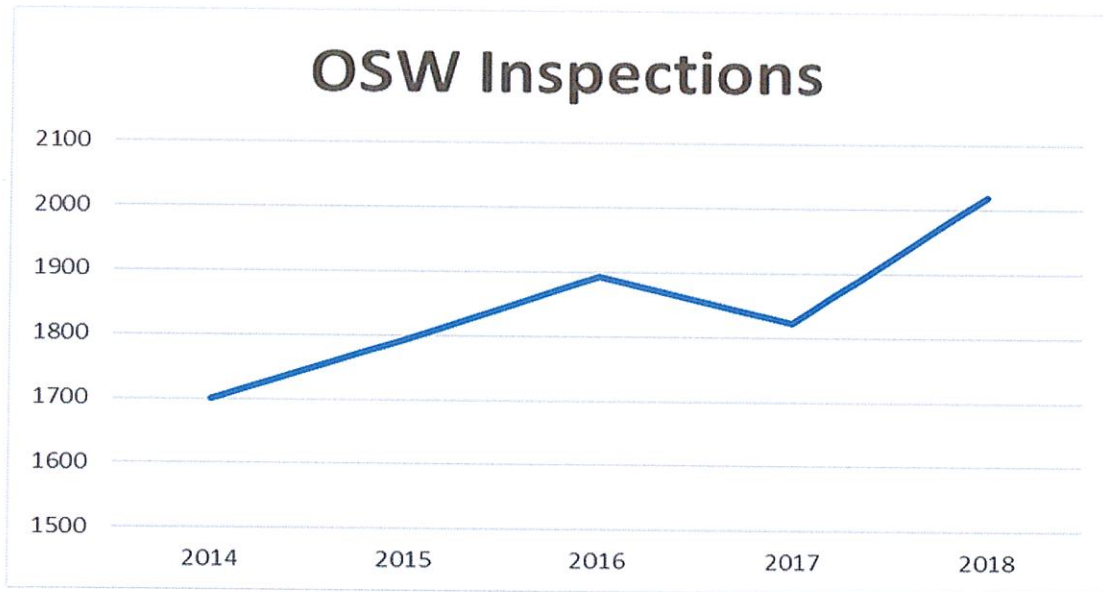
- Presumptive Medicaid Benefits through enrolled hospitals expanded results in more administrative tasks
- Medicaid Expansion - programs in NC modified to cover uninsured citizens under 65 that are not disabled but with chronic medical needs results in more administrative tasks and more beneficiaries. Estimated at 7,000 new/additional Henderson County beneficiaries.
- Affordable Care Act (ACA) changes

Operational Planning/Capital Projects / Joe Maxey, Administrative Officer

- Training for current and future staff
- IT Equipment for new employees
- IT Equipment planned replacement of existing thin clients, printers, scanners, etc.
- Office Supplies
- File Digitization – Foster Care Files
- Build out of unfinished space for offices and enlarge conference room
- Add shower area
- Additional security cameras and microphones
- Upgrade to ballistic glass in reception area
- Replace original phone PBX system (2/3 of cost to DSS; 1/3 of cost to Health Department)
- Purchase one new vehicle each year

Health Department – Steve Smith

Environmental Health / 1 EH Specialist for FY 19-20 - (On-Site Water Program)



- Inspections include new permits, repairs, additions and installations, best overall metric for total demand on program
- Inspections have increased from 1700 in 2014 to 2020 in 2018
- With extreme weather cycles, repairs are one of our fastest growing demands

Environmental Health - OSW

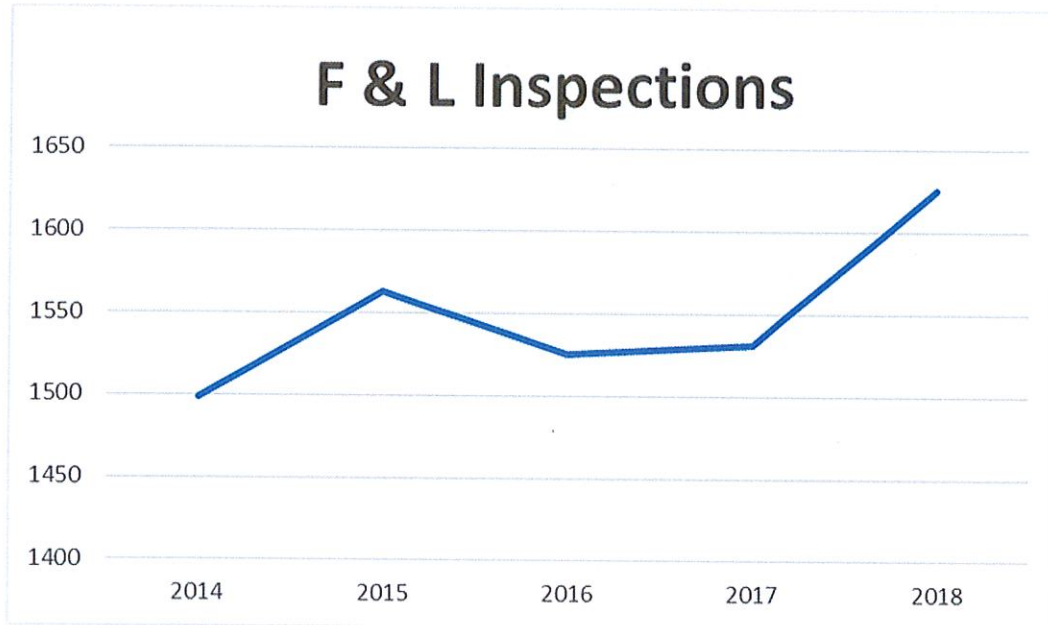
- 11% increase from last year
- Losing part time EHS for OSW (750 hours last 12 mos.)
- Permitting time increasing (complexity)
- 244 wells drilled in 2018, 20% increase
- Limited tolerance for permitting delays
- Loss of part time person is significant – we were able to use this very experienced person during peak demand periods
- Part time position represents a 1/3 of a position
- Difficult to quantify increasing complexity, but permitting consistently requires more site visits and time than the past
- Inventory of “easily developable” property is rapidly disappearing
- Volume of wells represented above is not included in previous inspections chart
- OSW Fees currently cover about 1/3 of the cost
- Modest increase with fees would cover most if not all of position cost
- New vehicle would also be required
- Board of Health is required to review current fees structure for EH via accreditation
- Without any in depth analysis, we already know that current fees only cover about 1/3 of the operating cost and that doesn’t include consideration of vehicles, computers, etc.
- Since many other environmental health services like food and lodging are statutorily prohibited from charging fees, it makes sense to move more toward cost recovery for this program
- Current vacant position in this program and new hire will likely be a intern/trainee which further restricts our productivity until authorization is achieved and the individual gains some experience

Commissioner Lapsley feels the onsite septic site fee is extremely low. As only a small percentage use this service, he would like to see the fee adjusted.

Environmental Health / 1 EH Specialist for FY 20-21 (Food & Lodging) Seth Swift

Commissioner Lapsley noted these inspections are required by state law, and some are only done once per year, while others are done 3-4 times per year. The State received the fee and we get a portion. The County is not allowed to charge an additional fee.

County Manager Steve Wyatt feels this is an opportunity to talk to our legislators.



- Inspections have increased from 1499 in 2014 to 1626 in 2018
- Given current trends, we anticipate the need to add this position in FY 20-21
- Critical resource given linkage to economic development, tourism, etc.
- Program is prohibited from charging local fees
- 6% increase from last year
- Record number of new permits in 2017 & 2018
- No local fee options to support this service

Health – Steve Smith

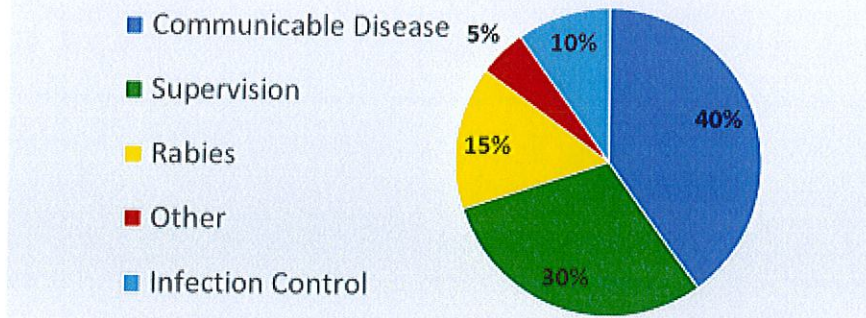
Communicable Disease:

- 1 primary CD nurse today
- Recommended minimum ratio of 1 nurse: 100,000
- Current estimated population of 120,000 with significant seasonal influx
- New disease demands like Hep C (substance use)
- Need for CD services in the detention facility
- Core obligation of public health
- Experiencing more outbreaks like pertussis (we have 8 cases right now)
- New responsibilities for substance use associated diseases like Hepatitis C
- Ratio does not consider demands associated with rabies control
- Significant needs within the detention facility and have a great opportunity to do more in conjunction with the contracted provider for jail health services
- Sheriff's Office has very limited capacity for transporting detainees to health department for CD services

services

Health

Public Health Nurse/Communicable disease for FY 19-20:



- Chart represents how we would like the existing Public Health Nurse to dedicate her time
- Reality is that rabies control and general communicable disease control demands today often require 80-90% of her time with limited capacity for the position's other responsibilities
- Over 250 home confinement scenarios each year for domestic animals (intensive process)
- If another position was added, the duties above and the corresponding time increments could be achieved
- *Current position is the one we reclassified to a PHN III and is responsible for supervision and oversight of communicable disease, immunizations, TB, STD's and employee health components like healthcare worker required vaccinations (3 supervised position)

Human Services Planner for FY 19-20 :

- 3 Health Educators, static for 18 years
- Strategic direction to advance community initiatives through Partnership for Health
- \$1.5 million in grants achieved in 2 years
- Community organizations are requesting public health provide backbone support for initiatives
- Likely the highest value request from the department given a strategic direction to leverage collective impact models among community organizations
- Health Department recognized as a neutral convener and facilitator for these efforts within the framework of Partnership for Health
- Most important trend in public health statewide today is to advance community health improvement and coordination
- Department is at a challenging transition point because we're still responsible for all traditional public health services while supporting these additional innovative models
- This staff along with my position now dedicate over 50% of our collective time to community initiatives (not department specific)
- Dire need for more capacity

Dental Hygienist for FY 19-20 :

- Prior position, most of position funding was dedicated toward half of IT position to support EHR
- Limited dental screenings occurring in schools today
- Dental health education for child care centers and young children has ceased
- 15% of kindergarteners have untreated tooth decay
- Current Board of Health Chairman, Dr. Richards is a local dentist

- Has been relaying anecdotal information regarding extraordinary needs for many populations that are not being met
- Discussing these needs with community partners including Blue Ridge Health and regional stakeholders
- Position that the department previously had...we were fortunate to retain \$20,000 of that position cost to hopefully acquire some contracted capacity for dental health education, but this profession is so sought after that we now realize we'll have to pursue a full time position again to re-initiate the program
- Highly awarded model from the past which included intense focus on prevention and early dental health education
- Strong vision among board of health today to pursue a dental clinic in the future

School Nurses for FY 20-21 forward :

- Exceptional investment in this program
- Have met ratio of 1 nurse:750
- Need time to stabilize programming with new capacity
- Not sustainable for supervisor to be full time school nurse and oversee 17 nurses
- Incredible capacity afforded over last 4-5 years, 8 positions added
- Strong focus on programming now given expansion and coordination needed with other school system resources including their social workers
- Propose adding 1 school nurse in FY 20-21 so that current supervisor can be completely removed from day to day services

Commissioner Lapsley would like to see 1 nurse per school. He suggested the Board look in 2-3 years look at how 1-750 students ratio is working to see if 1 nurse per school would be better.

Substance Abuse Task Force

Commissioner Lapsley stated the Substance Abuse Task Force has one more meeting. The group feels there is a need for a Human Services Planner, an individual who coordinates everyone involved with substance abuse. Who and where is yet to be determined. The future budget may need to include a permanent position.

Human Resources – Jan Prichard

Mission:

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

To effectively and efficiently accomplish our mission, HR is requesting funding for:

- Additional staff
- Project Management
- HR Information System
- Supervisory and Employee Training Programs
- Compensation studies
- Performance Management
- Risk Management
- Risk Management Education

Immediate Need for Additional Staff

- Requesting 2 positions in FY 20
- Requesting 1 position in FY 21

Current HR Staffing:

- 6 B/E Full time, 1 B/E Part time, & 2 Aux = 7.67 FTE

- Average staff years of HR B/E employees: 18.37

HR Staff: Employee Ratio:

- Industry standard: 1:100
- Current HCHRD ratio: 1:130

Justification for Additional Staffing

To continue to provide efficient and effective service to the County and our employees

- Succession planning
 - 3 of 7 B/E employees eligible for immediate retirement
 - Loss of highly productive staff with extensive skills and organizational knowledge
 - Increase in services provided

FY 2014 vs FY 2019

- 12.9% increase in FTEs served
- 12% increase in covered lives for medical insurance
- 50.25% increase in voluntary, FSA, HSA and deferred compensation benefits elected and administered

HR is committed to serving the employees that serve the citizens. Additional staff is necessary to continue to provide the high level of services our dedicated employees deserve. Your consideration of this request is appreciated!

Elections – Beverly Cunningham

No equipment is certified for ADA compliance yet. On January 31st the State Board of Elections will be appointed. There is no local Board of Elections at this time.

The hope is that equipment will be certified sometime this year. We begin filing in December 2019 for 2020 elections, because the primary will be March 3rd. Everything keeps moving up, we used to file in February, and then January and now it's December this year. So we will work in a hurry to get the equipment before the March 3rd certification goes through. If it doesn't, we still have enough Ivotronic machines, and Legislature would have to extend the timeframe. It may be possible to use them for one-stop sites also. We may be moving toward traditional one-stop sites, but the hours of those sites have not been determined. Hopefully it will not be 7 a.m. to 7 p.m. again. The public in Henderson County do not like coming to vote at 7:00 in the morning, nor do they like to come at 5-6 in the afternoon. Everyone wants to come at 10:00 a.m.

A round number of \$350,000 was included in the requested budget for equipment. That number is based on costs of other equipment per unit.

As far as the four-year plan, their lease is up this June 30th and staff would like to see the lease extended at least through the presidential election.

Mrs. Cunningham is asking for a fulltime employee. She came to work as the director in 1999 and at that time had four full-time staff. Twenty years later she still has four full-time staff. She will be retiring this year and the time has come for new personnel. The assistant director will be leaving in the next couple of years, and another employee shortly after that. We are looking at a 60% turnover in the next 3-4 years in our office. We would like to go ahead and get a full-time employee hired as a deputy director that would entail recruitment and training of poll workers. We must go to numerous community organizations attempting to recruit poll workers and recruitment is very difficult. People working in the office must be properly trained. Temps are used when they shouldn't be. To be certified by the State is a two-year process.

County Attorney – Russ Burrell

Russ Burrell stated State requirements for the Department of Social Services will cause a need for additional staff in the Legal Department. If the caseloads do not increase, we will not need additional staff. Director McFalls and staff eluded to great increases in caseloads.

Register of Deeds – Lee King

Serving Henderson County since 1838

Register of Deeds - Statistics

- Over the last 6 years, we have averaged recording almost 20,000 documents each year.
- During that same period, we have averaged issuing 720 Marriage Licenses.
- We are a self-sufficient County Department. We collect the Excise Tax for the State and County. We bring in more revenue than we spend in our budget.
- For Calendar Year 2018, our office collected over \$1.75 million in Excise Tax. The County keeps 50% of these dollars and 2% of the State's 50%.

Register of Deeds – Services offered 2014

- Traditional Recording only for all documents.
- Notary Oaths and Certificates were handled manually.
- Vital Records Requests were filled one of two ways and limited to people born in Henderson County:
 - In Person
 - By Written Request (Request was mailed by citizen to our office and requested document was mailed back to citizen)
- Payment was accepted by Cash or Check only.

Register of Deeds – Services offered 2019

- Traditional Recording & Electronic Recording for all documents including plats.
 - Henderson County is one of only a handful of counties nationwide that accepts electronic Plats.
 - Henderson County was the 3rd County in North Carolina to accept Plats electronically.
- eNotary program allows Notary Oaths and Commissions to be handled in real time electronically.
- Vital Records Requests can be filled as follows:
 - In Person (for Henderson County (all years) and any County in North Carolina provided the citizen was born after 1970.)
 - By Written Request (Request is mailed by citizen to our office and requested document is mailed back to citizen)
 - By electronic Request using Get Certificate Now Program (Request is sent to us electronically in real time and requested document is mailed back to the citizen. This cuts the receiving time in half.)
- Payments are accepted with cash, check, or debit/credit card.
- Online Vital Records Requests through the Get Certificate Now Program and Electronic Recording Payments are handled by ACH (electronic funds transfer).

Register of Deeds – 4 Year Goals

- Digitize all documents from 1838 to the present.
- Preserve the oldest Deed Books for future generations at a rate of 5 books/year.
- Implement the Electronic Death Recording System.
- In-house project to scan and index older Vital Records.
- Installation of a Roller Shelving System for older Deed Books.
- Due to the expansion of services offered and in order to complete in house project, we look to add additional staff members.

Facility Services / Garage (staffing) – Chris Hill

Facility Services is asking for 1 position in janitorial (maintenance assistance) and 1 position in maintenance (maintenance technician 2) per year for the next four years.

Based on the current janitorial staff, 486,000 sq. ft. of County Facilities is covered. Both industry standards and staff experience suggests one staff member per 27,000 sq. ft. (1:27,500). Currently, custodial staff are comprised of 1 supervisor and 12 custodial staff, making this ratio 1:40,500. Addition of staff requested over time would bring the ratio to 1:30,375.

Maintenance staff currently covers 660,000 sq. ft. of County facilities. Both industry standards and staff experience suggests one staff member per 50,000 sq. ft. (1:50,000). Currently, maintenance staff are comprised of 1 supervisor and 9 technicians, making the ratio 1:73,333. Addition of the staff requested over time would bring the ratio to 1:50,769.

Staff is also asking for an Administrative Assistant in order to bring all departmental administrative functions back in house. Currently, administrative duties are performed with the County Manager's office. Supervisor of Facility Services and Garage spend approximately 2-3 hours per day doing administrative type work. Previously an administrative position was in this department but was moved to another department a couple of years back.

Operational

There are many adjustment over the next four years to cover the increase in cleaning and janitorial supplies to address the growing use of facilities, replacing of custodial equipment, an increase of maintenance and repairs of buildings and grounds to address aging facilities and mechanicals.

Planned Projects

Many of the projects are due to aging infrastructures, painting, replacing carpets, repairing and replacing roofs, generators, HVAC replacements, additional snow equipment, etc.

Commissioner Hawkins asked if staff is using the garage facility at the new EMS Headquarters.

Mr. Hill responded yes and staff is in the process of moving the county garage to the Balfour facility. In this budget a requisition is included for tire storage since they have no room for tire storage. We had to relocate the lifts at Balfour garage. All fleet will be maintained at the Balfour facility. Use for the existing facility on Williams Street has not determined at this time. EMS may need the location for a different facility and storage.

Responding to Commissioner Edney, Mr. Hill stated touchless faucets have been ordered for the 1995 Courthouse and will be installed by June 30, 2019.

The Wellness Clinic will need to be renovated if they remain in the same location. Additional space is needed and a possible relocation is being looked into.

Leaking sky lights at the 1995 Courthouse require the right-hand elevator to be shut down during rain, which is a hazard. The sky lights will have to be removed and the gaskets resealed.

Currently if every DSS employee shows up for work, there is not sufficient parking. Included in the budget is funding to pave some of the grassed area.

Assistant County Manager Amy Brantley noted that roof replacement for the Partnership for Economic Development was included in a budget amendment at the last Board meeting. This plan, as with many things we do, is subject to a little bit of shifting. This could be the case with the sky lights in the courtrooms.

Steve Wyatt feels if there is a leak, it needs to be repaired. We can use Capital Reserves for active water leaks and will bring this back to the Board sooner than next budget year. Another issue is card readers for the Historic Courthouse, which is currently being looked into.

Garage

A request has been made for security cameras at the facility at Balfour. We have had a couple of instances of theft already while the building was being built. Security lighting has been requested for the parking lot and a security fence around the perimeter of the Balfour garage. A carport for tires is needed, and storage and salt storage (currently housed in the basement of the 1995 Courthouse). A balancer is needed for the Sheriff's Department which pressurizes the tire for high speed. Currently machine is 20 years old and on its last leg. Staff is asking for one vehicle per year over the next four years to add to the motor pool fleet.

Old EMS Building

Steve Wyatt has spoken with Jay Kirby regarding the old EMS building. Pardee would not be using the building and will tear the building down for future expansion.

Information Technology – Becky Snyder

Mrs. Snyder stated in her 34 years with the County, we have gone from 1 server with software for tax, finance and permits to supporting over 2500 items of IT equipment, and the associated software and services. Every Henderson County department uses technology to assist in meeting the needs of the people of Henderson County.

The IT four-year plan takes into account both staffing and operational planning. Staffing shows the need for two additional full-time positions and 1 part-time position. Additional staffing is essential for the IT Department to support not only the current needs but also the growth of technology across County Government.

Body cameras are technology and the data recorded must be stored. Almost every County employee has IT equipment either sitting on their desks or in their pocket, or both. Facility Services uses I-Pads to stay connected, more efficient, and more responsive to service calls. The software they have allows them to follow the tickets placed on their I-Pads. All of this requires IT support.

IT is in support of a salary or compensation study as requested by Human Resources, and the implementation of that study, allowing them to be more competitive in the IT market.

- Accounting Tech III / Management of acquisition of software and hardware, including purchasing, receiving, processing for payment, keeping records of licensing and maintenance agreements for IT Department
- Computer Support Assistant / additional staffing for support of personal computers and related peripheral equipment.
- System Administrator / additional staffing for ever-growing needs by Henderson County department for IT resources and services.

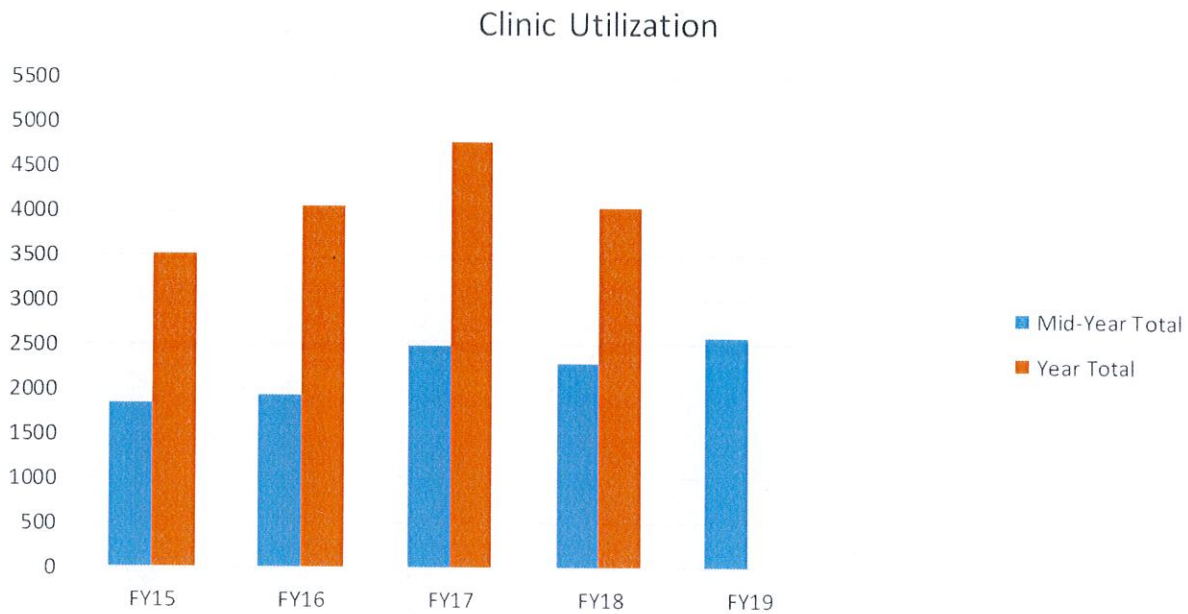
The Operational Plan address the need for additional software and services to enhance security and training. Another increase in related to increasing Tariffs. Tariffs are predicted to result in increases of up to 25% after 01-01-19. This will be reviewed yearly.

Another increase is to access the MUNIS system. Assessments are being done to see if there are additional modules of that software that can improve efficiency in those departments.

The Board had the foresight to set aside an IT Capital Depreciation Fund, and a project fund to replace permitting software. Those two funds will help set off some of the expenses. Our permitting system is no longer being enhanced or improved. The vendor has only committed to supporting it through June of 2020.

Wellness – Jamie Gibbs

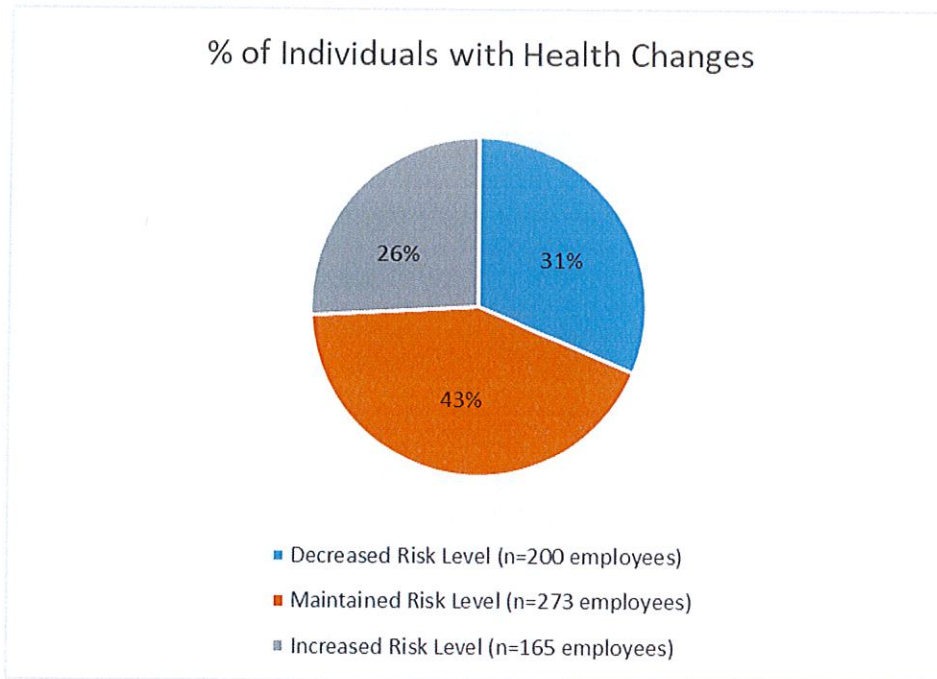
Jamie Gibbs stated like many other departments, the Wellness Clinic is also asking for additional staff. Clinic utilization had a significant uptick in FY17, and returned to FY16 levels the following year. Mid-year totals for FY19 currently exceed FY17 at the same point, indicating continued growth in clinic utilization.



Comparing an initial Health Risk Assessment (HRA) to FY HRA, 74% of Henderson County employees improved or maintained their health risk level.

- 31% of employees decreased their risk level (200 employees)
- 43% of employees maintained their risk level (273 employees)
- 26% of employees increased their risk level (165 employees)

The employee pool indicated in this statistic has aged 11 years since the initial HRA, making the 74% who improved or maintained their health risk level a statistic that far exceeds expectations.

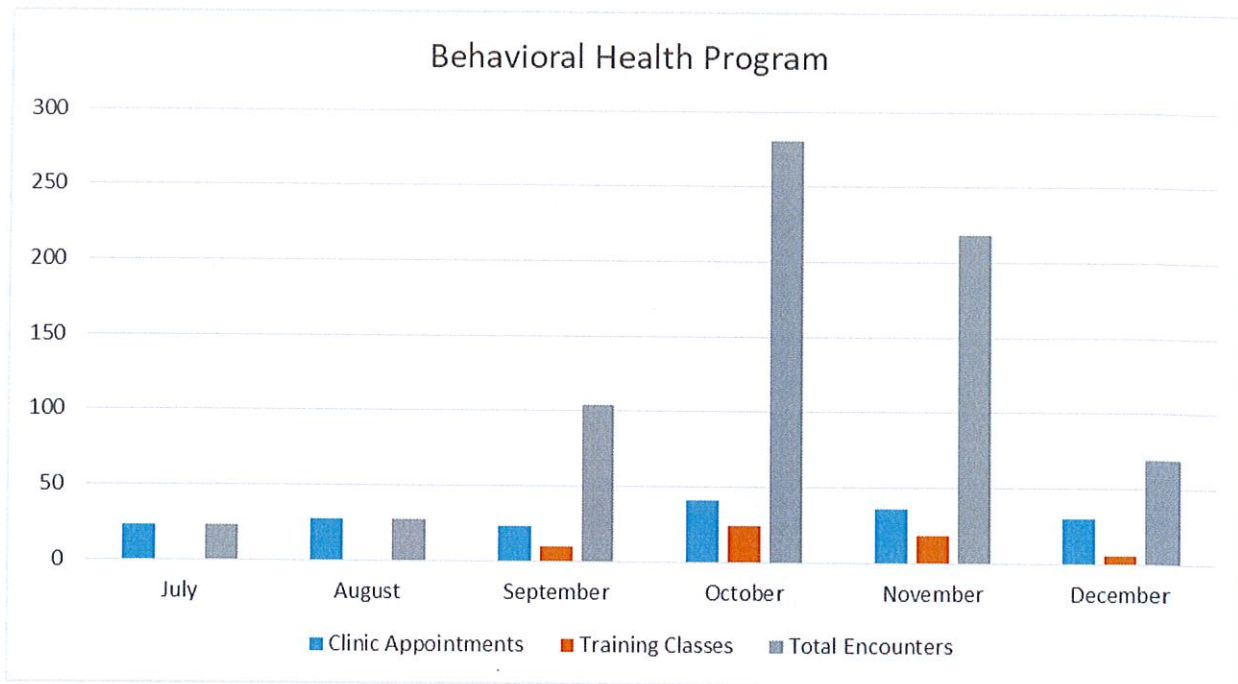


Because of the numbers an increase in staff is being requested by asking for one additional nurse practitioner. This is mainly to replace Jamie as she is the director and one of the providers in the clinic. The Clinic needs a fulltime director. Jamie stays clinical one day per week as mandated by the medical board for patient contact hours, but her focus needs to be more on the administrative and running the clinic. Wait time for patients has increased which takes the employees away from their jobs. With that addition a medical office assistant will also be necessary. In current medical settings, it is a 1:1 ratio of 1 nurse to one provider. The Clinic currently has a 2:1 ratio and on Thursday a 3:1 ratio. This does not account for front staff answering the phone.

Behavioral Health Programs

Since the Behavioral Health Program has been put into place, November and December had a little bit of a drop due to holidays and inaccessibility’s of department. This program has taken off in a way that we could have never anticipated. Even in the four year trajectory completed in September that was turned in in October, we didn’t have the October numbers yet. People are asking for help and they are trying to keep up with the command. The Behavioral Health Survey was completed in June in 2018 and it helped to assess the needs of the employees. The target population was Emergency Services with paramedics and the Sheriff’s Department, however a couple of other departments were recognized and are asking for help. They have highly utilized this service.

- “Total Encounters” accounts for both clinic appointments, as well as the total number of employees who attended training classes. Despite what looks like a drop in utilization, fewer training classes were offered due to holiday schedules.
- Appointments, classes and total encounters for January will reflect pre-holiday levels.



Jamie would like to add another Behavioral Wellness Counselor as soon as possible to meet the growing commands. One of the major impacts of waiting time is the facility. The clinic, as it stands, does not meet our needs.

Commissioner Lapsley feels it is imperative that this Board supports the Behavioral Health Program and additional staff at the Clinic.

Finance – Samantha Reynolds

With the growth the County has experienced, the impact to the Finance Office has resulted in an increase in volume of transactions. Compliance and reporting requirements from external sources are also increasing and becoming more complex (i.e. Federal UG). We are currently at capacity with the volume we can process on a daily, weekly or monthly basis. To continue to meet demand with increasing transactions and requirements, we’ve developed a solution to help us continue to provide quality and timely service to all departments and the public. With a goal to meet continuing demand in all functional areas while maintaining quality and timely output, our solution is to take a multi-step approach to improve processes and increase efficiencies and reconfigure workspace to make room for future employees.

Plan

1. Automate processing to improve efficiency and save time. Work with ERP to identify areas to streamline or automate. Purchase add-ons to enhance functionality of our system.
2. Implement Document Management System – reduce space used for storage to make room in central workspace. Install modular cabinets for storage in hallway and conference room.
3. Perform space evaluation to reconfigure partitions in our central workspace to accommodate staff growth.
4. Hire additional employee(s).

Tax Administration – Darlene Burgess

Darlene Burgess stated the Tax Collector’s Office is at 94.76% collected on current year taxes. On

delinquents as of January 15, 2019 we are at almost 96% of that charge.

Tax Assessor

Two positions are being requested for FY20-21.

- A GIS specialist 2 – An additional mapper will also allow the division to keep up with increased workload associated with the County's growth. Staff has been cross trained to assist to prevent bottlenecks, however, extensive use of additional staff creates bottlenecks in other divisions. The addition of one mapper should allow the department to meet and/or exceed established performance goals to have property transfers completed with 48 hours.
- Compliance Auditor – Statutory requirements state that with a 4-year reappraisal cycle, 25% (1/4) of parcels receiving exemptions or deferrals must be audited annually. To meet that goal, the office requests a compliance auditor be trained to serve both the Tax Relief division and also be able to audit compliance on the County's smaller businesses.

On-line Listing – Personal Property

This project would be through our software vendor and would allow taxpayers to access the County's website and file or update a personal (including business) listing. This would improve service to citizens and would streamline workflow among personal property appraisers. To maximize effectiveness, the online listing program should interface with the tax software program.

Document Management System

There are a vast amount of property record cards going back many years. These cards house historical information regarding the County's real property and are used regularly by staff and professionals. Many are written in pencil and are fading. The project would involve scanning the documents into a searchable document management system for easy access and to preserve the historical value.

Capital Projects

The paint/wallpaper and carpet is original to the building. The request includes removing wallpaper, repainting offices and installing new carpet.

Tax Collector

There are no current needs in Collection.

Reappraisal Reserve Fund

Field Collection Devices and Software

Field collection devices could significantly maximize efficiencies, as appraisers would access their work queue, receive routing directions and enter appraisal information while in the field rather than spending an estimated 1-2 days per week printing out material needed for field visits. The anticipated financial impact includes the cost of the devices (\$25,000) and a rough cost estimate of software licenses (\$25,000). The software enhancement cost is anticipated to be paid from Pool funds.

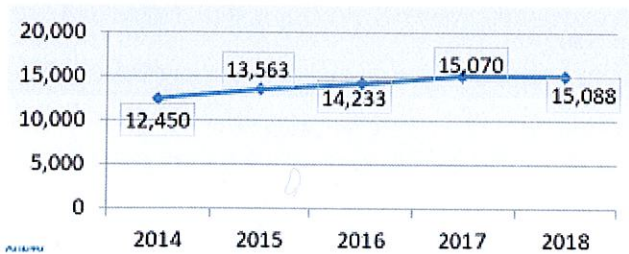
Replacement Tax Billing and Collections and CAMA system

Replace existing Farragut products with a full-featured, proven and mature Tax system to improve accuracy and efficiency in billing and collection of property taxes and provision of equitable and fair appraisal of property. Funding is included in Information Technology. The \$1.75m cost estimate is on hold at this time.

Commissioner Lapsley feels we need a target date on a decision to keep this system or move forward with new software.

Emergency Services – Jimmy Brissie

- EMS has had a 21% increase in emergency call volume since 2014.
- 2018 experienced a flat call volume increase compared to the previous 9 years.
- EMS utilizing current resources to meet response time goals with minimal delays.



EMS - Issue - Span Of Control & Critical Care Paramedic

EMS Supervisor - Span Of Control

Shift Supervisors are responsible for:

- 17 staff / 6 stations / 8 EMS Units, assuring an EMS response to an average of 43 emergency calls per day.
- Span of Control 7:1 recommended for emergency services.
- Responds to high acuity calls such as cardiac arrests, multiple victim accidents, and assists EMS crews with transporting critical care patients to Mission Hospital from the local hospitals.
- Manages schedules, vehicles, equipment, etc.

Many NC EMS Systems have integrated Critical Care level transport capabilities to their system in order to safely transport high acuity patients (e.g. ventilator, multiple IV infusions, unstable patients) to larger hospitals for tertiary care.

- Critical Care transports requires two Paramedics to provide patient care during transport, instead of one.
- Henderson Co EMS transports approximately 100 patients each year that meet other EMS System’s Critical Care level transport requirements.
- Additional Critical Care level patients are taken straight from the scene to Mission with the help of Fire Department First Responders.
- Critical Care certified Paramedics have an expanded scope of practice that allows them to care for patients that currently require a hospital RN or Respiratory Therapist to help care for the patient during transport.

EMS - Solution - Quick Response Vehicle (QRV)

A QRV would enable the “FTO” to assist the Shift Supervisor in managing day to day operations:

- Current FTO staff are Critical Care Paramedic certified.
- Respond to high acuity emergency calls to support EMS units; cardiac arrest, multiple victim accidents, hospital to hospital transports, etc.
- Provide Paramedic level care for Rescue Squad transports when EMS is not available.
- Help manage staff, EMS stations, ambulances, equipment, etc.
- Decrease need to utilize hospital staff and first responders for EMS transports.
- Necessary for future growth of EMS.

QRV Costs – Personnel and Equipment

Four - Paramedic/Field Training Specialists	\$228,000
SUV type vehicle	\$45,000
Radios	\$4,000
Laptop Computer/Software	\$6,000
Emergency warning light system package	\$4,000

EMS Command Cabinet	\$4,000
Total Request	\$293,000

Additional 4 Year EMS Budget Needs

- Need for 12 hour EMS Peak Crew anticipated, dependent upon call volume growth (FY20-21)
 - 4 Personnel \$220,000
 - Equipment / Supplies/ IT Needs (approx.) \$ 85,000
 - Utilize ambulance replacement dollars for additional ambulance \$ 0
 - Total \$305,000
- Lucas automatic CPR device for each ambulance (FY20-21)
 - Currently have one device taken to cardiac arrests by EMS Supervisor.
 - Decreases manpower needs from Fire Department First Responders and enhances safety for staff during transport.
 - \$15,500 each x 8 ambulances \$124,000
- Potential need for 2 vacation/sick relief staff if QRV and Peak Crew are implemented (FY22-23)
 - 2 Personnel \$ 115,000

Emergency Management Plans

- The key to a successful Emergency Management Program is having the time to invest in planning functions. Our current structure limits the time available for long range planning and preparedness activities.
- Prior to 2017 the Henderson County Emergency Management division was responsible for maintaining approximately 12 plans for the County such as the Emergency Operations Plan, Continuity of Operations Plan and Disaster Recovery Plan.
- During 2017 two new State and Federal initiatives were implemented, mandatory enhanced school safety plans and licensed care facility plans (residential facilities and nursing facilities).

Emergency Management Planner

- As communities grow many are finding it necessary to add an Emergency Management Planner to their staff. This position would be dedicated to working on the administrative and planning functions of the Emergency Management Division. Most comparably sized counties in NC have additional staff for the increased workload.
- This position would also work with existing Henderson County Government departments to ensure they are properly equipped and trained to serve their functions during a time of disaster.
- This position would work closely with the Henderson County Public Schools Safety Director to ensure that each school's plan is updated and available to all emergency responders as changes are needed.
- There are 100 residential and healthcare facilities in Henderson County ranging from 6 beds to over 200 beds. This position would work closely with these facilities to maximize their effectiveness in preparedness for emergencies.
- Emergency Management Planner - \$78,775

Additional 4 Year EM / Fire Services Budget Needs

Personnel Needs

- Part Time Facilities Technician for the Fire-Rescue Training Grounds \$21,598 / yr.
- Annual increases in Fire Department / Rescue Squad Worker's Comp. Coverage \$10,000 / yr.
- Equipment & Operations Needs
- VIPER Radio Replacements (15 years old) \$12,000 / yr. / 3years
- Disaster Response and Recovery Cache (food, water, supplies) \$10,000 / yr. initially
- Additional large portable generator for disaster response (200kw) \$75,000
- Install Generator and Transfer Switch at Athletic & Activity Center \$25,000*

- Generator enhancements for Historic Courthouse & King Street Building \$15,000*
- * Indicates variance from initial 4 Year Plan request

Building Services– Crystal Lyda

Crystal Lyda stated with new construction and remodels, staff does multiple visits to sites. She requests addition to staff as follows:

FY19-20 – Permit Specialist – Request is to replace the current part-time project employee position (upon their retirement) with a full-time permit specialist position.

FY20-21 – Building Code Inspector – Position would be requested when inspections begin to exceed 10 per day (ISO benchmark).

FY21-22 – Building Services Supervisor – A supervisor/plan reviewer to assist in commercial/residential plan review, so that review is done in a timely manner. Visit sites periodically to ensure correct and efficient work procedures. Investigate and respond to citizen complaints.

Building Services is also requesting replacement of three vehicles that meet guidelines for replacement. Twelve I-Pads for mobile field access and software. New vehicles will be necessary for new positions also.

The Board commended Crystal Lyda for the job she is doing as Director of Building Services.

Animal Services – Brad Rayfield

Staffing

- Full-Time Animal Behaviorist/Trainer, FY 19-20

Animal Behaviorist/Trainer- this position will help in the evaluation of animals that we place for adoption. We will also have the opportunity to help citizens with training that will promote pet retention. In 2014 we received, a NACo Achievement Award for our program to assist citizens with dog training.

- Part- Time Kennel Attendant, FY 20-21

Intake levels have increase 25% since 2015. If they keep trending upward, we may need one Part-Time Kennel Attendant.

- Cover for Exercise Areas, FY 20 or FY21 \$4,000

Our exercise areas for dogs get extremely hot during the summer. Volunteers that walk and help socialize animals have requested a covered area for protection in sun and rain.

Operational Planning

- Spay Neuter Incentive Program (SNIP) annual funding of \$70K to \$80K.

SNIP offers spay and neuter assistance to citizens of Henderson County. SNIP is designed to prevent unwanted litters that could eventually land in our shelter.

- Replacement Vehicle for SNIP for FY 21 at \$25K.

The van we currently use to transport animals for the SNIP will have over 100K miles on it by FY 21. Reliable transportation is crucial in the success of this program.

Capital Projects

- Duct Cleaning, FY 20 \$4,350

The duct system has not been cleaned thoroughly since the facility was complete. With the amount of hair and pet dander, we feel that the system needs to be professionally cleaned.

- Correct Water Drainage, FY 20 \$9,000

Heavy rain results in standing water at the front of our facility. We had two offices flooded two times this past year.

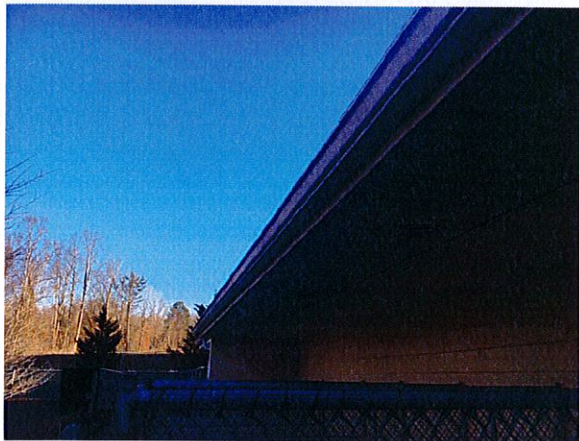
- Cover for Exercise Areas, FY 20 or FY21 \$4,000

Our exercise areas for dogs get extremely hot during the summer. Volunteers that walk and help socialize animals have requested a covered area for protection in sun and rain.



Cover outside portion of dog runs coupled with a new roof - FY 20 or FY21, \$83K

- Providing a complete covering will allow animals to access the outside at all times. It will also help with snow removal and sanitation issues during winter weather.



Additional Photos of Outside Runs



Veteran's Services – Mike Murdock

Mr. Murdock is 71 years of age and will be retiring soon. He enjoys his job extremely and thanked the Board for allowing him the opportunity. He strongly recommends that when he retires his position is replaced with a full-time position. Between when he became the service officer and the State requirements now, training and travel time have greatly increased. Henderson County is estimated at 9,300 veterans at this time.

ADJOURN

Commissioner Hawkins made the motion to adjourn at 3:30 p.m. All voted in favor and the motion carried.

Attest:

Teresa L. Wilson, Clerk to the Board

Grady Hawkins, Chairman

DURING THE JANUARY 16, 2019 MEETING, THE BOARD ENACTED THE FOLLOWING:

2019-08 FY 2018-2019 Fee Schedule Revision

2019-09 Budget Amendment – Fire Alarm System

2019-10 Budget Amendment – Portable Restroom Units

2019-11 Delegation of discovery penalty appeals

**LINE-ITEM TRANSFER REQUEST
HENDERSON COUNTY**



Department: Recreation

Please make the following line-item transfers:

What expense line-item is to be increased?

Account	Line-Item Description	Amount
<u>115612-551000</u>	<u>Capital Outlay - Equipment</u>	<u>\$102,880</u>
<u>215400-598011</u>	<u>Transfer to General Fund</u>	<u>\$102,880</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What expense line-item is to be decreased? Or what additional revenue is now expected?

Account	Line-Item Description	Amount
<u>114980-402100</u>	<u>Transfer from Capital Reserve Fund</u>	<u>\$102,880</u>
<u>214400-401000</u>	<u>Fund Balance Appropriated</u>	<u>\$102,880</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Justification: *Please provide a brief justification for this line-item transfer request.*
 Transfer Funds from the Capital Reserve Fund to Recreation – Capital Outlay Equipment for two commercial restroom trailers with winter package

Budget _____ 1/16/2019

Authorized by Department Head _____ Date

Authorized by Budget Office _____ Date

Authorized by County Manager _____ Date

For Budget Use Only	
Batch #	_____
BA #	_____
Batch Date	_____

**LINE-ITEM TRANSFER REQUEST
HENDERSON COUNTY**



Department: Facility Services

Please make the following line-item transfers:

What expense line-item is to be increased?

Account	Line-Item Description	Amount
<u>115419-535103</u>	<u>Planned Projects</u>	<u>\$115,950</u>
<u>215400-598011</u>	<u>Transfer to General Fund</u>	<u>\$115,950</u>

What expense line-item is to be decreased? Or what additional revenue is now expected?

Account	Line-Item Description	Amount
<u>114980-402100</u>	<u>Transfer from Capital Reserve Fund</u>	<u>\$115,950</u>
<u>214400-401000</u>	<u>Fund Balance Appropriated</u>	<u>\$115,950</u>

Justification: *Please provide a brief justification for this line-item transfer request.*
 Appropriate Fund Balance to cover the cost of the fire alarm system replacement at Detention.

Budget	1/16/2019
_____ Authorized by Department Head	_____ Date
_____ Authorized by Budget Office	_____ Date
_____ Authorized by County Manager	_____ Date

For Budget Use Only

Batch # _____

BA # _____

Batch Date _____



APPLICATION FOR USE OF COURTROOM

Henderson County Courthouse
200 North Grove Street
Hendersonville, NC 28792

Name of Applicant Making Request ¹

Date of Application

Mailing Address of Applicant

Phone Number of Applicant

E-mail Address of Applicant

Purpose for Use of Facilities

Room(s) Requested for Use

Date of Event

Beginning Time ²

End Time

Applicant Signature

- By signing above, applicant acknowledges that they are responsible for any and all damages to facilities and grounds, as outlined in "Rules Governing Traditional Public Forums" found on Page 4 of the Facility Use Policy.

The remainder of the application to be completed by the Clerk of Court

PERMISSION GRANTED TO USE JUDICIAL COURTHOUSE

Clerk of Court

Date Request Approved

PERMISSION DENIED TO USE JUDICIAL COURTHOUSE

Clerk of Court

Date Request Denied

Reason Denied:

- _____

1. The individual(s) signing this application are responsible for providing a photo id as part of the application process.
 2. Beginning and End Time should include any time needed for set-up and breakdown.

Note: The Henderson County Board of Commissioners has approved a Facility Use Fee to cover expenses for county staff to secure the building when courtrooms are being used for non-county government purposes after business hours, 5:00pm until 9:00pm Monday through Friday, 8:30am until 9:00pm Saturday through Sunday. The Facility Use Fee is \$25 per hour per employee utilized, with a \$50.00 minimum. The fee is based upon the number of hours listed in the beginning and ending time on this application and is payable to Henderson County upon approval of this application by the Clerk of Court. No refund is given for hours reserved but not used; no extension of hours is permitted.

Henderson County
North Carolina
Before the Board of Commissioners

RESOLUTION PURSUANT TO N.C. GEN. STAT. §105-312(k)

BOARD OF COMMISSIONERS ENACTMENT 2019- 11

WHEREAS, pursuant to N.C. Gen. Stat. §105-312, the Board of Commissioners of Henderson County are authorized to delegate the authority of hearing appeals and compromising taxes and penalties arising out of the failure to list property which has been "discovered", as that term is used in Chapter 105 of the General Statutes; and,

WHEREAS, the issues arising out of the passage of time which is a necessary part of any "discovery" matter are such that, in isolated cases, appeals from a taxpayer may arise which should be compromised, settled or adjusted; and,

WHEREAS, the Henderson County Board of Equalization and Review is the appropriate body to decide such matters given the nature of their other work.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby delegate to the Henderson County Board of Equalization and Review the authority granted by N.C. Gen. Stat. §105-312(k) to compromise, settle and adjust such matters.

This delegation is effective upon adoption, and shall remain in effect until revoked.

Adopted this the 16th day of January, 2019.

HENDERSON COUNTY BOARD OF COMMISSIONERS

By: _____

Grady Hawkins
GRADY HAWKINS, Chair

Attest:

Ceresa L. Wilson
Clerk to the Board of Commissioners