

MINUTES

**STATE OF NORTH CAROLINA
COUNTY OF HENDERSON**

**BOARD OF COMMISSIONERS
WEDNESDAY, JANUARY 18, 2023**

The Henderson County Board of Commissioners met for a regularly scheduled meeting at 9:30 a.m. in the Commissioners' Meeting Room of the Historic Courthouse on Main Street, Hendersonville.

Present for the meeting were County Commissioners William Lapsley, Rebecca McCall, J. Michael Edney, Daniel Andreotta, David Hill, County Manager John Mitchell, Assistant County Manager Amy Brantley, Attorney Russ Burrell, and Clerk to the Board Denisa Lauffer.

Also present were: Director of Business and Community Development Christopher Todd, Finance Director Samantha Reynolds, Budget Manager/Internal Auditor Sonya Flynn, Budget Analyst Jennifer Miranda, Engineer Marcus Jones, Planning Director Autumn Radcliff, Capital Projects Manager Bryan Rhodes, David Berry, Tax Assessor Darlene Burgess, Tax Administrative Assistant Cara Ellis, DSS Director Jerrie McFalls, Lori Horne, Debbie Freeman, Joe Maxey, Library Director Trina Rushing, Site Development Director Natalie Berry, Animal Services Director Brad Rayfield, Recreation Director Bruce Gilliam, Jason Kilgore, AgHC Executive Director Mark Williams, Director of Central Services Andrew Griffin, County Extension Director Dr. Terry Kelley, Ph.D., Sheriff Lowell Griffin, Chief Deputy Vanesa Gilbert, Captain Todd McCrain, Human Resources Director Karen Ensley, Emergency Management/Rescue Coordinator Jimmy Brissie, Public Health Director Steve Smith, Environmental Health Supervisor Seth Swift, Building Services Director Crystal Lyda, Register of Deeds Lee King, Wellness Clinic Director Dr. Jamie Gibbs, Emergency Services Manager Mike Barnett, Emergency Services Rescue Manager Tim McFalls, Code Enforcement Director Matt Champion, Fire Marshal Kevin Waldrup, IT Director Mark Seelenbacher, Assistant Engineer Deb Johnston, Chief Communications Officer Mike Morgan, and PIO Kathy Finotti – videotaping. Deputy Chris Stepp provided security.

CALL TO ORDER/ WELCOME

Chairman McCall called the meeting to order and welcomed those in attendance

INVOCATION

County Manager John Mitchell provided the invocation.

PLEDGE OF ALLEGIANCE

Chairman McCall led the Pledge of Allegiance to the American Flag.

DISCUSSION/ADJUSTMENT OF AGENDA

Vice-Chair Edney made the motion to remove Consent Agenda Item M (Resolution – Supporting the Identification of Party Affiliation for the Board of Education) and move to the Board's first meeting in February as a Discussion Item. All voted in favor, and the motion carried.

Chairman McCall made the motion to adopt the agenda as amended. All voted in favor, and the motion carried.

Approval of Minutes

Draft minutes were presented for Board review and approval for the following meeting:

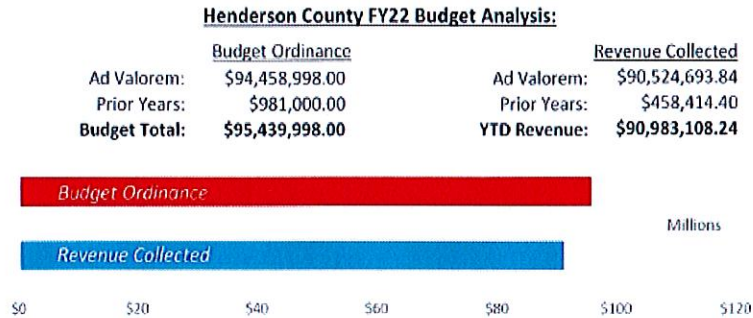
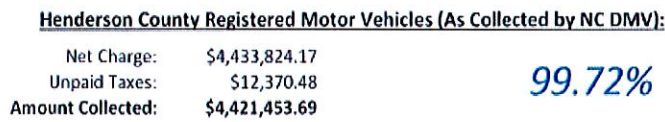
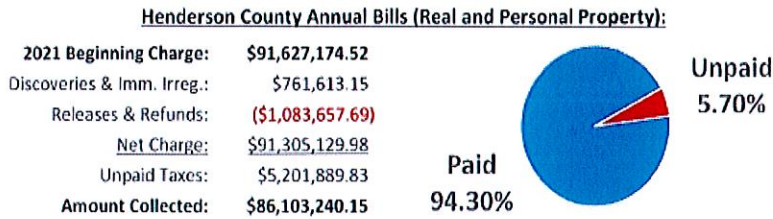
January 3, 2023 - Regularly Scheduled Meeting

Motion:

I move the Board approve the minutes of January 3, 2023.

Tax Collector’s Report

The report from the office of the Tax Collector was provided for the Board’s information.



County Financial Report/Cash Balance Report – October 2022

The October 2022 County Financial and Cash Balance Reports were provided for the Board’s review.

The following are explanations for departments/programs with a higher budget to actual percentages for the month of October:

- Dues/Non-Profit Contributions – the timing of board-approved appropriations
- Legal – the timing of payment of budgeted expenditures
- Rescue Squad – payment of 2nd quarter Board appropriation
- Mental Health – payment of 2nd quarter Board appropriation
- Public Education – payment of 4 of 10 annual appropriations made to the public school system

Year to Date Net Revenues under Expenditures for the Emergency Telephone System (911) Fund is due to the utilizing fund balance appropriations for FY23.

Year to Date Net Revenues under Expenditures for the Misc. Other Governmental Activities Fund is due to the expenditure of program funds held in fund balance received during the previous fiscal year.

Year to Date Net Revenues under Expenditures for the ARPA Fund is due to Board approved expenditures from restricted fund balance for ARPA funds received in a previous fiscal year.

Year to Date Net Revenues under Expenditures for the Opioid Fund are due to Board approved expenditures from restricted fund balance for Opioid funds received in a previous fiscal year.

Approved: February 6, 2023

HENDERSON COUNTY
FINANCIAL REPORT
OCTOBER 2022

GENERAL FUND REVENUES						
	BUDGET	CURRENT MONTH	YEAR TO DATE	% USED	ENCUMBRANCES	TOTAL
General Fund	186,924,750	12,120,214.87	42,241,577.48	22.6%	-	42,241,577.48
GENERAL FUND EXPENDITURES						
	BUDGET	CURRENT MONTH	YEAR TO DATE	% USED	ENCUMBRANCES	TOTAL
Governing Body	574,991	29,764.88	150,106.97	26.1%	-	150,106.97
Dues/Non-Profit Contributions	1,008,401	477,615.50	641,792.61	63.6%	-	641,792.61
County Manager	392,022	19,408.05	88,497.85	22.6%	-	88,497.85
Administrative Services	756,312	41,381.82	191,971.03	25.4%	-	191,971.03
Human Resources	1,174,860	90,289.36	390,511.71	33.2%	-	390,511.71
Elections	994,733	76,058.56	230,436.79	23.2%	38,998.69	269,435.48
Finance	1,249,748	78,937.26	413,466.48	33.1%	-	413,466.48
County Assessor	1,996,430	149,434.29	595,733.37	29.8%	-	595,733.37
Tax Collector	543,131	31,437.99	169,485.96	31.2%	-	169,485.96
Legal	991,880	69,690.04	349,371.61	35.2%	-	349,371.61
Register of Deeds	703,454	43,060.82	237,718.00	33.8%	14,985.00	252,703.00
Facilities Services	5,662,060	289,160.72	1,266,769.84	22.4%	524,233.22	1,791,003.06
Garage	475,053	546.66	102,511.33	21.6%	-	102,511.33
Court Facilities	153,000	3,847.52	30,343.06	19.8%	1,209.93	31,552.99
Information Technology	5,735,098	266,391.08	1,484,299.46	25.9%	727,360.22	2,211,659.68
Sheriff	22,427,314	1,575,299.96	6,787,426.60	30.3%	324,585.33	7,112,011.93
Detention Center	6,280,838	440,719.17	1,874,897.57	29.9%	341,754.88	2,216,652.45
Emergency Management	957,760	63,171.09	257,584.08	26.9%	121,933.25	379,517.33
Fire Services	824,720	27,543.39	123,322.39	15.0%	187,754.88	311,077.27
Building Services	1,507,480	99,379.88	450,516.13	29.9%	-	450,516.13
Wellness Clinic	1,352,315	89,521.87	438,038.81	32.4%	95,934.20	533,973.01
Emergency Medical Services	9,462,971	608,138.76	2,722,908.33	28.8%	146,512.95	2,869,421.28
Animal Services	864,123	57,713.94	237,706.83	27.5%	103,597.10	341,303.93
Rescue Squad	557,750	134,669.74	282,719.44	50.7%	-	282,719.44
Forestry Services	91,484	-	6,511.29	7.1%	-	6,511.29
Soil & Water Conservation	794,678	24,276.39	150,442.27	18.9%	41,989.00	192,431.27
Planning	913,427	57,465.79	268,475.89	29.4%	14,125.26	282,601.15
Code Enforcement Services	325,195	21,883.17	104,347.41	32.1%	-	104,347.41
Site Development	247,341	20,788.61	87,531.32	35.4%	-	87,531.32
Heritage Museum	100,000	8,333.33	33,333.32	33.3%	-	33,333.32
Cooperative Extension	598,356	38,580.40	153,737.28	25.7%	-	153,737.28
Projects Management	266,800	8,732.33	77,717.72	27.1%	-	77,717.72
Economic Development	801,724	108,500.00	217,000.00	27.1%	-	217,000.00
Agri-Business	187,268	18,959.72	80,634.66	43.1%	-	80,634.66
Public Health	11,588,509	775,183.73	3,245,383.37	28.0%	585,588.77	3,830,972.14
Environmental Health	1,705,286	102,723.92	447,547.19	26.2%	12,400.00	459,947.19
H&CC Block Grant	820,541	68,888.50	200,320.50	24.4%	-	200,320.50
Medical Services - Autopsies	90,000	4,550.00	18,100.00	20.1%	-	18,100.00
Mental Health	528,612	132,153.00	264,306.00	50.0%	-	264,306.00
Rural Transportation Assist Program	201,384	34,603.17	34,603.17	17.2%	-	34,603.17
Social Services	20,688,003	1,418,237.07	6,160,405.88	29.8%	74,918.55	6,235,324.43
Juvenile Justice Programs	218,745	2,265.00	67,022.55	30.6%	-	67,022.55
Veteran Services	141,120	8,119.40	30,018.15	21.3%	-	30,018.15
Public Library	3,965,811	257,061.21	1,284,158.28	32.4%	258,349.26	1,542,507.54
Recreation	2,684,351	196,639.74	895,301.67	33.4%	61,350.26	956,651.93
Public Education	38,362,938	3,725,300.00	14,901,200.00	38.8%	-	14,901,200.00
Debt Service	19,668,907	41,530.50	3,889,168.09	19.8%	-	3,889,168.09
Non-Departmental	4,718,104	351,835.32	1,554,937.02	33.0%	-	1,554,937.02
Interfund Transfers	10,549,722	877,476.84	3,509,907.36	33.3%	-	3,509,907.36
TOTAL	186,924,750	13,067,269.49	57,200,246.64		3,677,580.75	60,877,827.39
Net Revenues over (under) Exp.	-	(947,054.62)	(14,958,669.16)		(3,677,580.75)	(18,636,249.91)

Approved: February 6, 2023

APPROPRIATIONS DETAIL						
	BUDGET	CURRENT MONTH	YEAR TO DATE	% USED	ENCUMBRANCES	TOTAL
SOCIAL SERVICES						
Staff Operations	16,795,096	1,142,233.79	5,171,778.35	30.8%	74,918.55	5,246,696.90
Federal & State Programs	3,791,905	272,005.46	966,685.28	25.5%	-	966,685.28
General Assistance	101,000	3,997.82	21,942.25	21.7%	-	21,942.25
TOTAL	20,688,003	1,418,237.07	6,160,405.88		74,918.55	6,235,324.43
EDUCATION						
Schools Current/Capital Expense	33,112,938.00	3,287,600.00	13,151,200.00	39.7%	-	13,151,200.00
Blue Ridge Community College	5,250,000.00	437,500.00	1,750,000.00	33.3%	-	1,750,000.00
TOTAL	38,362,938	3,725,300.00	14,901,200.00		-	14,901,200.00
DEBT SERVICE						
Public Schools	11,951,709.00	19,934.64	2,301,975.35	19.3%	-	2,301,975.35
Blue Ridge Community College	3,372,266.00	-	518,631.77	15.4%	-	518,631.77
Henderson County	4,344,932.00	21,595.86	1,068,360.97	24.6%	-	1,068,360.97
TOTAL	19,668,907	41,530.50	3,889,168.09		-	3,889,168.09
INTERFUND TRANSFERS						
Public Transit Fund	14,874	1,239.50	4,958.00	33.3%	-	4,958.00
Capital Projects Fund	250,000	20,833.34	83,333.36	33.3%	-	83,333.36
Capital Reserve Fund	1,710,808	142,567.33	570,269.32	33.3%	-	570,269.32
Fire Districts Fund	20,000	-	-	0.0%	-	-
HCPS MRTS	5,132,424	427,702.00	1,710,808.00	33.3%	-	1,710,808.00
BRCC MRTS	3,421,616	285,134.67	1,140,538.68	33.3%	-	1,140,538.68
TOTAL	10,549,722	877,476.84	3,509,907.36		-	3,509,907.36

SPECIAL REVENUE FUNDS						
	BUDGET	CURRENT MONTH	YEAR TO DATE	% USED	ENCUMBRANCES	TOTAL
FIRE DISTRICTS FUND						
Revenues:	12,264,624	697,037.88	3,472,358.34	28.3%	-	3,472,358.34
Expenditures:	12,264,624	1,048,740.22	2,777,977.70	22.7%	-	2,777,977.70
Net Revenues over (under) Exp	-	(351,702.34)	694,380.64		-	694,380.64
REVALUATION RESERVE FUND						
Revenues:	1,517,381	132,199.94	513,927.72	33.9%	-	513,927.72
Expenditures:	1,517,381	74,399.16	467,607.99	30.8%	43,750.00	511,357.99
Net Revenues over (under) Exp	-	57,800.78	46,319.73		(43,750.00)	2,569.73
EMERGENCY TELEPHONE SYSTEM (911) FUND						
Revenues:	452,332	16,316.84	24,252.02	5.4%	-	24,252.02
Expenditures:	452,332	4,789.79	51,534.10	11.4%	41,995.04	93,529.14
Net Revenues over (under) Exp	-	11,527.05	(27,282.08)		(41,995.04)	(69,277.12)
PUBLIC TRANSIT FUND						
Revenues:	1,088,403	8,603.70	465,446.25	42.8%	-	465,446.25
Expenditures:	1,088,403	61,004.31	193,812.02	17.8%	-	193,812.02
Net Revenues over (under) Exp	-	(52,400.61)	271,634.23		-	271,634.23
MISC. OTHER GOVERNMENTAL ACTIVITIES						
Revenues:	1,193,856	53,367.37	204,037.17	17.1%	-	204,037.17
Expenditures:	1,193,856	60,416.74	616,558.28	51.6%	-	616,558.28
Net Revenues over (under) Exp	-	(7,049.37)	(412,521.11)		-	(412,521.11)
ARPA FUND						
Revenues:	865,170	66,306.12	90,546.80	10.5%	-	90,546.80
Expenditures:	865,170	-	865,170.00	100.0%	466,608.83	1,331,778.83
Net Revenues over (under) Exp	-	66,306.12	(774,623.20)		(466,608.83)	(1,241,232.03)
OPIOID FUND						
Revenues:	-	1,560.01	388,725.55	-	-	388,725.55
Expenditures:	-	18.08	18.08	-	-	18.08
Net Revenues over (under) Exp	-	1,541.93	388,707.47		-	388,707.47

CAPITAL PROJECTS						
	BUDGET	CURRENT MONTH	PROJECT TO DATE	% USED	ENCUMBRANCES	TOTAL
EDNEYVILLE ELEMENTARY SCHOOL PROJECT (1702)						
Revenues:	26,854,136	4,116.17	27,769,235.06	103.4%	-	27,769,235.06
Expenditures:	26,854,136	-	25,331,294.76	94.3%	-	25,331,294.76
Net Revenues over (under) Exp	-	4,116.17	2,437,940.30		-	2,437,940.30
HENDERSONVILLE HIGH SCHOOL PROJECT - 2019 (1903)						
Revenues:	60,442,694	5,281.94	61,164,372.27	101.2%	-	61,164,372.27
Expenditures:	60,442,694	48,818.50	60,371,885.91	99.0%	185,191.74	60,557,077.65
Net Revenues over (under) Exp	-	(43,534.56)	792,486.36		(185,191.74)	607,294.62
BRCC PATTON BUILDING PROJECT (1904)						
Revenues:	24,800,016	1,836.47	25,484,288.12	102.8%	-	25,484,288.12
Expenditures:	24,800,016	304,553.22	24,677,006.12	99.5%	333,869.88	25,010,876.00
Net Revenues over (under) Exp	-	(302,716.75)	807,282.00		(333,869.88)	473,412.12

ENTERPRISE FUNDS						
	BUDGET	CURRENT MONTH	YEAR TO DATE	% USED	ENCUMBRANCES	TOTAL
SOLID WASTE LANDFILL FUND						
Revenues:	8,739,933	706,214.76	3,030,377.44	34.7%	-	3,030,377.44
Expenditures:	8,739,933	824,104.82	2,517,767.33	28.8%	3,571,578.29	6,089,345.62
Net Revenues over (under) Exp	-	(117,890.06)	512,610.11		(3,571,578.29)	(3,058,968.18)
JUSTICE ACADEMY SEWER FUND						
Revenues:	65,781	5,913.91	18,061.51	27.5%	-	18,061.51
Expenditures:	65,781	3,127.85	11,212.17	17.0%	-	11,212.17
Net Revenues over (under) Exp	-	2,786.06	6,849.34		-	6,849.34

**HENDERSON COUNTY
CASH BALANCE REPORT
OCTOBER 2022**

Fund(s)	09/30/22	Debits	(Credits)	10/31/22
	Beg. Cash			Ending Cash
	Balance	Revenues	Expenditures	Balance
General	\$ 79,195,479.83	\$ 12,296,023.67	\$ (14,592,481.84)	\$ 76,899,021.66
Special Revenue	39,962,696.69	1,111,976.12	(1,288,379.48)	\$ 39,786,293.33
Capital Projects	5,964,432.60	263,098.37	(845,252.43)	\$ 5,382,278.54
Enterprise	1,800,876.46	710,906.07	(793,800.99)	\$ 1,717,981.54
HCPS - Maint. and Repair	6,001,171.98	427,702.00	-	\$ 6,428,873.98
BRCC - Maint. and Repair	2,031,037.00	136,893.00	-	\$ 2,167,930.00
Custodial	<u>1,334,285.48</u>	<u>892,026.46</u>	<u>(871,592.32)</u>	\$ 1,354,719.62
Total	<u>\$ 136,289,980.04</u>	<u>\$ 15,838,625.69</u>	<u>\$ (18,391,507.06)</u>	
Total cash available as of 10/31/2022				<u>\$ 133,737,098.67</u>

Approved: February 6, 2023

Motion:

I move the Board approve the October 2022 County Financial Report and Cash Balance Report as presented.

County Financial Report/Cash Balance Report – November 2022

The October 2022 County Financial and Cash Balance Reports were provided for the Board’s review.

The following are explanations for departments/programs with a higher budget to actual percentages for the month of November:

- Dues/Non-Profit Contributions – the timing of board-approved appropriations
- Elections – the timing of board-approved expenditures related to election
- Legal – the timing of payment of budgeted expenditures
- Emergency Management – the timing of the purchase of board-approved expenditures
- Rescue Squad – payment of 2nd quarter Board appropriation
- Site Development – the timing of board-approved expenditures
- Agri-Business – excess operating expenditures to be covered by membership fees
- Mental Health – payment of 2nd quarter Board appropriation
- Juvenile Justice – the timing of provider appropriations
- Public Library – the timing of payment for board-approved expenditures
- Recreation – the timing of payment for board-approved expenditures
- Public Education – payment of 4 of 10 annual appropriations made to the public school system
- Debt Service – the timing of payment of scheduled debt service

Year to Date Net Revenues under Expenditures for the Emergency Telephone System (911) Fund is due to utilizing fund balance appropriations for FY23.

Year to Date Net Revenues under Expenditures for the Misc. Other Governmental Activities Fund is due to the expenditure of program funds held in fund balance received during the previous fiscal year.

Year to Date Net Revenues under Expenditures for the ARPA Fund are due to Board approved expenditures from restricted fund balance for ARPA funds received in a previous fiscal year.

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Approved: February 6, 2023

HENDERSON COUNTY
FINANCIAL REPORT
NOVEMBER 2022

GENERAL FUND REVENUES

	BUDGET	CURRENT MONTH	YEAR TO DATE	% USED	ENCUMBRANCES	TOTAL
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General Fund	191,525,949	38,217,722.49	80,459,299.97	42.0%	-	80,459,299.97
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GENERAL FUND EXPENDITURES

	BUDGET	CURRENT MONTH	YEAR TO DATE	% USED	ENCUMBRANCES	TOTAL
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Governing Body	574,991.00	58,166.66	208,273.63	36.2%	-	208,273.63
Dues/Non-Profit Contributions	1,008,401.00	8,393.04	650,185.65	64.5%	-	650,185.65
County Manager	392,022.00	18,482.00	106,979.85	27.3%	-	106,979.85
Administrative Services	756,312.00	40,556.25	232,527.28	30.7%	-	232,527.28
Human Resources	1,174,860.00	100,150.94	490,662.65	41.8%	-	490,662.65
Elections	994,733.00	207,356.35	437,793.14	44.0%	26,600.57	464,393.71
Finance	1,249,748.00	80,687.66	494,154.14	39.5%	-	494,154.14
County Assessor	1,996,430.00	134,431.11	730,164.48	36.6%	-	730,164.48
Tax Collector	543,131.00	32,664.68	202,150.64	37.2%	-	202,150.64
Legal	991,880.00	70,248.99	419,620.60	42.3%	-	419,620.60
Register of Deeds	703,454.00	45,352.61	283,070.61	40.2%	19,385.00	302,455.61
Facilities Services	5,662,060.00	447,155.53	1,713,925.37	30.3%	532,758.47	2,246,683.84
Garage	475,053.00	45,505.74	148,017.07	31.2%	-	148,017.07
Court Facilities	153,000.00	19,213.38	49,556.44	32.4%	1,209.93	50,766.37
Information Technology	5,735,098.00	312,191.14	1,796,490.60	31.3%	700,881.88	2,497,372.48
Sheriff	22,457,813.00	1,460,301.64	8,247,728.24	36.7%	301,822.16	8,549,550.40
Detention Center	6,280,838.00	390,493.33	2,265,390.90	36.1%	327,783.08	2,593,173.98
Emergency Management	957,760.00	160,327.52	417,911.60	43.6%	22,866.56	440,778.16
Fire Services	824,720.00	116,507.85	239,830.24	29.1%	98,594.88	338,425.12
Building Services	1,507,480.00	102,776.58	553,292.71	36.7%	-	553,292.71
Wellness Clinic	1,352,315.00	97,648.78	535,687.59	39.6%	85,917.33	621,604.92
Emergency Medical Services	9,462,971.00	666,324.66	3,389,232.99	35.8%	46,067.89	3,435,300.88
Animal Services	864,123.00	62,366.33	300,073.16	34.7%	97,908.78	397,981.94
Rescue Squad	557,750.00	5,352.50	288,071.94	51.6%	-	288,071.94
Forestry Services	91,484.00	8,510.65	15,021.94	16.4%	-	15,021.94
Soil & Water Conservation	794,678.00	28,115.70	178,557.97	22.5%	41,989.00	220,546.97
Planning	913,427.00	59,796.91	328,272.80	35.9%	12,040.26	340,313.06
Code Enforcement Services	325,195.00	20,218.17	124,565.58	38.3%	-	124,565.58
Site Development	247,341.00	22,551.30	110,082.62	44.5%	-	110,082.62
Heritage Museum	100,000.00	8,333.33	41,666.65	41.7%	-	41,666.65
Cooperative Extension	598,356.00	31,548.98	185,286.26	31.0%	-	185,286.26
Projects Management	286,800.00	8,495.12	86,212.84	30.1%	-	86,212.84
Economic Development	801,724.00	-	217,000.00	27.1%	-	217,000.00
Agri-Business	187,268.00	17,288.26	97,922.92	52.3%	-	97,922.92
Public Health	13,531,858.00	695,723.50	3,941,106.87	29.1%	543,492.47	4,484,599.34
Environmental Health	1,705,286.00	108,582.21	556,129.40	32.6%	12,400.00	568,529.40
H&CC Block Grant	820,541.00	65,621.75	265,942.25	32.4%	-	265,942.25
Medical Services - Autopsies	90,000.00	3,900.00	22,000.00	24.4%	-	22,000.00
Mental Health	528,612.00	-	264,306.00	50.0%	-	264,306.00
Rural Transportation Assist Program	201,384.00	14,313.07	48,916.24	24.3%	-	48,916.24
Social Services	20,688,003	1,326,599.71	7,487,005.59	36.2%	74,918.55	7,561,924.14
Juvenile Justice Programs	218,745.00	37,432.00	104,454.55	47.8%	-	104,454.55
Veteran Services	141,120.00	4,623.74	34,641.89	24.5%	-	34,641.89
Public Library	3,987,724.00	291,370.71	1,575,528.99	39.5%	229,721.11	1,805,250.10
Recreation	2,684,351.00	168,543.36	1,063,845.03	39.6%	57,482.25	1,121,327.28
Public Education	38,362,938	3,725,300.00	18,626,500.00	48.6%	-	18,626,500.00
Debt Service	19,668,907	4,956,457.42	8,845,625.51	45.0%	-	8,845,625.51
Non-Departmental	7,323,542.00	542,712.16	2,097,649.18	28.6%	-	2,097,649.18
Interfund Transfers	10,549,722	877,476.84	4,387,384.20	41.6%	-	4,387,384.20
TOTAL	191,525,949	17,706,170.16	74,906,416.80		3,233,840.17	78,140,256.97

Net Revenues over (under) Exp. - 20,511,552.33 5,552,883.17 (3,233,840.17) 2,319,043.00

Approved: February 6, 2023

APPROPRIATIONS DETAIL						
	BUDGET	CURRENT MONTH	YEAR TO DATE	% USED	ENCUMBRANCES	TOTAL
SOCIAL SERVICES						
Staff Operations	16,726,787.00	1,088,393.06	6,260,171.41	37.4%	74,918.55	6,335,089.96
Federal & State Programs	3,860,216.00	231,713.72	1,198,399.00	31.0%	-	1,198,399.00
General Assistance	101,000.00	6,492.93	28,435.18	28.2%	-	28,435.18
TOTAL	20,688,003	1,326,599.71	7,487,005.59		74,918.55	7,561,924.14
EDUCATION						
Schools Current/Capital Expense	33,112,938.00	3,287,600.00	16,439,000.00	49.6%	-	16,439,000.00
Blue Ridge Community College	5,250,000.00	437,500.00	2,187,500.00	41.7%	-	2,187,500.00
TOTAL	38,362,938	3,725,300.00	18,626,500.00		-	18,626,500.00
DEBT SERVICE						
Public Schools	11,951,709.00	2,324,412.66	4,626,388.01	38.7%	-	4,626,388.01
Blue Ridge Community College	3,372,266.00	1,251,038.30	1,769,870.07	52.5%	-	1,769,870.07
Henderson County	4,344,932.00	1,381,006.46	2,449,367.43	56.4%	-	2,449,367.43
TOTAL	19,668,907	4,956,457.42	8,845,625.51		-	8,845,625.51
INTERFUND TRANSFERS						
Public Transit Fund	14,874	1,239.50	6,197.50	41.7%	-	6,197.50
Capital Projects Fund	250,000	20,833.34	104,166.70	41.7%	-	104,166.70
Capital Reserve Fund	1,710,808	142,567.33	712,836.65	41.7%	-	712,836.65
Fire Districts Fund	20,000	-	-	0.0%	-	-
HCPS MRTS	5,132,424	427,702.00	2,138,510.00	41.7%	-	2,138,510.00
BRCC MRTS	3,421,616	285,134.67	1,425,673.35	41.7%	-	1,425,673.35
TOTAL	10,549,722	877,476.84	4,387,384.20		-	4,387,384.20

SPECIAL REVENUE FUNDS						
	BUDGET	CURRENT MONTH	YEAR TO DATE	% USED	ENCUMBRANCES	TOTAL
FIRE DISTRICTS FUND						
Revenues:	12,264,624	4,055,205.94	7,527,564.28	61.4%	-	7,527,564.28
Expenditures:	12,264,624	3,449.33	2,781,427.03	22.7%	-	2,781,427.03
Net Revenues over (under) Exp	-	4,051,756.61	4,746,137.25		-	4,746,137.25
REVALUATION RESERVE FUND						
Revenues:	1,517,381	128,209.80	642,137.52	42.3%	-	642,137.52
Expenditures:	1,517,381	112,366.90	579,974.89	38.2%	-	579,974.89
Net Revenues over (under) Exp	-	15,842.90	62,162.63		-	62,162.63
EMERGENCY TELEPHONE SYSTEM (911) FUND						
Revenues:	452,332	7,570.95	31,822.97	7.0%	-	31,822.97
Expenditures:	452,332	29,455.41	80,989.51	17.9%	148,485.04	229,474.55
Net Revenues over (under) Exp	-	(21,884.46)	(49,166.54)		(148,485.04)	(197,651.58)
PUBLIC TRANSIT FUND						
Revenues:	1,088,403	171,383.02	636,829.27	58.5%	-	636,829.27
Expenditures:	1,088,403	80,134.94	253,946.96	23.3%	80,993.05	334,940.01
Net Revenues over (under) Exp	-	111,248.08	382,882.31		(80,993.05)	301,889.26
MISC. OTHER GOVERNMENTAL ACTIVITIES						
Revenues:	1,193,856	51,106.21	255,143.38	21.4%	-	255,143.38
Expenditures:	1,193,856	121,063.11	737,621.39	61.8%	-	737,621.39
Net Revenues over (under) Exp	-	(69,956.90)	(482,478.01)		-	(482,478.01)
ARPA FUND						
Revenues:	1,424,992	19,420.12	109,966.92	7.7%	-	109,966.92
Expenditures:	1,424,992	-	865,170.00	60.7%	466,808.83	1,331,778.83
Net Revenues over (under) Exp	-	19,420.12	(755,203.08)		(466,808.83)	(1,221,811.91)
OPIOID FUND						
Revenues:	-	367,190.10	755,915.65	-	-	755,915.65
Expenditures:	-	-	18.08	-	-	18.08
Net Revenues over (under) Exp	-	367,190.10	755,897.57		-	755,897.57

Approved: February 6, 2023

CAPITAL PROJECTS						
	BUDGET	CURRENT MONTH	PROJECT TO DATE	% USED	ENCUMBRANCES	TOTAL
EDNEYVILLE ELEMENTARY SCHOOL PROJECT (1702)						
Revenues:	28,854,136	5,164.57	27,774,399.63	103.4%	-	27,774,399.63
Expenditures:	28,854,136	-	25,331,294.76	94.3%	-	25,331,294.76
Net Revenues over (under) Exp	-	5,164.57	2,443,104.87		-	2,443,104.87
HENDERSONVILLE HIGH SCHOOL PROJECT - 2019 (1903)						
Revenues:	60,442,694	423.83	61,164,796.10	101.2%	-	61,164,796.10
Expenditures:	60,442,694	14,524.18	60,386,410.09	99.9%	185,191.74	60,571,601.83
Net Revenues over (under) Exp	-	(14,100.35)	778,386.01		(185,191.74)	593,194.27
BRCC PATTON BUILDING PROJECT (1904)						
Revenues:	24,800,016	1,097.66	25,485,385.78	102.8%	-	25,485,385.78
Expenditures:	24,800,016	184,531.39	24,861,537.51	100.2%	333,319.88	25,194,857.39
Net Revenues over (under) Exp	-	(183,433.73)	623,848.27		(333,319.88)	290,528.39

ENTERPRISE FUNDS						
	BUDGET	CURRENT MONTH	YEAR TO DATE	% USED	ENCUMBRANCES	TOTAL
SOLID WASTE LANDFILL FUND						
Revenues:	8,739,933	647,997.42	3,678,374.86	42.1%	-	3,678,374.86
Expenditures:	8,739,933	712,383.12	3,230,150.45	37.0%	3,424,503.06	6,724,653.51
Net Revenues over (under) Exp	-	(64,385.70)	448,224.41		(3,494,503.06)	(3,046,278.65)
JUSTICE ACADEMY SEWER FUND						
Revenues:	65,781	4,389.47	22,450.98	34.1%	-	22,450.98
Expenditures:	65,781	4,026.44	15,238.61	23.2%	-	15,238.61
Net Revenues over (under) Exp	-	363.03	7,212.37		-	7,212.37

**HENDERSON COUNTY
CASH BALANCE REPORT
NOVEMBER 2022**

Fund(s)	10/31/22 Beg. Cash Balance	Debits Revenues	(Credits) Expenditures	11/30/22 Ending Cash Balance
General	\$ 76,899,021.66	\$ 44,314,504.92	\$ (20,316,742.53)	\$ 100,896,784.05
Special Revenue	39,786,293.33	4,938,052.02	(365,189.40)	\$ 44,359,155.95
Capital Projects	5,382,278.54	84,614.65	(696,248.35)	\$ 4,770,644.84
Enterprise	1,717,981.54	649,117.50	(737,799.31)	\$ 1,629,299.73
HCPS - Maint. and Repair	6,428,873.98	427,702.00	-	\$ 6,856,575.98
BRCC - Maint. and Repair	2,167,930.00	136,893.00	-	\$ 2,304,823.00
Custodial	1,354,719.62	3,396,973.08	(735,641.00)	\$ 4,016,051.70
Total	\$ 133,737,098.67	\$ 53,947,857.17	\$ (22,851,620.59)	
Total cash available as of 11/30/2022				\$ 164,833,335.25

Motion:

I move the Board approve the November 2022 County Financial Report and Cash Balance Report as presented.

Approved: February 6, 2023

Henderson County Public Schools Financial Reports – September 2022

The Henderson County Public Schools September 2022 Local Current Expense Fund/Other Restricted Funds Report was provided for the Board’s information.

**HENDERSON COUNTY PUBLIC SCHOOLS
LOCAL CURRENT EXPENSE/OTHER RESTRICTED FUNDS
as of September 30, 2022**

	LOCAL CURRENT EXPENSE FUND	OTHER RESTRICTED FUND		
REVENUES:				
	YTD Activity	YTD Activity	Combined Total	Prior YTD
3200 State Sources	\$ -	\$ -	\$ -	\$ 4,000
3700 Federal Sources-Restricted	-	60,626	60,626	61,541
3800 Other Federal-ROTC	-	2,522	2,522	-
4100 County Appropriation	9,413,400	-	9,413,400	8,978,400
4200 Local - Tuition/Fees	-	14,460	14,460	11,685
4400 Local-Unrestricted	121,239	20,273	141,512	146,064
4800 Local-Restricted	-	3,465	3,465	89,511
4900 Fund Balance Appropriated/Transfer From school	-	-	-	-
TOTAL FUND REVENUES	\$ 9,534,639	\$ 101,346	\$ 9,635,985	\$ 9,311,201
EXPENDITURES:				
	YTD Activity	YTD Activity	Combined Total	Prior YTD
Instructional Services:				
5100 Regular Instructional Services	\$ 1,137,408	\$ 59,900	\$ 1,197,308	\$ 842,371
5200 Special Populations Services	40,795	78,806	119,402	118,566
5300 Alternative Programs and Services	1,781	110,372	112,153	68,631
5400 School Leadership Services	620,707	10,769	631,476	488,817
5500 Co-Curricular Services	53,195	1,283	54,478	32,245
5800 School-Based Support Services	229,234	152	229,386	243,713
Total Instructional Services	\$ 2,083,121	\$ 261,082	\$ 2,344,203	\$ 1,792,343
System-Wide Support Services:				
6100 Support and Development Services	\$ 60,781	\$ 1,627	\$ 62,408	\$ 69,267
6200 Special Population Support	57,312	807	58,119	52,846
6300 Alternative Programs	23,775	431	24,206	18,254
6400 Technology Support Services	320,986	-	320,986	505,108
6500 Operational Support Services	1,752,918	12,591	1,765,509	1,665,713
6600 Financial and Human Resource Services	1,318,516	41,715	1,360,231	1,126,194
6700 Accountability Services	47,550	1,200	48,750	75,113
6800 System-Wide Pupil Support Services	94,293	538	94,832	77,195
6900 Policy, Leadership and Public Relations	165,743	2,799	168,542	248,501
Total System-Wide Support Services	\$ 3,841,875	\$ 61,708	\$ 3,903,583	\$ 3,836,191
Ancillary Services:				
7100 Community Services	\$ 388	\$ 27,714	\$ 28,102	\$ 32,796
7200 Nutrition Services	971	-	971	1,161
Total Ancillary Services	\$ 1,359	\$ 27,714	\$ 29,073	\$ 33,957
Non-Programmed Charges:				
8100 Payments to Other Governmental Units	\$ 195,379	\$ -	\$ -	\$ 374,810
8400 Interfund Transfer	-	250	250	-
8600 Educational Foundations	-	2,786	2,786	20,063
Total Non-Programmed Charges	\$ 195,379	\$ 3,036	\$ 2,786	\$ 394,873
TOTAL FUND EXPENDITURES	\$ 6,121,733	\$ 353,540	\$ 6,279,644	\$ 6,057,364

Motion:

I move the Board approve the Henderson County Public Schools September Financial Reports as presented.

2022.10 Recreation Advisory Board By-Laws

The Board of Commissioners was requested to approve revisions to the Recreation Advisory Board Bylaws, updating sections that need to be more accurate and consistent. The bylaws have not been updated since 2011 and have become outdated. Specific revisions were shown in the documents provided. (Attached to these minutes).

Approved: February 6, 2023

Motion:

I move the Board approve the proposed revisions to the Recreation Advisory Board Bylaws as presented.

2022.11 Water and Sewer Advisory Committee – Commissioner Representatives

The Board was requested to select Chairman McCall, Vice-Chair Edney, and Commissioner Andreotta as the Henderson County Commissioner Representatives to the Joint Water and Sewer Advisory Committee.

Motion:

I move the Board select Chairman McCall, Vice-Chair Edney, and Commissioner Andreotta as the Henderson County Commissioner Representatives to the Joint Water and Sewer Advisory Committee.

Use of Commissioners Meeting Room

Emergency Management Director Jimmy Brissie has requested the use of the Commissioners' Meeting Room (Courtroom) on Friday, January 27, 2023. This request was made on behalf of Duke Energy.

Motion:

I move that the Board approve the Use of the Commissioners' Meeting Room (Courtroom) on January 27, 2023, by Duke Energy.

2023.12 Emergency Management – Duke Energy Grant

Staff requested the Board approve a budget amendment to recognize the receipt of grant funding provided by Duke Energy. These grant funds, \$50,000, are restricted for emergency preparedness.

Motion:

I move the Board approve the budget amendment for grant funding from Duke Energy for emergency preparedness.

Access Management – Rail Trail Encroachment Policy

On February 16, 2022, the Board approved a policy to manage the public utility and agriculture encroachments onto the Rail Trail property controlled by the County. The County Engineer was authorized to approve and manage the agreements. The process has been successful at accommodating these entities with their respective public services while protecting the public's investment in the Rail Trail infrastructure. The County Engineer has processed four agreements to date.

Staff has been approached by adjacent property owners to have separate accesses to the Rail Trail from their property. Staff recommends that the Board add this type of encroachment to the policy. Applicants should improve the Rail Trail property in a manner consistent with the County's construction, operation, and maintenance of the property and not negatively impact the Rail Trail. Unimproved accesses would not fall under this policy unless they create a problem for the operation or maintenance of the trail.

Should it be the Board's preference to task the Rail Trail Advisory Committee to act as the appeal entity for encroachments, that action is included in the Suggested Motion. Of course, no encroachment can be approved that does not comply with the National Trails Act.

Motion:

I move the Board approve the addition to the encroachment policy for the Rail Trail Advisory Committee to manage access and authorize the County Engineer to manage the policy addition. I further move the Board authorize the Rail Trail Advisory Committee as the entity to consider appeals to the encroachment policy.

Approved: February 6, 2023

2023.13 Jackson Park Feasibility and Engineering Study

The Board was requested to approve a Study Resolution to provide up to \$50,000 for the match for a Water Resources Development grant. An application for a Jackson Park Feasibility and Engineering Study was submitted for a Water Resources Development grant. The study will evaluate Mud Creek, Bat Fork, and associated drainage ditches within Jackson Park to identify ways to improve stormwater management, floodplain connectivity, wetlands, recreational opportunities, and stream restoration. The amount requested from the grant is \$50,000. Due to the scope of the project, the estimated cost is between \$75,000 to \$100,000. It is expected that the grant will be awarded in May 2023. (Resolution is attached to these minutes).

Motion:

I move the Board approve the Resolution for the Jackson Park Feasibility and Engineering Study and provide up to \$50,000 for the match for the Water Resources Development grant if awarded and accepted.

Architect Contract – Upward Elementary School

The Board was requested to approve the AIA contract from Clark Nexsen to act as the architect for the Upward Elementary School Safety Project. The documents have been vetted by the County Attorney for consistency with our legal standards.

The proposal received from Clark Nexsen is for a price of \$104,615 for the Architectural Services Fee.

Motion:

I move the Henderson County Board of Commissioners award the AIA contract, to Clark Nexsen, for \$104,615, for the Architectural Service Fee.

Term Extension – Henderson County Board of Equalization and Review

Tax Assessor Darlene Burgess requested that the term of Board of Equalization and Review member Harry N. Rising III be extended by one year past its original expiration date of 03/30/2023. This request is to ensure stability in the Board of Equalization and Review during the 2023 Reappraisal process.

Motion:

I move that the Board approve the one-year term extension of Harry N. Rising III to March 30, 2024.

Chairman McCall made the motion to adopt the consent agenda as presented. All voted in favor, and the motion carried.

NOMINATIONS AND APPOINTMENTS

1. Animal Services Committee – 1 vac.

Commissioner Hill made the motion to nominate Vince Griggs for appointment to position #9. All voted in favor, and the motion carried.

2. Henderson County Board of Equalization and Review – 1 vac.
There were no nominations, and this item was rolled to the next meeting.

3. Henderson County Transportation Advisory Committee – 1 vac.

Commissioner Lapsley made the motion to nominate Samuel Henderson for reappointment to position #1. All voted in favor, and the motion carried.

Approved: February 6, 2023

4. Historic Resources Commission – 1 vac.

Chairman McCall made the motion to nominate Sean Smith for appointment to position #3. All voted in favor, and the motion carried.

5. Home and Community Care Block Grant Committee – 1 vac.
There were no nominations, and this item was rolled to the next meeting.
6. Juvenile Crime Prevention Council – 4 vacs.
There were no nominations, and this item was rolled to the next meeting.
7. Library Board of Trustees – 1 vac.

Vice-Chair Edney made the motion to nominate Elizabeth Jennings for reappointment to position #5. The motion passed with a 4-1 vote; Commissioner Hill was the nay vote.

8. Nursing/Adult Care Home Community Advisory Committee – 11 vacs.
There were no nominations, and this item was rolled to the next meeting.

FY23-24 BUDGET WORKSHOP

County Manager John Mitchell kicked off the annual Budget Planning Workshop. He explained that the workshop had been divided over two days this year to allow adequate time for the departments to present their four-year plans. He thanked Sonya Flynn, Jennifer Miranda, the Finance Team, and Amy Brantley for putting the budget information together for this workshop.



AGENDA – WEDNESDAY, JANUARY 18TH

- 9:45 AM - FY2022-2023 FINANCIAL REPORT
- 10:00 AM - CAPITAL FINANCING DEBT SCHEDULES
- 10:30 AM - FINANCIAL FORECAST
- 11:00 AM - UPDATES AND EMERGING ISSUES
- 12:00 PM - LUNCH
- 1:00 PM - UPDATES AND EMERGING ISSUES - CONTINUED
- 1:30 PM - HENDERSON COUNTY PUBLIC SCHOOLS
- 2:00 PM - BLUE RIDGE COMMUNITY COLLEGE
- 2:30 PM – BOARD DISCUSSION AND DIRECTION TO STAFF
- 3:00 PM - ADJOURN

FY 2022-2023 FINANCIAL UPDATE



- FY 2022-2023 EXPENDITURES
- FY 2022-2023 REVENUES
- FY 2022-2023 SALES TAX COLLECTIONS
- CAPITAL RESERVE FUND

FY22-23 EXPENDITURES

County Department	BOC Adopted	Revisions (as of 12.31.22)	Revised Budget	\$ Expended (as of 12.31.22)	% Expended (as of 12.31.22)
Governing Body	\$ 574,991	\$ -	\$ 574,991	\$ 247,807	43.1%
Dues & Non-Profits	\$ 610,401	\$ 398,000	\$ 1,008,401	\$ 652,793	64.7%
County Administration	\$ 1,148,334	\$ -	\$ 1,148,334	\$ 486,881	42.4%
Human Resources	\$ 1,174,860	\$ -	\$ 1,174,860	\$ 602,506	51.3%
Elections	\$ 994,733	\$ -	\$ 994,733	\$ 506,092	50.9%
Finance	\$ 1,229,664	\$ 20,084	\$ 1,249,748	\$ 640,355	51.2%
Assessor	\$ 1,996,430	\$ -	\$ 1,996,430	\$ 892,109	44.7%
Tax Collections	\$ 543,131	\$ -	\$ 543,131	\$ 237,591	43.7%
Legal	\$ 991,880	\$ -	\$ 991,880	\$ 499,284	50.3%
Register of Deeds	\$ 699,454	\$ 4,000	\$ 703,454	\$ 353,928	50.3%
Facility Services & Garage	\$ 5,912,442	\$ 224,671	\$ 6,137,113	\$ 2,801,917	45.7%
Court Facilities	\$ 153,000	\$ -	\$ 153,000	\$ 61,887	40.4%
Information Technology	\$ 5,644,089	\$ 91,009	\$ 5,735,098	\$ 2,817,089	49.1%

Approved: February 6, 2023

FY22-23 EXPENDITURES

County Department	BOC Adopted	Revisions (as of 12.31.22)	Revised Budget	\$ Expended (as of 12.31.22)	% Expended (as of 12.31.22)
Sheriff	\$ 21,829,759	\$ 638,735	\$ 22,468,494	\$ 10,362,212	46.1%
Detention Facility	\$ 6,274,393	\$ 6,445	\$ 6,280,838	\$ 3,020,076	48.1%
Emergency Management	\$ 840,590	\$ 117,170	\$ 957,760	\$ 519,154	54.2%
Fire Marshal	\$ 824,720	\$ -	\$ 824,720	\$ 406,357	49.3%
Building Services	\$ 1,507,480	\$ -	\$ 1,507,480	\$ 675,345	44.8%
Wellness Clinic	\$ 1,348,729	\$ 3,586	\$ 1,352,315	\$ 721,663	53.4%
Emergency Medical Services	\$ 9,456,789	\$ 6,182	\$ 9,462,971	\$ 4,148,579	43.8%
Animal Services	\$ 864,123	\$ -	\$ 864,123	\$ 479,175	55.5%
Rescue Squad	\$ 557,750	\$ -	\$ 557,750	\$ 287,926	51.6%
Forestry Services	\$ 91,484	\$ -	\$ 91,484	\$ 15,022	16.4%
Soil & Water Conservation	\$ 427,396	\$ 367,282	\$ 794,678	\$ 593,180	74.6%
Planning	\$ 913,427	\$ -	\$ 913,427	\$ 406,807	44.5%
Code Enforcement	\$ 320,541	\$ 4,654	\$ 325,195	\$ 149,571	46.0%

FY22-23 EXPENDITURES

County Department	BOC Adopted	Revisions (as of 12.31.22)	Revised Budget	\$ Expended (as of 12.31.22)	% Expended (as of 12.31.22)
Heritage Museum	\$ 100,000	\$ -	\$ 100,000	\$ 50,000	50.0%
Cooperative Extension	\$ 598,356	\$ -	\$ 598,356	\$ 235,286	39.3%
Site Development	\$ 247,941	\$ (600)	\$ 247,341	\$ 135,976	55.0%
Project Management	\$ 286,800	\$ -	\$ 286,800	\$ 101,506	35.4%
Economic Development	\$ 796,724	\$ 5,000	\$ 801,724	\$ 217,000	27.1%
AgriBusiness	\$ 187,268	\$ -	\$ 187,268	\$ 113,893	60.8%
Public Health	\$ 11,010,869	\$ 2,520,989	\$ 13,531,858	\$ 5,277,918	39.0%
Environmental Health	\$ 1,705,286	\$ -	\$ 1,705,286	\$ 711,905	41.7%
Home & Community Care Grant	\$ 820,541	\$ -	\$ 820,541	\$ 339,539	41.4%
Medical Services	\$ 90,000	\$ -	\$ 90,000	\$ 28,300	31.4%
Mental Health	\$ 528,612	\$ -	\$ 528,612	\$ 264,306	50.0%
ROAP (Rural Operating Assistance)	\$ 201,384	\$ -	\$ 201,384	\$ 62,393	31.0%

Approved: February 6, 2023

FY22-23 EXPENDITURES

County Department	BOC Adopted	Revisions (as of 12.31.22)	Revised Budget	\$ Expended (as of 12.31.22)	% Expended (as of 12.31.22)
Social Services	\$ 16,795,098	\$ (68,311)	\$ 16,726,787	\$ 7,725,542	46.2%
DSS – Federal & State	\$ 3,776,405	\$ 83,811	\$ 3,860,216	\$ 1,406,499	36.4%
DSS – General Assistance	\$ 101,000	\$ -	\$ 101,000	\$ 33,769	33.4%
Juvenile Justice Grant	\$ 218,745	\$ -	\$ 218,745	\$ 104,881	47.9%
Veteran’s Services	\$ 141,120	\$ -	\$ 141,120	\$ 40,711	28.8%
Public Library	\$ 3,804,204	\$ 197,070	\$ 4,001,274	\$ 2,136,123	53.4%
Recreation	\$ 2,676,351	\$ 8,000	\$ 2,684,351	\$ 1,305,148	48.6%
County Debt Service	\$ 4,344,932	\$ -	\$ 4,344,932	\$ 2,449,367	56.4%
Non-Departmental	\$ 564,696	\$ 6,758,846	\$ 7,323,542	\$ 2,430,123	33.2%
Transfers to Other Funds	\$ 1,995,682	\$ -	\$ 1,995,682	\$ 987,841	49.5%
TOTAL COUNTY	\$ 117,922,604	\$ 11,386,623	\$ 129,309,227	\$ 58,743,332	45.4%

FY22-23 EXPENDITURES

	BOC Adopted	Revisions (as of 12.31.22)	Revised Budget	\$ Expended (as of 12.31.22)	% Expended (as of 12.31.22)
HC Public School System					
Current / Capital Expense	\$ 33,112,938	\$ -	\$ 33,112,938	\$ 16,439,000	52.4%
Debt Service	\$ 11,951,709	\$ -	\$ 11,951,709	\$ 4,626,388	38.7%
MRTS	\$ 5,132,424	\$ -	\$ 5,132,424	\$ 2,566,212	50.0%
TOTAL HCPS	\$ 50,197,071	\$ -	\$ 50,197,071	\$ 23,631,600	47.1%
Blue Ridge Community College					
Current Expense	\$ 5,250,000	\$ -	\$ 5,250,000	\$ 2,625,000	50.0%
Debt Service	\$ 3,372,266	\$ -	\$ 3,372,266	\$ 1,769,870	52.5%
MRTS	\$ 3,421,616	\$ -	\$ 3,421,616	\$ 1,710,808	50.0%
TOTAL BRCC	\$ 12,043,882	\$ -	\$ 12,043,882	\$ 6,105,678	50.7%
GENERAL FUND TOTAL	\$ 180,163,557	\$ 11,386,623	\$ 191,550,180	\$ 88,480,610	46.2%

FY22-23 REVENUES

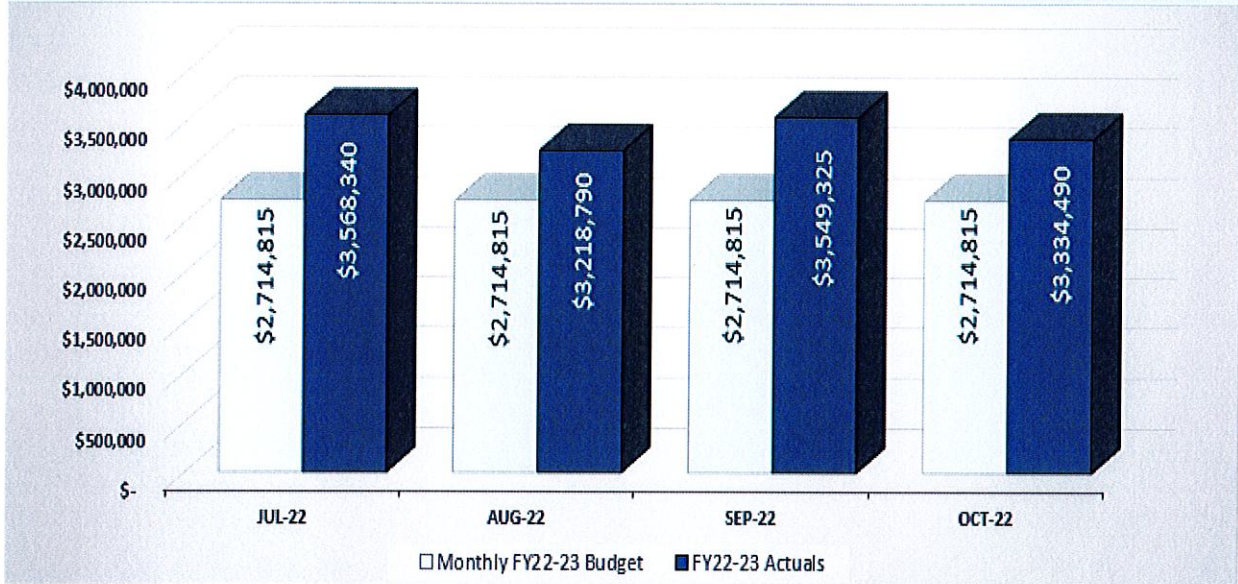
	BOC Adopted	Revisions (as of 12.31.22)	Total Revised Budget	\$ Received (as of 12.31.22)	% Received (as of 12.31.22)
Ad Valorem Taxes - Current Year	\$ 94,458,998	\$ -	\$ 94,458,998	\$ 78,621,591	83.2%
Ad Valorem Taxes - Prior Years	\$ 981,000	\$ -	\$ 981,000	\$ 508,899	51.9%
Local Option Sales Taxes (3 Months)	\$ 32,577,783	\$ -	\$ 32,577,783	\$ 10,336,455	31.7%
Other Taxes and Licenses	\$ 1,655,000	\$ 4,153,408	\$ 5,808,408	\$ 2,728,533	47.0%
Unrestricted Intergovernmental	\$ 50,000	\$ -	\$ 50,000	\$ 3,420	6.8%
Restricted Intergovernmental	\$ 16,422,643	\$ 5,119,074	\$ 21,541,717	\$ 9,158,578	42.5%
Permits and Fees	\$ 2,090,795	\$ -	\$ 2,090,795	\$ 1,348,663	64.5%
Sales and Services	\$ 8,361,912	\$ 22,851	\$ 8,384,763	\$ 3,644,708	43.5%
Investment Earnings	\$ 502,500	\$ -	\$ 502,500	\$ 509,708	101.4%
Other Revenues	\$ 1,262,648	\$ 170,696	\$ 1,433,344	\$ 860,635	60.0%
Transfers from Other Funds	\$ 2,290,327	\$ 1,024,992	\$ 3,315,319	\$ 2,170,155	65.5%
General Fund Revenues	\$ 160,653,606	\$ 10,575,291	\$ 171,228,897	\$ 109,936,132	64.2%
Fund Balance Appropriated	\$ 19,509,951	\$ 895,602	\$ 20,405,553	\$ -	0.0%
TOTAL General Fund Revenues	\$ 180,163,557	\$ 11,386,623	\$ 191,550,180	\$ 109,891,181	57.4%

Approved: February 6, 2023

FY22-23 SALES TAX REVENUES - BUDGET

Local Option Sales Tax Budget = \$32,577,783

Year to Date Variance = \$2,811,685 (first 4 months)



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
FY 2011	Appropriation - Parks and Recreation Projects	(\$156,249)	\$3,018,623
	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
	Appropriation - 1995 Courthouse Congressional Office	(\$26,899)	\$1,386,666
FY 2014	Appropriation - 1995 Courthouse Renovations	(\$1,000,000)	\$386,666

Approved: February 6, 2023

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 P&I Software Reserve to Project Fund	(\$75,000)	\$1,653,065
	Appropriation - Transfer to Debt Service Fund (FY15 Debt Roll-Off)	(\$923,463)	\$729,602
FY 2018	Deposit - P&I Software	\$75,000	\$804,602
	Appropriation - Transfer P&I Software Reserve to Project Fund	(\$225,000)	\$579,602
	Deposit - Sale of 6th Avenue Clubhouse & Fairground Property	\$407,573	\$987,175
	Appropriation - CNG Compressor	(\$252,243)	\$734,932
	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

CAPITAL RESERVE FUND

Capital Reserve Fund Established in FY 2007		Deposit / Appropriation	Running Balance
FY 2019	Deposit - Transfer from General Fund (School Capital)	\$946,669	\$3,052,646
	Deposit - Transfer from General Fund (County Capital)	\$1,283,332	\$4,335,978
	Deposit - P&I Software	\$75,000	\$4,410,978
	Appropriation - Partnership for Economic Development Roof	(\$24,865)	\$4,386,113
	Appropriation - Replacement of Detention Fire Alarm System	(\$115,950)	\$4,270,163
	Appropriation - Recreation Portable Restroom Units	(\$102,880)	\$4,167,283
	Appropriation - HCPS Flat Rock and Rugby HVAC Project	(\$250,850)	\$3,916,433
	Appropriation - Transfer P&I Software Reserve to Project Fund	(\$75,000)	\$3,841,433
	Deposit - Transfer from General Fund (Sheriff Vehicles)	\$327,218	\$4,168,651
FY 2020	Deposit - Transfer from General Fund (County Capital)	\$1,756,920	\$5,925,571
	Appropriation - Electrical Upfit at Garage	(\$3,396)	\$5,922,175
	Appropriation - CNG Generator	(\$103,735)	\$5,818,440
	Appropriation - Finance Bullet Resistant Glass	(\$7,869)	\$5,810,571
	Appropriation - Voting Equipment	(\$323,490)	\$5,487,081
	Appropriation - DSS Future Space Renovation	(\$525,217)	\$4,961,864
	Appropriation - 95 Courthouse Skylights	(\$118,550)	\$4,843,314

Approved: February 6, 2023

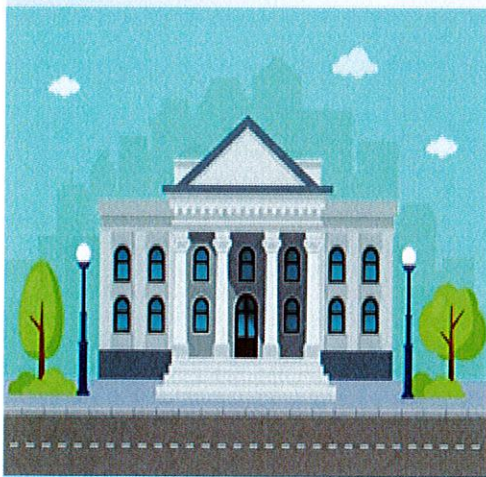
CAPITAL RESERVE FUND

Capital Reserve Fund Established in FY 2007		Deposit / Appropriation	Running Balance
FY 2021	Appropriation - DSS Document Management System (10.21.20)	(\$105,631)	\$4,737,683
	Appropriation - 1995 Courthouse Congressional Office (12.7.20)	(\$30,000)	\$4,707,683
	Appropriation - Garrison Property Purchase (1.20.21)	(\$1,175,226)	\$3,532,457
	Appropriation - Etowah Walking Trail (1.20.21)	(\$80,000)	\$3,452,457
	Deposit - Garrison Property Purchase Differential	\$1,892	\$3,454,349
	Appropriation - Oklawaha Greenway Flooding Study (2.17.21)	(\$15,000)	\$3,439,349
	Appropriation - VFW Purchase (4.5.21)	(\$52,715)	\$3,386,634
FY 2022	Deposit - Garrison Property Down Payment	\$5,000	\$3,391,634
	Deposit - Transfer from General Fund (County Capital)	\$1,644,808	\$5,036,442
	Deposit - Transfer from General Fund (Volunteer Fire Depts.)	\$250,000	\$5,286,442
FY 2023	Appropriation - VFW Assessment Expenses (1.3.22)	(\$20,000)	\$5,266,442
	Deposit - Transfer from General Fund (County Capital)	\$1,710,808	\$6,977,250
		BALANCE	\$6,977,250

DISCUSSION



CAPITAL FINANCING – DEBT SCHEDULES



- OUTSTANDING DEBT PRINCIPAL – EDUCATION
- OUTSTANDING DEBT PRINCIPAL – COUNTY
- RETIRING DEBT SERVICE – EDUCATION
- RETIRING DEBT SERVICE – COUNTY
- DEBT SERVICE FUND

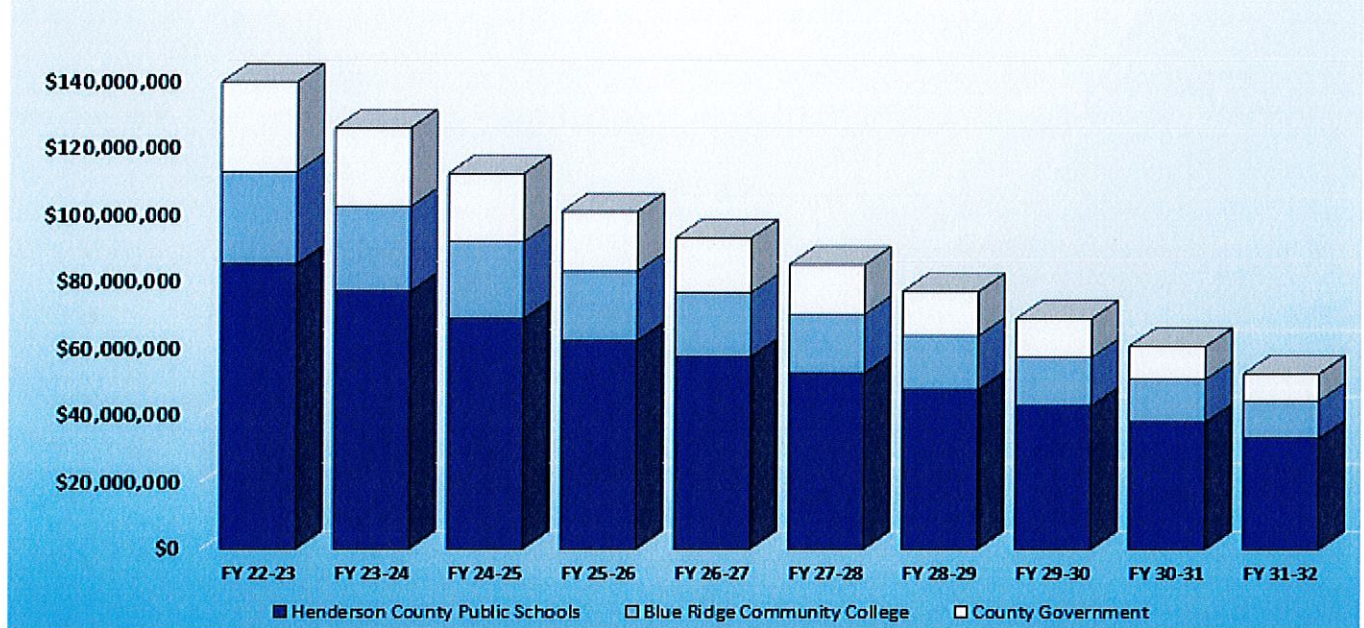
OUTSTANDING DEBT PRINCIPAL - EDUCATION

Henderson County Public Schools	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Hendersonville High School	\$ 44,635,000	\$ 42,005,000	\$ 39,375,000	\$ 36,750,000	\$ 34,125,000	\$ 31,500,000	\$ 28,875,000	\$ 26,250,000	\$ 23,625,000	\$ 21,000,000
Edneyville Elementary	\$ 18,255,000	\$ 17,035,000	\$ 15,815,000	\$ 14,595,000	\$ 13,375,000	\$ 12,155,000	\$ 10,935,000	\$ 9,720,000	\$ 8,505,000	\$ 7,290,000
2016 Innovative High School	\$ 13,625,000	\$ 12,650,000	\$ 11,675,000	\$ 10,700,000	\$ 9,725,000	\$ 8,750,000	\$ 7,775,000	\$ 6,800,000	\$ 5,825,000	\$ 4,850,000
2013 Refinancing Bonds	\$ 2,416,840	\$ 1,591,000	\$ 785,140	-	-	-	-	-	-	-
2012 Refinancing Bonds	\$ 1,322,400	\$ 650,400	-	-	-	-	-	-	-	-
2008 Hillandale / Mills River	\$ 4,571,429	\$ 2,742,858	\$ 914,288	-	-	-	-	-	-	-
TOTAL HC PUBLIC SCHOOLS	\$ 84,825,669	\$ 76,674,258	\$ 68,564,426	\$ 62,045,000	\$ 57,225,000	\$ 52,405,000	\$ 47,585,000	\$ 42,770,000	\$ 37,955,000	\$ 33,140,000
Blue Ridge Community College	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Health Sciences Ed. Center	\$ 6,690,000	\$ 6,305,000	\$ 5,901,667	\$ 5,480,000	\$ 5,036,667	\$ 4,571,667	\$ 4,081,667	\$ 3,570,000	\$ 3,035,000	\$ 2,471,667
2013 Refinancing Bonds	\$ 2,482,160	\$ 1,634,000	\$ 806,360	-	-	-	-	-	-	-
Patton Renovation / New Bldgs.	\$ 18,275,000	\$ 17,200,000	\$ 16,125,000	\$ 15,050,000	\$ 13,975,000	\$ 12,900,000	\$ 11,825,000	\$ 10,750,000	\$ 9,675,000	\$ 8,600,000
TOTAL BRCC	\$ 27,447,160	\$ 25,139,000	\$ 22,833,027	\$ 20,530,000	\$ 19,011,667	\$ 17,471,667	\$ 15,906,667	\$ 14,320,000	\$ 12,710,000	\$ 11,071,667
TOTAL EDUCATION DEBT PRINCIPAL	\$ 112,272,829	\$ 101,813,258	\$ 91,397,453	\$ 82,575,000	\$ 76,236,667	\$ 69,876,667	\$ 63,491,667	\$ 57,090,000	\$ 50,665,000	\$ 44,211,667

OUTSTANDING DEBT PRINCIPAL - COUNTY

Henderson County	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Emergency Services HQ	\$ 8,765,000	\$ 8,135,000	\$ 7,505,000	\$ 6,875,000	\$ 6,250,000	\$ 5,625,000	\$ 5,000,000	\$ 4,375,000	\$ 3,750,000	\$ 3,125,000
Health Sciences Ed. Center	\$ 13,380,000	\$ 12,610,000	\$ 11,803,333	\$ 10,960,000	\$ 10,073,333	\$ 9,143,333	\$ 8,163,333	\$ 7,140,000	\$ 6,070,000	\$ 4,943,333
2013 Refinancing Bonds	\$ 1,633,000	\$ 1,075,000	\$ 520,500	-	-	-	-	-	-	-
2012 Refinancing Bonds	\$ 1,432,600	\$ 704,600	-	-	-	-	-	-	-	-
2010 LEC / Court Services	\$ 1,500,000	\$ 1,000,000	\$ 500,000	-	-	-	-	-	-	-
TOTAL COUNTY GOVERNMENT	\$ 26,710,600	\$ 23,524,600	\$ 20,328,833	\$ 17,835,000	\$ 16,323,333	\$ 14,768,333	\$ 13,163,333	\$ 11,515,000	\$ 9,820,000	\$ 8,068,333
TOTAL DEBT PRINCIPAL	\$ 138,983,429	\$ 125,337,858	\$ 111,726,286	\$ 100,410,000	\$ 92,560,000	\$ 84,645,000	\$ 76,655,000	\$ 68,605,000	\$ 60,485,000	\$ 52,280,000
FY DEBT PRINCIPAL CHANGE	\$(15,895,571)	\$(13,645,571)	\$(13,611,572)	\$(11,316,286)	\$(7,850,000)	\$(7,915,000)	\$(7,990,000)	\$(8,050,000)	\$(8,120,000)	\$(8,205,000)

OUTSTANDING DEBT PRINCIPAL



RETIRING DEBT SERVICE - EDUCATION

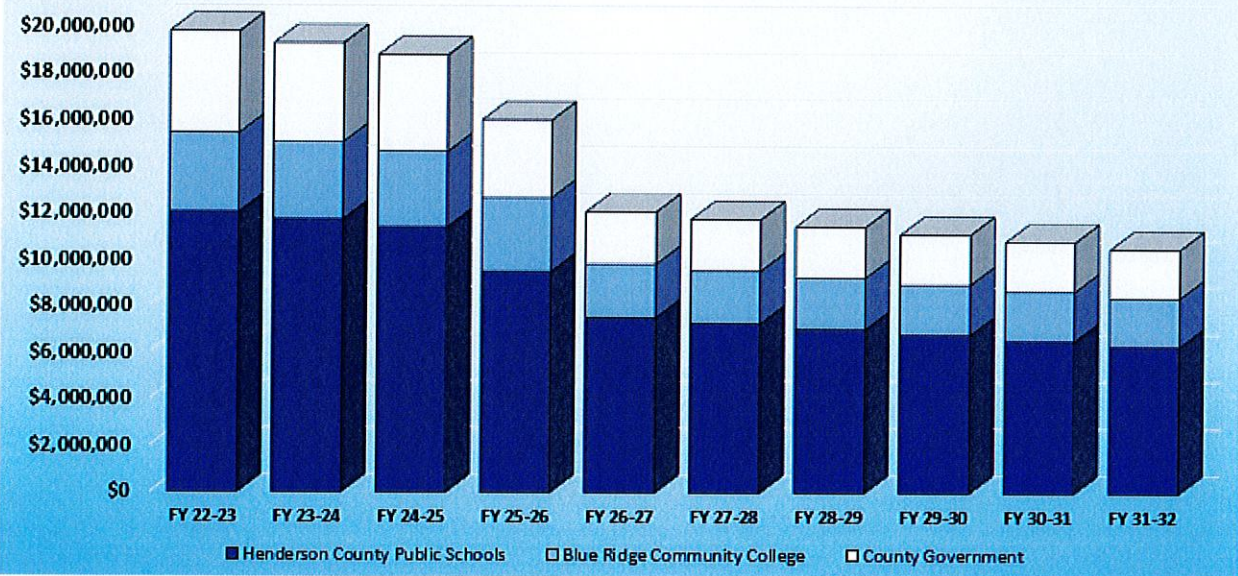
Henderson County Public Schools	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Hendersonville High School	\$ 4,645,288	\$ 4,540,088	\$ 4,434,888	\$ 4,324,688	\$ 4,193,438	\$ 4,062,188	\$ 3,930,938	\$ 3,799,688	\$ 3,668,438	\$ 3,537,188
Edneyville Elementary	\$ 2,098,069	\$ 2,037,069	\$ 1,976,069	\$ 1,915,069	\$ 1,854,069	\$ 1,793,069	\$ 1,732,069	\$ 1,666,069	\$ 1,605,319	\$ 1,544,569
2016 Innovative High School	\$ 1,576,125	\$ 1,549,313	\$ 1,512,750	\$ 1,464,000	\$ 1,415,250	\$ 1,366,500	\$ 1,317,750	\$ 1,269,000	\$ 1,220,250	\$ 1,176,375
2013 Refinancing Bonds	\$ 902,151	\$ 866,119	\$ 829,740	\$ 793,031	-	-	-	-	-	-
2012 Refinancing Bonds	\$ 731,069	\$ 698,184	\$ 663,278	-	-	-	-	-	-	-
2008 Hillandale / Mills River	\$ 1,981,006	\$ 1,934,103	\$ 1,887,200	\$ 926,012	-	-	-	-	-	-
Professional Services	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
TOTAL HC PUBLIC SCHOOLS	\$ 11,951,708	\$ 11,642,876	\$ 11,321,925	\$ 9,440,800	\$ 7,480,757	\$ 7,239,757	\$ 6,998,757	\$ 6,752,757	\$ 6,512,007	\$ 6,276,132
Blue Ridge Community College	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Health Sciences Ed. Center	\$ 661,832	\$ 661,373	\$ 662,015	\$ 661,740	\$ 661,782	\$ 660,740	\$ 661,865	\$ 661,048	\$ 660,773	\$ 661,648
2013 Refinancing Bonds	\$ 926,534	\$ 889,528	\$ 852,166	\$ 814,464	-	-	-	-	-	-
Patton Renovation / New Bldgs.	\$ 1,778,900	\$ 1,741,500	\$ 1,698,500	\$ 1,655,500	\$ 1,612,500	\$ 1,569,500	\$ 1,526,500	\$ 1,483,500	\$ 1,440,500	\$ 1,397,500
Professional Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
TOTAL BRCC	\$ 3,372,266	\$ 3,297,401	\$ 3,217,681	\$ 3,136,704	\$ 2,279,282	\$ 2,235,240	\$ 2,193,365	\$ 2,149,548	\$ 2,106,273	\$ 2,064,148
TOTAL EDUCATION DEBT SERVICE	\$ 15,323,974	\$ 14,940,277	\$ 14,539,606	\$ 12,577,504	\$ 9,760,039	\$ 9,474,997	\$ 9,192,122	\$ 8,902,305	\$ 8,618,280	\$ 8,340,280

Approved: February 6, 2023

RETIRING DEBT SERVICE - COUNTY

Henderson County	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Emergency Services HQ	\$ 1,013,713	\$ 988,513	\$ 963,313	\$ 931,813	\$ 895,313	\$ 864,063	\$ 832,813	\$ 801,563	\$ 770,313	\$ 739,063
Health Sciences Ed. Center	\$ 1,323,663	\$ 1,322,746	\$ 1,324,030	\$ 1,323,480	\$ 1,323,563	\$ 1,321,480	\$ 1,323,730	\$ 1,322,096	\$ 1,321,546	\$ 1,323,296
2013 Refinancing Bonds	\$ 609,562	\$ 585,215	\$ 560,635	\$ 535,831	-	-	-	-	-	-
2012 Refinancing Bonds	\$ 791,994	\$ 756,365	\$ 718,551	-	-	-	-	-	-	-
2010 LEC / Court Services	\$ 596,000	\$ 572,000	\$ 548,000	\$ 524,000	-	-	-	-	-	-
Professional Services	\$ 10,000	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500
TOTAL COUNTY GOVERNMENT	\$ 4,344,932	\$ 4,238,339	\$ 4,128,029	\$ 3,328,624	\$ 2,232,376	\$ 2,199,043	\$ 2,170,043	\$ 2,137,159	\$ 2,105,359	\$ 2,075,859
TOTAL DEBT SERVICE	\$ 19,668,906	\$ 19,178,616	\$ 18,667,635	\$ 15,906,128	\$ 11,992,415	\$ 11,674,040	\$ 11,362,165	\$ 11,039,464	\$ 10,723,639	\$ 10,416,139
TOTAL ANNUAL DEBT SERVICE CHANGE	\$ (713,048)	\$ (490,280)	\$ (510,981)	\$ (2,761,507)	\$ (3,913,713)	\$ (318,375)	\$ (311,875)	\$ (322,701)	\$ (315,825)	\$ (307,500)
TOTAL CUMULATIVE CHANGE (FROM FY19)	\$ 2,290,327	\$ 1,800,037	\$ 1,289,056	\$ (1,472,451)	\$ (5,386,164)	\$ (5,704,539)	\$ (6,334,789)	\$ (6,969,365)	\$ (7,607,891)	\$ (8,231,216)

DEBT SERVICE SCHEDULE



DEBT SERVICE FUND

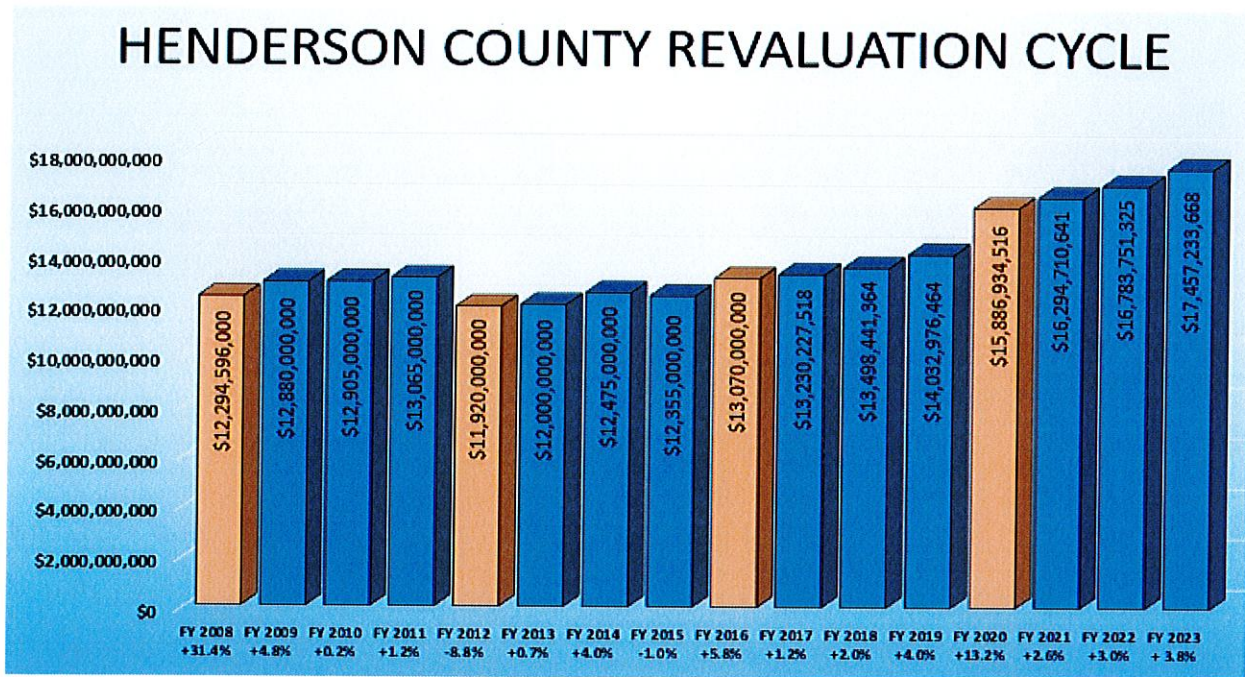
Debt Service Fund Established in FY 2015		Deposit / Appropriation	Running Balance
FY 2015	Deposit – Debt Service Roll-Off	\$923,463	\$923,463
FY 2016	Deposit – Debt Service Roll-Off	\$590,997	\$1,514,460
FY 2017	Deposit – Debt Service Roll-Off	\$1,927,650	\$3,442,110
	Deposit – General Fund Debt Service Variance	\$1,490,131	\$4,932,241
FY 2018	Deposit – Debt Service Roll-Off	\$509,649	\$5,441,890
	Deposit – General Fund Debt Service Variance	\$2,000,000	\$7,441,890
	Appropriation – School Capital Project Fund	(\$800,000)	\$6,641,890
FY 2019	Deposit – School Capital Project Fund	\$800,000	\$7,441,890
FY 2020	Appropriation – General Fund Debt Service	(\$1,153,960)	\$6,287,930
	Deposit – General Fund Debt Service Variance	\$1,794,589	\$8,082,519
FY 2021	Appropriation – General Fund Debt Service	(\$2,635,051)	\$5,447,468
FY 2022	Appropriation – General Fund Debt Service	(\$2,740,152)	\$2,707,316
	Deposit - BRCC Debt Service from MRTS	\$1,811,300	\$4,518,616
FY 2023	Appropriation – General Fund Debt Service	(\$2,290,327)	\$2,228,289
	Deposit - BRCC Debt Service from MRTS	\$1,778,900	\$4,007,189
Current Balance			\$4,007,189

FINANCIAL FORECAST

- HENDERSON COUNTY REVALUATION CYCLE
- FUND BALANCE HISTORY
- COMPARABLE COUNTY TAX RATES
- FY 2023-2024 FINANCIAL FORECAST



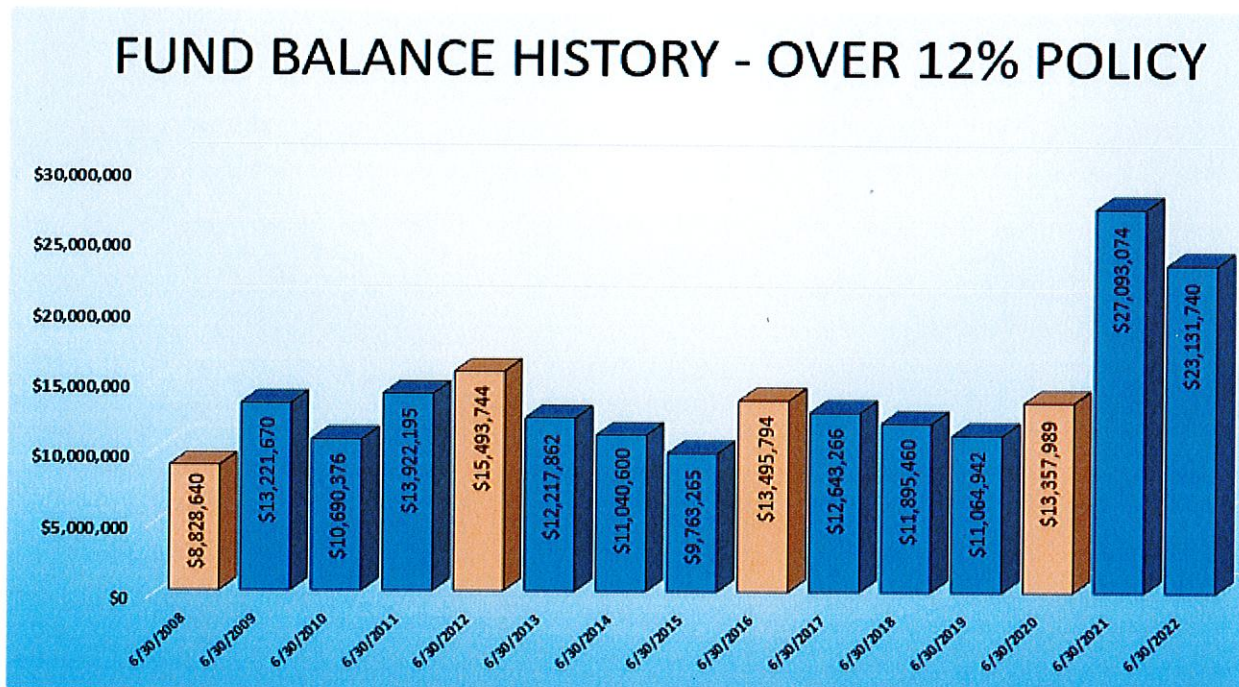
Approved: February 6, 2023



John Mitchell explained that the above columns highlighted in beige represent revaluation years (which occur every four years), and the number in these columns are the increased values that go up with every year. He pointed out the +31.4% increase in the first column for 2008 and said he expects the increase with this year’s revaluation to be very close to that.

For clarification, Vice-Chair Edney asked if Mr. Mitchell expects the \$17,457,233,668 for FY2023 to increase by +31% with this year’s revaluation. Mr. Mitchell said he expects a number that is similar to the +31%.

Chairman McCall asked if the revaluation number would include properties that are in partial construction. John Mitchell said yes, but only to the extent of completion for those projects.



Approved: February 6, 2023

FY 2023-2024 FINANCIAL FORECAST

TOTAL AVAILABLE FUND BALANCE OVER THE BOARD'S 12% POLICY AS OF JULY 1, 2022

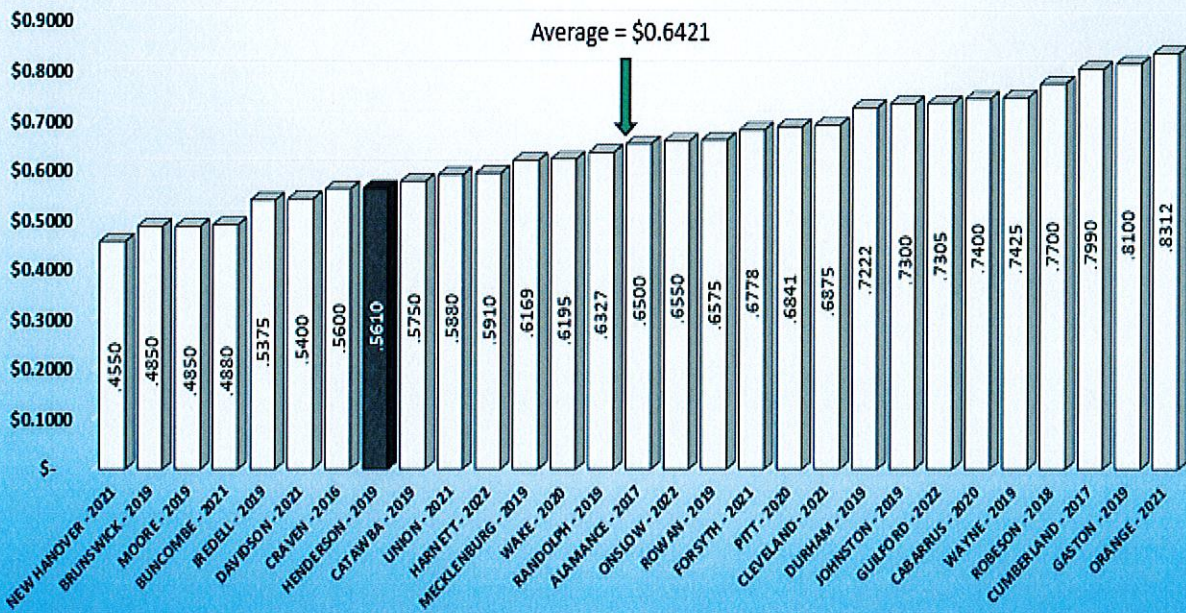
\$23,131,740

Chairman McCall said it was important to explain that the State requires the County to have a fund balance of 8%, but Henderson County has chosen to have a fund balance of 12%. She asked for the dollar amount for the fund balance that is required by the state. Amy Brantley said that the 8% the county is required to have equals \$13.8 million. The 8% represents one month's worth of the County's operating expenditures, and 12% represents six weeks of operating expenditures. Those numbers are based on the last audited number of the total expenditures for the county.

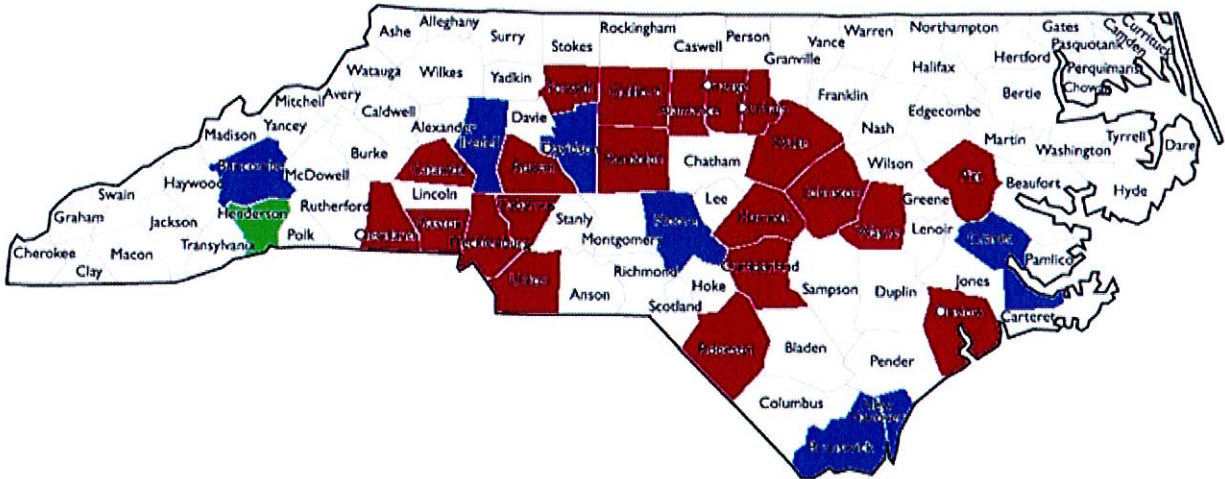
John Mitchell noted that the 12% fund balance makes it easier for the County to borrow, and it lowers the interest rates over time.

FY 2022-2023 TAX RATE & LAST REVALUATION

Counties listed are the 29 urban counties, defined as those with a population of at least 100,000 residents



MAP OF COMPARISON COUNTIES



Counties in blue have a lower tax rate than Henderson County, while counties in red have a higher tax rate.

FY 2022-2023 TAX RATE

THE HENDERSON COUNTY TAX RATE OF \$0.561 PER \$100 OF VALUATION:

- IS THE 8TH LOWEST TAX RATE OF THE 29 URBAN COUNTIES IN NORTH CAROLINA (URBAN = POPULATION > 100,000)
- IS THE 24TH LOWEST TAX RATE OF ALL 100 COUNTIES IN NORTH CAROLINA

AMONG THE 29 URBAN COUNTIES IN NORTH CAROLINA:

- THE HIGHEST TAX RATE IS \$0.8312
- THE LOWEST TAX RATE IS \$0.4550
- THE AVERAGE TAX RATE IS \$0.6421

AMONG ALL 100 COUNTIES IN NORTH CAROLINA:

- THE HIGHEST TAX RATE IS \$0.9900
- THE LOWEST TAX RATE IS \$0.3180
- THE AVERAGE TAX RATE IS \$0.6660

FY 2023-2024 FINANCIAL FORECAST

Projected Revenues for FY 23-24	\$ 169,000,000
Base Budget for FY 23-24 <small>(Current FY23 Revised = \$191,525,949)</small>	\$ 192,000,000
Amount needed to make budget	(\$ 23,000,000)

FY 2023-2024 FINANCIAL FORECAST

Fund Balance available over 12%	\$23,131,740
Amount needed to make budget	(\$23,000,000)
Projected Variance	\$ 131,740

UPDATES AND EMERGING ISSUES



- 95 COURTHOUSE/DETENTION CENTER
 - STATE BUDGET ALLOCATION
- HENDERSON COUNTY PUBLIC SCHOOLS
- BLUE RIDGE COMMUNITY COLLEGE

Steve White with Fentress Architects provided the following presentation to the Board.

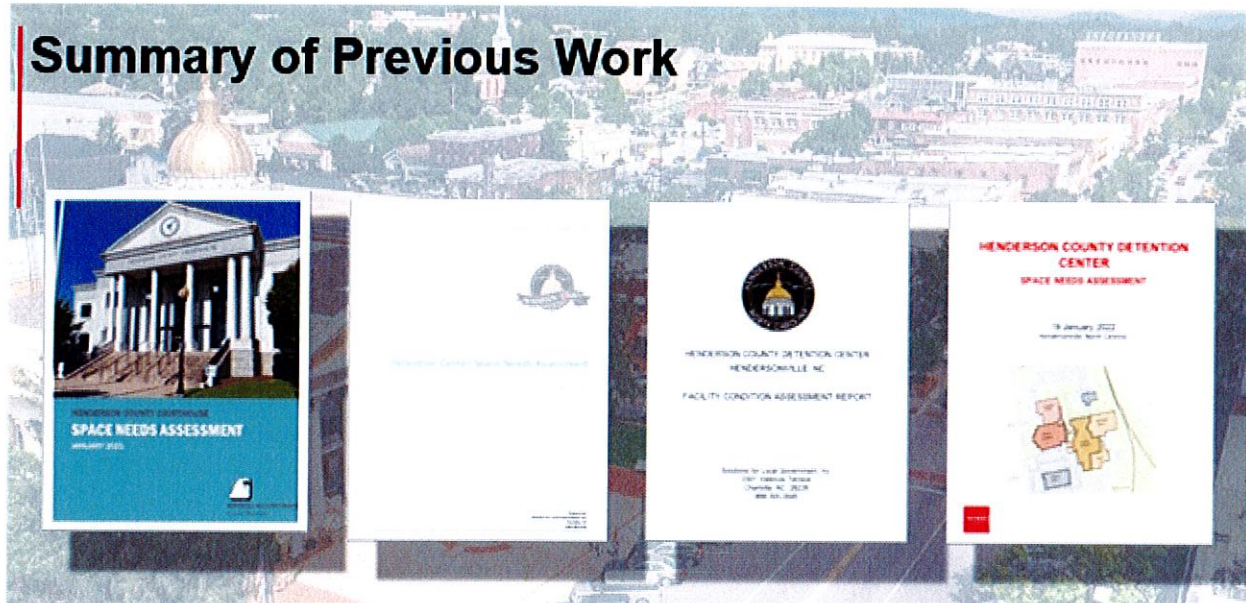
Judicial Complex Addition and Renovation

Conceptual Design Presentation – January 18, 2023
Henderson County, North Carolina



Why is a renovation and expansion project needed?

Summary of Previous Work




During 2020 and 2021, four studies were completed on the Courthouse and Jail project that looked at space needs and the condition of the facility in terms of wear and tear. Those four reports have been consolidated and put Fentress into the design process, which was worked on throughout 2022. Several things were brought to light in those reports that depicted facilities that are in need of expansion and renovation. For example, using a chart that scores courthouses based on space standards, functionality, security, building condition, building systems, and building technology, the 95 courthouse scored 58.7 out of 100. This demonstrates that renovation, addition, and expansion are necessary.

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Vice-Chair Edney pointed out that the studies that found the deficiencies in the courthouse were performed by a group other than Fentress Architects.

Courthouse Needs

Table 1-1. Henderson County Courthouse Overview

BUILDING SUMMARY		
Year Constructed	1995	
Major Renovation Year(s)	2016	
Historic Designation	No	
Number of Floors (including basement)	3	
Approx. Building Area (GSF)	99,100	
SPACE SUMMARY		CORE SUMMARY
	QTY	OVERALL CORE SCORE 58.7
Courtrooms	5	SPACE STANDARDS 57.0
Hearing Rooms	1	SPACE FUNCTIONALITY 58.6
Judges' Chambers	7	SECURITY 51.8
Courtroom Holding Cells	3	BUILDING CONDITION 71.2
Jury Deliberation Rooms	4	BUILDING SYSTEMS 63.5
Attorney-Witness Rooms	3	TECHNOLOGY 50.0
Cellblock Single Cells	In Sheriff's Office	
Cellblock Observation Cell	In Sheriff's Office	
Cellblock Group Holding Cells	In Sheriff's Office	
	Y/N	
Dedicated Vehicle Sallyport	In Sheriff's Office	
Dedicated Prisoner Elevator	Y	
Dedicated Judges/Staff Elevator	Y	

Mr. White said that with regard to the Detention Center, the projections for the average daily population depict the jail growing considerably over the next 20-30 years as the County grows.

Detention Center Needs

Figure 6
Inmate ADP Projections
2011-2030

Factor/Variable	Ad 21	Ad 22	Ad 23	Ad 24	Ad 25	Ad 26	Ad 27	Ad 28	Ad 29	Ad 30
County Population	321,338	322,454	323,767	325,079	326,283	327,495	328,673	329,824	330,943	332,035
Adm./Pop. Rate	0.0098	0.0098	0.0098	0.0098	0.0098	0.0098	0.0098	0.0098	0.0098	0.0098
Annual Admissions	4818	4871	4924	4974	5024	5072	5119	5165	5209	5253
ADP/Admissions Ratio	0.0867	0.0867	0.0867	0.0867	0.0867	0.0867	0.0867	0.0867	0.0867	0.0867
Yearly ADP	177	176	181	183	184	186	188	190	191	193
Average ADP	183	192	196	201	205	210	214	219	223	228

Figure 7
Inmate ADP Projections
2011-2040

Factor/Variable	Ad 31	Ad 32	Ad 33	Ad 34	Ad 35	Ad 36	Ad 37	Ad 38	Ad 39	Ad 40
County Population	333,097	334,333	335,143	336,324	337,083	338,075	338,929	339,805	340,648	341,698
Adm./Pop. Rate	0.0098	0.0098	0.0098	0.0098	0.0098	0.0098	0.0098	0.0098	0.0098	0.0098
Annual Admissions	5295	5306	5326	5415	5458	5490	5528	5562	5596	5633
ADP/Admissions Ratio	0.0867	0.0867	0.0867	0.0867	0.0867	0.0867	0.0867	0.0867	0.0867	0.0867
Yearly ADP	194	196	197	199	200	201	202	204	206	207
Average ADP	232	237	243	246	250	251	250	264	268	273

Figure 8
Inmate ADP Projections
2011-2050

Factor/Variable	Ad 41	Ad 42	Ad 43	Ad 44	Ad 45	Ad 46	Ad 47	Ad 48	Ad 49	Ad 50
County Population	342,548	343,646	344,745	345,843	346,943	348,079	349,137	350,216	351,314	352,432
Adm./Pop. Rate	0.0098	0.0098	0.0098	0.0098	0.0098	0.0098	0.0098	0.0098	0.0098	0.0098
Annual Admissions	5671	5714	5758	5802	5846	5889	5933	5977	6020	6064
ADP/Admissions Ratio	0.0867	0.0867	0.0867	0.0867	0.0867	0.0867	0.0867	0.0867	0.0867	0.0867
Yearly ADP	208	210	211	213	215	216	218	219	221	223
Average ADP	272	282	287	291	296	300	305	309	314	318



Figure 1 - Roof of support area Equipment drainage



Figure 2 - Example of rust at inlet

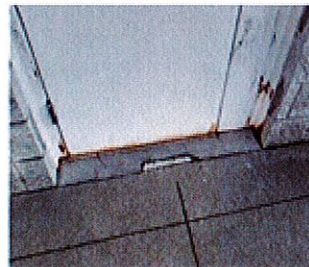
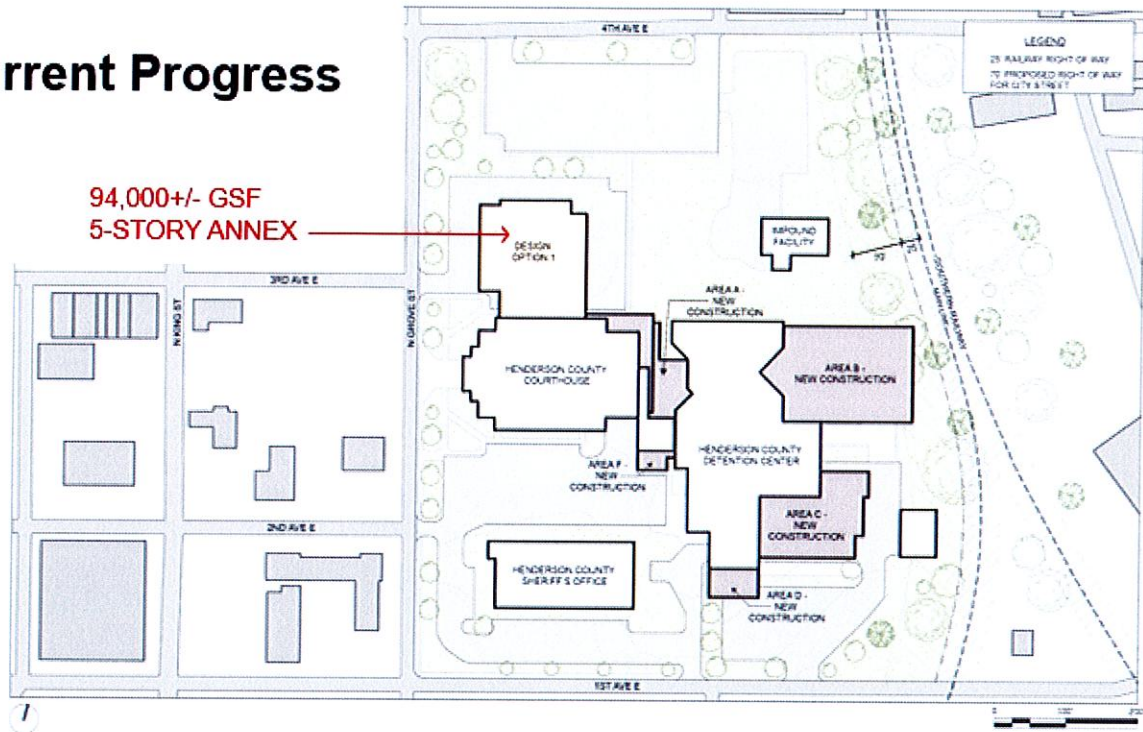


Figure 3 - Rust of exterior doors and frames



Figure 4 - Mold and efflorescence at minimum housing restriction yard

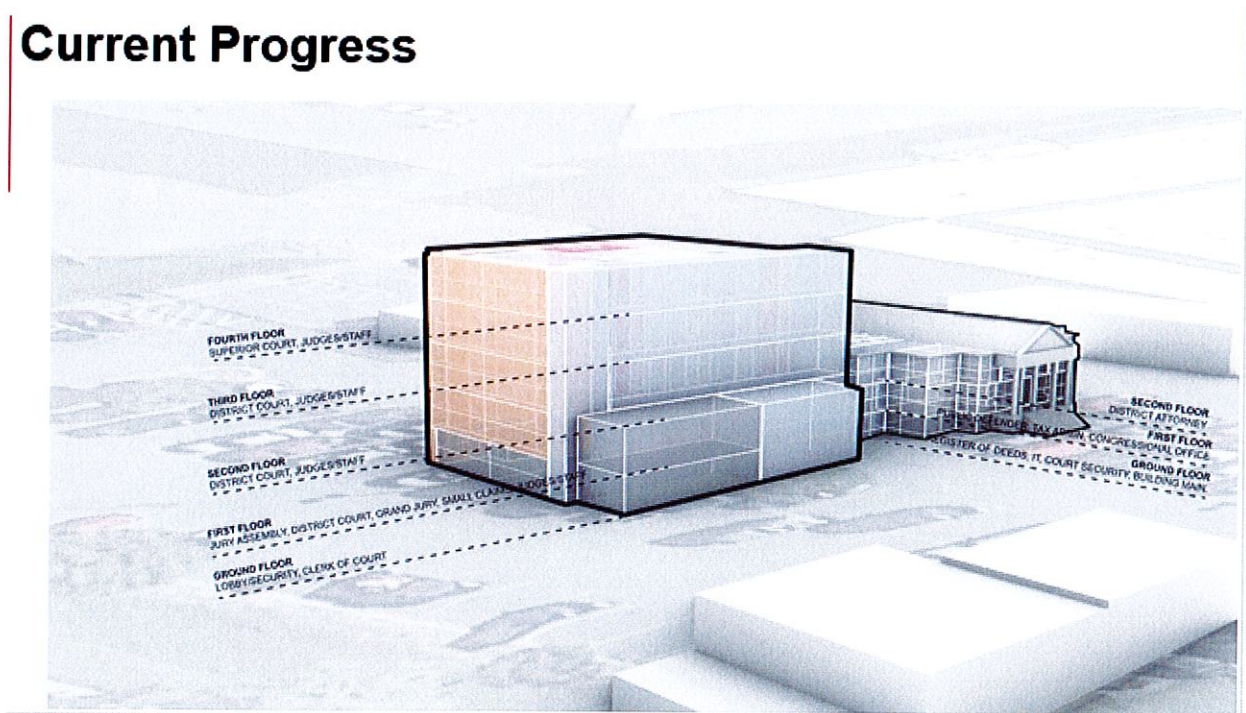
Current Progress



94,000+/- GSF
5-STORY ANNEX

Mr. White said that the last time he presented to the Board, the Board made the decision to proceed with design option one, the five-story taller version of the addition, which is approximately 94,000 gross square feet.

Current Progress

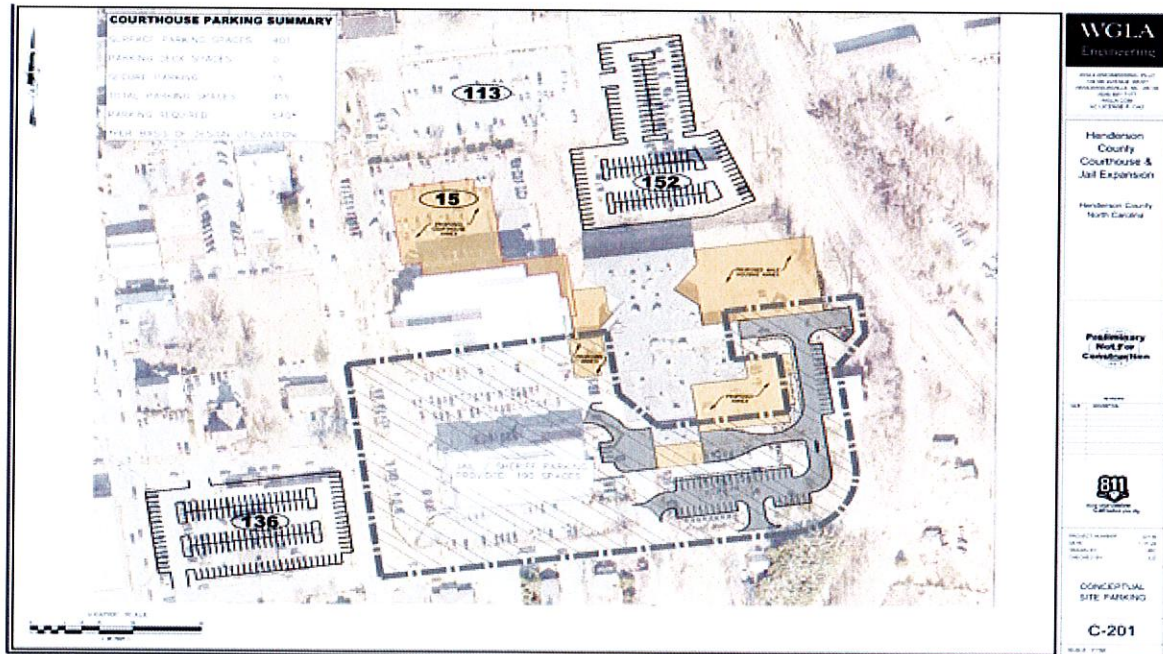
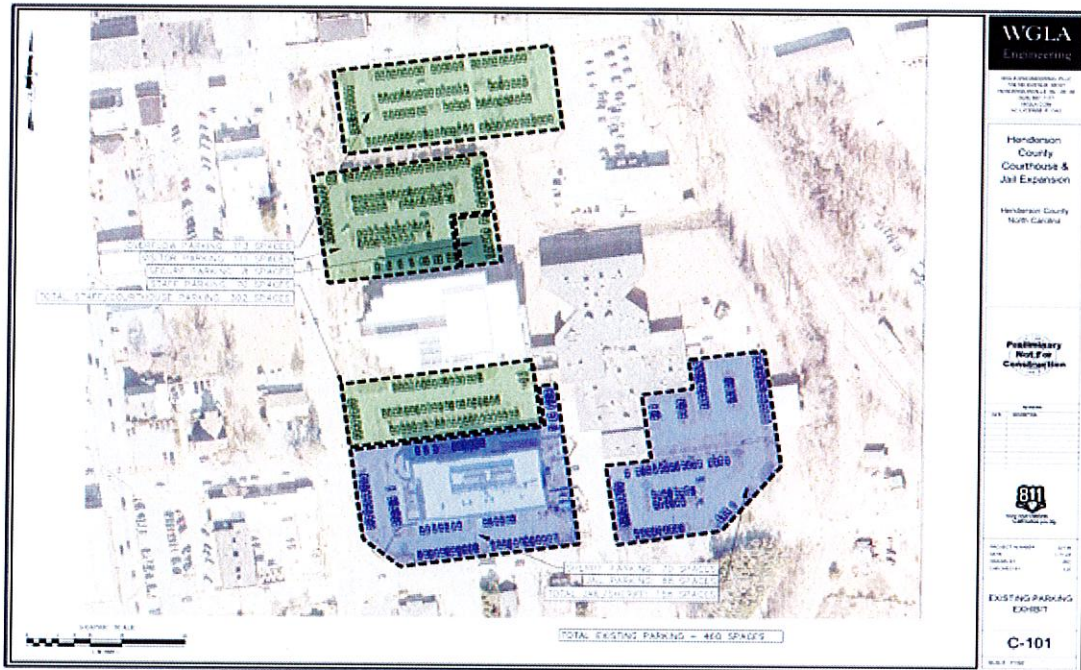


Jared Deridder with WGLA discussed parking options for the project.

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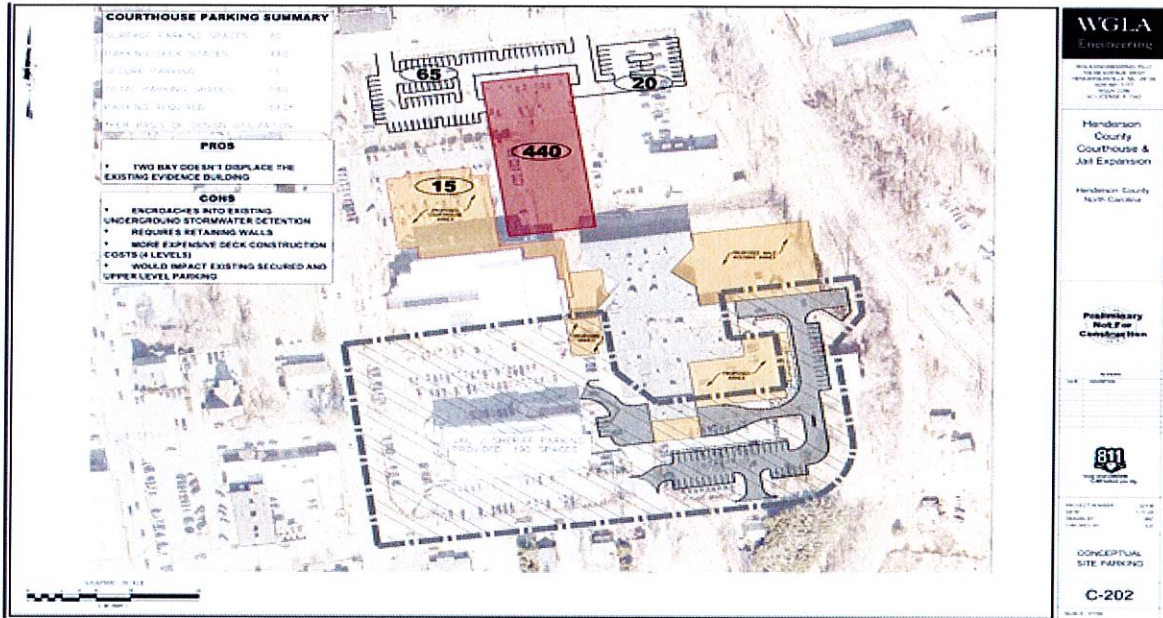
Parking Options

Mr. Deridder explained that the below picture depicts the current parking for the Courthouse, Sheriff's Office, and Jail (Detention Center). The color green in the picture represents the courthouse uses, and the purple represents Sheriff/Jail uses. The court use currently has approximately 300 parking spaces, and for Sheriff/Jail use, there are approximately 160 spaces. The total number of spaces today is 460.

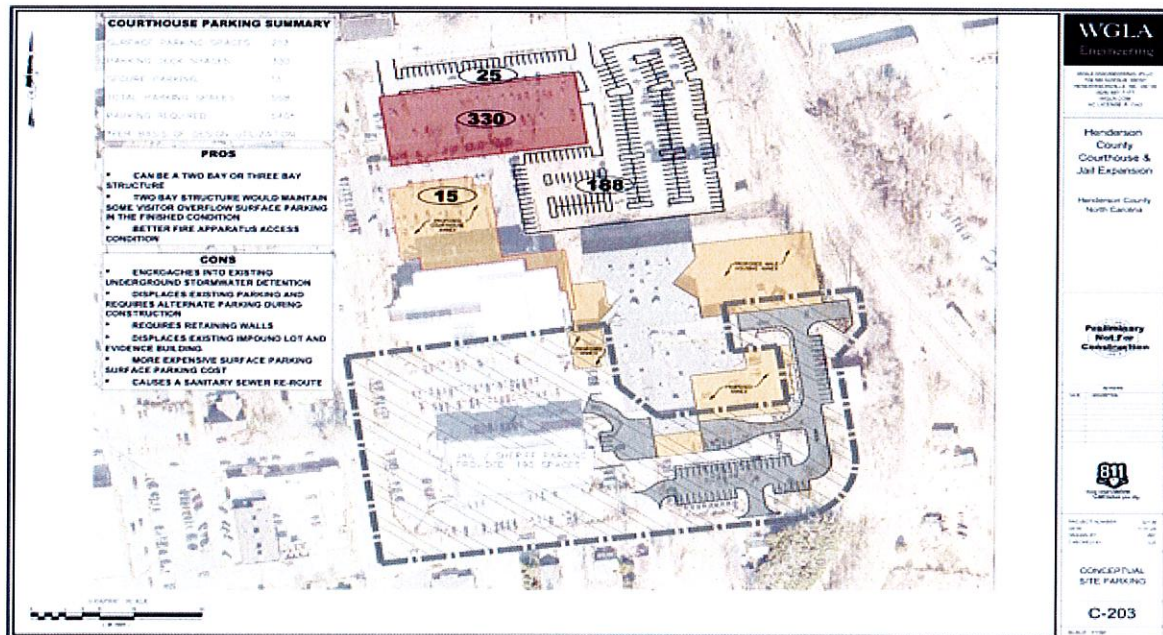


Vice-Chair Edney asked what criteria was used to determine the number of spaces needed. Steve White said that this information is outlined in the basis of design (BOD) document completed by Fentress Inc. Vice-Chair Edney asked if those findings were consistent with the City of Hendersonville's zoning
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requirements. Mr. White said that the City does not have criteria for judicial or governmental buildings. Vice-Chair Edney noted the City does have public building criteria that is something like one space per 400 square feet. Mr. White said that since there are no criteria specific for judicial, governmental, or jail uses, WGLA has looked at some larger urban areas, such as Charlotte and Raleigh, that have the requirements to use as a guideline of how many spaces are required per square foot. For instance, Charlotte has criteria of 1 space per 300 square feet. In short, the math used in the BOD was based on 1 space per 300 square feet.



Mr. Deridder said that in looking at surface parking versus deck parking, surface parking is about a third of the cost of deck parking. Based on the City of Hendersonville's parking deck that is currently under construction, the approximate cost per space for a parking deck would be \$30,000 per space versus \$10,000 per space for surface parking.

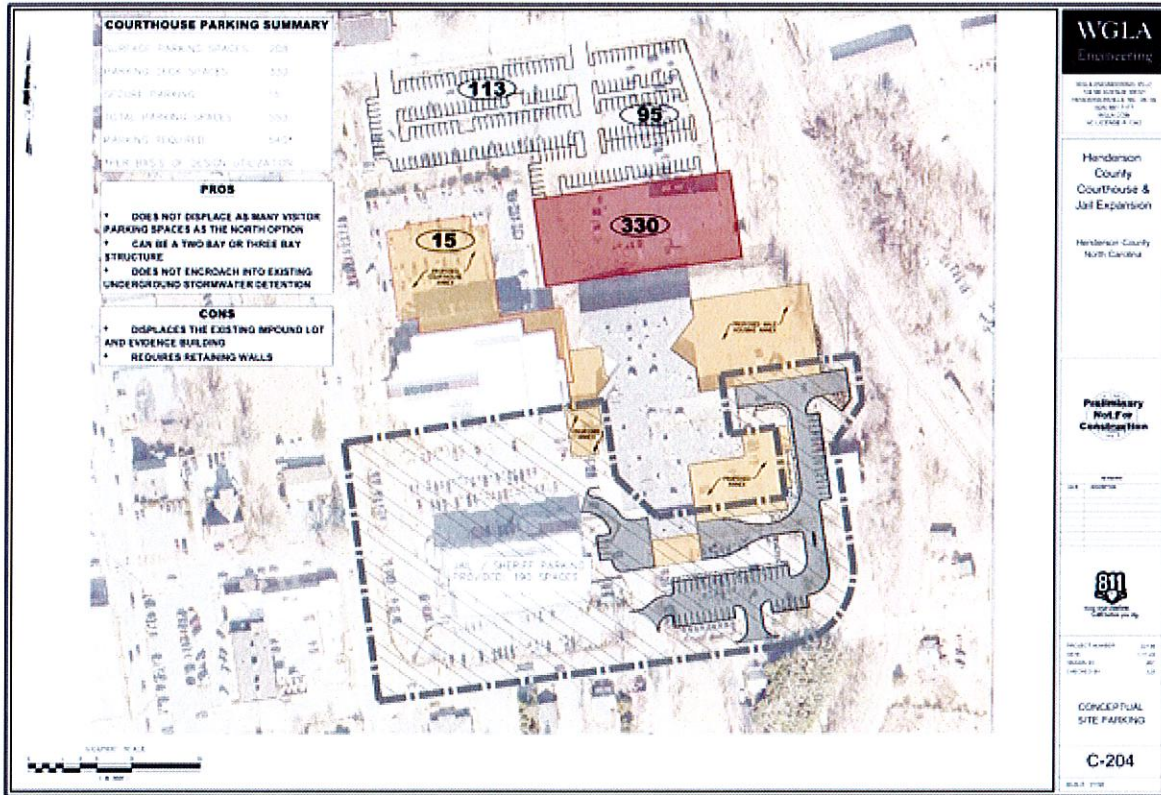


Vice-Chair Edney asked how many spaces are needed for the courthouse use. Steve White said 544 spaces are needed for the courthouse use alone. As a point of clarification, Mr. White stated that the 544 spaces

were not blindly based on 1 space per 300 square feet but on 1 space per 300 square feet and a “matrix of other factors”.

Vice-Chair Edney asked how many spaces exist for courthouse use today. Mr. White said 302 spaces.

Mr. Deridder said that the surface parking that WGLA has explored to date on property owned by Henderson County appears to be deficient in the space needed for 540 spaces.



Mr. White said that the last option is recommended by the design team. This option includes a three-level parking deck with surface parking maximized and positions the deck to the side and rear, which is consistent with the City of Hendersonville zoning requirements. The deck positioning of this option allows building a structure without all the “bells and whistles” because it is set back from the road and is hidden by the building itself. The most beneficial part of this option is construction phasing; this option could be constructed completely offline of current courthouse day-to-day activities.

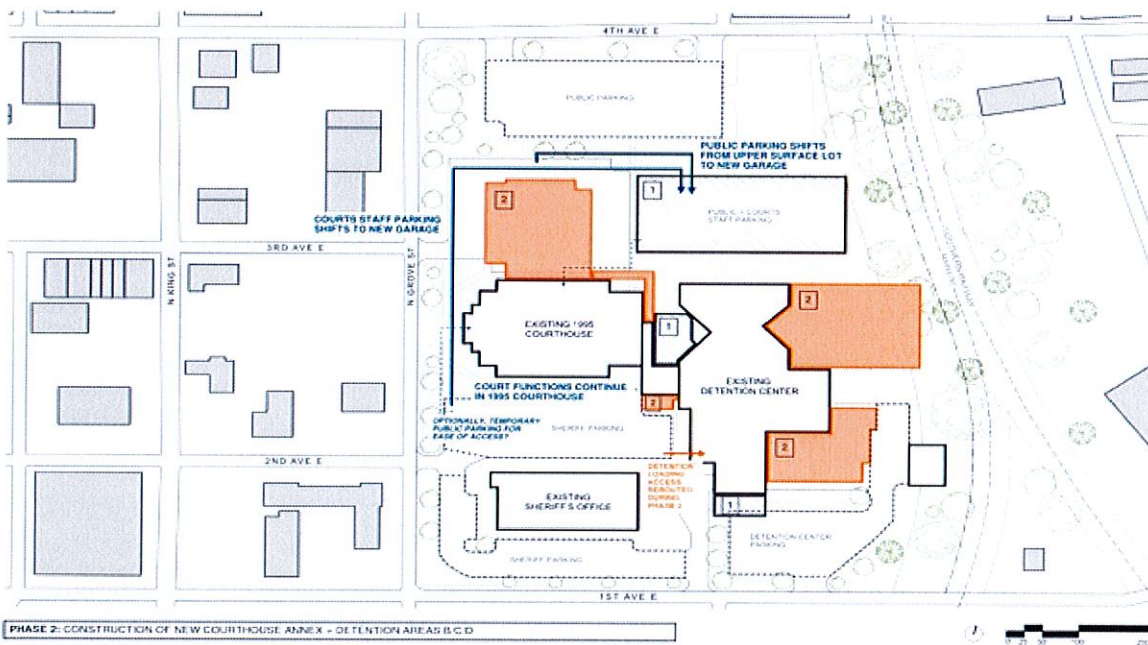
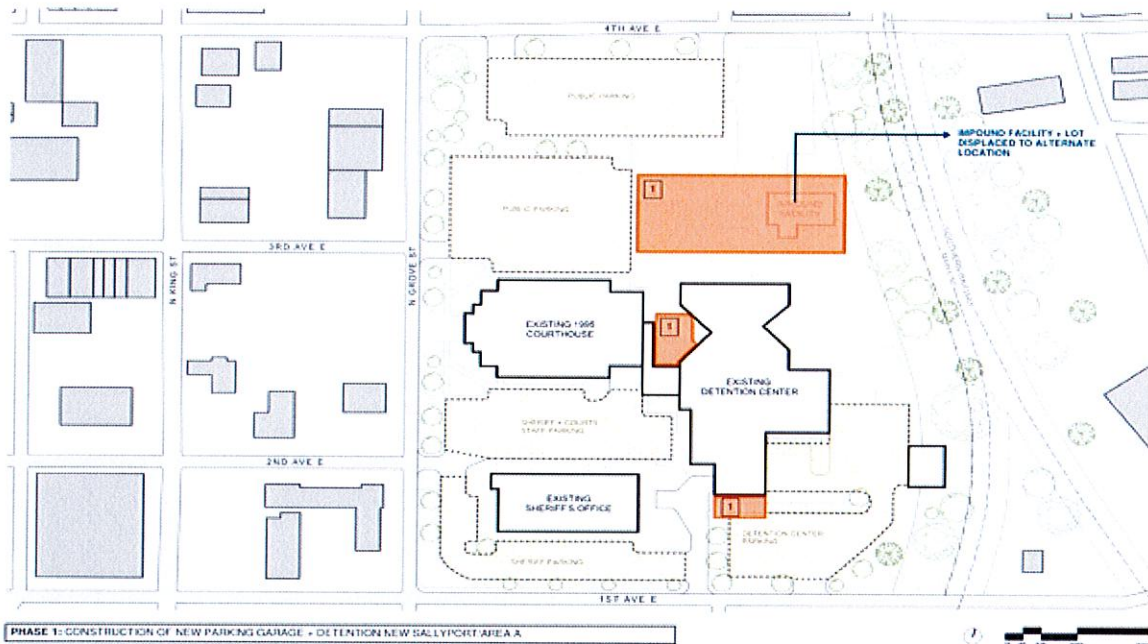
Mr. White said they are aware as a design team that a parking deck is not a part of this current project, but in the evaluation of parking spaces needed, the team identified a deficiency of surface parking, so a parking deck is warranted for this project. The parking deck would need to be in phase one of the project.

Construction Phasing

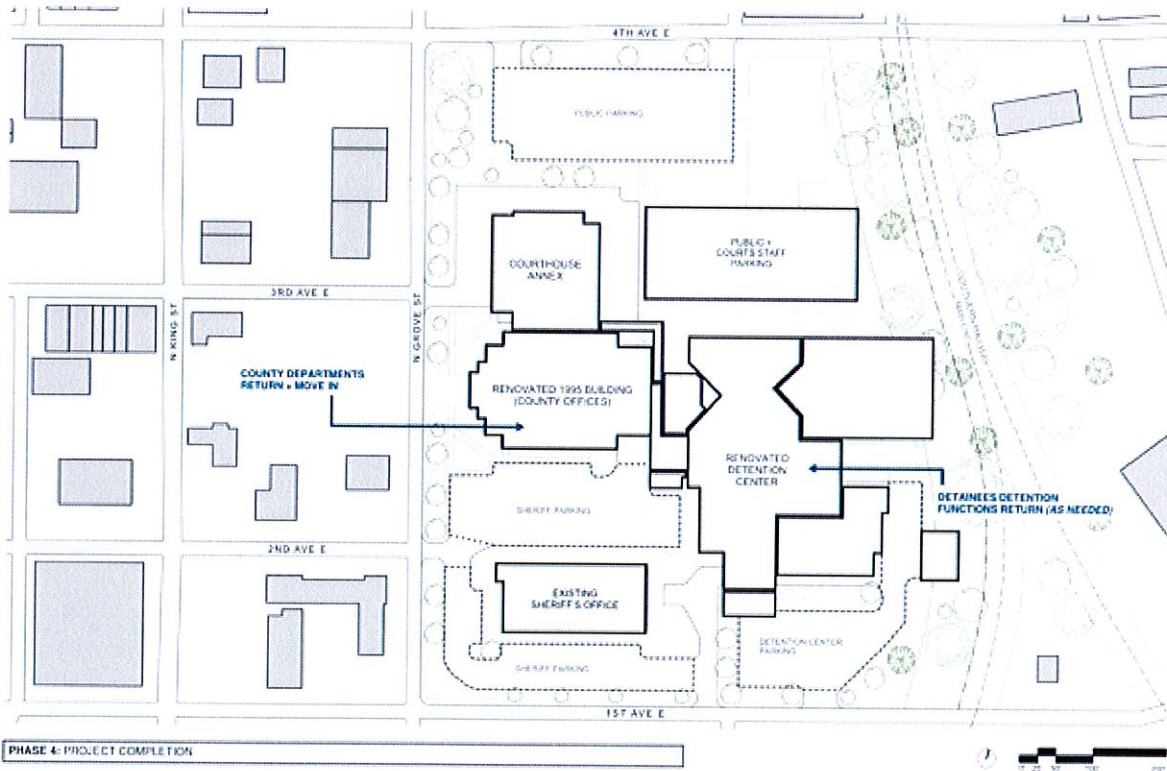
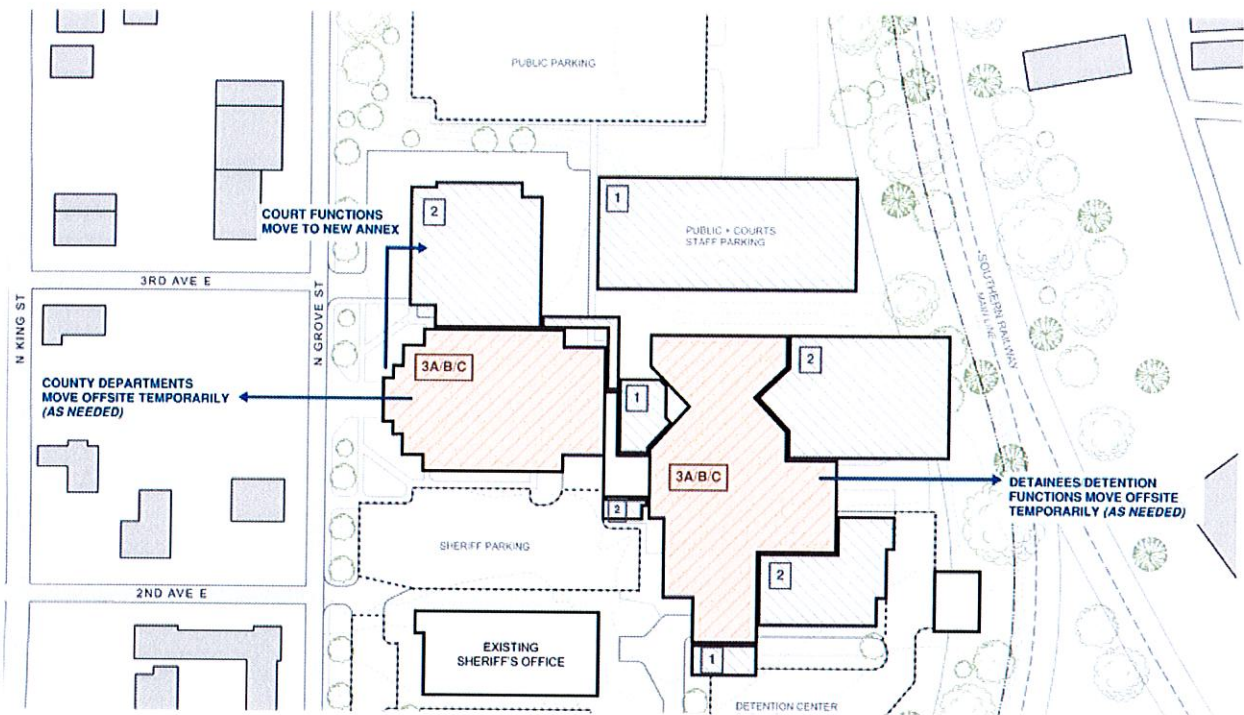
Steve White explained that the phasing model shown was with the deck that is preferred by the design team.

Phase one would include the impound facility being moved off-site on day one. A couple of critical

detention center items need to be within phase one, to include the sallyport and a holding area. Those areas are indicated in orange in the below graphic.



Moving into phase two, the primary construction phase, the parking deck has been opened, and all public will park within the deck. The entirety of the courthouse, the housing unit, and the remainder of the jail are all constructed in this phase. All new construction would be complete at the end of phase two.



John Mitchell said the architect needs direction from the Board on what direction this project is going. Whether to move forward with building a deck or instructing the architect and the team to search for more surface parking.

Vice-Chair Edney said that the Youngblood family has offered to lease the county some adjoining property for parking. We need to explore that option and determine the number of spaces that would provide. He

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wants to avoid building a parking deck if at all possible. He wants staff to look at other possible options first.

John Mitchell informed the Board that a decision did not have to be made at today's meeting. While staff is pushing the architect and design team to complete the design process, he is also watching the months go by in hopes of construction prices returning to normal.

John Mitchell said a decision on the deck would need to be made this month, next month, or in early March. The architect cannot move forward with planning for how to phase the project without some discussion about parking.

Jared Deridder said they are stuck at this point, and that is why they are here today. They need direction on how to move forward and solve the issue at hand.

David Berry said the parking was separate from the original scope of work for the project or the architects. The architect and the civil engineers have gone this far and given options, not options that have to be decided on today, but what the architects and civil engineers need today is some direction from the Board to proceed with the parking studies and parking needs. These are outside their contact right now. David Berry said this would be a part of the project. There is no way to begin the construction, whether the decision is surface parking or a parking deck. It will have to be addressed from day one.

Staff put out an RFQ for a construction manager at risk (CMR) for this project. Mr. Berry said that on Wednesday, January 25, the pre-proposal meeting would be held, followed by packages being due back to the county on Friday, February 3rd. He said that decision was made because input is needed from the CMR on things like the questions being asked today, and the sooner we can get those people involved, the sooner we can answer these questions.

Chris Todd said the Board has options in front of them today, one of which is to continue to contemplate parking because this is a large project of great scale, and because we have been looking at this project and trying to anticipate the questions that would be asked today. He can estimate that the Youngblood property would provide about 110 parking spaces, provided the county can lease that property.

John Mitchell stated that what he is hearing from the Board is that the Board's preference is that a parking deck is not the solution to the parking. When staff talks to the CMR and tells them to bring their packages, we are going to ask what they intend to do to solve the problem without the \$10-\$20 million parking deck.

Vice-Chair Edney added that he would include that if long-term the County were to build a parking deck, that it would be built on the King Street property and not included in phase one.

John Mitchell asked Chairman McCall if the consensus of the Board and the direction for the architect to proceed with is to provide a solution that does not include a parking deck at this time.

Chairman McCall said if she had to make a decision today, her decision would be to maximize the surface parking as much as possible in the process moving forward. Parking decks can be discussed later on in the project.

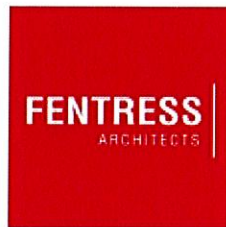
John Mitchell said the next time the Board will see this item will be at their next meeting. David Berry said CMR selection will be underway, and there will be a not yet identified selection of people who will make

that choice once those proposals come in. Once complete, the County Manager will bring this back before the Board with a recommendation. Chairman McCall asked how long the process would take. Mr. Berry said there would be a “short list” of contractors that will be interviewed. Hopefully, staff will have a contractor identified sometime during the first part of March.

Budget

Judicial Complex Addition and Renovation

**Conceptual Design Presentation – January 18, 2023
Henderson County, North Carolina**



STATE BUDGET ALLOCATION

**THE BOARD IS REQUESTED TO DISCUSS THE USE OF
FUNDING THAT WAS INCLUDED IN THE STATE
BUDGET ALLOCATION FOR HENDERSON COUNTY.**

John Mitchell stated that there was an allocation from the state of North Carolina for \$1 million dollars for county capital. The money allocated is required to be used for a capital project. The Board has a couple of options; they could spend it on a particular project, an acquisition, or ask staff to go into your planned projects list and use the money to defray planned projects that were not included in last year’s budget. If that were done, you could free up money to put back into your capital reserve fund.

Vice-Chair Edney said it was his understanding that the money would be used for the proposed sports complex.

Commissioner Hill said that several things have been discussed for the funds. He said the money might be

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needed to purchase property for parking.

Vice-Chair Edney asked what the time frame was for spending the allocated funds. Mr. Mitchell's recommendation was for the Board, for the purposes of this allocation, to allocate the money and spend it on the capital so that the funds may be moved into your capital reserve. Then the Board could use it for parking or other things.

Vice-Chair Edney asked if this was money we have to spend and then draw it down.

Finance Director Samantha Reynolds said that once the Board decides how they want to spend the funds, she will submit a form to the state, and they will distribute the funds, and then the county will have a certain amount of time to spend it. She said if this allocation follows suit with the other state allocations received, we will have until the end of fiscal year 24 to spend the funds.

John Mitchell said the money would be used to buy down capital, buy down planned projects, and then put into the capital reserve fund, which would afford the Board the opportunity to use the funds for things that come up, such as the sports complex.

Commissioner Andreotta asked if the funds were unrestricted.

Samantha Reynolds said that the extent of the description was that the funds could be used for "local county projects."

For Clarity, Chairman McCall asked if we put the money into capital projects but do not designate a project would that be enough to submit to the state?

Mrs. Reynolds said the county would be required to submit a scope of work, and the state is requesting that pretty quickly. Once that is done, they will give us the money, which will be spent on the scope of work submitted.

Chairman McCall stated that means we do have to specify a project.

Mrs. Reynolds answered "yes".

Vice-Chair Edney asked if there was a list of projects that we were working on.

John Mitchell said yes, there was a list, and his recommendation was that the list be circulated to the Board and to put an item on the first meeting in February for discussion.

Chairman McCall said to circulate the list and put the item on the agenda for the first meeting in February.

Chairman McCall asked Mrs. Reynolds if the scope of work had to be one project or could be multiple projects.

Mrs. Reynolds said the scope could include multiple projects.

Henderson County Public Schools Superintendent Mark Garrett presented the Budget Request for HCPS.



**Henderson County
Public Schools**

Budget Request 2023 - 2024

Henderson County Board of Commissioners

Budget Workshop
January 18, 2023

**Henderson County Public Schools
2022-2023 Funding Sources**

Federal	\$35,988,010
State	\$92,383,580
Local	\$41,902,170
Total for 2022-23	\$170,273,760

Henderson County Board of Commissioners 2022 - 2023 Total Budget Allocation

HCPS Allocations for 2022-23

Current Expense Appropriation	\$31,378,000
Capital Outlay Appropriation [Annual Maintenance/Safety Enhancements]	\$1,500,000
MRTS [Maintenance, Repairs, Technology, Safety]	\$5,132,424
Total Allocations for 2022-23	\$38,010,424

2022 - 2023 MRTS Priorities

Upward Elementary School Main Entrance/Cafeteria Renovation [Safety and Security Initiative]	
FY 22-23 BOC Approved Budget	\$2,072,584
*\$1,344,792 from FY 20-21, FY 21-22	
Elementary Schools - Security Cameras [Safety and Security Initiative]	
FY 22-23 BOC Approved Budget	\$700,000
West Henderson Addition and Renovation [Safety and Security Initiative]	
FY 22-23 BOC Approved Budget	\$5,000,000
*\$2,000,000 from FY 21-22	
Project Empower Chromebooks [Technology Initiative]	
FY 22-23 BOC Approved Budget	\$300,000
Paving [Repair Initiative]	
FY 22-23 BOC Approved Budget	\$165,000

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Funding Category	FY22	FY23
Current Expense Appropriation	\$29,928,000	\$31,378,000
Capital Outlay Appropriation	\$1,500,000	\$1,500,000
Total Appropriation	\$31,440,480	\$32,878,000
Capital Outlay [MRTS]	\$4,670,760	\$5,132,424

2023 - 2024 Additional Appropriation Request

- Local Payroll Uncontrollables \$900,000**
(FY23 deficit/Estimated Legislated Salary & Benefit Rate Increases)
- Local Operational Increases \$350,000**
(Property Insurance/Charter Schools/Utility Rate Increases)
- 0.25% Increase to Local Supplement \$75,000**
Non-Certified Staff 6.75% to 7.00%

Funding Category	FY24
Current Expense Appropriation Continuation	\$31,378,000
<i>Requested Increase</i>	<i>\$1,325,000</i>
Capital Outlay Appropriation	\$1,500,000
Total Appropriation Request	\$34,203,000
Capital Outlay [MRTS]	\$5,132,424

Vice-Chair Edney asked how Henderson County compares to other counties' rates in regard to non-certified staff.

Mark Garrett stated Henderson County is competitive with other NC counties' rates, with the exception of the City of Asheville and Buncombe County.

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Vice-Chair Edney asked if HCPS's healthcare was through the state.

Mr. Garrett said yes, it is through the state.

Chairman McCall asked if all HCPS employees had the same health coverage.

Mr. Garrett said yes, regardless of funding source, they are under the same retirement system and same state healthcare system. He expects the school system to move from BCBS to Aetna in the next few years.

Vice-Chair Edney asked why Charter School numbers were going up.

Mr. Garrett said the charter school number is not necessarily increasing, but the portion or share that they are required to give to the charter schools increases incrementally as inflation goes up.

Mr. Garrett said one thing HCPS would like to do is to sit down with the Joint Schools Facilities Committee soon to have some in-depth conversation about a couple of things going on right now. He believes this would be helpful for everyone when trying to forecast. He said they have engaged in a study with NC State University about their current space and seating and they have been looking at where there is available seating based on class sizes. Because as we look at some of the developments and the appropriations that have been made in parts of the county where housing units are increasing. They want to be good stewards and stay ahead of the increased population of students as much as they can. He anticipates getting that report back in the spring. He is hesitant to forecast out too far without that report to help guide their Board on what they will need to do when it comes to some big capital projects that are coming up.

Chairman McCall said that the last time Mr. Garrett was here, he mentioned adding decorative fencing around the perimeter of East Henderson High School.

Mr. Garrett said he just signed a grant application for the state Safe Schools Grant Program. This year they evidently had more revenues come in than they thought, and they have opened that process back up. So he will submit today a grant to fund that project. He said they had received estimates that the project would cost in the \$350,000 range to do it the way that they would like for it to be done.

Chairman McCall asked that the Board of Commissioners be kept in the loop of the outcome of that grant.

Commissioner Hill said the proposed budget currently shows that approximately \$13,000 a student was going to be spent. He said he realizes that a lot of these regulations come from the state but commented that is a substantial sum of money per student that the taxpayers are paying. He said that he and Commissioner Edney both serve on the Joint Facilities Committee and have quite a daunting task with the Capital Outlay. He looks forward to seeing more detailed information.

Commissioner Andreotta asked how Henderson County ranks regionally with hiring bus drivers.

Mark Garrett said that was still a big challenge, but we are in good shape in comparison to our neighbors.

Chairman McCall asked what is the status of the upgrades at Upward Elementary.

Construction Projects Manager Bryan Rhodes said that as part of the consent agenda the Board passed a

contract for Clark-Nexsen to begin the A&E Services. And immediately upon their approval, they will start an RFQ approval for a CMR to get that project moving as quickly as possible.

Chairman McCall asked Mr. Garrett if HCPS had a wish list for the next round of MRTS money.

Mr. Garrett said that the priority is to get the items on the current MRTS list going. He said there were two new School Board members now, and they have some work sessions planned in early March to really start talking about projecting out of the MRTS and those capital needs.

Chairman McCall said the Board always allocates \$300,000 for Chromebooks. How real is that number? Do they really spend \$300,000 on Chromebooks, or is it more?

Mr. Garrett said HCPS spends more than \$300,00 a year on Chromebooks.

Vice-Chair Edney asked how was the \$1.5 million capital outlay spent?

Henderson County Public Schools Chief Financial Officer Bernie Sochia said approximately 70% of that money has been spent to date.

Funding Category	FY24
Current Expense Appropriation Continuation	\$31,378,000
<i>Requested Increase</i>	<i>\$1,325,000</i>
Capital Outlay Appropriation	\$1,500,000
Total Appropriation Request	\$34,203,000
Capital Outlay [MRTS]	\$5,132,424



HCPS MRTS Projects

Bryan Rhodes provided an update on FY2022-2023 MRTS projects.

HCPS MRTS Projects

School Security Camera System

- Middle and High Schools – should finish in 2 or 3 weeks; HCPS and Haynes Tech Staff are working through some technical difficulties, which delayed this project more than expected, but I am told, 90% of the cameras are up and running – Haynes Technologies was the awarded Contractor for phase 2 (Elementary Schools) also, and they have told staff that they plan to roll right into phase 2, as soon as phase 1 is wrapped up. On a positive note, almost all the equipment ordered has arrived for phase 2.

HCPS MRTS Projects

West Henderson High Renovation and Addition

- Staff has been moving forward with programming and design, with the selected architect LS3P. HC Staff has also published an RFQ for CMR services on this project and should have a selected CMR, for this Board's approval, at the February 6th meeting time.

HCPS MRTS Projects

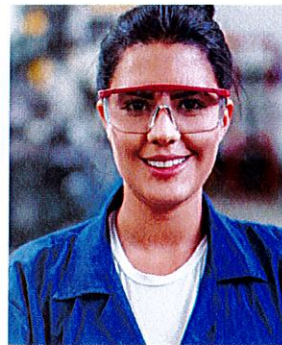
Upward Elementary Cafeteria Renovation and Secure Entry

- Staff has been moving forward with the negotiations with the Architect on this project and have delivered a Contract, for the Board's approval, on the consent agenda. If the Board chooses to move forward with the contract, staff will immediately start the RFQ process, to recommend a Construction Manager at Risk, for the project.

BLUE RIDGE COMMUNITY COLLEGE

Dr. Laura Leatherwood presented the four-year plan for Blue Ridge Community College.

Approved: February 6, 2023



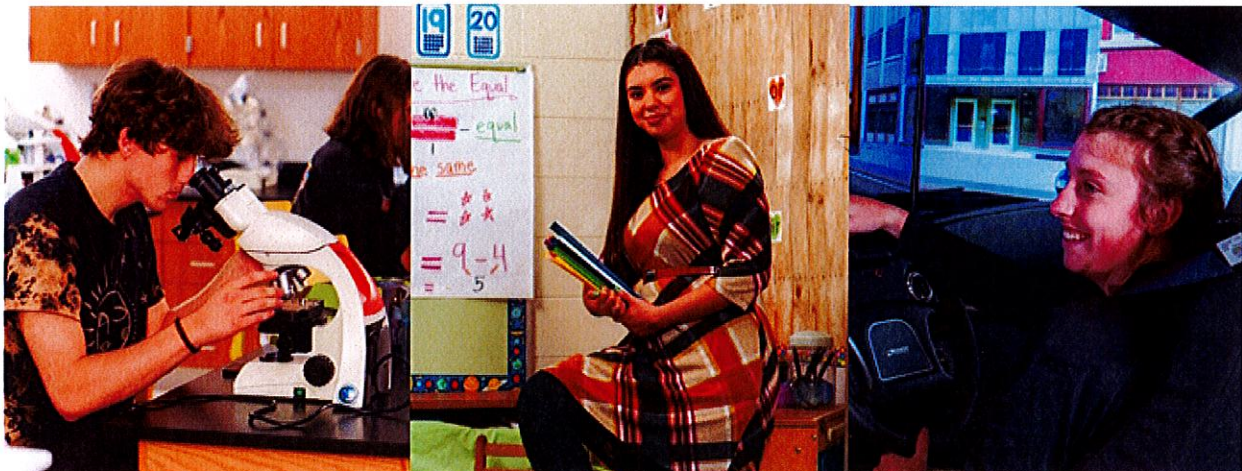
Patton Building



Public Safety Training Facility



Special Funding



Special Funding - Recent Examples

Funding Source	Area Supported	Amount
Anonymous Donation	"Free College" Scholarships	\$2,000,000
Dogwood Health Trust	Early Childhood Education	\$1,000,000
Golden LEAF Foundation	Greenhouse	\$1,000,000
State of NC	Skilled Trades	\$300,000
Cannon Foundation	Greenhouse	\$250,000
State of NC	Public Safety Training Facility Equip.	\$250,000
Carolina Cyber Network	Technology & Course Development	\$200,000
Appalachian Regional Commission	Patton Science Lab Equipment	\$100,000
John M. Belk Endowment	Engaging Adult Learners	\$50,000

Enrollment & Workforce Development



Enrollment & Workforce Development

22% enrollment increase
since the 2018-19 academic year, the highest % of all NC community colleges

Fall 2022: Highest in College history

- ➔ Highly Skilled Workers**
- ➔ Stronger Workforce Pipeline**
- ➔ Greater Economic Impact**

Chairman McCall said that when the Patton Building project was first presented, one of the justifications given for the project was to give students an updated space and attract more students. She asked Dr. Leatherwood if she believed the project was successful in accomplishing that goal.

Approved: February 6, 2023

Dr. Leatherwood said yes, it has been successful. She added that when BRCC hosts the 800-900 students from HCPS, they will be coming into a facility that looks like they are going to college.

Commissioner Lapsley asked if the 22% enrollment increase was a vast percentage from Henderson County, or are we attracting students from Buncombe, Haywood, and Polk?

Dr. Leatherwood said the vast majority is from Henderson County, with Transylvania County representing a smaller percentage. She said they do attract from the Buncombe County line in this direction.

Graduates & Credentials



4,100+
curriculum and
workforce development
credentials earned
in 2022

Graduates & Credentials – Fall '22 Snapshots Looking Ahead



Workforce Development

Basic Law Enforcement Training: **12**
Detention Officer Certification: **3**
EKG Technician: **8**
Emergency Medical Technician: **23**
Emergency Medical Responder: **27**
Firefighter Academy: **12**
Healthcare Billing and Coding: **17**
Medical Assistant: **46**

Medication Aide: **36**
Notary Public Education: **128**
Nurse Aide I: **37**
Nurse Aide II: **8**
Paramedics: **10**
Pharmacy Technician: **5**
Phlebotomy Technician: **11**

Additional Impacts

Curriculum Graduates: **133**
Companies Served: **161**

Employees Trained: **435**
Apprentices Served: **99**

Looking Ahead - Workforce Needs

Healthcare
Advanced Manufacturing
Pre-K & K-12 Teacher Preparation
Civil & Environmental Engineering
IT & Cybersecurity
Skilled Trades

Our Four-Year Plan



	2023-2024	2024-2025	2025-2026	2026-2027	TOTAL
Operating	\$5,894,613	\$6,544,546	\$7,581,779	\$8,263,990	\$28,284,928
Capital Improvements	\$2,113,665	\$2,397,873	\$1,884,111	\$2,377,936	\$8,773,585
Facilities Building (New Construction)		\$7,652,469			\$7,652,469
Student Center (New Construction)				\$48,171,700	\$48,171,700
TOTAL	\$8,008,278	\$16,594,888	\$9,465,890	\$58,813,626	\$92,882,682

Capital & Operating Budget Request: \$92,882,682

Savings: \$4,572,355 over four years
 to replace the aging Killian (1989), Henderson (1982), Maintenance (1974) and Groundskeeping (1984) buildings

	2023-2024	2024-2025	2025-2026	2026-2027	TOTAL
Capital Project Savings	\$1,267,940	\$949,772	\$1,430,144	\$924,499	\$4,572,355

Vice-Chair Edney asked if the Booklet provided was produced in-house.

Dr. Leatherwood said yes, it was. She has a wonderful marketing team, and the booklet was printed in their print shop.



BRCC MRTS Projects

There is still 1 - FY 21-2022 project that is still ongoing.

That project is:

Flat Rock Building Furniture – We are still waiting for this job to complete. There is 1 shelving item, that has been received damaged, twice. Staff has instructed Young Office to search for alternate methods/vendors, to resolve this issue.

BRCC MRTS Projects

As for FY 22-23, there are numerous projects that are underway

- Patton Parking Lot Paving – It is in the RFP process, and should have a selected Contractor for this board's approval, by the first February meeting
- Patton Roof Project – The Engineer is finalizing the RFP and shop drawings for the project, for final review. Once approved, staff will release the RFP, for the formal bid process to start.
- Sink Building LED Lights – Room #117, Cosmetology, and the Bo Thomas Auditorium and Galleria, all 3 are underway and nearing completion.
- TEDC Boiler #1 – The contractor has been selected by the RFP process (Bolton Construction), and parts have been ordered.
- TEDC Chiller #2 – The contractor has been selected by the RFP process (Superior Mechanical Services), and parts have been ordered
- TEDC Hot Water Tanks – The contractor has been selected (TP Howard's Plumbing), and parts have been ordered.

Projects that have yet to be started

- TEDC Building – Room 102 Renovation: including Construction, Technology, Furniture and Lobby Furniture.
- Spearman Building – Replace Lights in Shops/Labs
- Killian Building – LED Lighting in Lobby/President's Dining Room
- Campus Wide – Privacy Fence along Duck Pond Drive

Vice-Chair Edney asked Mr. Rhodes to Explain the privacy fence along Duck Pond Drive.

Dr. Leatherwood said the proposed fence would be along the property line where that apple orchard is located.

Chairman McCall adjourned the meeting to Thursday, January 19, 2023 at 9:30 a.m.

The Meeting was reconvened Thursday, January 19, 2023, at 9:30 a.m.

DEPARTMENT PRESENTATIONS

Sheriff Lowell Griffin and Detention Captain Todd McCrain presented the Board with the Four-year plans for the Sheriff's Department and Detention Center.

Sheriff Griffin said his four-year plan included the addition of a couple of sworn personnel and potentially a couple of civilian personnel.

Griffin said the first position he would request would be for an Animal Enforcement Investigator. He said that the Animal Enforcement division stays busy not only dealing with domesticated animals but wildlife cases when other help is not available, and livestock as there is no agency responsible for livestock. At times, this heavy workload does not allow adequate time for officers to investigate cases from start to finish as intended. He noted that this request has been submitted on the last several budgets and remains at the

Approved: February 6, 2023

forefront of their needs.

Griffin said that as they move forward into the next year's budget, the Sheriff's Office would like to add an investigator and a civilian to create a Special Victims Unit to handle crimes against women, children, and other special populations.

Moving further through time into his four-year plan, Sheriff Griffin plans to expand the capability of the Crime Lab. There have been conversations with federal officials as they look at different techniques and equipment that has become available that he would like to bring to Henderson County. He believes this would benefit not only Henderson County but the entire region. He noted that this could be accomplished possibly by a civilian position and not a sworn position.

Vice-Chair Edney stated that the State Crime Lab is located in Edneyville and asked Sheriff Griffin why he would want to duplicate something that is already located within the County.

Sheriff Griffin said the State Crime Lab has quite a backlog, and the State Crime Lab is used as basically a "back up" to what the Sheriff Department's findings were. He said they can potentially do the identification as things develop. It is like fingerprints now; they can identify a suspect by fingerprints, but the Department will have to have the certification from the state down the road. He said the state will step in and assist in certain crimes, certain very serious crimes, with identification, but other than that, the backlog is tremendous. Even though the State Crime Lab is located in Henderson County, it is still a state-run entity.

Vice-Chair Edney asked if there were any other counties in the state that are the size of Henderson County contemplating opening their own crime labs. Sheriff Griffin said he does not know of any other counties and added that this request is not something he is asking for in this upcoming year's budget but something he would like the Board to consider later on in the Department's four-year plan. This is something he wanted to put on the radar for the future. He has been involved with federal agencies looking at different options for funding for equipment. Griffin has seen some things on the horizon that could prove to be beneficial.

Sheriff Griffin said he would like to address the Board with some of the larger concerns that he has, which is the ability to recruit and retain personnel. He currently has 12-15 openings and has identified possible candidates but is uncertain if those candidates would accept a position with the county. He said the Hendersonville Police Department is paying higher wages than the county. He said there are smaller departments around the region that are paying higher wages than the county. There are counties that pay as much or more, and the employees are completing less work than Henderson County personnel.

Griffin believes that details regarding the adoption of the City's School Resource Officers have been worked out for this year, but he has some SRO positions that are open currently that are being filled by overtime personnel covering the shifts because there are no applicants for those positions. He is unable to pull from other departments because they are paying higher wages than what the county pays.

Chairman McCall asked if the wages were increased, could the number of employees required be decreased. Sheriff Griffin said the county is growing so fast that all personnel available stay busy. He said personnel are already stretched as thin as possible. He does not foresee the ability to operate his department with fewer personnel.

Vice-Chair Edney asked if the Sheriff had a specific recommendation or plan on salaries and benefits. Griffin replied that all he is asking is that the county be competitive, so he does not have a specific figure

but would welcome a conversation about this.

Chairman McCall asked if Human Resources could do an evaluation of fees currently paid to law enforcement personnel. Human Resources Director Karen Ensley nodded from the audience.

Commissioner Andreotta asked if Henderson County had lost any personnel to the City of Hendersonville. Griffin replied that he had not but equates it to the department's reputation and providing a workplace environment that encourages personnel to stay. He said he is not necessarily a proponent of offering a sign-on bonus, but the state Department of Corrections is offering a \$7,000 sign-on bonus to new employees.

Commissioner Hill asked if there was a specific unit or department that is in greater need of increased wages or if a wage increase is needed across the board.

Chairman McCall asked that the Sheriff look at the department's budget and see if there may be some items in the budget that could be tightened up and tweaked to provide some additional funding. Maybe sheriff vehicles could wait a little longer before being replaced, for example.

Detention Center Captain Todd McCrain presented the four-year plan for the Detention Center. The four-year plan included approximately 38 personnel requests. With the proposed Detention Center expansion, Mr. McCrain said that when the size of the jail is doubled, the number of staff will need to be doubled as well. He echoed the Sheriff's comments about wages and the challenges in recruiting and retaining personnel. Twenty-four hour medical was also requested in the plan.

Vice-Chair Edney asked what it would take to increase the opportunity for staff to attend BLET? McCrain stated that it is currently offered to officers; however, reduced staff due to medical, deployment, and various other reasons limits the number of participants that may attend. In order to adhere to the administrative code requirements, a certain number of officers are required per shift. McCrain said the policy has been to send one staff member per class offering to BLET.

Chairman McCall asked how many Sheriff and Detention Center staff members would be eligible for retirement in the next four years. Without providing an exact number, Sheriff Griffin said there are key members of his staff that would be eligible for retirement in the next four years. He said the number of staff eligible will be significant.

Chairman McCall asked if any retired staff members come back and work on a part-time basis. Sheriff Griffin said yes and added that there are some states that will allow retired personnel to work more than 1,000 hours and even to be rehired without affecting their retirement.

Chairman McCall proposed that perhaps our state legislatures could help with some of those changes that may encourage retired personnel to continue to work on a part-time basis. Griffin said that Sheriffs across the state are already working with legislators to make some of those changes.

DSS Director Jerrie McFalls, along with DSS management team members Debbie Freeman, Lori Horne, and Joe Maxey provided the Board with their four-year plan.

Jerrie McFalls explained that DSS had submitted two budgets. One that includes Medicaid Expansion (if it happens), and one that does not include Medicaid expansion.

Mrs. McFalls said all the positions for Medicaid expansion have been included in year one. The training time for these new hires is 6-12 months. She said Medicaid expansion has been contemplated in NC for twelve years. She said at this time, there is political optimism that expansion will occur. NC will gain an additional three billion dollars through healthcare access and stabilization if the government approves the plan by June 1st of this year. If approved, the timeline of implementation is uncertain.

Mrs. McFalls said that there are numerous Medicaid audits that occur; there are nine ongoing Medicaid audits currently. She said a Quality Control Audit Specialist is critical in managing these audits, and DSS needs one additional person to help with that.

Adult Protective Services reports have increased 100% since FY20, some of which may be due to the isolation during the pandemic, but numbers continue to increase steadily with no decrease in sight.

In-home aide services are needed to help the elderly remain in their homes. If these citizens are not in their homes, they are in facilities, which is considerably more costly.

Placements for foster children with behavioral health needs have become increasingly difficult. Lack of placement causes children to sleep at a local DSS office. There have been children sleeping in our local DSS office this year.

Continuous quality improvement enhances the ability to retain employees to assist in the proper training of support and staff who are frequently subjected to secondary trauma. DSS staff deal with children that are injured, abused, neglected, and hungry.

DEPARTMENT OF
SOCIAL SERVICES
Four Year Budget Plan



FOUR YEAR BUDGET CONSIDERATIONS

- ❖ Medicaid Expansion has been contemplated in N.C. for 12 years.
- ❖ There is political optimism that expansion will occur.
- ❖ N.C. will gain an additional \$3 billion dollars through the Healthcare Access and Stabilization Program (HASP) if the government approves its plan by June 1, 2023.
- ❖ Medicaid Audits are constant and conducted by several different entities.
- ❖ A Quality Control Audit Specialist is critical in managing Medicaid Audits.
- ❖ Adult Protective Service Reports have increased 100% since FY 19/20.
- ❖ In-home aid services are needed to help elderly remain in their home.
- ❖ Placements for foster children with behavioral health needs have become increasingly difficult. Lack of placement causes children to sleep at local DSS offices.
- ❖ Continuous Quality Improvement enhances our ability to retain employees, and to properly train and support staff who are frequently subjected to secondary trauma.

Economic Benefits

Current needs without Medicaid expansion

SFY 23-24:

- ❖ Medicaid cases are currently subject to 9 Audits: Special Assistance Compliance Monitoring (SA), Payment Error Rate Measurement (PERM), Recipient Eligibility Determination Audit (REDA), Statewide Single Audit, Single County Audit, Medicaid Eligibility Quality Control (MEQC), County Comprehensive Annual Financial Report, Management Evaluation Review (ME Review), and Corrective Action Record Review. (CARR)
- ❖ We need a point of contact for all Medicaid audits. The Quality Control Audit Specialist will be reimbursed between 50%-75% by the Federal Government. This position would assume the role of assisting with Audits, training, onboarding, report management, error trends and program improvement.

SFY 24-25:

- ❖ An additional supervisor and 2 Quality Control Audit Specialists will manage program staff and promote accuracy. They will directly support Medicaid staff, assist with training, onboarding, quality control and provide peer support.

75.2 Million Medicaid dollars were paid to Henderson County providers for SFY 2022

Economic Benefits

Needs including Medicaid Expansion should it occur

❖ SFY - 23-24:

- ❖ Additional Income Maintenance Staff will be needed to handle the influx of approximately 6000 new clients to our current 24,353 total Medicaid clients.
 - ❖ This will be an estimated increased caseload of 25%.
- ❖ The Quality Control Audit Specialist will be needed to coordinate all requests of the Audits, including review, training, reports, error trends and program improvement.

❖ SFY – 24-25:

- ❖ Additional Income Maintenance Staff will be needed to handle the growing audits, caseloads and to enable us to improve on training, onboarding, reports, error trend identification and program improvement.

❖ 75.2 Million Medicaid dollars were paid to Henderson County providers for SFY 2022

Social Work

ADULT SERVICES

- ❖ Adult Protective Service reports have increased 100% since FY 19/20 and the acuteness of the situations being reported to APS has increased.
- ❖ An Adult Services Supervisor is needed to create a more reasonable supervisor-to-staff ratio and to manage the 10 distinct services we are mandated to provide.
- ❖ Community Social Services Technicians (CSST) provide in-home aid services intended to support those needing assistance with basic home management tasks. This support allows older adults to remain in their home rather than enter a facility.
- ❖ There is an increased need for CSST services as many private agencies are not staffed to meet the current need. We have a waiting list of 55 adults.

Child Welfare

❖ An additional Social Worker is needed to locate appropriate placements for foster children. There is a need to locate and secure higher levels of care due to abuse, neglect, trauma, and mental illness for children involved in child protective services and foster care. This work requires extensive communication and coordination with VAYA, mental health and health professionals, and placement providers statewide as well as other neighboring states (SC and VA).

❖ Average 5-10 cases a month

CONTINUOUS QUALITY IMPROVEMENT

❖ KEY to improving outcomes is Continuous Quality Improvement through:

- ❖ Program Evaluation
- ❖ Strategic Staff Development & Training
- ❖ Employee Retention & Well-Being
- ❖ Coordination of Federal, State, and Independent Audits across all Social Work Programs

FY23-24	WITH MEDICAID EXPANSION				WITHOUT MEDICAID EXPANSION			
	GROSS		NET AFTER REIMB		GROSS		NET AFTER REIMB	
POSITIONS	SALARY	EQUIP	SALARY	EQUIP	SALARY	EQUIP	SALARY	EQUIP
IMC II (7)	394,339	52,500	98,585	26,250				
IM SUP II (1)	66,415	7,500	16,604	3,750				
IMC III (1)	63,670	7,500	15,918	3,750				
IMC III AUDITOR (1)	63,670	7,500	31,835	3,750	63,670	7,500	31,835	3,750
SW SUP II (1)	73,084	7,500	18,271	3,750	73,084	7,500	18,271	3,750
SW III (1)	70,776	7,500	17,694	3,750	70,776	7,500	17,694	3,750
CSST (1)	54,667	7,500	6,833	3,750	54,667	7,500	6,833	3,750
HS PLAN/EVAL (1)	73,084	7,500	36,542	3,750	73,084	7,500	36,542	3,750
SW II PLCMNT SPEC (1)	74,906	7,500	28,090	3,750	74,906	7,500	28,090	3,750
	\$934,611	\$112,500	\$270,371	\$56,250	\$410,187	\$45,000	\$139,265	\$22,500

FY24-25	WITH MEDICAID EXPANSION				WITHOUT MEDICAID EXPANSION			
	GROSS		NET AFTER REIMB		GROSS		NET AFTER REIMB	
POSITIONS	SALARY	EQUIP	SALARY	EQUIP	SALARY	EQUIP	SALARY	EQUIP
IMC III QC (2)	128,880	15,000	48,330	7,500	128,880	15,000	48,330	7,500
IM SUP II (1)	67,210	7,500	16,803	3,750	67,210	7,500	16,803	3,750
HS PLAN/EVAL (1)	75,277	7,500	37,638	3,750	75,277	7,500	37,638	3,750
	\$271,367	\$30,000	\$102,771	\$15,000	\$271,367	\$30,000	\$102,771	\$15,000

Approved: February 6, 2023

FY25-26	WITH MEDICAID EXPANSION				WITHOUT MEDICAID EXPANSION				
	GROSS		NET AFTER REIMB		GROSS		NET AFTER REIMB		
	POSITIONS	SALARY	EQUIP	SALARY	EQUIP	SALARY	EQUIP	SALARY	EQUIP
	HS PLAN/EVAL (1)	77,535	7,500	38,767	3,750	77,535	7,500	38,767	3,750
		\$77,535	\$7,500	\$38,767	\$3,750	\$77,535	\$7,500	\$38,767	\$3,750

Chairman McCall asked Mrs. McFalls how difficult it is to find people to fill open positions. Mrs. McFalls said it has proven to be difficult. In the past, there would be thirty applicants for an open position, and now there may be two applicants.

Vice-Chair Edney asked in Henderson County is still competitive with surrounding counties. Mrs. McFalls said that while Henderson County will never match Buncombe’s wages, she feels we remain competitive. She said it is not always all about money, but with inflation, it has become all about money for some applicants.

Health Department Director Steve Smith and Environmental Health Supervisor Seth Swift provided their four-year plans.

Steve Smith shared his support for Sheriff Griffin’s request for an animal enforcement position. He said Public Health officials could not do their jobs without Animal Enforcement’s help with regard to rabies exposures.

For FY24, Mr. Smith’s requests center around school nurse positions currently connected to pandemic funding. There are five school nurses that are currently being funded by ESSER funds from the school system. That commitment during the pandemic was a commitment to get a school nurse in every school, and that is what we have today. He thinks that this is a difficult resource to minimize and that capacity is increased; they have continued to meet the needs of many school children.

On the capital needs side, Mr. Smith referred to the space needs report that was provided by Steve Allen with Local Government Solutions. The Board of Health needs to move out of the smaller conference room and into the classroom, which is a larger space. He said they have been doing that for some time, but the space is in need of a pretty big refresh. The big capital expense that they show is developing a larger multipurpose room for community meetings, training, etc. This has been a shared request with DSS for the last several years. He would like to see some of the unused space at the Human Services Building to be utilized and used for the benefit of the community.

Commissioner Andreotta asked how often Public Health uses the larger meeting space. Mr. Smith said staff is convened at least twice a month in that building. He said that the existing classroom only accommodates convening 45 people out of 115 staff members, while DSS currently has 190 staff members. There is a need to convene a larger number of those employees at one time.

Chairman McCall asked for clarity if the space Mr. Smith is referring to already exists. He said yes, the space exists; it is an unfinished space with a concrete floor and without HVAC.

Chairman McCall asked if the space that was renovated at DSS was a design-build or if there was an architect. Steve Smith said he believes they could leverage about half the cost of the renovation so instead

of a million it would be \$500,000. Amy Brantley said that the DSS renovation was a design-build and there was some reimbursement received from that project.

Commissioner Lapsley said he supports the request. He said the space is there and it comes down to timing. Can we afford to do this sooner rather than later? He encouraged the Board to make it sooner. He said perhaps we could use some of the state appropriated funds to put the project on a fast track.

Commissioner Andreotta asked what the seating capacity would be if the project was completed. Mr. Smith said there is flexibility with the actual size of the space.

Vice-Chair Edney asked if we could put this item on an agenda for completion this fiscal year. John Mitchell said yes, certainly, and the next step would be to scope the project and come back to the Board in their budget discussions.

Environmental Health Supervisor Seth Swift said he was not asking for a lot in his four-year budget plan because he feels he has the tools needed to work efficiently over the next four years. He said he would like to take the technology available with the newly implemented SmartGov software and iPads that have been implemented for use in the field and eventually acquire the additional programming necessary to enable the ability to complete computer-generated drawings while in the field. While he does not have cost estimates for this, he has added this request as a placeholder in his four-year plan.

Vice-Chairman Edney asked if all old Environmental Health permits had been successfully implemented into the new permitting software. Mr. Swift said all permits from 2004 to date have been migrated to the new software. Permits that predate 2004 have all been scanned and could be searched. He added that the task was done in-house and took ten years to complete.

Vice-Chair Edney said this was a valuable tool to have and thanked Mr. Swift for the effort in the accomplishment of that task.

Human Resources Director Karen Ensley presented the following to outline the four-year plan for Human Resources.



The graphic features a blue curved shape on the left and an orange curved shape on the right. In the center is the Henderson County North Carolina seal, which includes a dome and the text 'HENDERSON COUNTY NORTH CAROLINA' and 'FOUNDED 1834'. To the right of the seal is the title '4-Year Plan Priorities' and a bulleted list of three items.

Human Resources

4-Year Plan Priorities

- Talent Management (Recruitment & Retention)
- Process Improvement
- Training & Development



The Problem: Talent Management

- Turnover
- Remaining Competitive

Our Strategies: Talent Management



- ↑ Visibility
 - Advertisements
 - Job Fairs
 - Recruitment Sources
 - Mobile Application Kiosk (\$40k)
- ↑ Enhance Recruitment
 - Applicant Tracking System (\$50k)
 - Pre-hire Assessment Tool (\$45k)
 - Recruitment Video (\$10k)
 - Quality Candidates
- ↑ Competitive
 - Compensation study (\$55k)
 - Loan Forgiveness Navigation (\$20k)

Our Strategies: Process Improvement



- ↑ Optimization
 - MUNIS Training (\$10k)
 - ↑ Efficiency
 - Reduce Errors
 - Consistency
 - ↑ Compliance
 - Reduce Risk
 - Meet Legal Requirements
- Reach - Attract - Manage Candidates - Offer Competitively - Onboard Efficiently

Our Strategies: Training & Development



- ↑ Training
 - Enhance Training Accessibility
 - Centralize Platform
 - Expand License (\$36k)
- ↑ Development
 - Annual Training
 - On-Demand Training
 - County, Department, Role Specific
- ↑ Compliance
 - Mandated
 - Tracking
 - Monitoring
 - Efficiency



Office Space

Thank You Questions?



Karen Ensley shared that there have been 50 resignations and 12 retirements this year. There are currently eighty vacancies for county positions.

Chairman McCall asked what was the number one reason given for resignations during exit interviews. Mrs. Ensley said the top reasons include: pay, childcare, moving to be closer to family to help with childcare, and hybrid remote options. Most of which are tied to childcare.

Mrs. Ensley said we are reaching the time for all the baby boomers to retire. That represents a lot of people who will be leaving the workforce. FY22 ended with 117 resignations and 16 retirements, with 77 resignations in the previous year.

Over the next four years, there are 139 employees that will be eligible for full retirement. Many of these positions will need succession planning.

Commissioner Andreotta asked if the 139 positions that will be eligible for retirement are heavy in any one

department or are those positions spread across the board. Mrs. Ensley said some of the larger departments will be affected more, but those eligible employees are pretty much spread across the board.

Ensley said the County needs to be more visible to attract talent. Being visible costs money. For instance, Henderson County advertises on government jobs which costs \$3000/year for that one platform. HR staff attends every job fair available. There have been some positive recruitment outcomes using indeed.com. She would eventually like to have a mobile application kiosk in the HR lobby where applicants come in to apply for county jobs.

Chairman McCall asked how many of the online platforms are actually useful in recruiting applicants. Mrs. Ensley said there had been some paid sponsorship positions recently for some of the county's vacant paramedic positions. In these instances, each application is obtained after payment. This has recently resulted in some applications being received. Prior to that, even sponsored or advertised positions were getting no applications.

Chairman Edney said he was looking at a job opportunity posted on the County's website that listed a salary range of \$16 - \$30 per hour. He wants to know the real rate for employees that are hired into positions with that wide range of pay. He said if the descriptions were more specific, we may not scare away potential applicants. He noted that detention officer wages are listed as \$16-\$18 and telecommunicator positions up to \$32 per hour. He said maybe we need to look at our salaries in general.

Mrs. Ensley said that looking at current salaries was included in the request submitted. She also included a marker in her request in the event that the upcoming Munis upgrade does not provide the uses that the department needs.

Mrs. Ensley said that pre-hire assessment tools would be beneficial, and there have been requests from department heads that this would be beneficial to test potential applicants on their abilities. A recruitment video was included, however, she learned just yesterday that Mike Morgan may be available to assist with that task, so funding may not be needed. She would also like to include education for new hires about the county's pension plan.

Chairman McCall says to her the pension plan is a big deal. She said most companies no longer offer a pension plan, they offer 401K, and that is all. The ability to offer a pension plan is a lot if we can explain just how valuable a benefit a pension plan can be.

Vice-Chair Edney asked if they are working with the school system to inform high school-aged children that government jobs are a great opportunity. Mrs. Ensley said they had not. She said one of the items on her list is to work with the school system to hold a job fair.

Vice-Chair Edney said there was a perception that if an employee was contemplating retirement and they were not yet eligible, the Human Resources department would not consult with them. Is there an online tool employees can use to help plan retirement 5-10 years out so they can be in the best position they can be at the right time for retirement? Mrs. Ensley said they plan to host some opportunities to educate employees.

Amy Brantley said the tool does exist; what the HR department will be doing is making the knowledge of that tool more widespread.

Karen Ensley said training and development is an area that the department really needs to focus on, mainly

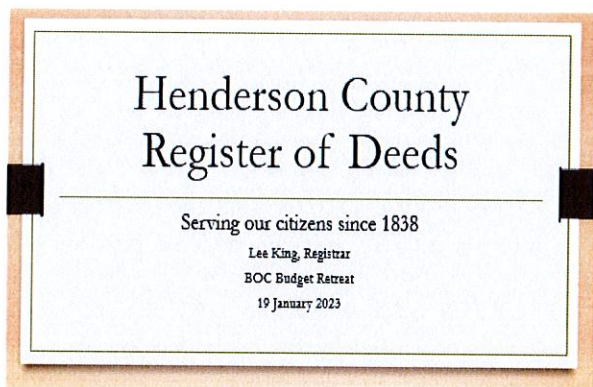
for compliance. The more human resources can provide training and education, the more efficient our employees will be. The Health Department currently has a platform, so “the ask” is to expand that current license with NAVEX. This will help with the policy, compliance, and education to expand the license to all other employees.

Chairman McCall asked if this was training that had to be completed for every employee. Mrs. Ensley said some training would be required for every employee.

Chairman McCall asked if we ever coordinate any of our training with BRCC. She shared that she utilized their services in her previous career to help with OSHA training. She said there are services that BRCC provides, and there is funding to cover expenses. There may be funding for government employees. She encouraged Mrs. Ensley to reach out to Shanda Ledwin with BRCC to see if there is any collaboration that could be done.

Amy Brantley presented the four-year plan for Elections, as Karen Hebb was not in attendance. She said the only request from the board of Elections was in FY25; looking at the growth in registered voters in the county, if that continues to climb, they would be asking for an additional Deputy Director going into the second year of the four-year plan.

Registrar Lee King Provided the following outline of the Register of Deeds plan for the next four years.



Mission Statement

- To ensure that all documents presented for recordation are processed in accordance with the North Carolina General Statutes and to ensure that all citizens are treated with respect and dignity when they come to our office for assistance.

ROD Goals for the next 4 Years

- Shelving
 - Recording Activity is highly dependent on the economy. Typically, during a recession our office records fewer documents than during an economic boom.
 - Current recording activity indicates that the economy is slowing down, as the number of documents recorded has been in a steady decline since December 2021.
 - Our office was able to repurpose existing shelving in our office as a result of a report by a structural engineer that allowed us to use existing roller shelving to capacity.
 - Unless the economy changes, I do not see needing additional shelving until Fiscal Year 2025-2026.

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ROD Goals for the next 4 Years

- Passport Acceptance Facility
 - After the 1995 Courthouse is renovated and the Register of Deeds Office has moved into its new space, there will be room available to have a Passport Acceptance Facility.
 - This will be a new revenue stream as the County will be allowed to keep the execution fee for each passport application. Currently that fee is \$35.
 - This would require one additional position in the Register of Deeds Office. The staff person who oversees the Passport Section of the office, per federal law, cannot perform any duties associated with Vital Records. The staff person can still perform real estate related duties. A member of my existing staff would serve as a backup to the Passport Agent.
 - This would require a computer, a camera, and a printer. Square footage is already included in the design plan for the 1995 Courthouse renovation. Area would have to be under lock and key.

Chairman McCall asked how many passports are issued annually. Lee King said that in talking with Transylvania County and the Hendersonville Post Office, they are two months out in the issuance of new passports. He is confident there would be a constant influx of people for passport services.

ROD Goals for the next 4 Years

- Vital Records Indexing
 - Our office is currently and will continue to back scan Vital Records (Births/Deaths/Marriages) beginning with 1981 and going back to 1913.
 - Our software has already been upgraded to allow for Townships as Birth and Death Records are indexed by Township from 1981 back.
 - This is an in-house project that will use existing staff as time permits. Some overtime may be used to work on this project depending on our recording volume during regular business hours.

ROD Goals for the next 4 Years

- Preservation
 - Many of our records are 100+ years old and require preservation.
 - Our office plans to continue preserving 4 to 5 books per year.
 - Kofile Labs based in Greensboro, North Carolina is working with our office on this project.
- Automation Enhancement and Preservation Fund (AEPF)
 - This is a restricted Fund established by Statute.
 - A portion of every recording fee/vital records fee that our office receives goes into this fund.
 - The AEPF can be used to fund our Preservation and Vital Records Indexing activities.

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Commissioner Hill asked what the total amount of funds was in the AEPF? Mr. King said approximately in excess of \$260,000.

Commissioner Andreotta asked if the passport personnel could perform other duties in their downtime. Mr. King said yes, they can work with documents pertaining to real estate records.

Commissioner Hill asked if Mr. King plans to cross-train employees. Mr. King said he would have to have one staff member for vital records and a backup person. Federal Law requires that someone who records vital records cannot turn around and certify a passport.

Facilities Director Andrew Griffin presented the four-year plan for Central Services. Facility Services is made up of 9 maintenance technicians, 13 maintenance assistants, a custodial supervisor, a maintenance manager, and a Director, and all fall under the guidance of the County Engineer. They provide maintenance services for 684,260 square feet of building space and custodial services for 558,437 square feet. This department processes over 2,500 work orders a year.

Mr. Griffin said in looking at his department's four-year plan, there are a couple of changes. Historically, the county has contracted the mowing of its grounds. In FY22, the mowing contract was \$108,000 annually. The contract expired and went out for bids, and the contract increased significantly to \$183,000 for FY23. Such a significant increase was unexpected. But what was really alarming was that the second lowest bid was \$450,000. That type of increase would not have been justifiable for Henderson County or its residents. Mr. Griffin and staff have worked out a plan to bring mowing back to being performed by Henderson County staff with the addition of three positions. The three positions would be budgeted for \$172,000 plus an annual expense of \$50,000 to cover equipment and fuel. During non-mowing season tasks would include painting, pressure washing, mulching, and other jobs pertaining to the aesthetics of our buildings.

The addition of two Maintenance Assistants and one Maintenance Tech III is also requested during the four-year cycle. Currently, the county's maintenance techs cover 75,000 square feet of building space, with the industry standard being 50,000 square feet per position. County Maintenance Assistants cover 50,000 square feet, and the industry standard is 27,000 per position.

Moving on to capital requests, Facility Services has requested a pressure washer, a replacement for the current bucket truck, and an additional UTV for snow removal.

Planned projects included over 72 needed projects that were selected based on the conditions observed in the field as work orders were processed. Predictor Type Assessment Software was also requested.

Andrew Griffin said the Garage is staffed with four members; a fleet supervisor, and 3 mechanics. They maintain over 400 county vehicles. Last year the garage handle 1,100 work orders and software and tools are key to the successful maintenance of our county vehicles. The main request for the garage is a piggyback project with Emergency Management for more secure parking at the garage. The project would also incorporate upgrading the parking at the Emergency Management Facility and to add an additional shed at that location.

Chairman McCall offered the suggestion that garage staff utilize the BRCC apprenticeship program for automotive repair and noted they have several dealerships they work with. She thinks the garage opening up a position for an apprentice would be a great addition.

There were no questions from the Board.

IT Director Mark Seelenbacher presented the four-year plan for the IT Department. He said that there are a couple of audibles he is asking for. In FY24, he requested 2 Computer Support Technicians and 1 System Engineer. Thinking about the priorities that have been discussed during budget meetings with county departments, the IT Department will need 3 positions, 1 Computer Support Technician, and 1 Business Analyst, which was listed in FY27, but there is an immediate need for that now. Another AV Technician is needed because of ongoing and future audiovisual projects throughout the county.

Mr. Seelenbacher recently met with the Sheriff to discuss providing an IT Technician that would rotate into the Sheriff's Department to provide onsite IT support similar to what was done at the Human Services Building a few years ago. Right now, there are 3 full-time techs, and he said they could not sacrifice another position for a single department, so an additional Computer Support Technician would allow them to rotate into the largest department in the county.

Mr. Seelenbacher said the Business Analyst would assist Human Resources with applicant tracking and onboarding the Human Resources Department plans to implement as discussed in their four-year plan presented earlier as well as other department's projects that have been presented as part of their four-year plans.

Seelenbacher said the AV Technician would assist in the upfit to the Commissioners Meeting Room and the mobile production studio, upfitting King Street, AV upgrades at the EOC, and upgrades at the Human Services Building. He said there would be more of those types of upgrades that are ongoing and would like to have a dedicated person to handle these projects.

Moving on to the Capital Projects, Mr. Seelenbacher said that in the "state of the IT world" for Henderson County, they are doing some consolidation. There are enterprise projects that are consolidating our domains, and wide area networks for security management purposes. A firewall upgrade will be a big part of that by creating a single ingress/egress point for all of the network traffic to the internet. That firewall upgrade will need a larger appliance to accommodate all the traffic that will be going in and out of the network. The WatchGuard video has a three-year retention, which means we will require additional storage as the storage infrastructure is built out.

Mr. Seelenbacher said the fiber upgrade shown in FY25; there are currently fiber optic cables connecting this building (Historic Courthouse), King Street, the 95 Courthouse, and the Sheriff's Office. The fiber that exists for the Historic Courthouse and King Street is old and cannot increase capacity through the existing fibers, so we need an upgrade to the fiber to improve connectivity.

Mr. Seelenbacher detailed other requests that were included with IT's four-year plan, and in closing, he asked if the Board had any questions. The Board did not have any questions.

Amy Brantley pointed out that it was decided a few years ago to put aside some money for an IT depreciation fund as the items Mark Seelenbacher mentioned age and need to be replaced. There is currently about a million in that fund, and a lot of the capital needs that Mr. Seelenbacher just discussed could be funded out of there.

Finance Director Samantha Reynolds presented the four-year plan for the Finance Department. She said the finance department has 3 vacancies out of 12 positions which puts a strain on the staff. She hopes to fill those positions by the end of the fiscal year. She said they are still dedicated and working to meeting the needs of all the county departments.

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Mrs. Reynolds said with more changes coming, the finance department has requested 1 Staff Accountant in FY27. She mentioned the GASB 87 Lease implementation earlier in the year, and if what she is hearing from the GASB is true, it will be changing everything about financial reporting. From the way revenues and expenditures are reported to the entire reporting model. Which will completely change the way the financial report is presented to the Board. That will require some additional help for the Finance office. The future position will be utilized to help with any future GASB implementation and to continue to help with the complex financial reporting requirements. There is some furniture and IT equipment that go along with that requested position.

Mrs. Reynolds said that one of the larger items requested in Capital Projects was software to help with forecasting. This software would provide illustrations to the Board with the debt service we have of any potential new projects now or in the future to help figure out any existing debt capacity and how we can build in new debt. It is helpful in making decisions easier. This would be helpful in trying to get to a triple bond rating.

Mrs. Reynolds said the remainder of the requests were to replace some of the old furniture that is getting close to the end of its useful life. In closing, she told the Board she would answer any questions they may have. There were no questions from the Board.

Tax Assessor Darlene Burgess presented the four-year plan for the Tax Assessor and Reappraisal Reserve. She said their request did include some personnel requests for the Assessor's budget. First was a GIS Specialist II that would be in addition to the one they currently have open. She said that Land Records was operating on one less staff member than they have had in the past. She said they had been working with a reduced staff since 2016. She said they have been able to manage that with improved technology and excellent staff. However, there are key members of that team, such as Land Records Supervisor Pam Carver, that have to take away from her supervisory duties to actually map and handle the transfer of properties, which creates a strain on the department.

Chairman Edney asked if Land Records Supervisor Pam Carver had any plans to retire. Mrs. Burgess said she is doing everything possible to keep Mrs. Carver happy so she would not retire anytime soon. Once, Pam does retire; it will leave a big gap in the land records team and the processes they provide. Mrs. Carver was an employee when the mapping system started, and she has a lot of historical knowledge that is very valuable.

Mrs. Burgess said that in the past, the Tax Department has taken many days to process deeds once they receive them from the Register of Deeds. She said this puts the taxpayer at a disadvantage because they (taxpayers) want to see the demographics of their property and the map right after they purchase their property. They are trying to minimize this, and in 2019 they were down to a processing time of 9 days. She said in 2021 that processing time went back up to 16 days. The reason that number has gone back up is that the Supervisor, Mrs. Carver, has been devoting her time to doing these duties as well. Mrs. Burgess said the additional GIS Specialist II position is needed to help with this.

Mrs. Burgess has also requested a Compliance Auditor to be primarily assigned to the business personal property accounts. Currently, there are about 5,000 businesses, and when they file listings, those listings are recorded in the system, and there is really no compliance or audit review of those. There needs to be a process put into place to accommodate that. The main reason is that they are tasked with maintaining a fair and equitable tax base. This is not about the dollars; it is about compliance and treating the taxpayers fairly.

Mrs. Burgess has put in a reclassification request for the Administrative Assistant. She has been working with HR to look at the job title for that position. This particular person does much more than administrative assistant duties.

The Tax Dept also requested a document management system to preserve old land records that came from the mapping project in the mid 1980's. There are property record cards, old plats, deeds, and all kinds of information on these properties that are housed in about 15 filing cabinets presently. A lot of these documents are written in pencil and are fading. We do not want to lose this as this is a big part of our history. She would like to put these documents into a searchable document management system. She feels this would be beneficial to historians in the future.

Commissioner Hill said he and Vice-Chair Edney had both spent time in the "dungeon" looking for old property record cards and surveys, and he agrees this is important information that needs to be preserved.

Darlene Burgess continued with the department's requests and said they would like to have a dashboard. This would reach out to all divisions in the tax department. She would like to first focus on performance and open up this dashboard and be transparent and provide real time information to their stakeholders, which includes county management, the Board, and taxpayers. She foresees including information about the current amount collected, motor vehicle amount collected and a lot of information for collections. But also, where they are with measuring lists that pertain to reappraisal.

Moving on to the Revaluation Reserve, Mrs. Burgess said that this comprises the real property division. There was a request for 1 Real Property Appraiser. This position would have regular appraisal duties with regard to real property but also focus on present-use value properties. They have an obligation to review at least one-eighth of those properties however, since we are on a four-year cycle, they would like to review one-fourth of those properties. Every reappraisal cycle, there will have been compliance reviews of all of the properties of the present-use values, and other properties that receive tax exemptions to ensure that those remain eligible for exemptions. She also foresees the Tax Relief Division receiving assistance from the Real Property Appraiser. They would also participate in the general reappraisals that are coming up every four years.

The only other new personnel request resides in the Tax Collections division. She would like all the Tax Collections Specialists to be reclassified to a grade that is commensurate with the personal property appraisers. This would instill stronger internal equity among the staff.

The Board did not have any questions for Darlene Burgess.

The Board took a five-minute break at 11:40 a.m.

The meeting was reconvened at 11:45 a.m., and the meeting continued.

Emergency Services Director Jimmy Brissie presented the following.



Emergency Services Budget Planning FY 24 – FY 27

HENDERSON COUNTY EMERGENCY SERVICES

Emergency Management & Fire Services

Emergency Management and Fire Service initiatives for the next four-year planning cycle include maintaining the existing capacity for service expectations as the community continues to grow as well as enhancing several levels of service:

- Public Safety Training Center Coordinator (FY24) \$66,415 & equipment
This position would work collaboratively with the Fire Departments, Blue Ridge Community College and Law Enforcement partners to ensure the Fire & Rescue Training center is able to meet the needs of preparing our workforce for tomorrow’s needs. From 2019 – 2022 the Fire Training center was used 799 days (55%).
- Assistant Fire Marshal (FY25) \$70,776 & equipment & vehicle
During 2019 the FMO conducted 1431 annual inspections, in 2022 the number of locations requiring inspections had grown to 2,436 (a 70% increase). During FY23 the FMO was able to add one additional auxiliary fire inspector to attempt to meet the increased workload. We project with additional growth in the following years we will need to add an additional full-time inspector to meet target inspection deadlines.
- Emergency Services Logistics Officer (FY25) \$77,189 & equipment
Henderson County Emergency Services manages a fleet of 27 emergency vehicles and 16 disaster response trailers. Each of our 13 ambulances have 8 specialty devices that require regular maintenance and management. During 2018 the Board of Commissioners approved an ES Logistics Officer, increasing workloads have created the need for a second logistics officer to allow additional support of front-line responders managing equipment and EMS supplies.

Additional 4 Year EM / Fire Services Budget *(Highlights)*

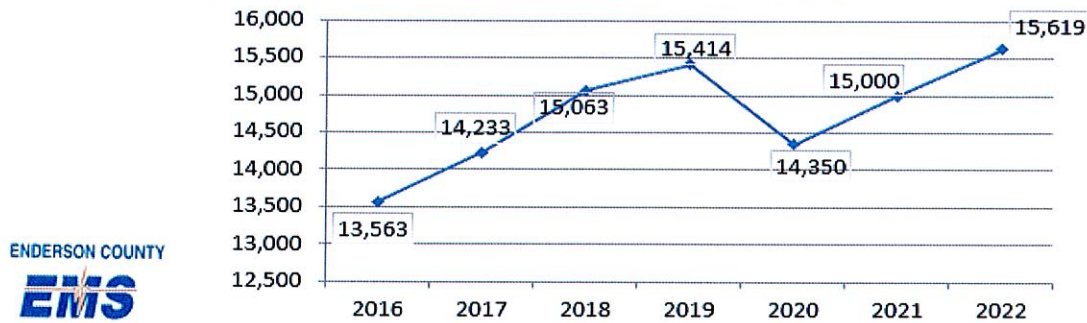
Equipment & Operations

- Emergency Operation Plan Update and Software Upgrade (FY25) \$25,000
- Comprehensive Public Safety Strategic Plan (Fire-Rescue-EMS) (FY24) \$75,000
- Radio system infrastructure, servers and software upgrades (FY24) \$175,000
- Generator upgrades for two radio tower sites (FY25) \$60,000
- Additional large portable generator for disaster response (FY26) \$60,000
- Large tents for drive-through Points of Distribution (PODs) (FY24) \$60,000

Additional projects are listed to upgrade existing response and recovery capabilities and build new training capacity at the Fire Training Center.

EMS - Call Volume

- EMS has experienced a 15% increase in emergency call volume since 2016
- Current call volume and response time data indicates a growing need for an additional peak truck (12 hours/day, the last full 24-hour truck was added in 2016)
- Data for Station 3 (Upward Road) is trending towards the need for a second truck 24-hours a day (currently there are two trucks during the day and one at night)



EMS – Staffing

The EMS leadership team recognizes the need to stabilize the current workforce before the system can continue to grow with the community.

• Projected Staffing Needs:

- 12-hour peak time crew (5 paramedics) (FY24) \$441,715
- Second ambulance on Upward Road at night (5 paramedics) (FY26) \$441,715

• Community Paramedic Program

- Two paramedics (FY25) \$176,686
 This program would focus on high utilizers of the EMS system, to reduce the reliance on EMS and the hospital emergency rooms. In 2021 there were 60 patients that utilized EMS ten times or more. These paramedics could also focus on opioid response in order to connect patients with appropriate resources.

Additional 4 Year EMS Budget Needs

- Vehicles (new capacity)
 - Additional quick response vehicle for emergency response (FY24) \$75,000
 - Additional ambulance for peak crew (FY24) \$335,000
 - Community Paramedic supplies, equipment and vehicles (FY25) \$210,000
- Facilities

To meet target response times EMS leadership are proposing two facility projects:

 - EMS Station 3 Expansion (FY24) \$1,000,000
 Expansion of existing station to support second crew 24x7. The current configuration lacks the necessary space for efficient operations overnight.
 - **NEW** Proposed Horse-Shoe Substation (FY25) \$1,500,000
 Proposal to expand the Horse-Shoe Substation of Etowah Horse-Shoe Fire & Rescue to house an EMS crew in order to meet increased call volumes and response time goals.



Jimmy Brissie highlighted the plan for a proposed new Horse Shoe Substation in FY25 due to the relatively

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high call volume in Etowah - Horse Shoe.

Chairman McCall noted that call volumes in that area will likely increase with the opening of the Ecusta Trail. She then asked if there were emergency phones or communication points along the trail. She wonders if this is something that needs to be considered on the trail.

Mr. Brissie said that may be based on the cell phone coverage in those areas and if there is a gap in coverage. He said that the conversation will definitely be ongoing, and he will bring that point to the Rail Trail Advisory Committee for discussion.

John Mitchell said in looking at the build-out of the trail that some of the extra expenses that the Board will see as we get closer to bidding the project out is upfitting that corridor to accept these larger pieces of equipment from EMS and Fire & Rescue.

Moving on to the Rescue Squad Mr. Brissie said that the biggest thing on their horizon is to complete a Comprehensive Wage Analysis.

Chairman McCall asked what motivates the volunteers to give their time; and why does someone volunteer?

Mr. Brissie said the Rescue Squad has been blessed to have a strong volunteer base that is interested in the search and rescue side of things. He said it is something exciting, something that is different; maybe it is a way for them to feel like they are contributing to the community.

Commissioner Lapsley asked if we should consider moving the EMS function from the Rescue Squad to a full-time County operation.

Mr. Brissie said that was something that would need to be researched in regard to the financial benefits and the impacts. He said the Rescue Squad receives a lot of revenue from Medicare, Medicaid, and Hospice, which would be available to the county as well. It may be worth looking at to see what the cost per employee would look like.

Commissioner Lapsley said maybe it is time for the county to take on the operation of the Rescue Squad.

Rescue Squad - Staffing

•The Rescue Squad continues to benefit from a strong growth of volunteers who desire to participate in specialty and rescue programs. The EMS division has experienced some of the same staffing challenges the rest of the healthcare community has seen. The Board of Directors of the Rescue Squad recognize the need to remain competitive in the market to attract and retain an effective workforce.

- Advanced EMTs (2)(FY24) \$35,000
Transition two part-time shift positions to full-time Advanced EMTs for efficiency.
 - Evaluate the current market to remain competitive in recruiting and retaining EMS staff. TBD
- Volunteer Recruitment
- Continue to onboard eight (8) new volunteers annually for specialty and rescue responses \$10,400/yr.

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Additional 4 Year Rescue Squad Budget Needs

- Vehicles:

- 4WD Ambulance replacement (FY24) \$220,000
- Technical Rescue Truck replacement (1999) (FY25) \$100,000

- Disaster Response Storage Shed (Emergency Management & Rescue Squad) (FY27) \$200,000

- Since moving into the Thomas H. Thompson Emergency Services Center, the storage needs for disaster response and recovery equipment have continued to increase. Currently there are seven (7) emergency response trailers and trucks parked outside. Working with facility services we are proposing to reconfigure part of the parking area to increase capacity for both the Garage and Emergency Services and build a storage shed to better protect the equipment.

Vice-Chair Edney asked if there were any ambulances rolling off this year.

Mr. Brissie said that EMS will be requesting three ambulances in the next budget year. The request would be to continue that model where old ambulances would be donated to the Rescue Squad. Where EMS may not be able to get any further service out of those ambulances, the Rescue Squad may be able to get three years of service from those old vehicles. This has proven to be a good model to follow.

Vice-Chair Edney would like to look at donating one of those ambulances to Pardee Hospital.

Chairman McCall asked what happens to the other ambulances that are not donated.

Mr. Brissie said those are posted for sale on GovDeals and are auctioned off.

Chairman McCall asked how Pardee would use the donated ambulance.

Vice-Chair Edney said they have to transport patients between buildings, and with the Rescue Squad being so backed up due to staffing, Pardee may use them to transport to nursing homes.

Mr. Brissie said he would reach out to Pardee's team.

Vice-Chair Edney asked if there would be a benefit to stationing one ambulance at Pardee Hospital. Mr. Brissie said they would need to look at facility needs, but clearly, there would be a benefit. They would need to look at the amount of time the ambulances are already there at the hospital, and if we were to station a truck there at the hospital, what that would look like. Staff would need a place to eat, rest, house the truck, and those type of things. He said he would be glad to research that suggestion and bring back some ideas.

Vice-Chair Edney said yes, he would like Mr. Brissie to look into the benefits of stationing an ambulance at Pardee.

Building Services Director Crystal Lyda presented the four-year plan for Building Services. She said the current staffing consists of 11 Building Inspectors, 1 Plan Review Examiner, 3 Permit Specialists, 1 Auxiliary Position, 1 Permit Coordinator, and 1 Director. In the last four years, the Permit Center has

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experienced continued growth and development. The county has seen many major sub-divisions, multi-family, and commercial projects. This growth impacts the number of inspections, permits, and plan reviews performed. The number of inspections completed has increased by 24%. Midway through FY23, the number of inspections completed has been 18,316. The ISO (Insurance Service Office) benchmark is not to exceed 10 per day per inspector. Keeping with this benchmark, we will continue to monitor the number of inspections completed daily by each inspector. Inspector positions would be requested when inspections completed exceed 10 per day.

In the next four years, Ms. Lyda anticipates the need to add an Inspections Supervisor position to manage increased staff levels. This position would allow sufficient time for quality control checks, more thorough training, annual reviews, and routing inspections in the most efficient manner. The anticipated positions requested in the four-year plan will ensure that we can continue to provide valuable services to our citizens and maintain efficiency in the department.

Chairman McCall asked how much the efficiency has improved with the installation of the new permitting software.

Ms. Lyda said efficiency has improved drastically. To date, 60% of permits that are issued are submitted online through the portal. In the past, the number of permits submitted online was zero.

John Mitchell took the opportunity to commend Ms. Lyda for shepherding the software implementation from the beginning. He thanked her for the long hours and extra work put in by her and the Permit Center staff.

Ms. Lyda said residential plan review used to have a turnaround time of 7-8 days for a single-family home. Now that review is being done in 2-3 days.

Vice-Chair Edney asked if the department had enough space in their current space, or if this is something the Board needs to look at long-term.

Ms. Lyda said there is enough space right now. She noted that the inspectors are out in the field for most of the day and are only in the office for about an hour.

Chairman McCall said with the use of the new iPads in the field, the inspectors do not need to spend as much time in the office,

Vice-Chair Edney said that back in the day, people used to complain about inspections because each inspector had their own niche. Are the inspectors all cross-trained, and has that made it better?

Ms. Lyda said that it has gotten better, but people are always going to complain about inspectors because they give out red tags. There is going to be a complaint if somebody doesn't like what they have been turned down for.

Vice-Chair Edney asked if the inspectors are consistent in their inspections.

Ms. Lyda said yes, they are consistent. But, if there was an inconsistency between the inspectors because inspectors have different viewpoints, and that does happen, the inspectors talk about it and/or ask for her advice, and they work it out.

Commissioner Lapsley said Inspections has a revenue stream and asked what kind of money the department brings in for permit and inspection fees.

John Mitchell stated that one of the interesting facts about this particular line item is that it is required by state law that inspection funds be spent specifically for the Inspections department. Any money that comes in is required by law to be spent on the operation of the department. As a matter of course, the money that has been used to outfit the department with the new software, iPads, and other things was funded out of that line item, so essentially, the people that have paid the fees have paid to provide the service.

Commissioner Lapsley said the point he was trying to make is that the department brings in more revenue than it expends.

Amy Brantley said that looking back over the last five years, in FY19 the Permits/Inspections Department brought in \$1.3 million, in FY20 \$1.68 million, in FY21 \$1.4 million, and in FY22 \$2 million, and in the current fiscal year, \$1.15 million so far. And to the County Manager's point, she said they do set any variance between the expenditures for Building Services and that revenue into a restricted fund balance, so it does sit there, and that is the only thing it can be used for; it cannot fund any other government services.

Chairman McCall asked Ms. Lyda how often training is required for code changes.

Ms. Lyda said inspectors are required to have Continuing Education training for each trade or the standard certificate that each inspector carries, which requires 6 hours of continuing education per certificate. This is a yearly requirement by the NC Department of Revenue.

Animal Services Director Brad Rayfield said his department consists of a staff of eight people. He said, on average, they take in about 2,400 animals per year, including, dogs, cats, and the occasional goat, pig, chicken, and things like that. He said there are at least 3 days a week that the department is short-staffed with personnel either sick or on vacation. He said they struggle to do all that needs to be done for the animals when they are fully staffed. He said the reason they are short-staffed is that they operate 365 days a year at some capacity. They are open six days a week to the public; there are three people that work on the weekends, and those three people have to take off during the week. Even with that, there is still sometimes overtime. He requested an additional Kennel Attendant to help fill that void. The new position provides an extra person during the week, and it would also allow them to rotate in on the weekends, and on Sundays. Historically on Sundays, there has been one person working on Sundays, but that is not safe. There need to be at least two people working in a shelter setting because animals are unpredictable, and you don't know what may happen. The additional position would also bring stability to the scheduling.

Chairman McCall asked if there were any volunteers at the Animal Shelter.

Mr. Rayfield said there were some volunteers left from when they were doing the volunteer program. He found that they were spending a lot of time with orientations and training only to have volunteers come for one or two shifts. Volunteer retention was not there, and they were spending time training while already short-staffed. There was one incident in which a volunteer was hurt. He said they steer the folks that want to volunteer to the Blue Ridge Humane Society. The Humane Society's business model is built around

volunteerism.

Chairman McCall asked if it would be possible to open up part-time positions for students.

Mr. Rayfield said there was a student work program at one time with a middle school and it did not work very well.

Chairman McCall said she was thinking about high school students who are of working age.

Mr. Rayfield said he could look into that. He added that there are safety concerns with having kids working in the shelter. He said, unlike the Humane Society, a lot of the animals in the shelter have not been vetted and may be dangerous. He said the shelter would have to provide supervision to younger folks. He tends to hire people who have a lot of experience with animals. A shelter environment is not a stepping-stone type of position.

Code Enforcement Director Matt Champion provided a brief overview of the Four-year plan for Code Enforcement. His requests included a request for 1 full-time Code Enforcement Officer in FY25. This person would be responsible for initial site visits for complaints and provide follow-up inspections to lessen the burden on the lead Code Enforcement Officer. Internally, the department strives to follow up on complaints within three business days of receiving the complaint. As of now, they are averaging five days before the code enforcement officer can make it out to the site. In addition to the new position, Mr. Champion has asked for another vehicle and a workstation for the new position.



Code Enforcement Services 4 Year Budget Plan

Current Operations & Workload

- ❑ Current Staffing:
 - Penny Sams (Lead Enforcement Officer)
 - Charlie Savage (Zoning Officer)
- ❑ Responsibilities of Department:
 - Nuisance and Zoning Enforcement
 - Minimum Housing
 - MSP Review
 - SUP, VAR, and Appeal Review
 - Zoning Permits (Commercial & Residential)
 - Residential Watershed Permits
- ❑ Boards & Committees Under Code Enforcement
 - TRC
 - ZBA
- ❑ Use: Assisted Living Residence (SR 1.1)
- ❑ Zoning District: Residential Two Rural (R2R)
- ❑ Size: 27.02 Acres

Calendar Year 2022 Statistics

- ❑ Nuisance/Zoning Complaints:
 - Investigated 266 citizen complaints
 - A total of 81 cases warranted a NOV
 - Resolved 49 cases
- ❑ Permits:
 - Issued 1,541 commercial and residential zoning permits
 - 46 residential watershed permits
- ❑ Boards & Committees
 - TRC reviewed 30 different application requiring major site plan review
 - ZBA reviewed 8 SUP applications and 1 VAR application
 - 2 SUP applications required more than 1 meeting

4 Year Budget Request

- ❑ For FY25
 - 1 new full-time Code Enforcement Officer
 - 1 additional vehicle for the new position
 - 1 workstation for the new position
- ❑ Justification for Request
 - Substantial uptick in development throughout the county and submissions of nuisance complaints. Traditionally, we respond to a complaint with an initial site visit within 3 days. Due to the call volume of complaints, we are lucky to perform an initial site inspection within a week. I anticipate the level of complaints will continue to increase along with development throughout the county. As this area continues to be desirable, it brings a strain upon the mission of this department. Without another code enforcement officer, we will continue to see delays in our response to complaints and development inquiries. I anticipate this position to be acting as the initial complaint receiver and to follow up with cases after their 30-day compliance window.

Chairman McCall asked what is the “straw that breaks the camel’s back” on those nuisance complaints that have gone on for years.

Mr. Champion said they attempt to work with property owners. If the owners are showing a willingness to cooperate in removing some of the nuisance violations off the property Code Enforcement will continue to work with them. But if there is nothing being done, they will go with the three consecutive NOV’s in a calendar year and have them deemed a chronic nuisance and hopefully come before the Board and then proceed with cleaning it up.

Vice-Chair Edney asked if the Manufactured Home Program was funded.

Mr. Champion said yes, right now, that program is funded for this year. They have removed six manufactured homes so far, and they are reviewing applications for four more. Typically, the state funds \$10,000, which is \$1,000 per manufactured home. If they are low-income, Code Enforcement pays the match to have it removed. If the owner has a substantial income or is not considered low-income, they pay the difference, which averages \$2,500 - \$3,500, depending on the contents inside the home because the fee is based on weight.

The four-year plan for Soil and Water Conservation was presented by Amy Brantley. She said the plan included two requests. One is for the Agriculture Building, which is an ask in conjunction with Cooperative Extension that Dr. Kelley will cover when he presents the four-year plan for Cooperative Extension. With regard to the personnel requests, he has asked for a Natural Resource Technician. In this request, Soil and Water Director Jonathon Wallin states that this position would help manage state-funded projects such as the StRAP Grant, assist with surveys of program-funded projects, conduct construction inspections during installation of best management practices, and help oversee the voluntary agriculture district program. Mr. Wallin also noted supervision and support for educational programs where they teach and assist with education events such as “Kids in the Stream,” which they do in conjunction with the schools.

There were no questions from the Board.

Planning Director Autumn Radcliff presented the four-year plan for the Planning Department. She said the Planning Department is made up of three divisions that include Planning and Community Development, which also includes public outreach, Transportation and Public Transit, and Property Addressing.

Approved: February 6, 2023



Planning 4-Year Budget Plan

Department Responsibilities

Planning Department has 3 main divisions:

- Planning and Community Development, including Public Outreach
- Transportation/Public Transit
- Property Addressing

Department is responsibilities:

- Process applications (meeting with applicants, developing staff reports, presenting to boards and committees)
- Administer related grants and contracts
- Create and maintain maps and data request/projects
- Assign addresses and road names (including all municipalities)
- Maintain address data accuracy for E911
- Create planning studies, manage consultants, update current plans, and implement completed plans
- Procure transit capital projects (vehicle acquisition, bus shelters, and signage)
- Manage transit services for the County and all the municipalities
- Process rezoning requests and text amendments
- Participate in regional boards and committees
- Represent the County in local, regional, and state planning studies

Staff to Boards and Committees

Staffed by Planning Department

- Planning Board
- Historic Resource Commission
- Rail Trail Advisory Committee
- Cemetery Advisory Committee
- Transportation Advisory Committee
- Broadband Task Force

Planning Staff Serves As Voting Member and/or Chair

- TRC - Technical Review Committee
- MPO-TCC
- MPO Prioritization Committee
- Regional Greenway Committees
- Hendersonville Pedestrian Study
- 5307 and Transit Operator Work Groups
- Asheville Regional Housing Consortium
- TAB - Transportation Advisory Board
- Regional Resiliency Board

Other Board/Committees that Staff present, assist or attend

- Zoning Board of Adjustment
- Recreation Advisory Board
- Environmental Advisory Committee

Approved: February 6, 2023

Projects/Application Reviews

Subdivision Applications:

- 188 Applications
- 124 Plat Reviews

Map and Text Amendments:

- 8 Applications

Mapping or Data Requests:

- 45 Requests

Property Addressing:

- 1,257 Address Assignments
- 338 Address Verifications
- 8 Applications for road name changes, closures, or state road petitions
- 99.68% Data Accuracy for E911 Addresses (as of 1-5-22)

Grant Applications and/or Administration Oversight:

- 12 Grants that totaling over \$22.9 million
- Provided technical assistance on 4 additional grant applications
- 5 Contracts Being Managed

Commissioner Andreotta asked how many of the 188 new subdivision applications are from entities that are not local.

Mrs. Radcliff said that is not something that has been looked at previously. She said the engineer, surveyor, or whoever is representing them, in the beginning, may not be local; they could even be out of state. Typically, these are done for a current property owner or a potential buyer that is looking at developing. The applications are for properties that are located within Henderson County, but who is processing the application and who the owner is may not be a local.

Commissioner Andreotta was curious if more out-of-towners or people from out of state were applying for new subdivisions applications. Or if it was mainly people that were local to Henderson County.

Mrs. Radcliff said the applicants were both local and non-local. She said most of the smaller subdivisions are typically local folks, but most of the big subdivisions routinely are larger operations that would be outside of Henderson County but may be local to their region.

Commissioner Hill noted that a good portion of the new subdivision applicants are families that are creating family subdivisions. He does not want to give the public the perception that there are 188 major subdivisions. A portion of those "subdivisions" are family members giving property to family members to construct their homes.

Commissioner Andreotta asked how many lots or homes constitute a subdivision.

Mrs. Radcliff said if you subdivide a parcel and make two lots, that is considered a subdivision.

Radcliff clarified that the 188 number represents an application that was submitted, not the number of lots created. That number also does not capture anything that is done within the municipalities. Some of the larger subdivisions that are created are not in Henderson County's jurisdiction. The municipalities have their own planning department that permits subdivisions within their boundaries.

Current Staffing

Historical Comparison:

- Property Addressing Division - Total of 3 employees
 - Property Address Coordinator
 - 2 Property Addressors
- Planning Department – Total of 10 employees
 - 1 Office Administrator
 - Planning Director
 - Zoning Administrator
 - 1 part time position
 - 6 Dedicated Planners

Current Planning Department Staffing:

- Total Department Employees – 7 (2 Position housed in the Planning Department but have stand alone responsibilities and functions – Business and Community Development Director and Floodplain)
- Planning Department Direct Staff – Total of 5 employees
 - Planning Director
 - 3 Dedicated Planners
 - 1 Planner for Property Addressing

4-Year Budget Request

For FY24:

- 1 new full-time Planner
- King Street Meeting Room Upgrades/Replacements
- Consultant Assistance for LDC Rewrite (Cost would span multiple FY's)

For FY25 or FY26:

- 1 Replacement Vehicle

Justification for Request:

The department is requesting an additional full-time planner to ensure that all responsibilities are met within a timely manner, to sufficiently meet demand of services, and allow for the capacity to produce plans inhouse which will save the County time and money. Additionally, the department would be able to provide additional services and dedicated time to citizens and developers, assist and collaborate with other departments and officials on special projects, and to create greater staff capacity for preliminary discussions and decisions on development project layout, overall design, and compliance of the LDC and future 2045 Comprehensive Plan.

The four-year plan includes 1 additional full-time Planner position, upgrades to the King Street meeting room, and consultant assistance for Land Development Code (LDC) rewrite. The cost for the consultant assistance would span multiple fiscal years. A vehicle replacement was also requested.

Chairman McCall commented that the Planning Department has a great reputation for working with individuals. She said that is a great compliment for our County.

The Board then took a break for lunch.

The meeting was reconvened at 1:30 p.m.

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Project Engineer Natalie Berry presented the four-year plan for Site Development. Site Development is responsible for reviewing all private plans for site development in the County, City of Hendersonville, Village of Flat Rock, the Town of Laurel Park, and Fletcher. This department is responsible for erosion control, flood plain, watershed, and stormwater reviews, which are all state regulated with the exception of the flood plain, which is federally regulated.

The four-year plan includes a request for a transition plan that includes a one-year temporary position for personnel to assist with inspections and plan review to allow adequate training for the assistant project engineer in anticipation of the retirement of the director. This request would be for FY24 only.


There were no questions from the Board.

Agribusiness Director Mark Williams presented the four-year plan for Agribusiness Development. He stated that Agribusiness is set up as a 501C6 corporation. The largest portion of their funding comes from the county. Agribusiness is structured to work with and protect what is already here, to help existing operations, and to recruit new companies that are interested in expanding operations that are already in our area. They help with site selection, coordination of plans with permitting, and site development. They also work in education, assist in tax issues and legal issues, and provide a variety of services to existing operations.

The request for Agribusiness included for FY25 was to increase the funding from \$150,000 to \$190,000. Broken down into two primary areas; one to compensate and recover the balance of increased expenses, and one would be the addition of a part-time position without benefits.

There were no questions from the Board.

Cooperative Extension Director Dr. Terry Kelly provide the following presentation outlining the four-year plan for Cooperative Extension.

<p>Henderson County Cooperative Extension Four-Year Budget Plan</p>  <p>Henderson County Board of Commissioners January 19, 2023 William Terry Kelley, Ph.D. County Extension Director</p>	<p><u>Agricultural Services Building</u></p> <p>Year: FY 24-25 Cost: \$11.5 million</p> <p>Justification: Growers currently have to go to two locations to conduct business with government agencies. Both of these buildings have inadequate space and one inadequate parking. Cooperative Extension's building is almost 50 years <u>old</u> and we no longer have space to house our employees adequately and conduct programs. We often have people in the hallway during programs due to lack of space when we have some 4-H functions and other programs.</p>
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Farm City Day

Year: FY 24-25
 Cost: \$2,500.00
 Justification:
 Although Farm City Day was cancelled this year due to the expected impact of Hurricane Ian, it continues to be a very popular event in the county and attracts more people each year. With the additional bands and attractions and the increases in costs in general, another \$2,500 in funding for this event is needed to maintain the quality and safety of this annual event that is a Henderson County tradition of over 60 years.

Staffing

Year: FY 23-24
 Cost: \$45,000.00 salary plus benefits
 Position: Farmworker Health & Safety Agent
 Justification:
 The US Bureau of Labor Statistics lists agriculture as the most dangerous working sector in America. About 23 farmworkers per 100,000 die each year. Over 4,500 accidents occur each year in agriculturally related accidents. HC Coop Ext has had a farmworker safety agent on a grant for almost a year. He has trained over 200 farmworkers in Worker Protection Standards, health and safety issues. With the growing number of H2A farmworkers in Henderson County and the growing Hispanic population, this position is needed to help reach that community with training that they do not otherwise receive on the farm. This position further connects Coop Ext to an otherwise underserved population in the county.

Staffing

Year: FY 25-26
 Cost: \$45,000.00 salary plus benefits
 Position: Master Gardener Coordinator
 Justification:
 The Master Gardener Program continues to grow each year at Coop Ext. In 2022, 509 volunteers events accounted for 8,326 volunteer hours in the MG program alone. Another 9,325 hours were contributed by Master Gardeners at Bullington Gardens. MGs currently have about 23 projects in Henderson County ranging from the BHCG, the Flat Rock Playhouse and several others that contribute to the aesthetic nature and economy of the county. This contribution is valued at over \$500,000. In order to continue to meet the demands of the growing community which are avidly interested in this area, we must have more formal coordination of this program and these projects. HC leads the state in MG volunteer hours.

Staffing

Year: FY 24-25
 Cost: \$22,500.00 salary
 Position: Digital Media/Marketing Specialist
 Justification:
 HCC Coop Ext has something to offer to everyone. Unfortunately, despite our best efforts, there are still a lot of people in the county that aren't aware of our services. Traditional means of reaching the younger generation do not work anymore. Agents are quite busy with programs and questions and don't always have time to do formal marketing campaigns for their programs. This part-time position would help to broaden the reach and expand the audience of Extension. It would also be used to keep the community informed on emerging issues and programs. Extension has a lot to offer and we want as many people as possible to take advantage of our programs.

Chairman McCall asked if Cooperative Extension coordinates projects in collaboration with projects in the county that the county actually pays for.

John Mitchell said that the master gardener program has provided a great portion of landscaping for the last several years at the King Street building.

Other Capital Projects

Year: FY 24-25
 Cost: \$120,000.00 equipment costs
 Item: Commercial Kitchen
 Justification:
 Currently, the only option local growers and entrepreneurs have to produce value-added products is through Mountain Food Ventures in Asheville. This option is expensive and often difficult to schedule. A commercial kitchen would not only provide a venue for locally-produced value added products, but could be used as an incubator for start-up food trucks and catering businesses. Additionally, it could be used as an emergency kitchen in the event of a disaster to feed the general public. Finally, it would be used generally as a teaching kitchen for the public taking cooking and canning classes as well as for food safety training. The use of this kitchen by the public would require a reasonable fee.

Other Capital Projects

Year: FY 25-26
 Cost: \$45,269
 Item: Replacement Van
 Justification: The current van is approaching 130,000 miles and is many years old. This van is critical to transporting our 4-Hers to camp and competitions as well as being used for other group events.

Year: FY 26-27
 Cost: \$4,200
 Item: Utility Trailer
 Justification: Replacing our current trailer which is basically inoperable. This trailer is used to transport equipment to on-farm sites and help with moving

Vice-Chair Edney asked if the commercial kitchen was part of the discussion in regard to the renovation of the VFW Building.

Chairman McCall said yes, that had been discussed, but the majority of the Board decided that a catering kitchen was more appropriate for the VFW building.

Other Capital Projects

Year: FY 25-26

Cost: \$57,600

Item: Garage

Justification:
Cooperative Extension currently has several items that sit outside that need to be more securely housed including our trailer, the new mobile poultry processing unit that we are building and potentially implements that would be obtained an leased to local small farms such as a tiller and plastic layer. Should a new Ag Services Center be built, this could be incorporated into that project.

Commissioner Hill asked what mobile poultry processing units were used for.

Dr. Kelly said there were quite a few folks that had a backyard flock of chickens, turkeys, or ducks, and if they do not process any more than 200 birds per year, there is no inspection process required from the USDA. The mobile poultry processing unit is a tool to process those birds for consumption.

Chairman McCall asked if there was a similar mobile unit to process beef or venison.

Dr. Kelley said yes, but they were larger units with a bigger price tag. However, beef and pork require a USDA inspection and require an inspector to be onsite when processing occurs.

Chairman McCall added that she would like to get the number for the lease on the building for Soil and Water.

Library Director Trina Rushing presented the four-year plan for the library.

**Henderson County Public Library
4-Year Budget Proposal**




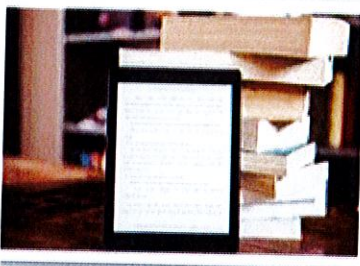

Mrs. Rushing presented the data below from FY21 during the pandemic.

How we measure up

Data Points	Henderson Co.	Peer Average	NC Average
Hours Open Per Capita	.03	.05	.28
Library Visits Per Capita	1.38	.79	1.01
Circulation Per Capita	7.05	3.29	3.74
Circulation Per Paid Staff	20,713	13,100	11,307

(*FY20-21 verified data - IMLS)

Anticipated needs over the next 4 years include:

<p>Personnel</p>  <p>4 FTE Staff</p>	<p>Operational</p>  <p>Funding increase for publications</p>	<p>Facilities</p>  <p>Repairs & Updates to Existing buildings</p>
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Mrs. Rushing noted that the Personnel request below for the Librarian II position was previously approved by the Board, but she was waiting to fill the position until the mobile library vehicle is received that was ordered well over a year ago. The current expected delivery of that vehicle is late spring of this year.

Chairman McCall asked if the driver of the mobile vehicle was required to have a CDL license.

Mrs. Rushing said no, they were not, and the vehicle was small enough that a CDL license was not required.

Librarian III: Community Engagement Coordinator

Personnel

FY:	Count:	Impact:
FY23/24	1	\$77,189

- Position will serve as primary driver and coordinator for Mobile Library outreach
- Approved for funding in FY23 pending delivery of vehicle
- Current expected delivery is late Spring 2023

Librarian II: 1 FTE

FY:	Count:	Impact:
FY23-24	1	\$70,776

Challenges:

- Constant changes in technology and software
- Requirements to complete applications, government forms, business documents online
- High demand for digital and technology assistance

The proposed 1 FTE will teach digital navigation and technology usage skills.

Branch Library Assistant: 1 FTE

FY:	Count:	Impact:
FY24-25	1	\$51,537

Challenges:

- No weekend Edneyville hours to accommodate M-F working residents.
- Green River Library uses volunteers ___ hrs per week to remain open.
- Fletcher staff currently work at other branches

The proposed 1 FTE will allow Edneyville Library to resume Saturday hours of operation and help fill current staffing gaps at both Fletcher and Green River Libraries.

Librarian II: 1 FTE

FY:	Count:	Impact:
FY25-26	1	\$70,776

Challenges:

- Staff member assigned to coordinate adult learning at Main Library is also responsible for collection development AND covers a minimum of 12 hours per week at service desks
- Unable to fulfill community requests for additional learning opportunities.

The proposed 1 FTE will coordinate and lead system-wide learning opportunities for adults.

Library Tech I: 1 FTE

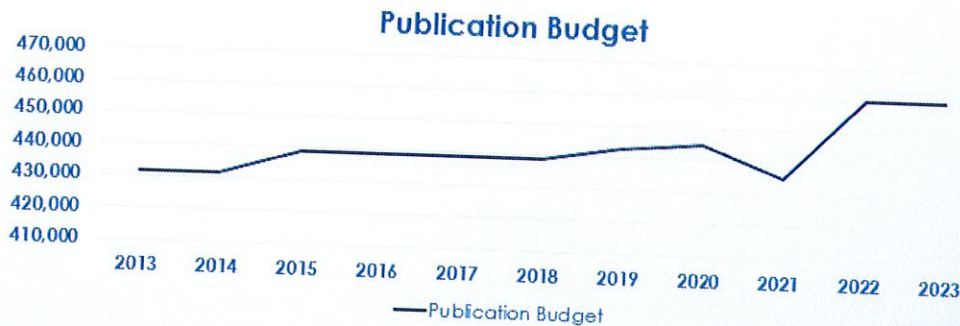
FY:	Count:	Impact:
FY26-27	1	\$55,103

Challenges:

- Staff splitting time between departments and branches to keep up with demand
- Projected population growth will increase demand
- Branch Library Extension Policy = .5 FTE/1,200 population = 50 FTE library employees

The proposed 1 FTE will fill staffing gaps needed to maintain adequate levels of service throughout the library system.

Operational



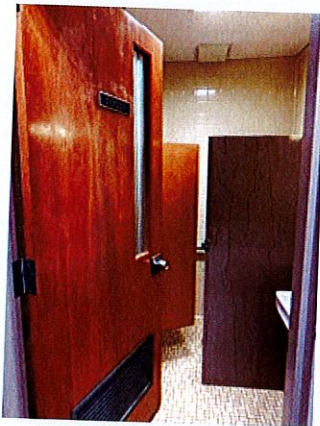
REQUEST: FY23-24

**Increase in publications budget
Impact: \$50,000**

- FY13 - FY23 = 6.6% budget increase
- Per item processing & shipping fees = 65% increase
- Databases average = 3.3% annual increase

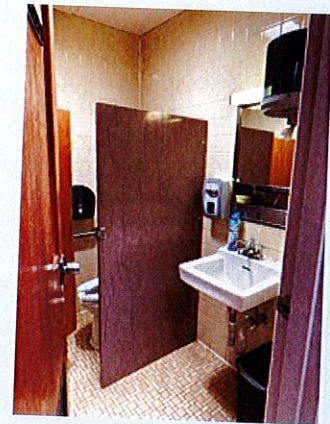
Facilities

Main Library



REQUEST: FY24-25
Update staff restroom, built in 1970's
Impact: \$40,000

- **Current configuration not ADA compliant**
- **Replace windowed door with solid door**
- **Remove divider. Update fixtures, walls, and floor.**



Vice-Chair Edney asked Mrs. Rushing about the Baker Barber Collection and if the collection was fully researched, scanned, and indexed.

Mrs. Rushing said that no, it is not. Library staff continues to work on that project. She said they had to upgrade their equipment and software. The company, PTFS, had a complete upgrade that took months. The upgrade is now completed, and the new website interface is in place now for searchability on what was already there. They are now starting back with the cataloging of that collection. There are three staff members who share that responsibility and work on the project as they have time. There is not a dedicated staff person for the project.

Vice-Chair Edney directed Mrs. Rushing to provide a quote for the cost of a position dedicated to

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completing that project. He wants this quote before the FY23 budget is adopted.

Chairman McCall said there once was a program that had invited the public to the Kaplan Auditorium to assist in identifying some of the photos in the Baker Barber collection. She suggested Library staff try to do that again.

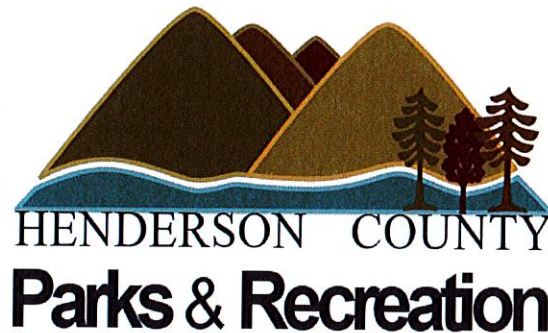
Recreation Director Bruce Gilliam presented the four-year plan for the Recreation Department. He said there was a new roof project currently underway at the AAC that is nearing completion. There is also an upcoming project that will add air conditioning and a new heating system to the gym as well. The addition of heating and cooling will drastically change operations at the AAC.

Mr. Gilliam thanked Sheriff Griffin and his staff for receiving the new playground equipment for Jackson Park at the impound lot the day before. He also thanked the Board for the \$2 million they have set aside for the proposed sports complex.

Recreation staff has submitted an accessibility grant for East Flat Rock Park that would only cost the Board and Henderson County \$100,000 to get an accessible playground worth \$700,000. The results of the grant submitted are expected in March.

The PARTF grant provided \$286,000 from the state that will go toward Etowah Park. That \$286,000 has a 50/50 match and includes a playground, pickleball, basketball court, and drainage.

The Edneyville Community Center Group, which is now known as the Grange, has contributed \$70,000 to allow the installation of a sports court in the Edneyville Community Center. This funding would also help in the repaving of the parking lot.



Mr. Gilliam noted that there are 700 kids enrolled in Henderson County Basketball programs. That number has increased by almost 200 since last year.

Chairman McCall asked how many part-time referees were required due to the increased number of participants in the basketball program.

Mr. Gilliam credits the HR department with helping to find the additional referees that were required. He said they recruited teens 16 and over that were hired as auxiliary or part-time employees to referee those basketball games.

Mr. Gilliam said there are 800 kids that are playing spring and fall soccer. He said that although the Recreation department does not necessarily run little league baseball, he and his staff have both met with

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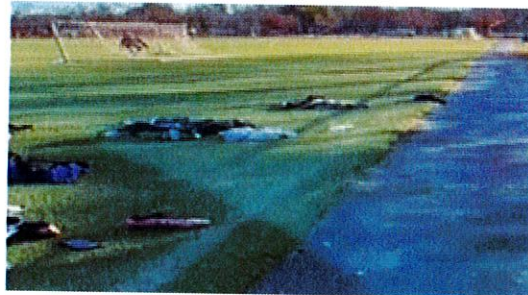
the group, and the partnership has grown strong in the last several months. There are 500 kids playing little league baseball and softball.

As far as staff needs, Mr. Gilliam said that he has included a position for a Program Coordinator at the VFW. That position will not need to be filled until the building is up and running. The same is true for the positions for the Ecusta Trail and the Sports Complex. Those positions are not needed until those projects are near or at completion.

- **FY (23-24)**
 - **Park Tech I – Ecusta**
 - **Park Tech II – Ecusta**
 - **Program Coordinator -VFW**
 - **Office Assistant IV – Full Time AAC –**
- **FY (24-25)**
 - **Park Tech I – Ecusta**
- **FY (25-26)**
 - **Park Tech I (2) Sports Complex**
- **FY 26-27**
 - **Park Tech I – SportsComplex**

Chairman McCall asked what duties would the proposed Park Tech I position for the Ecusta Trail be responsible for.

Jason Kilgore said those duties would most likely include riding the trail, blowing leaves and debris off the trail, and picking up trash. Essentially maintaining that corridor. There was also equipment included for the position.



AAC Turf Field (FY23-24) The turf needs to be replaced and/or possibly widened.

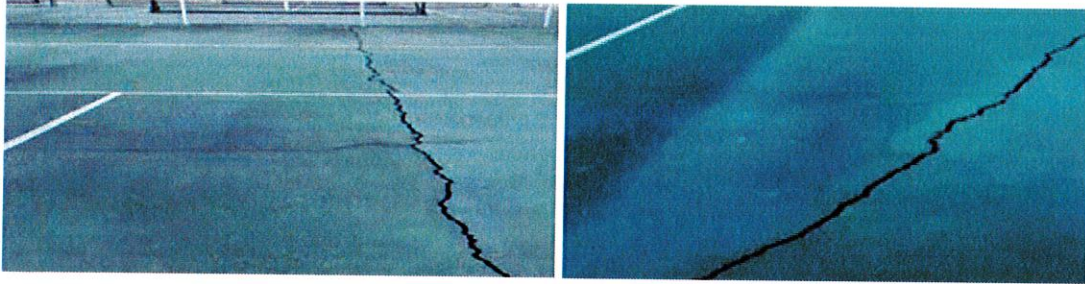
AAC Dance Room Entrance (FY23-24) has excessive water that falls onto the sidewalk and seeps into the dance room. They included a request to replace the dance floor.

The Jackson Park Tennis Courts (FY23-24) – Mr. Gilliam said they would like to replace those lower bottom courts and put in new acrylic surfaces and install all new fencing.

Field 7 – Jackson Park – Realign – (FY23-24) A request was included to realign this field and completely turn it around the other way. When the park is full, parking becomes an issue, and he believes the

realignment of this field would help.

Chairman McCall said that this issue had been discussed previously and the problem with that idea is the positioning of the light poles. She said she was present when those poles were set, and they hit water during the installation.

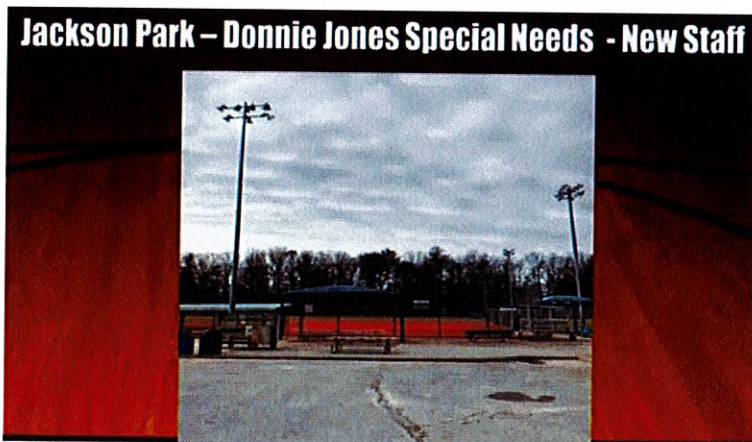


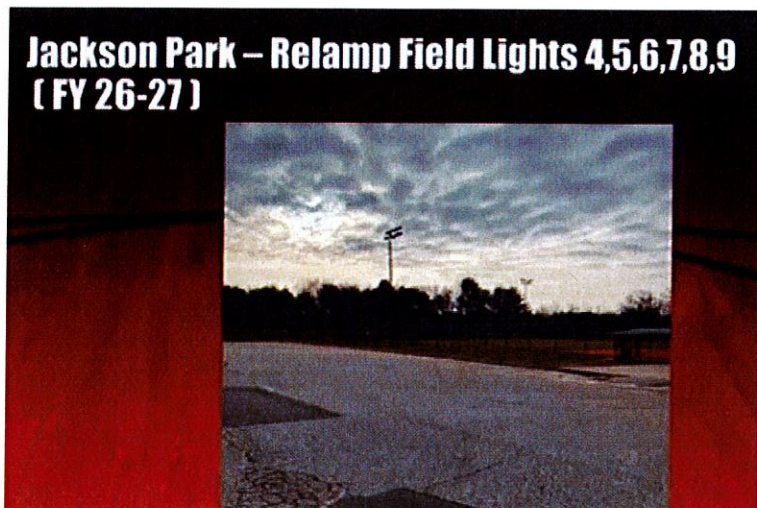
Mr. Gilliam said Field 4 is no longer used for Adult Softball and he would like to take that field from 300 feet and knock it down to 200 feet with a 10' fence which may provide enough space for pickleball courts and a volleyball court.

Jackson Park Basketball Court (FY24-25) – Mr. Gilliam would like to get the court redone and painted.



There was no mention of additional staff requested for Donnie Jones Special Needs.





Chairman McCall said that is definitely where she would start with relamping the lights because the technology in those fixtures no longer exists.

Dana Community Kitchen (FY25-26) – The cabinets in the kitchen at this facility are falling and need to be replaced.

Vice-Chair Edney said since Henderson County does not own the Dana Community Center, why do we care about the condition of the building? He said this parcel is owned by Dana Community Clubs Inc.

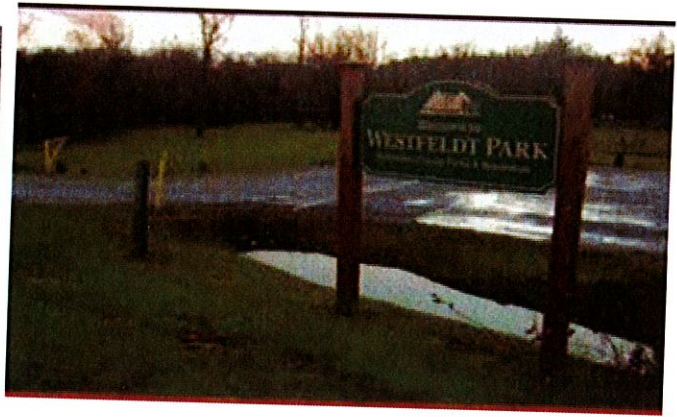
Mr. Gilliam said the Recreation Department rents the building out to the public on a regular basis. The Recreation department holds the event “A Movie in the Park” at this location also.

County Attorney Russ Burrell said the property is owned by one of the old community clubs that probably does not meet regularly and has essentially gone out of business.

County Manager John Mitchell was surprised to hear that Henderson County was not the owner of the property. It was his belief, based on his history with the department, that a lot of the community parks grew out from these community clubs.

Mr. Gilliam moved on to the Edneyville Community Center (FY23-24) which he said, thank goodness, we do own. The Recreation Department would like to construct a basketball and pickleball court with money donated by community members. He also noted they would like a connector to IDA Rogers Drive.

Upgrades were also mentioned for the Edneyville tennis courts (FY24-25), the park shelter at Old Edneyville Park (FY23-24), and the Etowah playground (FY26-27). Mr. Gilliam also mentioned a rock wall replacement at Hickory Nut Gorge and drainage at Westfeldt Park.



Commissioner Andreotta asked the County Attorney what kind of liability Henderson County has with County staff renting citizens the Dana Community Center that the County does not own.

Russ Burrell said that Henderson County leased that park in 1994 for life at no cost to the County, and effectively the county is running it. You operate it, and you maintain it.

Chairman McCall said that until 1974 when Jackson Park was built, Henderson County did not have a county park, and look at what we have now to offer to our citizens. She said there is a taskforce that she and Bruce Gilliam are a part of that focuses on what can be done to prevent the possibility of disconnected youth, and what they have determined the number one problem is that they need to be engaged. These kids are not engaged. So, to have 700 kids playing basketball on a Saturday and 800 kids playing soccer, those kids are engaged and a part of something. And that follows them as they continue to grow, so investment into recreation is an investment into the future of our children.

Chairman McCall moved on to Commissioner Discussion.

John Mitchell thanked the Board for going through this exercise, and as reported in the paper, we have been talking about this for two days as a process to try and wrap your heads around the next four years of your budget. His request for the Board is to think about what they have seen, heard, and look at the contents of their packets and then rank these priorities for staff over the next three weeks.

Amy Brantley said that NCACC Representative Erick Mendez had been working on an Excel spreadsheet to send to the Board to complete their rankings. She said if those rankings could be returned to staff in mid-February, based on how the Board ranks those will inform staff what we think can possibly be afforded in the next year. In the past, anything ranked a four or higher was included in the proposed budget.

Chairman McCall asked if the requests would be broken out by year, and Ms. Brantley said yes, they would be broken out by year.

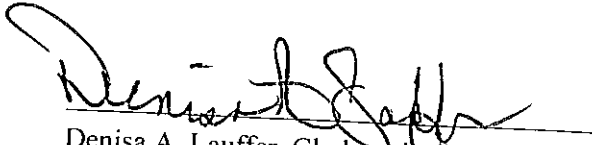
In closing, Chairman McCall thanked all the Staff for putting all the work they have each put into this meeting and sitting through this important process.

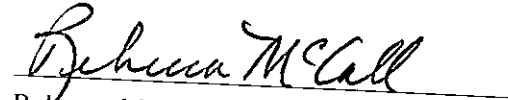
Chairman McCall made the motion to adjourn the meeting at 2:44 p.m. All voted in favor, and the motion carried.

January 18th & 19th, 2023

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ADJOURN


Denisa A. Lauffer, Clerk to the Board


Rebecca McCall, Chairman

Approved: February 6, 2023

During the January 18, 2023, regular meeting, the Board enacted the following:

- 2022.10 Recreation Advisory Board By-Laws**
- 2022.11 Water and Sewer Advisory Committee – Commissioner Representatives**
- 2023.12 Emergency Management – Duke Energy Grant**
- 2023.13 Jackson Park Feasibility and Engineering Study**

**BYLAWS FOR
THE HENDERSON COUNTY PARKS & RECREATION ADVISORY BOARD**

Article I: Name

The name of this committee shall be called the Henderson County Parks & Recreation Advisory Board, hereinafter referred to as the "Recreation Board". The Recreation Board is formed by the Henderson County Board of Commissioners pursuant to the authority of North Carolina General Statutes 153A-76 and 160A Article 18.

Article II: Function

- A. The Recreation Board shall serve in an advisory capacity only. The Recreation Board shall provide recommendations to the Board of Commissioners, advocate for recreational services in Henderson County, and advise the Parks and Recreation Director regarding long-term planning and policies of the Parks and Recreation Department as appropriate. The Recreation Board shall also hear appeals of Parks matters as needed.
- B. The Recreation Board shall have no supervisory authority over the Parks and Recreation Director or department personnel. The Director shall report to the County Manager's Office and shall supervise the operation and administration of the Parks and Recreation Department.

Article III: Membership

- A. The Recreation Board shall consist of eleven (11) voting members, and in addition may include three additional non-voting, ex-officio members, one of whom is also a Henderson County Commissioner. The Recreation Advisory Board may also have a non-voting member from Henderson County Public Schools to advise and inform the Board's recommendations from the education perspective. All members shall serve three (3) year terms. Members shall be appointed by the Henderson County Board of Commissioners and may be re-appointed upon expiration of terms. Terms shall expire the first day of March.
- B. Compliance with Recreation Ordinance. All members must comply with the Henderson County Recreation Ordinance, and local, state, and federal law as the parks system and recreation. Failure to comply with this provision may result in the immediate dismissal from the Recreation Board.

Article IV: Officers

- A. The Recreation Board shall elect its own officers, by a majority vote of the voting members. Officers shall serve a term of one year, to correspond to the County's fiscal year of July 1 – June 30. Two officers shall be elected, a Chairman and Vice-Chairman.
- B. The election of officers, Chairman and Vice-Chairman, shall take place by the following procedure:
 1. The chairman shall appoint a Policy Committee, consisting of 4 members, which shall have the responsibility of nominating officers at the May meeting of the Recreation Board.
 2. Election of officers shall take place at the June meeting.
- C. The new officers shall take office on July 1 each year, which is the beginning of the county fiscal year.
- D. It shall be the duty of the Chairman to preside at all meetings.
- E. The Vice-Chairman shall perform duties of the Chairman in the absence of the Chairman.

Article V: Organization

- A. The Administrative Assistant of the Parks and Recreation Department shall serve as the Clerk of the Recreation Board. It shall be the duty of the Clerk to notify members of all meetings, to keep full and accurate minutes of all meetings, to capture the votes on the Board's recommendations, and to have a copy of the agenda and minutes of each meeting sent to each member, to the County Manager's Office and the Clerk of the Board for the Henderson County Commissioners. The meeting minutes shall be signed by the Clerk of the Recreation Board.
- B. The Director will provide program reports concerning the Recreation Departments programs, events, Park updates, and policies at the regular meetings of the Recreation Board each month as appropriate. Budget update

reports will be provided as requested by the members. These reports may be in a written or spoken form. A copy of these reports or a copy of the minutes describing the reports shall be available to each member, the Henderson County Manager's Office and the Clerk of the Board of Commissioners by the Clerk to the Recreation Board upon request. Annual reports concerning the Parks and Recreation Department, such as financial information, may be required by the County Manager's Office and copies shall be provided to the Recreation Board. Reports, minutes, and recommendations of the Recreation Advisory Board shall be available to the public under North Carolina Public Records Law.

Article VI: Meetings

- A. Regular meetings of the Recreation Board shall be held on the second Tuesday of each month and shall be held in the office of the Recreation Department or at some other designated place. A list of the monthly meeting dates each year shall be sent to the Clerk of the Henderson County Board of Commissioners at the beginning of each year, as per the North Carolina Open Meetings Law.
- B. Presiding Officer. The presiding officer of each meeting of the Recreation Board shall be the Chair of the Recreation Board. In situations where the Chair is unavailable or unable to participate in the meeting or any particular matter before the Committee, the Vice-Chair shall preside. In the event that neither the chair nor the Vice-Chair is available, the members of the Committee, by affirmative vote of the majority, may appoint an acting chair who shall have all powers of the chair while acting as presiding officer.
- C. The order of business at regular meetings shall be as follows:
 1. Call to Order by Chairman
 2. Approval of Minutes
 3. Public Input- public testimony not related to quasi-judicial hearings shall be limited to 3 minutes unless approved by the Chair
 4. Information Items
 5. Unfinished Business
 6. Update from the Recreation Director
- D. Special meetings may be called by the Chairman, or upon written request from a majority of the body. Written notice of such meetings shall be emailed to each Recreation Board member at least 48 hours in advance of the meeting. In addition, written notice of such special called meetings shall be posted on the Recreation Department website, sent to the Clerk to the Henderson County Board of Commissioners and mailed or delivered to the media, and sent to those who have requested such notice. The notice of the special meeting shall state the purpose of said special meeting. Only those items stated in the notice can be considered at the special meeting.
- E. The meetings of the Recreation Board and all standing and special committees shall be conducted in accordance with the North Carolina Open Meetings Law.

Article VII: Committees

- A. Standing committees shall be appointed by the Chairman at the regular July meeting of each year as needed. Vacancies on the committees may be filled by the Chairman at any regular meeting.
- B. Committee meetings may be called at the request of the Chairman.
- C. Special committees and park advisory subcommittees may be appointed by the Chairman for such purposes as may be deemed necessary.
- D. The Chairman and Director shall be ex-officio members of all committees and sub-committees and as such, notified of all committee meetings.

Article VIII: Procedures

- A. A majority of the voting members present at an official meeting shall constitute a quorum. Once quorum is established at a meeting it cannot be lost for the remainder of the meeting. Quasi-Judicial proceedings must have the necessary number of members present for the entire hearing. For a motion to pass, approval must be given by a simple majority of the members present.

- B. Roberts Rules of Order- (revised edition) shall constitute the parliamentary authority for the procedures at all meetings.
- C. QUASI-JUDICIAL PROCEEDINGS. Such proceedings shall be ruled by North Carolina General Statute, case law, and the Henderson County Code and the Rules established by the Board of Commissioners.
1. The Recreation Board has the authority to hear appeals of staff decisions based on Parks and Recreation Department policies and procedures. Matters concerning such issues may only be determined by the Recreation Board after conducting a quasi-judicial proceeding.
 2. Formation of Appellate Committee. The Recreation Advisory Board shall form a sub-group of 3 to 5 members to serve on the Appellate Committee. Members of the Appellate Committee shall be chosen at the same time as Officer elections.
 3. Purposes and Objectives. The purpose of these procedures is to provide an orderly method by which the Committee can hear and decide all quasi-judicial proceedings. The Board's objectives when conducting such proceedings are (1) to conduct all proceedings in a fair and efficient manner, (2) to base all decisions on competent and relevant evidence, (3) to ensure that the applicable policy and procedures are being enforced and administered in a fair and efficient manner, and, (4) to provide the citizens of Henderson County an administrative avenue to contest and appeal decisions made pursuant to the Parks and Recreation Department policies and procedures which adversely affected them.
 4. Notice. Notice shall be provided to the appellant and shall be advertised in the regular meeting notice or special meeting notice.
 5. Rules of Procedure. Each quasi-judicial proceeding must be conducted in substantial conformity with the Henderson County Board of Commissioners procedures for quasi-judicial proceeding.
 6. Decisions. Decisions shall be rendered by the Committee by a majority of the members present required to pass a motion.
 7. Written Findings. Appeal decisions shall be in writing.
 8. Minutes and Maintenance of Records. The minutes for quasi-judicial proceedings shall be taken in detail with detailed summaries of all evidence or testimony presented and statements made by members of the Board. The minutes may be verbatim transcripts of the hearing.

Article IX: Voting

- A. Tie Vote- Tie votes at meetings shall be broken by the vote of the Chairman or acting Chairman.
- B. Abstentions- Should a member fail to vote on any matter before the Committee, without having been excused from such vote, such abstention will count as an affirmative vote.
- C. Duty to Vote. It is the duty of each member, including the Chair, to vote unless otherwise excused. The Committee may excuse members from voting on any matter involving their own financial interest or official conduct or when a member has indicated an inability to be impartial in any quasi-judicial matter before the Committee.

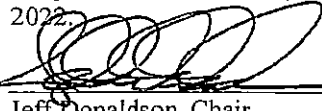
Article X: Attendance. All members of the Committee are expected to attend the regular and/or special meetings of the Committee. Any member not able to attend must notify the secretary in advance of the meeting. Any member having missed 25% of meetings in a calendar year running July to June will be reviewed by the Committee and may be reported to the Board of Commissioners to be replaced.

Article XI: Amendments

All amendments to these bylaws shall be proposed in writing and discussed at the next meeting of the Recreation Board, then submitted to the Henderson County Board of Commissioners for final approval.

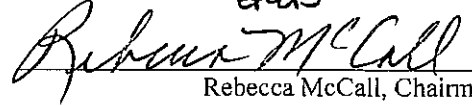
Originally adopted by the Henderson County Board of Commissioners on July 18, 1984. Amended on May 1989, June 1992, March 1997, March 2011, and December 2022.

Respectfully submitted by the Henderson County Parks & Recreation Advisory Board on this the 22nd of Dec,
2022.

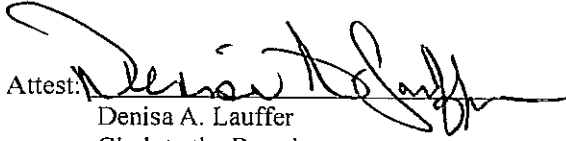


Jeff Donaldson, Chair

Approved by the Henderson County Board of Commissioners on this then 18th day of January 2023.
2023



Rebecca McCall, Chairman

Attest: 

Denisa A. Lauffer
Clerk to the Board

REQUEST FOR BOARD ACTION

**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: January 18, 2023

SUBJECT: Emergency Management – Duke Energy Grant

PRESENTERS: Samantha R. Reynolds, Finance Director

ATTACHMENTS: Yes
1. Budget Amendment

SUMMARY OF REQUEST:

Staff is requesting the Board approve a budget amendment to recognize the receipt of grant funding provided by Duke Energy. These grant funds, \$50,000, are restricted for emergency preparedness.

BOARD ACTION REQUESTED:

The Board is requested to approve the attached budget amendment for grant funding from Duke Energy for emergency preparedness.

Suggested Motion:

I move the Board approve the budget amendment for grant funding from Duke Energy for emergency preparedness.

REQUEST FOR BOARD ACTION

**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: January 18, 2023

SUBJECT: Budget Amendment – Mills River Tower Project

PRESENTERS: Samantha R. Reynolds, Finance Director

ATTACHMENTS: Yes
1. Budget Amendment

SUMMARY OF REQUEST:

The Board is requested to approve a Budget Amendment for \$150,000 in the ARPA fund to appropriate fund balance for the Mills River Tower project. The project and funding source was previously approved by the Board on May 2, 2022. The project will be expended in the Capital Projects Fund.

BOARD ACTION REQUESTED:

The Board is requested to approve the attached Budget Amendment as presented.

Suggested Motion:

I move the Board approve the budget amendment as presented, budgeting funds from the ARPA Fund for the Mills River Tower Project.

