

Board of Commissioners' Agenda

May 19, 2022

Commission Meetings are held at [200 College Street](#), Room 326 in downtown Asheville beginning at 5:00 p.m.

Public Comment is taken at the beginning of the meeting.

The meeting will broadcast via Facebook Live [@Buncombegov](#).

Call To Order

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Discussion / Adjustment / Approval To Follow Agenda

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Consent Agenda [▲top](#)

- [Approval of May 3, 2022 Briefing Meeting Minutes](#)
- [Approval of May 3, 2022 Regular Meeting Minutes](#)
- [Resolution Approving Pyrotechnic Experts for Firework Display](#)
 - [Resolution](#)
- [Approval of State Lottery Project Application \(Revision\) – Asheville City Schools – Mold Remediation/Renovation](#)
 - [Application](#)
- [Ordinance Amending the Enforcement Provisions of Certain County Ordinances to Comply with Session Law 2021-138](#)
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 - [Ordinance Amending Personnel Ordinance](#)
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 - [Resolution Adopting the Benefits, Drug Screening, Grant-Funded Position, Leave & Supplemental Pay Policies](#)
 - [Benefits Policy](#)
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- [Introduce Bond Orders and Resolution Setting a Public Hearing on the Bond Orders](#)
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- [Fleet Building Complex Life Cycle Cost Analysis](#)
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- [Employee Compensation Study](#)
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Board Appointments

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- June 7 @ 3 p.m. - Commissioners' Briefing at 200 College Street, Room 326 in downtown Asheville.
- June 7 @ 5 p.m. - Commissioners' Regular Meeting at 200 College Street, Room 326 in downtown Asheville.

Closed Session / Open Session

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Adjournment

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**MINUTES OF BUNCOMBE COUNTY BOARD OF COMMISSIONERS’
REGULAR MEETING OF MAY 19, 2022 AT 5 P.M.**

BE IT REMEMBERED: That the Board of Commissioners met in regular session on May 19, 2022, in the Commission Chambers, 200 College Street, Room 326 in downtown Asheville, North Carolina at 5 p.m. where and when the following business was transacted:

- The Chairman called the meeting to order with the following members present:
- Brownie Newman, Chairman
 - Jasmine Beach-Ferrara, Commissioner
 - Amanda Edwards, Vice Chair
 - Robert Pressley, Commissioner
 - Parker Sloan, Commissioner
 - Terri Wells, Commissioner
 - Al Whitesides, Commissioner

Staff present: Avril Pinder, County Manager; Sybil Tate, Assistant County Manager; Donald Warn, Finance Director; Jennifer Barnette, Budget Director; Sharon Burke, Human Resources Director; Stoney Blevins, Health & Human Services Director; Rachael Nygaard, Strategic Partnerships Director; Mike Mace, General Services Director; Nathan Pennington, Planning Director; Jeremiah LeRoy, Sustainability; Rafael Baptista, Strategy & Innovation Director; Jennifer Harrison, Agriculture & Land Resources Director; Lamar Joyner, Clerk to the Board; Michael Frue, Senior Staff Attorney; Brandon Freeman, Staff Attorney

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Commissioner Pressley motioned to approve the Consent Agenda and the remainder of the agenda. Commissioner Whitesides seconded and the motion passed 7-0.

- Approval of May 3, 2022 Briefing Meeting Minutes
- Approval of May 3, 2022 Regular Meeting Minutes
- Resolution Approving Pyrotechnic Experts for Firework Display
 - Resolution
- Approval of State Lottery Project Application (Revision) – Asheville City Schools – Mold Remediation/Renovation
 - Application
- Ordinance Amending the Enforcement Provisions of Certain County Ordinances to Comply with Session Law 2021-138
 - Ordinance
 - More Information

PUBLIC COMMENT

Steven Fazio, Kassandra Cumming, Alexandra Duncan, and Laura Edmonds expressed their support and increase in wages for County library staff.

Chris Kingsley, Brian McKeown, Lissa Pedersen, Maureen Smathers, Melanie Allen, Joan Hoffman, Mary Jaco, Amy Churchill, and Donna Justice expressed their support and increase in wages for Buncombe County Schools staff.

Vickie Meath discussed inflation, housing cost, and \$17.70 minimum wage for Buncombe County.

Timothy Wallace stated his issues with the County’s Cost of Living Adjustment (COLA) and employee salaries.

Don Yelton questioned County property taxes and the reappraisal process.

GOOD NEWS

- **Governor's Volunteer Service Award**

Jennifer Aviles, Administrative Coordinator, acknowledged and congratulated the winners of award for their true spirit of volunteerism. The winner recipients were Lynn Lederer, James Stilwell, Hannah Soboleski, Edith Walker, and Dr. Greg Lentz.

PRESENTATIONS

- **Asian American & Pacific Islander Heritage Month Proclamation**

Commissioner Sloan read and presented the proclamation. Rachel Edens, Chief Equity and Human Rights Officer, accepted the proclamation and was thankful for the recognition.

- **Older Americans Month Proclamation**

Commissioner Whitesides read and presented the proclamation. Stoney Blevins, Health & Human Services Director, accepted the proclamation and thanked the Board for their support.

- **Comprehensive Plan Phase II Analysis & Phase III Rollout**

Gillian Phillips, Planning, and Nathan Pennington, Planning Director, provided an update of the Phase II, and requested guidance on the Phase III-Community Engagement Window of the Comprehensive Plan. Phase II progress included the following:

- The highlights of Community Engagement Window #1
- Lessons learned from the community engagement window
- General direction of vision and goals for the plan based on current data analysis
- Impact of COVID on project timeline

The Board provided guidance for the Phase III-Community Engagement Window that included three options. The agreed upon option was Option 1 (staff recommended).

- **FY2023 Budget Message**

Avril Pinder, County Manager, presented a detailed overview FY23 Recommended Budget to the Board. A public hearing for the budget will be held at the June 7th meeting and budget adoption will follow or will be considered at a later meeting.

PUBLIC HEARINGS

- **Personnel Ordinance Update**

Rafael Baptista, Strategy & Innovation Director, explained the proposed updates to the Personnel Ordinance. The updates include the removal of five policies (Supplemental Pay, Drug Free Workplace, Benefits, Leave, Grant-Funded Positions) from the Personnel Ordinance and shifting those policies to standalone Board policies.

The Chairman opened the hearing at 7:03 p.m.

Don Yelton had questions about the Board policies.

The hearing was closed at 7:05 p.m.

Commissioner Wells moved to approve the Ordinance Amending Personnel Ordinance as presented. Vice Chair Edwards seconded the motion and it passed 7-0.

Commissioner Sloan moved to approve the Resolution Adopting the Benefits, Drug Screening, Grant-Funded Position, Leave & Supplemental Pay Policies as presented. Commissioner Pressley seconded and the motion passed 7-0.

COUNTY MANAGER'S REPORT

Avril Pinder, County Manager, acknowledged and thanked the Elections Services staff for the successful Primary Election.

- **Homelessness Services Consultant**

Rachael Nygaard, Strategic Partnerships Director, provided an overview of the homelessness consultant process and identified the collaborating partners (City of Asheville-Lead Entity, Dogwood Health Trust-Funder, Buncombe County-Collaborator). The firm selected was National Alliance to End Homelessness.

OLD BUSINESS

- **Introduce Bond Orders and Resolution Setting a Public Hearing on the Bond Orders**

Don Warn, Finance Director, explained that the County intends pursue a referendum to issue General Obligation bonds for (1) acquisition and improvement of land or interests therein for conservation and protection of natural resources and preservation of farmland, including but not limited to, the development of greenways and trails for recreation purposes; and (2) to pay the capital costs of housing for the benefit of persons of low or moderate income, including construction of related infrastructure improvements and the acquisition of related land and rights-of-way in the amounts of \$30 million and \$40 million respectively. For the issuance of General Obligation bonds, it is required to approve a resolution setting a public hearing for each of the Bond Orders.

Commissioner Whitesides moved to approve Resolution Setting a Public Hearing on the Bond Orders as presented. Vice Chair Edwards seconded the motion and it passed 7-0.

NEW BUSINESS

- **Fleet Building Complex Life Cycle Cost Analysis**

Scott Metcalf, General Services, Jeremiah LeRoy, Sustainability, and staff from CPL provided an overview of the design plans for the new Fleet services building. They highlighted information about the HVAC Systems, battery storage, energy systems, LEED certification, and the life cycle cost analysis. The new facility was approved as part of the FY22 Capital

Improvement Project (CIP) and meets the threshold of the policy. Design documents should be complete by Fall of 2022 and construction is anticipated to begin in the Spring of 2023.

Chairman Newman moved to approve the Full Electrification (w/142 kW Solar PV) design option. Commissioner Sloan seconded and the motion passed 7-0.

- **Approval of FY2023 ART Leicester Highway Transit Extension & Route 170 Funding Request**

William High, Planning, explained the funding request from the City of Asheville. The request is for FY23 (July 1, 2022, through June 30, 2023) with funding in the amount of:

- \$78,108 to support the WE1 route and associated paratransit services; and
- \$82,623 to support the Route 170 route and associated paratransit services

Commissioner Wells moved to approve the funding request as presented. Commissioner Beach-Ferrara seconded and the motion passed 7-0.

- **Employee Compensation Study**

Sharon Burke, Human Resources Director, explained the overview of the multi-year project with details of the timeline and key aspects of the study. The new Compensation Plan will identify and fix any position compensation equity issues, create a new compensation structure and salary plan, and identify and fix any employee whose compensation is not in alignment with the new salary structure. The recommendation to adopt the compensation policy/salary plan will align County employees with the current market.

Commissioner Wells moved to approve the new Compensation Plan with the recommended effective date of May 21st. Vice Chair Edwards seconded and the motion passed 7-0.

- **Land Conservation Goals**

Commissioner Wells explained the goal of the County to help initiate the conservation of 20% of the county's total acres by 2030. The current status toward the goal and the estimated funding needed to complete the goal was shared.

Commissioner Sloan motioned to approve the 20% Land Conservation Goal. Commissioner Whitesides seconded and the motion passed 7-0.

- **Resolution Supporting Reform of the Room Occupancy Tax**

Chairman Newman provided information on the current occupancy tax structure and explained the resolution. Chairman Newman moved to approve the resolution as presented. Commissioner Pressley seconded and the motion passed 7-0.

ANNOUNCEMENTS

The Chairman made the following announcements:

- *June 7 @ 3 p.m. - Commissioners' Briefing at 200 College Street, Room 326 in downtown Asheville.*
- *June 7 @ 5 p.m. - Commissioners' Regular Meeting at 200 College Street, Room 326 in downtown Asheville.*

CLOSED SESSION

Commissioner Whitesides moved to go into closed session pursuant to NCGS 143-318.11(a) (4) to hear economic development matters with no possible action anticipated following the closed session. Commissioner Wells seconded and the motion passed 7-0.

The Board heard the update and had discussion regarding the matters. No action was taken.

Commissioner Whitesides moved to go back into open session. Commissioner Beach-Ferrara seconded and the motion passed 7-0.

Vice Chair Edwards moved to adjourn the meeting. Commissioner Beach-Ferrara seconded and the motion passed 7-0. The meeting was adjourned at 8:36 p.m.


LAMAR JOYNER, CLERK
BOARD OF COMMISSIONERS


BROWNIE NEWMAN, CHAIRMAN
BOARD OF COMMISSIONERS



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/19/2022

Consent Agenda

Department: Emergency Services

Presenter(s): Kevin Tipton, Interim Fire Marshal

Contact(s): Kevin Tipton, Interim Fire Marshal

Subject: Resolution Approving Pyrotechnic Experts for Firework Displays

Brief Summary:

- Request from Lutheridge Camp & Conference Center and Jeff Ritchie to conduct a fireworks display on 7/8/22 for Camp Lutheridge, 2511 Hendersonville Rd, Arden, NC 28704.

Recommended Motion & Requested Action: Approve resolution.

County Manager's comments and Recommendation: County Manager recommends approval.

RESOLUTION #22-05-12

**RESOLUTION APPROVING PYROTECHNICS EXPERTS FOR CONDUCTING
FIREWORKS DISPLAYS**

WHEREAS, pursuant to North Carolina General Statutes Section 14-410 and 14-413 the Board of Commissioners is authorized to review and approve the qualifications of persons applying for approval as pyrotechnics experts for the purpose of conducting fireworks displays; and

WHEREAS, application has been made by Lutheridge Camp & Conference Center for pyrotechnic displays; and

WHEREAS, this Board is of the opinion that the application received to conduct firework or pyrotechnic displays should be approved.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for the County of Buncombe as follows:

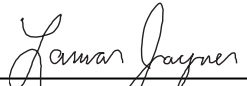
1. That the following be granted permission to conduct fireworks displays at the location and on the dates shown, to-wit:

<u>NAME</u>	<u>LOCATION</u>	<u>DATE</u>
Camp Lutheridge	2511 Hendersonville Road, Arden	July 8, 2022

2. The County Fire Marshal has reviewed these requests and found that those listed above are qualified pyrotechnic experts.
3. That pursuant to N.C.G.S. 14-410 and 14-413 the Board has found that the above named individual/company is a qualified pyrotechnic expert for the purpose of conducting fireworks displays.

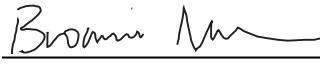
ADOPTED this the 19th day of May, 2022.

ATTEST



LAMAR JOYNER, CLERK

**BOARD OF COMMISSIONERS
FOR THE COUNTY OF BUNCOMBE**



BROWNIE NEWMAN, CHAIRMAN

APPROVED AS TO FORM:



COUNTY ATTORNEY



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/19/2022

Consent Agenda

Department: Budget

Presenter(s): John Hudson, Budget

Contacts: Georgia Harvey, Asheville City Schools
John Hudson, Budget

Subject: State Lottery Project Application Revision – Asheville City Schools – Mold Remediation/Renovation

Brief Summary:

The Board of Commissioners approved an application by Asheville City Schools (ACS) for a State Lottery Project for mold remediation and office renovations at Asheville Primary School in the amount of \$315,599 on September 1, 2020.

It has been determined that the need for remediation and renovation exists at additional ACS facilities. ACS has received guidance from the State to submit an amended application listing the additional facilities. There is no change to the funding amount of the project.

The Asheville City Schools Board of Education approved the revised application on April 2, 2022.

Recommended Motion & Requested Action:

Support the approval of the revised application.

County Manager's comments and Recommendation:

County Manager recommends as presented.

**APPLICATION
PUBLIC SCHOOL BUILDING CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY**

Approved: _____

Date: _____

County: Buncombe
LEA: Asheville City Schools
Address: 85 Mountain St. Asheville, NC 28801

Contact Person: ~~Dr. Shane Cassida~~ *George Harrison*
Title: ~~Assistant Superintendent - Aux~~ *CEO*
Phone: ~~828-793-0290~~ *828-350-6104*

Project Title: FY21 Amended Application - Asheville City Schools - Mold Remediation/Renovation Proj.
Location: Asheville Primary (Prim. Loc), Also-Vance, Jones, Claxton, Hall Fletcher ES, Montford MS
Type of Facility: _____

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds...
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. ***Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.***

Short description of Construction Project: Removal and remediation of moldy drywall, insulation, ceiling tile at 6 campus sites - moving and construction of additional office space to replace that lost to mold

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		205,000.00
Repair	_____		110,599.00
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	315,599.00

Estimated Project Beginning Date: 7-27-20 Est. Project Completion Date: 6-30-~~21~~

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 315,599.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners) _____

(Date) _____

(Signature — Chair, Board of Education) _____

(Date) _____



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/19/2022

Consent Agenda

Department: Legal Dept.

Presenter(s): Michael Frue/Brandon Freeman

Contact(s): Michael Frue/Brandon Freeman

Subject: Second Reading of An Ordinance Amending the Enforcement Provisions of Certain County Ordinances to Comply with Session Law 2021-138

Brief Summary: On August 25, 2022, the North Carolina General Assembly enacted Session Law 2021-138, which prohibited criminal penalties for certain local ordinance violations, removed the legal presumption that local ordinances violations constituted misdemeanor offenses and required local governments to specify which violations of its ordinances constitute misdemeanor offenses, and provided new defenses for persons charged with criminal violations of local ordinances.

The County Legal Department has worked with the County officials who administer the County's Code of Ordinances to draft suggested amendments to the County's Code of Ordinances that bring it in line with Session Law 2021-138, approximately thirty revisions in all.

Recommended Motion & Requested Action: Enact the Ordinance Amending the Enforcement Provisions of Certain County Ordinances to Comply with Session Law 2021-138.

This Item was introduced at the May3, 2022, meeting of the Board and may now be adopted (Session Law 2021-138 mandates that "no ordinance specifying a criminal penalty may be enacted at the meeting in which it is first introduced.").

County Manager's comments and Recommendation: County Manager recommends approval.

ORDINANCE #22-05-13

**An Ordinance Amending the Enforcement Provisions of Certain
County Ordinances to Comply with Session Law 2021-138**

WHEREAS, on August 25, 2022, the North Carolina General Assembly enacted Session Law 2021-138, which prohibited criminal penalties for certain local ordinance violations, removed the legal presumption that local ordinance violations constituted misdemeanor offenses and required local governments to specify which violations of its ordinances constitute misdemeanor offenses, and provided new defenses for persons charged with criminal violations of local ordinances; and

WHEREAS, the County Legal Department and has worked with the County officials who administer the County's Code of Ordinances to draft the amendments contained herein, which are intended to ensure that the County's Code of Ordinances conforms with Session Law 2021-138 and to provide the County with the means to enforce the provisions of the same; and

WHEREAS, this Board has determined that it is in the best interest of the citizens and residents of Buncombe County to enact the following revisions to the County Code of Ordinances.

NOW THEREFORE, be it ordained by the buncombe county board of commissioners that:

- 1 Section 1-7 (General Provisions; General penalty) of the Buncombe County Code of Ordinances is amended as follows:

Sec. 1-7. General penalty.

- (a) Any person violating or failing, refusing or neglecting to comply with any provision or requirement of any section or subsection of this Code, or any ordinance of this county now in force or hereafter enacted, to which no specific penalty is affixed, shall be punished by a ~~\$50.00 civil penalty~~ ~~fine not to exceed \$500.00, or shall be imprisoned for not more than 30 days,~~ for each offense.
- (b) Any ordinance in this Code may be enforced by an appropriate legal remedy issuing from a court of competent jurisdiction. It shall not be a defense to the application of the county for equitable relief that there is an adequate remedy at law.
- (c) Each day that any breach or violation of or any failure to comply with any provision or requirement of any section or subsection of this Code or any ordinance of this county now in force or hereafter enacted continues, or is allowed to continue, shall constitute a separate and distinct offense; but nothing contained in this section or this Code shall be construed to relieve,

or shall have the effect of relieving, any offender of any fine, imprisonment or penalty for repeated violations on any one day of any ordinance now in force or hereafter enacted, or any section or subsection of this Code.

- (d) The imposition of a penalty under the provisions of this Code shall not prevent the revocation or suspension of any license, franchise or permit issued or granted under this Code.
- (e) If any violation of this Code is designated as a nuisance under the provisions of this Code, such nuisance may be summarily abated by the county in addition to the imposition of a ~~fine or imprisonment~~ civil penalty.
- (f) Any provision of this Code or other ordinance of the county may be enforced by any one or more of the remedies authorized by G.S. 153A-123.

State law reference(s)—Violations of county ordinances deemed misdemeanors, G.S. 14-4, 153A-123; prescribing alternate methods for enforcement of ordinances and authorizing the making of each day's continuing violation a separate offense; injunction, G.S. 1-485 et seq.

2 Section 6-42 (Animals; Inspection, Interference, or Concealment) of the Buncombe County Code of Ordinances is amended as follows:

- (a) *Inspections.* Whenever it is necessary to make an inspection to enforce any of the provisions of this article, or whenever the officer has reasonable cause to believe that there exists in any household or upon any premises any violation of this article, the officer is hereby empowered to enter and inspect such property at any reasonable time and perform any duty imposed upon him by this article as follows:
 - (1) If such property is unoccupied, the officer shall first make a reasonable effort to locate the owner or other persons having control of the property; and
 - (2) If such property is occupied, the officer shall first present proper credentials to the occupant and request entry, explaining the reasons therefore; and
 - (3) If such entry is refused or cannot be obtained because the owner or other person having control or charge of the property cannot be located after due diligence, the officer may seek an appropriate warrant issued and served as provided by law.
- (b) *Filing false reports.* It shall be unlawful for any person to file a false report with the department of animal control, or to provide false information to an officer involving any investigation of any reported violation of this article. ~~Any person found violating~~ A violation of this provision shall ~~be guilty of~~ constitute a Class 3 misdemeanor ~~and shall be fined not more than as set forth in N.C. Gen. Stat. § 14-4. The maximum fine for a violation under this Chapter is \$500.00 or a maximum 30 days imprisonment.~~
- (c) *Frivolous or unfounded complaints.* It shall be unlawful for any person to repeatedly file frivolous or unfounded complaints with the department of animal control in order to intimidate or harass any member of such department or any animal owner,

or to otherwise hinder or interfere with any function of the department of animal control. ~~Any person found violating violation of~~ this provision shall ~~be guilty of constitute~~ a Class 3 misdemeanor ~~and shall be fined not more than~~ as set forth in N.C. Gen. Stat. § 14-4. The maximum fine for a violation under this Chapter is \$500.00 or a maximum 30 days imprisonment.

- (d) *Interference.* It shall be unlawful for any person to interfere with, hinder, resist, or obstruct the officer while the officer is carrying out any duty created under this article. ~~Any person found violating violation of~~ this provision shall ~~be guilty of constitute~~ a Class 3 misdemeanor ~~and shall be fined not more than~~ as set forth in N.C. Gen. Stat. § 14-4. The maximum fine for a violation under this Chapter is \$500.00 or a maximum 30 days imprisonment.
- (e) *Concealment of animal.* It shall be unlawful for any person to conceal any animal for the purpose of evading any federal, state or local law. ~~Any person found violating violation of~~ this provision shall ~~be guilty of constitute~~ a Class 3 misdemeanor ~~and shall be fined not more than~~ as set forth in N.C. Gen. Stat. § 14-4. The maximum fine for a violation under this Chapter is \$500.00 or a maximum 30 days imprisonment. ~~In addition, the officer has the authority to seize the animal pursuant to this article.~~

3 Section 6-116 (Animals; Criminal Penalties) of the Buncombe County Code of Ordinances is amended as follows:

Violation of this article may subject the violator to criminal as well as civil action. In addition to the civil penalties or fees imposed under this article, violation of this article shall be a misdemeanor for which a criminal summons or warrant may be issued. ~~Any violator convicted of such~~ A violation of this Chapter shall be punishable constitute a Class 3 misdemeanor as provided set forth in N.C. Gen. Stat. §G.S. 14-4. The maximum fine for a violation under this Chapter is \$500.00 or a maximum 30 days imprisonment. Each day's violation of this section is a separate offense. Payment of a fine imposed in criminal proceedings pursuant to this section does not relieve the violator of his liability for taxes, civil penalties or fees imposed under this article.

4 Section 14-79 (Massage Parlors and Health Salons; Hours of Operation) of the Buncombe County Code of Ordinances is amended as follows:

No masseur or masseuse or any person or party engaging in any of the businesses licensed by this article shall engage in such business, trade, profession, occupation or calling except within and between the hours of 8:00 a.m. and 10:00 p.m.; nor shall any operator of a massage parlor or establishment or business enumerated ~~in section 14-76~~ and not specifically excepted under this article, operate the same except within and between such hours. Violations of this or any other section of this article shall be considered under this article as an offense. ~~Persons found guilty of such violations shall be punished in~~

~~accordance with section 1-7. A violation of this provision shall constitute a Class 3 misdemeanor as set forth in N.C. Gen. Stat. § 14-4. The maximum fine for a violation under this Chapter is \$500.00 or a maximum 30 days imprisonment.~~

- 5 Section 14-92 (Massage Parlors and Health Salons; False Statements) of the Buncombe County Code of Ordinances be deleted in its entirety and replaced with the following provision:

It shall be unlawful for any person to willfully make any false statement on an application for a license under any section. A violation of this provision shall constitute a Class 3 misdemeanor as set forth in N.C. Gen. Stat. § 14-4. The maximum fine for a violation under this Chapter is \$500.00 or a maximum 30 days imprisonment.

- 6 Section 14-130 (Adult Establishments; Violations and Penalties) of the Buncombe County Code of Ordinances be deleted in its entirety and replaced with the following provision:

A violation of this Article shall constitute a Class 3 misdemeanor as set forth in N.C. Gen. Stat. § 14-4. The maximum fine for a violation under this Chapter is \$500.00 or a maximum 30 days imprisonment. Each day's violation of this section is a separate offense.

- 7 Section 22-28 (Ambulance Services; Penalties for Violation of Article) of the Buncombe County Code of Ordinances is amended as follows:

(a) It shall be ~~unlawful a misdemeanor~~ for any person to obtain or receive ambulance service without intending at that time of obtaining or receiving such services to pay, if financially able, the necessary charges. A determination that the recipient of such services has failed to pay for the services rendered for 90 days after the request for payment, and that the recipient is financially able to do so, shall raise a presumption that the recipient of the services did not intend to pay for the services at the time they were obtained or received.

(b) Violations of this article, or the terms of any franchise granted under this article, shall be ~~punishable by a civil penalty a misdemeanor, as provided by G.S. 14-4~~. Each such violation also shall subject the offender to a civil penalty in the amount of \$100.00 for each separate breach of the franchise or violation of this article. This civil penalty must be paid within ten days after the hearing on the citation has been held as provided in subsection 22-44(b). If not so paid, such penalty may be recovered by the county as provided by G.S. 153A-123(c). If the civil penalty is not paid within the ten days, as provided for in this subsection, the county may suspend or revoke the franchise.

- 8 Section 26-33(a) (Air Pollution Control; Penalties and Remedies for Violation of Article) of the Buncombe County Code of Ordinances is amended as follows:

(a) Any person violating any of the requirements contained in this article shall be guilty of a Class 3 misdemeanor under N.C. Gen. Stat. § 14-4 and subject to a \$500 maximum penalty, upon conviction, be punished in accordance with section 1-7. Each day in violation shall constitute a separate offense and shall be subject to the penalties provided by G.S. 143-215.3(A)(11)(E).

- 9 Section 26-138(1) (Junkyards; Penalties and Remedies for Violation of Article) of the Buncombe County Code of Ordinances is amended as follows:

(1) Violations of the provisions of this article or failure to comply with any of its requirements, including violations of any conditions and safeguards established, shall constitute a Class 3 misdemeanor as set forth in N.C. Gen. Stat. § 14-4. The maximum fine for a violation under this Chapter is \$500.00 or a maximum 30 days imprisonment.~~misdemeanor, punishable in accordance with section 1-7.~~

- 10 Section 26-283(e)(1) (Junked and Abandoned Vehicles; Enforcement Provisions) of the Buncombe County Code of Ordinances is amended as follows:

A violation of this article shall constitute a Class 3 misdemeanor, punishable by a fine of up to ~~\$50.00~~\$500.00 or a maximum 30 days imprisonment as provided in ~~G.S. 14-3(3)~~ and G.S. 14-4.

- 11 Section 26-402(g) (Stormwater Management; Remedies and Penalties) of the Buncombe County Code of Ordinances is deleted in its entirety and replaced with nothing.

- 12 Section 30-44 (Fire Prevention and Protection; Fire Marshal; Violation; Penalty) of the Buncombe County Code of Ordinances is amended as follows:

A violation of this article shall constitute a Class 3 misdemeanor, punishable by a fine of up to \$500.00 or a maximum 30 days imprisonment as provided in G.S. § 14-4~~be a misdemeanor punishable by a fine of not more than \$50.00 or by imprisonment for not more than 30 days or by both such fines and imprisonment.~~ The imposition of a penalty for any violation shall not excuse the violation nor shall the violation be permitted to continue. Also such persons shall be required to correct or remedy such violations or defects within a reasonable time, and when not otherwise specified, the application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions. Proof of such unlawful act or failure shall be deemed prima facie evidence that such act is that of the owner or other person in control of the premises. Prosecution or lack thereof of either the owner, occupant or person in charge shall not be deemed to relieve any of the others.

- 13 Section 34-38(a) (Flood Damage Prevention; Penalties for Violation) of the Buncombe County Code of Ordinances is amended as follows:

(a) ~~Any person who violates any~~ Violation of the provisions of this article or fail~~ure~~ to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall be subjected to a civil fine of up to \$25,000.00 ~~constitute a Class 1 misdemeanor. Any person who violates this article or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$25,000.00 or imprisoned for not more than 120 days, or both.~~ Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent Buncombe County from taking such other lawful action as is necessary to prevent or remedy any violation.

14 Section 38-2 (Historical Preservation Commission; Penalty for Violation of Chapter) of the Buncombe County Code of Ordinances be deleted in its entirety and replaced with the following provision:

(1) Any act constituting a violation of the provisions of this article or a failure to comply with any of its requirements shall subject the offender to a civil penalty of \$100.00 per violation. If the offender fails to pay this penalty within ten days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt.

(2) Each day that any violation continues after final notification by the administrator that such violation exists may be considered a separate offense for purposes of the penalties and remedies specified in this article.

(3) This article may also be enforced by any appropriate equitable action. Such remedy may include a court order of abatement as part of a judgment in the case. The abatement order may include removal of violation and other actions required to make the property comply with the provisions of this article at the owner's expense.

15 Section 46-1(f) (Manufactured Homes and Trailers; Entrance, Movement and Setup of all Pre-1976 Mobile Homes Within the County; Penalty) of the Buncombe County Code of Ordinances is amended as follows:

Penalty. With the exception of violations related to registration requirements adopted pursuant to N.C. Gen. Stat. § 153A-138, which may not be enforced via criminal penalty, a violation of this Chapter shall constitute a Class 3 misdemeanor, punishable by a fine of up to \$500.00 or a maximum 30 days imprisonment as provided in G.S. § 14-4 ~~Any person or persons violating the provisions of this section shall be guilty of a misdemeanor and shall be subject to fine and/or imprisonment as provided by G.S. 14-4(a) and shall be fined not more than \$500.00. Any violation of this Chapter may be enforced pursuant to Section 1-7 of the Buncombe County Code of Ordinances.~~ Each day's continuing violation of this section shall be a separate and distinct offense.

- 16 Section 46-67(a) (Manufactured Homes and Trailers; Manufactured Homes Parks; False Statements; Penalty for Violation) of the Buncombe County Code of Ordinances is amended as follows:

It shall be unlawful for any person to make any false statement or to submit any altered document in connection with or in support of any application for a permit to establish and operate a manufactured home park. Any violation of this section shall be punishable as set forth in Section 46-1(f).~~Any violation of this section shall be punishable as class 3 misdemeanor as provided in G.S. 14-4(a).~~

- 17 Section 50-2(c) (Offenses and Miscellaneous; County Courthouse Property; Penalty for Violation of Section) of the Buncombe County Code of Ordinances be deleted in its entirety and replaced with the following provision:

(c) *Penalty for violation of section.* A violation of this Section shall constitute a Class 3 misdemeanor, punishable by a fine of up to \$500.00 or a maximum 30 days imprisonment as provided in G.S. § 14-4.

- 18 Section 50-3(f) (Offenses and Miscellaneous; Regulating Entry into Courthouse) of the Buncombe County Code of Ordinances be deleted in its entirety and replaced with the following provision:

(f) *Penalty for violation of section.* A violation of this Section shall constitute a Class 3 misdemeanor, punishable by a fine of up to \$500.00 or a maximum 30 days imprisonment as provided in G.S. § 14-4.

- 19 Section 50-4(e) (Offenses and Miscellaneous; Carrying of Concealed Handguns) of the Buncombe County Code of Ordinances be deleted in its entirety and replaced with the following provision:

(e) *Penalty for violation of section.* A violation of this Section shall constitute a Class 3 misdemeanor, punishable by a fine of up to \$500.00 or a maximum 30 days imprisonment as provided in G.S. § 14-4.

- 20 Section 50-5(c) (Offenses and Miscellaneous; Certain Usage of County Property Prohibited; Signage) of the Buncombe County Code of Ordinances be deleted in its entirety and replaced with the following provision:

(c) *Penalty for violation of section.* A violation of this Section shall constitute a Class 3 misdemeanor, punishable by a fine of up to \$500.00 or a maximum 30 days imprisonment as provided in G.S. § 14-4.

- 21 Section 54-1 (Parks and Recreation; Penalty for Violation of Chapter) of the Buncombe County Code of Ordinances be deleted in its entirety and replaced with the following provision:

A violation of this Chapter shall constitute a Class 3 misdemeanor, punishable by a fine of up to \$500.00 or a maximum 30 days imprisonment as provided in G.S. § 14-4.

- 22 Section 62-29(a) (Solid Waste Management; Penalties; Remedies for Violations of Article) of the Buncombe County Code of Ordinances is amended as follows:

(a) Report; notice; ~~warrant~~ summons. Except as otherwise provided in this section, violations of this article shall be reported to the director of solid waste who shall thereupon investigate the matter and attempt an informal resolution of such violation. If no solution is reached, the director of solid waste ~~may~~ shall cause notice to issue by personal service or registered or certified mail to the owner, occupier, tenant, lessee, or person in control of the property on which a violation exists. Such notice shall state the particulars of the violation, the date on which the violation was confirmed by the solid waste department, and shall state that such person has 15 days from receipt of the notice in which to remedy the violation. This section shall not prevent the director of solid waste from issuing a notice on discovery of a violation without having first had a report of a violation. After the expiration of the 15-day period, if the violation has not been corrected, the director of solid waste ~~may~~ shall cause a criminal summons ~~warrant~~ to issue. The owner, occupier, tenant, lessee, or person in control of the property on which the violation exists shall be guilty of a Class 3 misdemeanor punishable by a fine of up to \$500.00 or a maximum 30 days imprisonment as provided in G.S. § 14-4 ~~misdemeanor. The penalty for violation of this article shall be in accordance with section 62-33.~~

- 23 Section 62-30(d)(6) (Solid Waste Management; Storage; Collection; Transportation; Disposal) of the Buncombe County Code of Ordinances be deleted in its entirety and replaced with the following provision:

(6) *Penalty for violation of subsection.* A violation of subsection (d)(3), (d)(4) or (d)(5) of this section shall constitute a Class 3 misdemeanor punishable by a fine of up to \$500.00 or a maximum 30 days imprisonment as provided in G.S. § 14-4.

- 24 Section 62-33 (Solid Waste Management; Penalties) of the Buncombe County Code of Ordinances is amended as follows:

Any person, including an individual, owner, occupant, tenant, lessee, firm or business entity, and including any hauler, franchised collector, or other collector or provider, who violates the provisions of this article or any local or state health or solid waste rules or regulations adopted pursuant to this article shall be guilty of a Class 3 misdemeanor punishable by a fine of up to \$500.00 or a maximum 30 days imprisonment as provided in G.S. § 14-4 ~~or misdemeanor and shall~~ be subject to a civil penalty in the amount of

\$50.00 for the first violation, and a civil penalty of \$100.00 for a second or subsequent violation.

- 25 Section 62-43 (Solid Waste Management; Franchise Collectors and Haulers; Penalties for Violation of Division) of the Buncombe County Code of Ordinances be deleted in its entirety and replaced with the following provision:

Any person who violates the provisions of this division or any local or state health or solid waste rules or regulations adopted pursuant to this division shall be guilty of a Class 3 misdemeanor punishable by a fine of up to \$500.00 or a maximum 30 days imprisonment as provided in G.S. § 14-4.

- 26 Section 62-75(c) (Solid Waste Management; Hazardous Waste; Enforcement; Penalties for Violation of Article) of the Buncombe County Code of Ordinances be deleted in its entirety and replaced with the following provision:

(c) *Criminal penalty.* Any person violating any provisions of this article or conditions of a county license or permit shall be guilty of a Class 3 misdemeanor punishable by a fine of up to \$500.00 or a maximum 30 days imprisonment as provided in G.S. § 14-4.

- 27 Section 70-6 (Subdivisions; Penalties for Violation of Chapter) of the Buncombe County Code of Ordinances is amended as follows:

Any person who, being the owner or agent of any land located within the planning jurisdiction of the county, thereafter subdivides his-such land in violation of this chapter or transfers or sells land by reference to, exhibition of, or any other use of plat showing a subdivision and recorded in the office of the county register of deeds, shall be guilty of a misdemeanor as set forth in G.S. § 160D-807 or as amended subject to a civil penalty in the amount of \$100.00. The description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring land shall not exempt the transactions from this penalty. The county, through its attorney or other official designated by the board of commissioners, may enjoin illegal subdivision, transfer, or sale of land by action for injunction. Building permits required pursuant to G.S. 160D-1110 may be denied for lots that have been illegally subdivided. In addition to other remedies, a county may institute any appropriate action or proceedings to prevent the unlawful subdivision of land, to restrain, correct, or abate the violation, or to prevent any illegal act or conduct. Further, violators of this chapter shall be subject to the remedies as set forth in section 1-7. The county may also assess a \$100.00 per-day civil penalty for each day that the plat or property is not in compliance with this chapter. Each day that such plat or property is not in compliance with this chapter shall constitute a separate and distinct offense.

Approval of an erosion control plan alone shall not constitute approval of a subdivision plan. Plan review fees shall be double the normal fee amount when land disturbing activity begins before preliminary approval of a subdivision is obtained from the county. Any land disturbing activity begun prior to preliminary approval of a subdivision shall be subject to a civil penalty of \$100.00 per day. Each day the violation continues shall be considered a separate offense.

- 28 Section 70-68(i) (Subdivisions; Standards; Hillside Development Standards) of the Buncombe County Code of is amended as follows:

(i) *Enforcement.* Any person violating any provision of this section shall be subject to a civil penalty of not less than \$100.00 per day and not to exceed \$1,000.00 per day. Each day the violation continues shall constitute a separate violation. ~~Violations shall be subject to the provisions of G.S. 14-4.~~

- 29 Section 78-30 (Zoning; Watershed Protection) of the Buncombe County Code of Ordinances be deleted in its entirety and replaced with the following provision:

Any person violating any provisions of this article shall be guilty of a Class 3 misdemeanor punishable by a fine of up to \$500.00 or a maximum 30 days imprisonment as provided in G.S. § 14-4. Each day that the violation continues shall constitute a separate offense.

- 30 Section 78-65 (Zoning; Penalties for Transferring Lots in Unapproved Subdivisions) of the Buncombe County Code of Ordinances is amended as follows:

Any person who, being the owner or agent of the owner of any land located within the jurisdiction of the county, thereafter subdivides his land in violation of this article or transfers or sells land by reference to, exhibition of, or any other use of a plat showing a subdivision of the land before the plat has been properly approved under this article and recorded in the office of the register of deeds, shall be subject to a civil penalty in the amount of \$500.00~~guilty of a misdemeanor~~. The description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring land shall not exempt the transaction from this penalty. The County of Buncombe may bring an action for injunction of any illegal subdivision, transfer, conveyance, or sale of land, and the court shall, upon appropriate findings, issue an injunction and order requiring the offending party to comply with this article.

- 31 If any section, subsection, sentence, clause, or phrase of this ordinance is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Commissioners hereby declare that it would have passed this ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that anyone or more sections, subsections, sentences, clauses, or phrases be declared invalid.

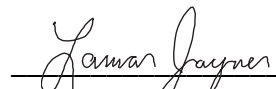
32 All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

33 This ordinance is effective upon adoption.

Read, approved and adopted this 19th day of May, 2022.

ATTEST

BOARD OF COMMISSIONERS FOR THE
COUNTY OF BUNCOMBE



LAMAR JOYNER, CLERK

BY: 

BROWNIE NEWMAN, CHAIRMAN

APPROVED AS TO FORM



COUNTY ATTORNEY



Amendments to Ordinance Enforcement Provisions

Presented by

Michael C. Frue

Legal Department



Session Law 2021-138

North Carolina Decriminalizes Most Local Ordinance Violations

On August 25, 2022, the North Carolina General Assembly enacted Session Law 2021-138, which:

- prohibited criminal penalties for certain local ordinance violations;
- removed the legal presumption that local ordinances violations constituted misdemeanor offenses, requiring instead that local governments specify which violations of their ordinances constitute misdemeanor offenses; and
- provided new defenses for persons charged with criminal violations of local ordinances.



Session Law 2021-138

North Carolina Decriminalizes Most Local Ordinance Violations

- Previously, the general rule was that “if any person shall violate an ordinance of a county, city, town, or metropolitan sewerage district . . . [such person] shall be guilty of a Class 3 misdemeanor.” N.C. Gen. Stat. § 14-4(a).
- With the adoption of Session Law 2021-138, this is no longer the case. Now, criminal penalties for certain kinds of ordinances are prohibited altogether; and
- if a County wishes to use criminal penalties where still allowed, it must clearly specify which of its ordinances can be enforced with criminal penalties (because it can no longer rely on the “general rule”).



Prohibited Enforcement

- ✓ No local government may impose criminal or infraction penalties for ordinances that:
 - Regulate planning and development, “except for those ordinances related to unsafe buildings”
 - Concern the regulation or licensure of businesses or trades
 - Concern stream-clearing programs
 - Regulate outdoor advertising
 - Limit or regulate solar collectors, cisterns, or rain barrels
 - Regulate trees
- ✓ Additionally, a county may not impose criminal or infraction penalties for ordinances related to the registration of mobile homes, house trailers, etc.



Specification; Adoption

As discussed, now both counties and cities may only attach misdemeanor or infraction penalties to ordinances “if the [local government] specifies such in the ordinance.”

Further, “no ordinance specifying a criminal penalty may be enacted at the meeting in which it is first introduced.”



An Ordinance Amending the Enforcement Provisions of Certain County Ordinances to Comply with Session Law 2021-138

- The County Legal Department and has worked with the County officials who administer the County's Code of Ordinances to draft amendments to the Code's enforcement provisions, which are intended to bring the County's Code of Ordinances into compliance with Session Law 2021-138.
- In all, County Staff recommends approximately thirty (30) ordinance revisions.





Buncombe County Board of Commissioners
Request for Board Action
Meeting Date: 5/19/2022

Good News

Department: County Manager

Presenter(s): Jennifer Aviles

Contact(s): Jennifer Aviles, Admin Coordinator / Avril Pinder County Manager

Subject: 2022 Governor's Volunteer Service Award

Brief Summary: Buncombe County began accepting nominations for the 2022 Governor's Volunteer Service Award in January of 2022. Volunteers are an integral part of our community, offering their time and energy to important causes, often without reward or recognition. The Governor's Volunteer Service Award honors the true spirit of volunteerism by recognizing individuals, groups, and businesses that make significant contributions to their community through volunteer service. The award program, created by the Office of the Governor in 1979, recognizes North Carolina's most dedicated volunteers. Through the years, the award honors thousands who have shown concern and compassion for their neighbors by volunteering in their local community.

On April 28, we received Buncombe County's winners and would like to take a moment to properly acknowledge our Volunteers.

Recommended Motion & Requested Action: For public recognition only



Buncombe County Board of Commissioners
Request for Board Action
Meeting Date: 5/19/2022

Presentations

Department: Equity & Human Rights Office

Presenter: Rachel Edens

Contacts: Rachel Edens, Lillian Govus

Subject: Asian American and Pacific Islander Heritage Month Proclamation

Brief Summary: Recognition of Asian American and Pacific Islander Heritage Month in Buncombe County for May, 2022.

County of Buncombe
Proclamation

ASIAN AMERICAN & PACIFIC ISLANDER HERITAGE MONTH

WHEREAS, Buncombe County is committed to reflecting the concerns and needs of the Asian American and Pacific Islander communities; and

WHEREAS, Asian American and Pacific Islander Heritage Month seeks to honor and recognize the contributions of Pacific Islanders, East Asians, South Asians, Southeast Asians, and West Asians; and

WHEREAS, Asian Americans and Pacific Islanders have played a significant role in America's history, with their enormous contributions to science, arts, industry, government, and commerce; and

WHEREAS, traders from the Asia-Pacific region reached North America as early as the 16th century, but the first significant wave of immigration began during the late 1800s; and

WHEREAS, Asian American and Pacific Islander Heritage Month originated in a congressional bill in June of 1977. On March 28, 1979, President Carter issued Presidential Proclamation 4650, proclaiming the week beginning on May 4, 1979, as Asian/Pacific American Heritage Week; and

WHEREAS, the month of May was selected as it honors the immigration of the first Japanese residents to the United States in 1843; and

WHEREAS, while May also marks the completion of the Transcontinental Railroad in 1869, constructed by the labor of mostly Chinese immigrants, we recognize Chinese laborers were paid lower wages than their white peers and some faced physical abuse from their supervisors; and

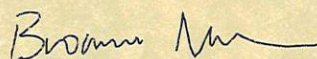
WHEREAS, the population of people who identify as Asian or Pacific Islander in Buncombe County is just shy of two percent, the artistic, culinary, and educational contributions are immeasurable; and

WHEREAS, we are also aware of and deeply concerned about the dramatic increase in the violent and hateful crimes and incidents targeting AAPI communities during the COVID-19 pandemic; and

WHEREAS through our values of respect, integrity, collaboration, honesty, and equity, we honor AAPI individuals and stand in solidarity with the AAPI community as we work to dismantle systemic racism; and

WHEREAS, a vast diversity of languages, religions, and cultural traditions of Asian Americans and Pacific Islanders strengthens the fabric of American society and our Buncombe County community

NOW, THEREFORE, the Buncombe County Board of Commissioners proclaims May 2022 to be **ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH** and urges our community to join together in celebrating our residents of Asian and Pacific Island heritage and in making this commitment to the principles of justice and equality for all people.



Brownie Newman, Chairman
Buncombe County Board of Commissioners



Buncombe County Board of Commissioners
Request for Board Action
Meeting Date: 5/19/2022

Presentations

Department: HHS Adult Protective Services

Presenter(s): Jennifer Teague

Contact(s): Stacey Wood / Brandon Romstadt / Jennifer Teague

Subject: Older Americans Month Proclamation

Brief Summary: Recognition of Older Americans Month Proclamation in Buncombe County for May, 2022.

County of Buncombe
Proclamation

OLDER AMERICANS MONTH

Whereas, Buncombe County is home to more than 75,000 older Americans over the age of 60 who contribute their strength, wisdom, and experience to our community; and

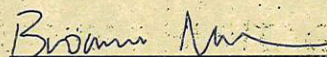
Whereas, communities benefit when people of all ages, abilities, and backgrounds are welcomed, included, and supported; and

Whereas, the Buncombe County Board of Commissioners and partner agencies recognize our need to create a community that provides the services and supports older Americans need to thrive and live independently for as long as possible; and

Whereas, Buncombe County can work to build an even better community for our older residents by:

- Planning programs that encourage independence.
- Ensuring activities are responsive to individual needs and preferences.
- Increasing access to services that support aging in place.

Now, therefore, the Buncombe County Board of Commissioners do hereby proclaim May 2022 to be **Older Americans Month**. We urge every resident to recognize the contributions of our older neighbors, help to create an inclusive society, and join efforts to support older Americans' choices about how they age in their communities.


Brownie Newman, Chairman
Buncombe County Board of Commissioners



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/19/2022

Presentations

Department: Planning

Presenter(s): Gillian Phillips, AICP

Contact(s): Gillian Phillips

Nate Pennington, CFM

Subject: Comprehensive Plan Project Update (Phase 2 Update, Phase 3 Community Engagement Window #2 Proposal)

Brief Summary: Buncombe County is currently in the process of creating a new comprehensive plan – Our Voices, Our Vision 2043. The project team is nearing the close out of Phase 2 (Establishing Vision and Goals) of this process and moving on to Phase 3 (Developing Policies and Strategies).

Staff will update the Commissioners on the progress of Phase 2 of the project. This will include the following:

- The highlights of Community Engagement Window #1
- Lessons learned from the community engagement window
- General direction of vision and goals for the plan based on current data analysis
- Impact of COVID on project timeline

County staff will review the purpose of Phase 3 and propose an engagement plan for Community Engagement Window #2, along with two additional options for this Community Engagement Window. Staff will review how these additional options affect the budget, timeline, and contract with consulting team.

Recommended Motion & Requested Action: Provide staff with feedback about Phase 2 and Phase 3 of the Comprehensive Plan.

BUNCOMBE 2043 COMPREHENSIVE PLAN



Phase 2 - Update

Phase 3 - Outreach and Community Engagement Plan

Presented by

Planning & Development Department

Gillian Phillips & Nathan Pennington



Planning Process



✓ PHASE 2 VISION AND GOALS-In Progress

- Assessed existing conditions-Completed
 - Gathering information about existing conditions, including historical context
 - Draft Factbook completed
 - Draft Policy Guide completed
- Input Opportunity (Vision and Goals)-Completed
 - Helped identify future planning influences/issues
- Develop plan framework Vision and Goals-In Progress





1243
completed a
portion or all
of the
Activities

347
attended
meetings

592
kids
participated

127
Stakeholder
surveys

1321
Community
Engagement
Word Cloud

20
meetings
and events



Phase 2

What Staff Learned - Input Opportunity



- Majority of people chose to engage online through PublicInput.com
- Intercept Events proved to be a good opportunity for people to engage in the process
- More targeted outreach next time



Phase 2 Preliminary Data

- What do you like most about Buncombe County?
 - Natural environment
 - People
- What are your biggest transportation needs/wants?
 - Better access to sidewalks, walking trails, greenways
- What should be the County's priorities for creating a more sustainable future for its people and businesses?
 - Support the development of housing affordable for all residents and local workers



Phase 2

Preliminary Data (Themes)

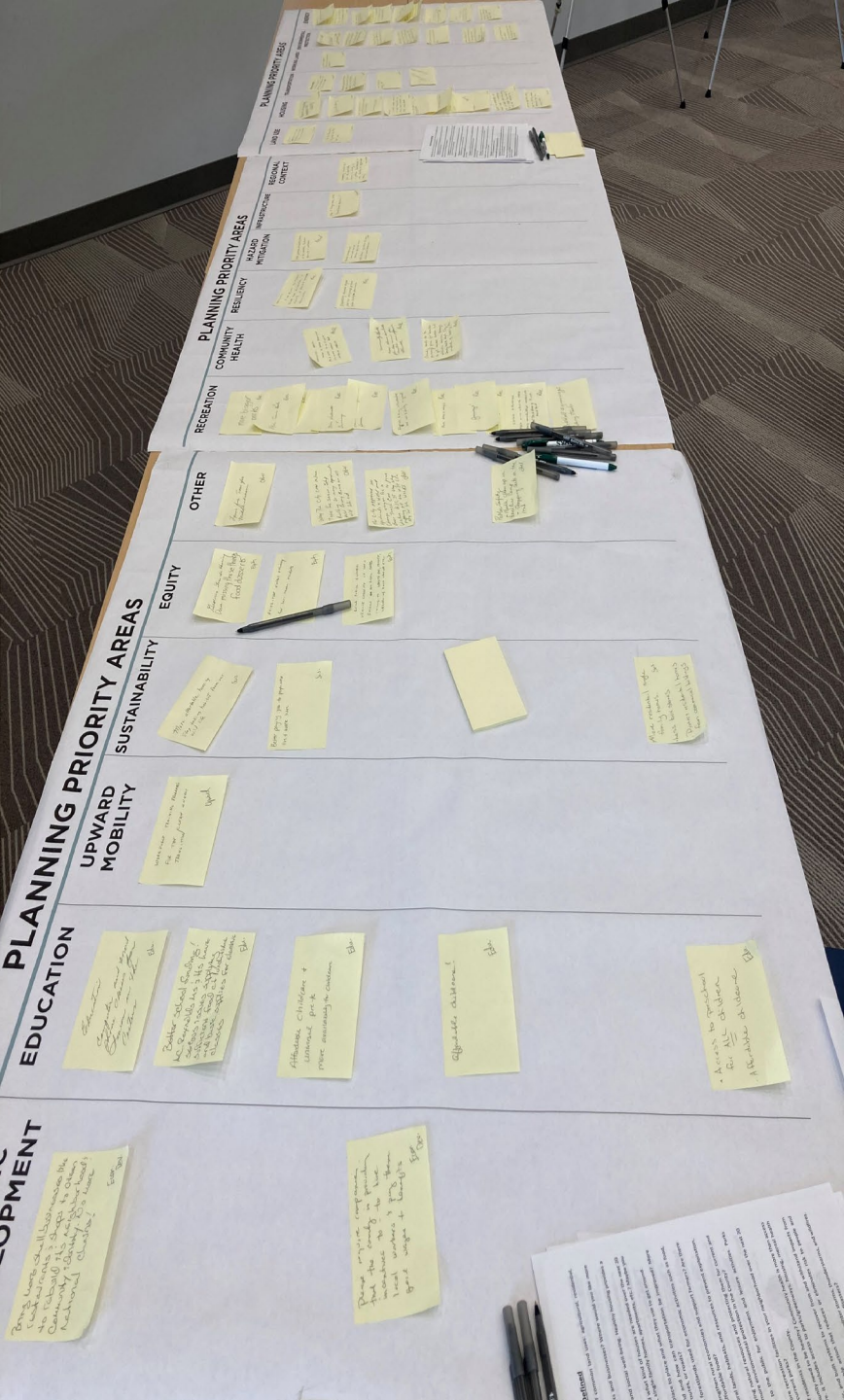


Phase 3

Input Opportunity Options

OPTIONS	OPTION 1 (STAFF RECOMMENDED)	OPTION 2	OPTION 3
Outreach type	• 1 all-day drop-in meeting • Intercepts (14 tentatively scheduled) • 2 Virtual Meetings • Text Option • Posters in public buildings	• All-day drop-in meeting • Fewer Intercepts • 2 Virtual Meetings • Text Option • Posters in public buildings • 5 additional meetings	• All-day drop-in meeting • Fewer Intercepts • 2 Virtual Meetings • Text Option • Posters in public buildings • 10 additional meetings
Led by	County staff	County staff	County staff and consultants
Timeline	Mid-June through beginning of September	Adds 1 month to phase	Adds 2 months to phase
Budget	No Change	May increase	Will increase





COMMISSIONER INPUT/QUESTIONS





Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/19/2022

Presentations

Department:

County Manager and Budget

Presenter(s):

Avril Pinder, County Manager

John Hudson, Budget

Contact(s):

John Hudson, Budget

Subject:

County Manager's FY23 Recommended Budget

Brief Summary:

The County Manager will provide a presentation on the FY23 Recommended budget.

Recommended Motion & Requested Action:

Hear the presentation on the FY23 Recommended Budget.

County Manager's Comments & Recommendation:

No action needed

2023

RECOMMENDED ANNUAL BUDGET IN BRIEF



BUNCOMBE COUNTY
NORTH CAROLINA

FOR THE FISCAL YEAR ENDING JUNE 30, 2023

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Employee & Family Art Contest

Calling all artists: Design our next budget report cover!

This year, the budget office hosted an Art Contest to design the cover of this year's annual budget document. We wanted to highlight Buncombe County's 230th anniversary. Buncombe County employees and their family members were invited to submit an artistic representation of the following prompt:

Buncombe County is a caring community in harmony with its environment where residents succeed, thrive, and realize their potential. This community is turning 230 years old in 2022. What does Buncombe County at 230 mean to you?

Submissions have been displayed in a gallery at Buncombe County's Administrative building during the months of May and June. All artist submissions will have their artwork featured on the cover or throughout the FY2023 Annual Budget Report.

Finalists were invited to attend the Board of Commissioners meeting on May 19, 2022, where they were recognized, and the County Manager recommended the FY23 budget.

The winner of the art contest, Joyce Kanavel, from our Elections department, submitted an acrylic pour painting, utilizing the colors found in the county seal. This painting is the cover of the budget-in-brief document.



Buncombe County, North Carolina

Recommended Budget Fiscal Year 2022-2023



Board of Commissioners

Brownie Newman, Chair
Amanda Edwards, Vice-Chair
Al Whitesides
Jasmine Beach-Ferrara
Parker Sloan
Robert Pressley
Terri Wells

County Manager

Avril M. Pinder, CPA, ICMA-CM

Prepared By:

Buncombe County Budget Office
Jennifer Barnette, Budget Director
John Hudson, Interim Budget Director
Erin Dickmeyer, Budget Analyst
Heather Holsey, Budget Analyst
Sam Riddle, Budget Analyst

BUNCOMBE COUNTY GOVERNMENT

OUR MISSION

We promote a healthy, safe, well-educated, and thriving community with a sustainable quality of life. We provide effective and efficient government our citizens can trust. We deliver needed service through a responsive workforce committed to excellence, integrity, and teamwork.

OUR VISION

Buncombe County is a caring community in harmony with its environment where citizens succeed, thrive, and realize their potential.

OUR VALUES

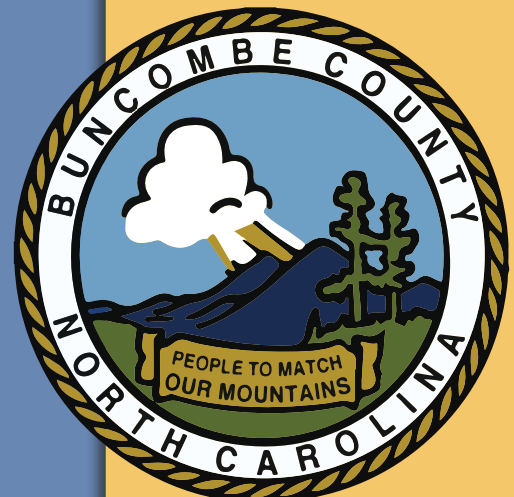
Respect

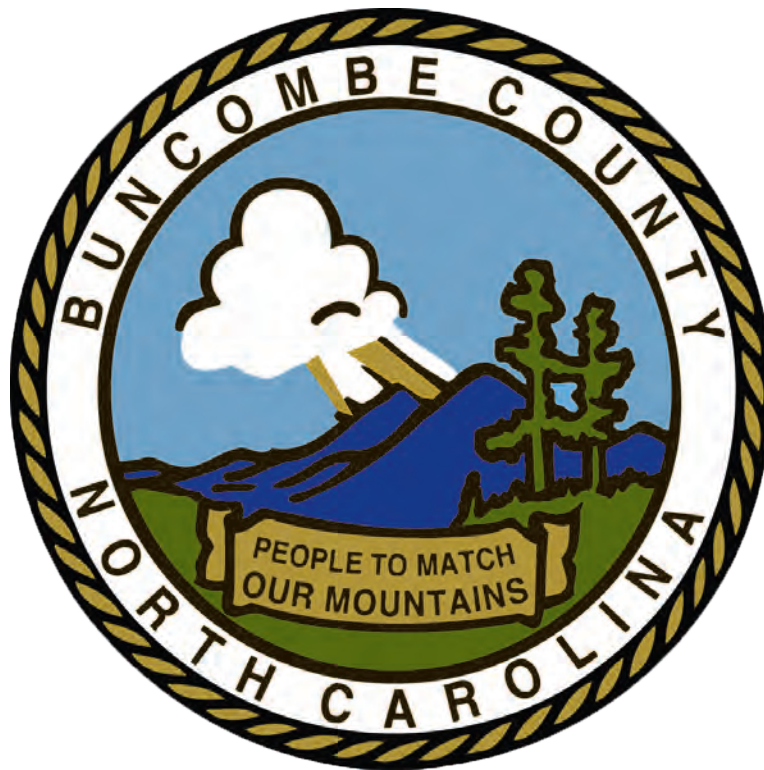
Integrity

Collaboration

Honesty

Equity

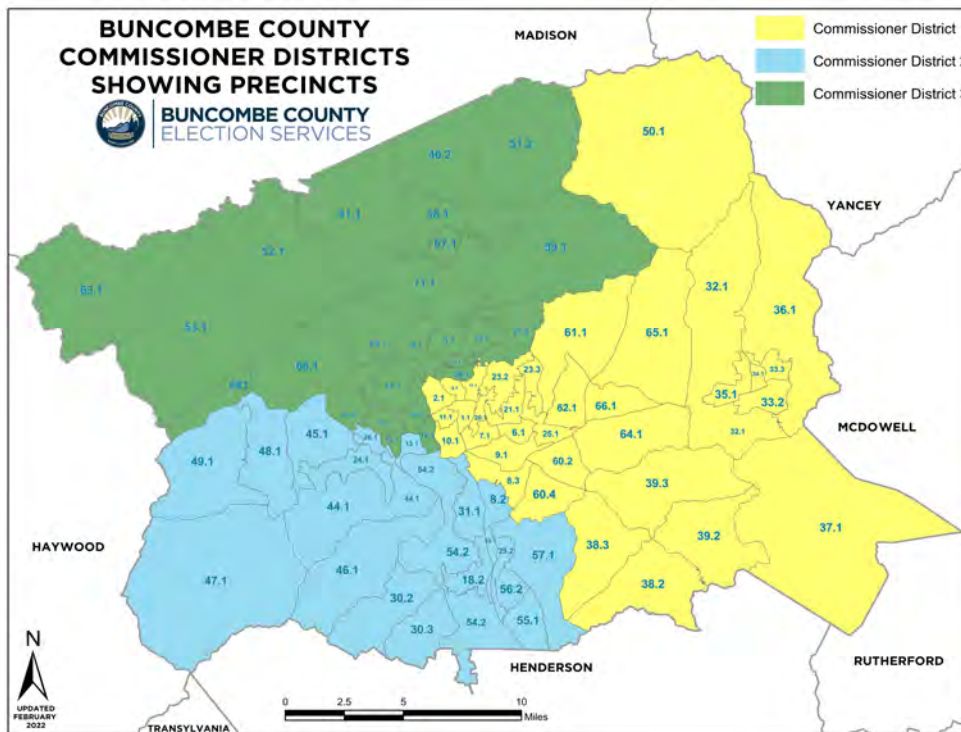




The Buncombe County Seal

Buncombe County's Seal was designed and drawn in 1927 by the late Roy Fox, with help from his classmates. He was a sixth grade student at Woodfin School who entered a contest hoping that his design would become the Official County Seal. County officials selected his design, which featured mountains, trees and billowy clouds as most reflective of Buncombe County's beauty. The original motto, "Men to Match Our Mountains," came from a poem titled "The Country's Call." "Men" was later changed to "People" to acknowledge the contributions of all of Buncombe County's citizens.

Buncombe County North Carolina



<i>Population</i>	261,191
<i>Area</i>	656 square miles
<i>Date Established</i>	January 14, 1792
<i>County Seat</i>	Asheville

A Brief History of Buncombe County

Katherine Calhoun Cutshall, August 2021

A Time before “Buncombe”

Archaeologists believe that for thousands of years various Indigenous peoples and cultures have made their homes in western North Carolina. The earliest evidence of permanent human settlement in the region dates to approximately 8000 BCE.¹ The geographic region that is now Buncombe County was home to many indigenous towns including a settlement at the confluence of the French Broad and Swannanoa Rivers on the contemporary Biltmore Estate.²

Western North Carolina (WNC) was occupied primarily by the Cherokee People but was also home to other indigenous cultures like the Catawba People. The traditional territory of the Cherokee covered more than 100,000 square miles of what is today western North Carolina, eastern Tennessee, northern Georgia, and Upstate South Carolina. In the early 18th century, the estimated population of the Cherokee People was 36,000. By 1770, however, only about 7,000 Cherokees remained. A series of smallpox outbreaks not only caused massive population decline but also forced the relocation and consolidation of Cherokee towns throughout the southern mountains.³

Early European Settlement

Following the Seven Years’ War, England’s King George III issued the *Proclamation of 1763*. The royal order created a boundary line roughly following the Blue Ridge Mountains between the lands of the Cherokee and those claimed by invading white settlers. As tensions between the English crown and American colonists increased before the Revolutionary War, settlers began ignoring the treaty line and illegally moving west. By spring of 1776, many Cherokees were discussing taking up arms against the intruders.

White traders learned of the plans and warned surrounding settlements, and both Cherokees and white settlers began preparing for war. Griffith Rutherford, leader of the Sailsbury district militia, mustered a group of 2,500 volunteer soldiers to lead a military campaign against the Cherokee in WNC. Rutherford’s troops destroyed Cherokee settlements across the region, (including the village near present-day Asheville along the Swannanoa River), and imprisoned or enslaved the survivors. After the Rutherford massacre, there were virtually no indigenous inhabitants left in the current Buncombe County region.⁴

¹ “Warren Wilson (Buncombe County)” Ancient North Carolinians, (Accessed 8/10/2021) <https://ancientnc.web.unc.edu/indian-heritage/by-region/appalachian/warren-wilson/>.

² Tennett, Gail, *The Indian Path in Buncombe County*, NP abt. 1950, (Accessed 8/10/2021). http://toto.lib.unca.edu/booklets/indian_path_buncombe/default_indian_path.htm.

³ Anderson, William L. and Ruth Y. Wetmore, “Cherokee, Part III: Disease, destruction, and the loss of Cherokee Land” NCPedia, 2006. <https://www.ncpedia.org/cherokee/disease>. (Accessed 8/10/2021).

⁴ Norris, David A., “Rutherford’s Campaign” NCPedia, 2006. (Accessed 8/10/2021) <https://www.ncpedia.org/rutherfords-campaign>.

Formation of Buncombe County and First Local Government

According to oral tradition, Samuel Davidson was the first white person to live permanently in what is now Buncombe County when he built a homestead on Bee Tree Creek in 1781.⁵ Over the next decade, as the populations of the westernmost sections of the extant Burke and Rutherford counties continued to attract Scots-Irish, German, and Dutch settlers, citizens petitioned the state legislature to form a new county. The measure passed in 1791, and a small group of wealthy landowners formed Buncombe County's first local government in 1792. Originally named Union County, the petitioners eventually settled on Buncombe to honor Colonel Edward Buncombe, a Caribbean-born plantation owner and Revolutionary War veteran.⁶

At the time of its creation, the jurisdiction of Buncombe County encompassed most of the western part of the state. It was so large that it was often called the "State of Buncombe." The county seat, originally called Morristown, was renamed Asheville in 1793 to honor Governor Samuel Ashe.⁷

Buncombe County's Developing Economy

Throughout the first part of the 19th century, Asheville was a small town with few homes and buildings. The dangerous conditions of the roads made travel nearly impossible for merchants. As a result, Buncombe County's primary industry was subsistence agriculture. Most families owned a small amount of land and could not afford to take advantage of enslaved labor. However, many wealthy farmers in the region maintained small plantations and exploited enslaved people to produce cash crops like corn, wheat, and flax. It was also common for enslaved people in WNC to perform skilled labor, such as blacksmithing, tanning, and other home-based industries.⁸

In the years before the Civil War, residents and politicians from Buncombe County lobbied for infrastructure improvements, hoping that easing the difficulty of transportation would boost the western economy. By 1828, work was complete on the County's first turnpike road. Following the course of the French Broad River, the route passed through the center of Asheville connecting Greeneville, Tennessee to Greenville, South Carolina.⁹ At the same time, other roads leading to Asheville from eastern North Carolina were built and improved. One frequently journeyed route sent travelers through the Hickory Nut Gap passing by Sherill's Inn, a well-known stop for travelers.¹⁰

The turnpike was a major catalyst for the continued economic growth in Buncombe County and surrounding regions. Though the turnpike roads were far from perfect, they allowed for relatively safe and hassle-free travel. Due to these new roads, the population of enslaved people rose dramatically as commercial agriculture became more profitable and Buncombe residents began

⁵ Sondley, F.A., "Samuel Davidson" NP, 1913. Copy held in Buncombe County Special Collections.

⁶ Mazzocchi, Jay. "Buncombe County," NCPedia, 2006. <https://www.ncpedia.org/geography/buncombe> (Accessed 8/11/2021).

⁷ Gregory, Lisa, "Asheville," NCPedia 2010, (Accessed 8/11/2021) <https://www.ncpedia.org/geography/asheville>.

⁸ Inscoc, John C, *Mountain Masters: Slavery and Sectionalism in Western North Carolina* (Knoxville: University of Tennessee Press, 1989), 70-74.

⁹ Hill, Michael. "Buncombe Turnpike" NCPedia, 2006. <https://www.ncpedia.org/buncombe-turnpike> (Accessed 8/11/2021).

¹⁰ "Hickory Nut Gap Forest," Southern Appalachians Highland Conservancy, (Accessed 8/11/2021) <https://appalachian.org/hickory-nut-gap-forest/>.

catering to travelers. Wealthy slave-owning families shifted from primarily farming to hosting affluent tourists in hotels and boarding livestock drovers at roadside inns known as stock stands.¹¹

As transportation improved throughout the 19th century, Asheville became a popular destination for merchants from the Appalachian foothills as well as leisure travelers from the lower South seeking refuge from mosquito-borne diseases and intense summer heat, laying the groundwork for an increasingly robust tourism-based economy later in the century.¹²

The Civil War and Reconstruction

By the 1850s, a civil war was on the horizon. White men in Buncombe County began taking up arms to defend the practice of slavery as early as 1859. In response to John Brown's raid on Harpers Ferry, William W. McDowell, a wealthy slave owner, organized the Buncombe Rifles, a militia group of 100 or more men who began preparing for war more than a year before Southern states began exiting the Union.¹³ Although some narratives offer the idea that the practice and support of slavery and disunion was rare in the Southern Highlands, Buncombe County proved to be pro-secession.¹⁴

WNC remained relatively peaceful during the war, but Asheville faced the conflict head-on, as it reached the bitter end. The Battle of Asheville was a five-hour skirmish on the northern edge of the city. Bad weather and misinformation saw the battle end without consequence. Peace was short-lived, however. Two weeks later, Union Cavalry led by General George Stoneman rode through Asheville. Stoneman's troops sacked towns and emancipated enslaved people across WNC in what became known as Stoneman's Raid.¹⁵

After the war, Asheville was home to a local office of the Bureau of Refugees, Freedmen, and Abandoned Lands, commonly called the Freedmen's Bureau. Despite the efforts of the Bureau, the violent oppression of Black people did not end with emancipation.¹⁶ Racialized violence and the "White Supremacy Campaign" touted by southern conservatives continued to promote harmful policies and practices known as Jim Crow Laws.¹⁷ Between 1880 and 1900, three Black men were lynched at the hands of white Buncombe County residents.¹⁸

¹¹ Cutshall, Katherine Calhoun, "In the Grip of Slavery: The Rise of a Slave Society Surrounding the Establishment of Stock Stand along the Buncombe Turnpike 1790-1855" Unpublished thesis, UNC Asheville Department of History, 2015, <https://libres.uncg.edu/ir/unca/listing.aspx?id=19894>.

¹² Starnes, Richard, *Creating the Land of the Sky: Tourism and Society in Western North Carolina*. (Tuscaloosa: University of Alabama Press) 2005, 4.

¹³ Inscoc, John C. and Gordon McKinney, *The Heart of Confederate Appalachia: Western North Carolina in the Civil War*, (Chapel Hill: University of North Carolina Press, 2000) 36.

¹⁴ Inscoc and McKinney, *The Heart of Confederate Appalachia*, 49-55.

¹⁵ Inscoc and McKinney, *The Heart of Confederate Appalachia*, 253-257.

¹⁶ Nash, Steven E. *Reconstruction's Ragged Edge: The Politics of Postwar Life in the Southern Mountains*, (Chapel Hill: University of North Carolina Press, 2016) 89-118.

¹⁷ McKinney, Gordon, *Zebulon Vance: North Carolina's Civil War Governor and Gilded Age Political Leader*. (Chapel Hill: University of North Carolina Press, 2004). 325-365.

¹⁸ Elliston, Jon, "WNC's Lynchings: New study sheds light on a once-pervasive Southern atrocity" Carolina Public Press, Feb 18, 2015, (Accessed 8/11/2021) <https://carolinapublicpress.org/21898/wncs-lynchings-new-study-sheds-light-on-a-once-pervasive-southern-atrocity/>.

The Gilded and Industrial Age

After the Civil War, the people of WNC continued advocating for infrastructure improvements, especially the completion of the Western North Carolina Railroad, a project halted during the war. Governor Zebulon Vance, a Buncombe County native, successfully pushed the legislature to fund the railroad project.¹⁹

More than 3,000 incarcerated laborers primarily constructed the railroad. The majority of these laborers were young Black men convicted of petty crimes. Convicts provided the state with free labor, while the health and safety of the workers was ignored. An unknown number of laborers perished while building the railroad.²⁰ In 1879, workers finished the Swannanoa Tunnel, one of the most important pieces of the project.

The completion of a railroad into Asheville resulted in a major boon to the local economy. Only 10 years later, Asheville was among the most popular health tourism destinations in the United States.²¹

As a result of the area's reputation as a health resort, Buncombe County became a popular destination for Gilded Age millionaires like George W. Vanderbilt. Vanderbilt enjoyed the area so much that he purchased approximately 125,000 acres in southwest Buncombe County to build his estate, a massive French-style Chateau he called Biltmore. The completion of Biltmore drew additional attention to Buncombe County and the surrounding area. Between 1880 and 1900, the population of Buncombe County more than doubled.²²

The booming tourism-based economy carried Asheville into the 20th century; however, the region was not completely dependent on the service industry. Between 1900 and 1930, the economy of Buncombe County continued to diversify with the arrival of large-scale textile manufacturing firms such as the American Enka and Beacon Blankets mills. Across the County, rural farmers thrived on crops of burley tobacco.²³

The Post-war Era

As post-war euphoria subsided across the United States, Buncombe County's economy faced a period of relative stagnation throughout most of the latter half of the 20th century. The service and manufacturing industries continued to be the region's primary source of jobs and revenue. However, manufacturing was on the decline across the country, Buncombe County not excepted. Two of the region's largest employers, American Enka and Beacon Blankets, began to shrink eventually ceasing operations altogether in 1985 and 2002, respectively. As manufacturing jobs became increasingly scarce, Buncombe County once again turned to the hospitality sector to create economic stability.²⁴ In 1983, the North Carolina legislature created Buncombe County's Tourism Development

¹⁹ McKinney, *Zebulon Vance*, 325-365.

²⁰ "History", RAIL Project, (Accessed 8/11/2021) <https://therailproject.org/history/>.

²¹ Starnes, Richard. *Creating the Land of the Sky*. 9-12.

²² Asheville, North Carolina, Buncombe County Special Collections, Vertical File Reference Collection, US Census Population Data for Buncombe County.

²³ Starnes, *Creating the Land of the Sky*, 9.

²⁴ Chase, Nan, *Asheville: A History*, (Jefferson, NC: McFarland & Company, 2007) 161-207.

Authority to oversee the collection and investment of occupancy taxes paid by tourists who used overnight lodgings in the region.²⁵

Buncombe County Today

Since the 1980s, Buncombe County has continued to attract visitors. More than 10 million people make their way to Buncombe County each year, and tourism remains one of the primary drivers of economic growth. In the 2020 fiscal year, the Buncombe County Tourism Development Authority attributed more than \$392 million to tourism-related tax revenue.²⁶ Other industries also continue to make an impact, including agriculture. Buncombe County is home to at least 21 working family farms that have been in business for more than 100 years.²⁷ As of the 2020 census, Buncombe County is home to more than 260,000 residents and continues to grow.²⁸

Buncombe County strives to promote a healthy, safe, well-educated, and thriving community with a sustainable quality of life, and provide effective and efficient government our citizens can trust. Buncombe County delivers needed service through a responsive workforce committed to excellence, integrity, and teamwork.²⁹

²⁵ “About the Buncombe County TDA,” Buncombe County TDA, (Accessed 8/15/21) <https://www.ashevillecvb.com/bctda/>.

²⁶ “Buncombe County TDA Annual Report FY2019-2020,” Buncombe County TDA, (Accessed 8/20/21), https://www.ashevillecvb.com/wp-content/uploads/2020-BCTDA-Annual-Report_FINAL.pdf.

²⁷ “Century Farm Family,” North Carolina Department of Agriculture and Consumer Services, (Accessed 8/15/21), <https://www.ncagr.gov/paffairs/century/index.htm>.

²⁸ Asheville, North Carolina, Buncombe County Special Collections, Vertical File Reference Collection, US Census Population Data for Buncombe County.

²⁹ Buncombe County Government, “Buncombe County Strategic Plan, 2025” (Accessed 8/30/21), <https://www.buncombecounty.org/governing/commissioners/strategic-plan/default.aspx>.

Board of Commissioners

DISTRICT 1

DISTRICT 2

DISTRICT 3

CHAIR



Brownie Newman



Al Whitesides



Amanda Edwards, Vice-Chair



Parker Sloan



Terri Wells



Jasmine Beach-Ferarra



Robert Pressley

County Officials

Quentin Miller
Drew Reisinger
Avril M. Pinder, CPA, ICMA-CM
Dakisha Wesley
Sybil Tate
Lamar Joyner
Jennifer Barnette
John Hudson
Don Warn

Sheriff
Register of Deeds
County Manager
Assistant County Manager
Assistant County Manager
Clerk to the Board
Budget Director
Budget Director
Finance Director



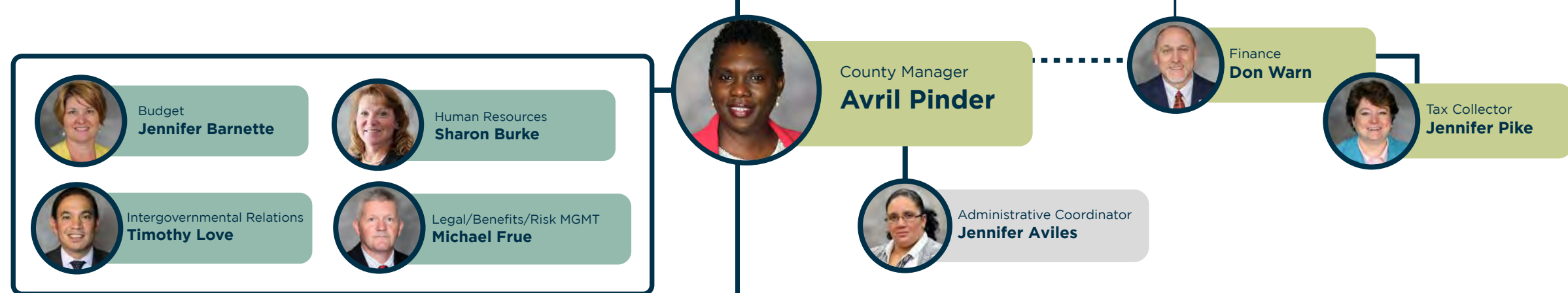
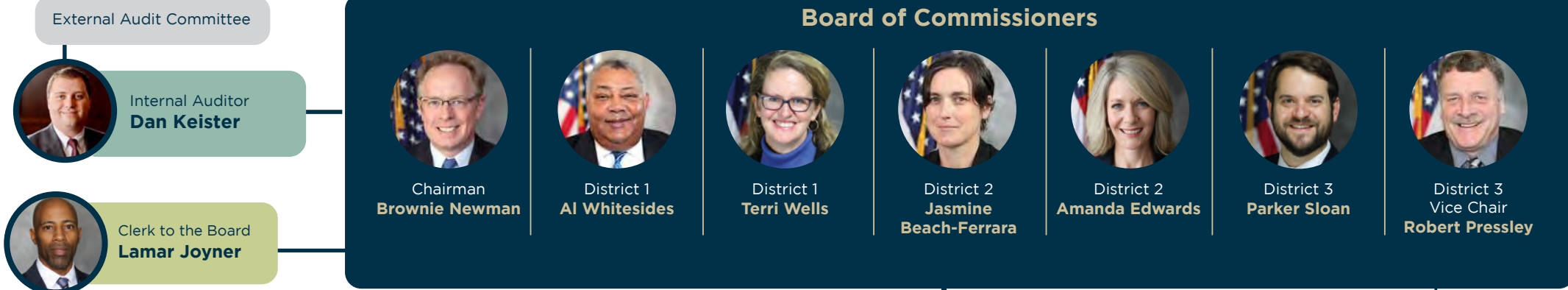
Organizational Chart

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ELECTED APPOINTED SEPARATE BOARD DEPARTMENT HEAD

Residents

Board of Commissioners





Buncombe County Government

Avril M. Pinder, CPA, ICMA-CM
County Manager

BUNCOMBE COUNTY 1792-2022



Second Place entry into the FY2023 Budget Cover Art Contest – Artist: Melissa Hudson, Leicester

May 19, 2022

Dear Buncombe County Commissioners,

I am pleased to present the Fiscal Year (FY) 2023 recommended annual budget for Buncombe County for your review and consideration. The budget was prepared in accordance with The North Carolina Local Government Budget and Fiscal Control Act.

Last year's budget focused on setting Buncombe County on the path to recovery from the COVID-19 pandemic while building toward equity that our community wants and requested. Progress has been made, and we continue to work toward these goals, as you will see in this year's recommended budget.

As Buncombe County recognizes its 230-year anniversary, the theme I want to focus on is stewardship. We are caretakers of something created long ago and tasked with maintaining and enhancing the alluring aesthetic, quality of life, and other elements that draw people here and give them a sense of place.

With that in mind, we find ourselves circling back to focus on the foundation of our organization. A structure can only be as tall as the foundation is strong enough to build upon. You have already begun the work of fortifying the foundation of our organization and stewardship of our community with the Strategic Plan – Buncombe 2025.

We continue to add to the strength of the foundation by undertaking the work of the Comprehensive Plan 2043, a plan that identifies long-term community vision, helping define our needs around land-use, infrastructure, and other key community needs over the next 20 years. Led by the County’s Planning Department, a series of 17 public engagement meetings have taken place across the County with the goal of gathering information from our residents on their future vision of the County. During the next public input stages, we will refine this data so that we will be able to focus attention on the creation of goals, objectives, and policy development.

To continue to meet the goals of our Strategic Plan established in FY2020, as well as the upcoming initiatives that we will see from the Comprehensive Plan 2043, we need to invest in our workforce and the foundational aspects of the organization.

My goal, as ever, in developing the County’s budget is transparency and accountability. The recommended FY2023 budget provides the opportunity for Buncombe County to continue to deliver a high level of service by focusing on the foundation, all while maintaining fiscal responsibility with taxpayer dollars.

I invite you to review this document and see how the County is intentionally working on vital issues such as affordable housing, early childhood education, conservation, and other priorities aimed at enhancing Buncombe County’s quality of life for everyone.

FY2023 Budget Summary

One aspect of focusing on the foundation means increasing staffing levels to ensure adequate coverage and lessen the burden on current staff. I am also recommending converting long-term temporary and grant-funded staffing, which are time-limited in nature, into permanent positions. This budget recommends 63 new positions across 23 departments in FY2023.

The new positions I am recommending are:



General Government Function:

- Communications and Public Engagement
 - A **Website Administrator**, which would be a conversion of a temporary position to a regular position. This position will assist in managing the County's online content including compliance with ADA legal standards.
 - Two **Information and Communication Specialists**, one of which will be bilingual, to better engage and communicate with our community, aligning with feedback from our community survey.
- County Manager's Office
 - An **Administrative Coordinator** to support Economic Development and Intergovernmental affairs as these areas continue to broaden in scope and workload.
 - Two **Equity and Inclusion Specialists** to provide consultation, facilitation, and training to all County departments on integrating equity and human rights in policies, processes, and work environments, as well as working with the community and our local government partners.
- Elections
 - A **Training Program Coordinator** to deliver critical training to poll workers.
 - A **Recruitment Program Coordinator** to recruit poll workers and ensure underserved communities are reached as necessary.
- Finance
 - A **Procurement Specialist** to increase their capacity to manage the procurement of goods and services while ensuring compliance with contracts.
- General Services
 - A **Project Manager** to manage the growing number of capital projects due to addressing deferred maintenance as outlined in the Comprehensive Facility Assessment, and project management of AB Tech and Asheville City Schools' capital projects.
- Human Resources
 - An **Employee Engagement Lead** to foster engagement with employees and increase retention.
 - A **Human Resources Technician** to support day-to-day operations of the department as our County personnel continues to grow.
 - A **Human Resources Information Systems Analyst** to work closely with the Information Technology to improve system efficiencies, particularly within our Enterprise Resource Planning software.
 - A **Recruiter** to assist the department in better sourcing of applicants and help speed up the recruitment and onboarding process.
- Information Technology (IT)
 - Two **Radio System Analysts** to ensure compliance with public safety State and federal regulations with respect to inspections and maintenance of tower sites and radio equipment.



- Legal and Risk
 - A **Senior Attorney** to help manage the legal issues that grow with the size of the County.
- Strategic Partnerships
 - A **Grants Administrator** to assist with monitoring the recipients of Strategic Partnership, Isaac Coleman, and Tipping Point Grants for compliance.
 - A **Grants Manager** to serve as an organization-wide resource to help the County maintain compliance as a recipient of State, Federal, local, and non-profit grants.
- Sustainability
 - A **Project Manager** to manage the increase in volume and work toward our Environmental and Energy Stewardship goals, including the increasing volume of solar and alternative energy projects.
- Tax Assessment
 - A **Commercial Property Appraiser** due to increases in property transactions.

Human Services Function:

- Health and Human Services
 - An **Adult Protective Services (APS) Evaluator** to assist in responding to the large number of APS reports in the County.
 - An **Adult and Aging Services Coordinator** to coordinate services that will help achieve the County's strategic goal of helping older residents' ability to age in place as well as working with the homeless population.
 - An **Administrative Support Associate** focused on assisting the department with Human Resources-related needs.
 - An **Income Maintenance Caseworker** to focus on eligibility determinations for housing and rental assistance programs.
 - An **Environmental Health Specialist** to manage the increasing demand for well and septic permitting and repair.
 - A **Quality Assurance Manager** to lead the Public Health accreditation process as well as develop quality assurance and practice standards compliance for the division.

Public Safety Function:

- 911 Operations
 - Four **Telecommunicators** devoted to answering calls to lessen the occurrence of call-takers also providing dispatch services.
 - A **Quality Assurance Specialist** to review calls and ensure mandated compliance with State and Federal regulations.
- Emergency Services
 - Five **Paramedics** to staff an additional ambulance as well as peak-time units.



- Three **Community Paramedics**, which are conversions from grant-funded positions to regular positions. These positions focus on reducing overdose deaths.
- An **Emergency Management Specialist** to focus on disaster planning and exercises.
- An **Emergency Medical Services Quality Assurance Officer** to monitor system performance, oversee quality improvement initiatives, and develop and deliver training to improve patient care and system response.
- An **Assistant Fire Marshal** due to increased volume of required fire inspections and response.
- Identification Bureau
 - An **Identification Technician** to respond to new laws regarding processing of expungements and fingerprinting of law enforcement, as well as increased volume of permits.
- Justice Resource Support
 - Two **Program Coordinators**, which are conversion from grant-funded positions to regular positions. These positions support the Veterans and Adult Treatment Courts.
- Sheriff's Office
 - A **Detective** to assist with real time intelligence operations.
 - A **Deputy**, which is a conversion from a grant-funded position to a regular position. This deputy position is assigned to the Family Justice Center.
 - A **Forensic Services Technician** to assist the Crime Scene Investigations Unit in ensuring that crime scenes are processed in accordance with best practices.

Economic and Physical Development Function:

- Agriculture and Land Resources
 - A **Soil Conservationist** to provide technical assistance to landowners as well as respond to water quality and disaster issues.
- Permits and Inspections
 - A **Code Enforcement Officer** due to increased permit volume, allowing manageable daily caseloads for Code Enforcement staff.
- Planning
 - A **Stormwater Technician** to ensure compliance with stormwater and watershed mandates.
 - Three **Planners** as the scope of planning increases with the development and implementation of the Comprehensive Plan. The Planners will each have an area of focus, which will be Transportation, Long-Range Planning, and Development Services.



Cultural and Recreational Function:

- Library
 - A **Branch Manager** position for the North Asheville Library to create a more functional administrative support structure.
 - A **Library Specialist** at Pack Memorial Library to achieve essential operating conditions allowing for program planning, community outreach, and administrative functions.
 - A part-time **Cataloger** at Pack Memorial Library to provide support in the technical services department.
- Recreation Services
 - A **Park Ranger** to provide coverage at our larger parks to engage with park visitors and regularly inspect grounds and equipment for hazardous conditions.
 - A **Program Assistant**, which is a conversion of a temporary position to a permanent position.

Enterprise Function:

- Solid Waste
 - An **Environmental Enforcement Specialist** to assist in enforcing policies and ordinances.
 - A **Heavy Equipment Operator** due to the increasing volume of incoming waste at the landfill.
 - A **Maintenance Technician** to assist with keeping the landfill facility clean and avoid citations.

Expenditures

The recommended budget provides \$574,908,675 in total expenditures across all operating funds, with a General Fund total of \$399,212,222. The proposed tax rate to support the FY2023 budget remains at 48.8 cents per \$100 of assessed valuation.

The value of a penny on the tax rate is \$4,918,017.

The FY2023 recommended budget amounts for annual funds are as follows:

- General Fund budget of **\$399,212,222**
- Occupancy Tax Special Revenue Fund budget of \$46,000,000
- 911 Special Revenue Fund budget of \$1,288,426
- Register of Deeds Automation (ROD) Special Revenue Fund budget of \$148,646
- Register of Deeds Trust Fund budget of \$400,000
- Special Taxing Districts Fund budget of \$64,064,144
- Transportation Special Revenue Fund budget of \$4,817,803
- Woodfin PDF (Project Development Financing) Special Revenue Fund budget of \$813,450



- School Fines and Forfeitures Fund budget of \$2,000,000
- Tax Reappraisal Reserve Fund budget of \$531,913
- Sheriff Forfeitures Fund budget of \$230,000
- Solid Waste Enterprise Fund budget of \$13,280,413
- Inmate Commissary and Welfare Fund budget of \$445,965
- Representative Payee Fund budget of \$600,000
- Insurance and Benefits Fund budget of \$41,075,693

Revenues

General Fund Revenues, excluding appropriated fund balance, total **\$382,358,990**, an overall increase of 6% from the FY2022 amended budget.

Ad Valorem Taxes – Property taxes for FY2023 are budgeted at **\$239,659,247**, an increase of \$6,362,585 (3%) over the FY2022 amended budget. Last year’s collection rate was budgeted at a rate of 99.5% but our Tax Collection Department’s efforts yielded a higher rate of collections of 99.65%. The budgeted rate for FY2023 is 99.65%.

Sales Taxes – Sales Tax collection in FY2022 significantly exceeded our projections and we are adjusting our budget for FY2023 accordingly. Sales taxes are budgeted at **\$47,769,047**, an increase of \$11,158,919 (30%) above FY2022 amended budget.

Fund Balance – This plan proposes using **\$16,853,232** of fund balance thereby preserving a 15% minimum fund balance by policy.

Moving Forward With Our Strategic Plan

Under the Board’s leadership, in July 2019 staff began to work on a countywide Strategic Plan known as Buncombe 2025.

The Strategic Plan’s four community focus areas and three foundational focus areas continue to guide our work over this five-year period. As we developed the recommended FY2023 budget, departments continued to align their work to advance the goals of the Strategic Plan by monitoring and updating department goals that support the focus areas of the Plan.



During our FY2023 budget planning retreat, you identified four priorities to focus on within the Strategic Plan. Those top four priorities were Affordable Housing, Climate & Environmental Solutions, Apprenticeships, and Early Childhood Education. Some of the FY2023 budgeted items that support these priorities are outlined below and detailed throughout this message:

Commissioner Driven FY2023 Budget Priorities

Affordable Housing • \$2.3M Annual Contribution • ARPA Funding is also being applied to this priority	Climate & Environmental Solutions • Dept. of Sustainability Budget - \$555k • Solar on Schools and Public Buildings - \$4M • Electric Vehicle Charging Infrastructure - \$120k • 33 Electric/Hybrid Vehicles - \$1.6M
Apprenticeships • Emergency Services Apprenticeship Program - \$150k	Early Childhood Education • Pre-K Support - \$3.8M • Preschool Outreach Program - \$191k • ARPA Funding is also being applied to this priority

The following highlights are initiatives and programs budgeted for FY2023 that support the Strategic Plan. This list is not exhaustive but demonstrates continued commitments the County is undertaking for FY2023.



Community Focus Areas

Educated and Capable Community – A County where all residents thrive and demonstrate resilience throughout their lives

Recommended FY2023 investment in our Educated and Capable Community workforce totals **\$577,254**, funding eight positions.

- Public School and Community College Funding – recommended budgets for our public schools and community college for FY2023:
 - Asheville City Schools - **\$15,283,953**, an 8.0% increase from FY2022 amended budget
 - Buncombe County Schools - **\$81,880,404**, an 11.9% increase from FY2022 amended budget
 - Asheville-Buncombe Technical Community College - **\$7,728,142**, a 6.22% increase from the FY2022 amended budget

The significant increases in the level of funding to the K-12 public schools begins to address the state requirement of a minimum \$15 an hour to non-certified staff and allows for reduction of pay compression among employees. Additionally, Buncombe County Schools required \$3 million to pay for staff for which they used Elementary and Secondary School Emergency Relief (ESSER) federal funding. Increases in utility costs and fuel are also budget drivers for the school systems.

- Early Childhood Grants - The purpose of the Early Childhood Education and Development Fund is to ensure that every child in Buncombe County has an equal opportunity to thrive during their first 2,000 days, including access to quality early childhood education. Grants are awarded in support of creating new classrooms, supporting capacity/quality, recruiting and retaining qualified teachers, and enhancing the effectiveness of the overall system of early care and education. A list of grantees can be found in Appendix A.

Recommended FY2023 investments in Early Childhood Grants total **\$3,820,349**, an increased investment of \$68,364 from FY2022.

- Preschool Outreach Program - The Library continues the Preschool Outreach Program. Community volunteers engage with childcare centers to provide high quality, early literacy programs using curriculum kits and story bag collections. Library staff will audit existing materials, as well as create new curriculum kits for classroom use, for relevancy and application to NC Curriculum standards through an equity lens. An additional Library Specialist is included in the recommended budget to continue to grow the Program.

Recommended FY2023 investment in Preschool Outreach Program services totals **\$191,000**.



- Continued Support of Internet Access Programs - The Library has seen increased demand for the laptop and hotspot-lending program and has requested increased funding for the program.

In addition to the laptop and hotspot-lending program, the Library continues to work to increase 24-hour exterior Wi-Fi signals at Library branches.

Recommended FY2023 investment in Internet Access Programs totals **\$73,116**.

- Replacement of Verified Ballot Transaction (VBT) Scanners – The Elections department is requesting funding for various supplies in preparation for the upcoming elections. Included in the request is funding for replacement of VBT Scanners which are used to ensure voters receive the correct ballot.

Recommended FY2023 investment in replacement of VBT scanners totals **\$14,500**.

- Arts and Culture Grants and Museum of Science – Based on direction from the Board to provide a dedicated funding source for our arts and culture partner organizations, funding is being included in the budget at .50 per capita¹ to administer an Arts and Culture Block Grant, as well as \$25,000 for the Asheville Museum of Science.

Recommended FY2023 investment in Arts and Culture Grants and Museum of Science totals **\$154,788**.

Environmental and Energy Stewardship – High quality air, water, farmland and renewable energy for future generations

Recommended FY2023 investment in our Environmental and Energy Stewardship workforce totals **\$408,059**, funding six positions.

- Continued Commitment to Conservation Easements - The County proactively works with landowners to place conservation easements on farmland and other environmentally sensitive tracts of land.

Recommended FY2023 investment in Conservation Easements totals **\$750,000**.

- Blue Horizons Project – This initiative supports weatherization and renewable energy for low and moderate-income residents in Buncombe County. It aims to reduce energy burden and increase access to renewable energy options in our community.

¹ US Census American Community Survey 2020 ACS 5-Year Estimates Data Profiles



Recommended FY2023 investment in Blue Horizons Project totals **\$175,000.**

- Battery Storage Pilot Program - The Sustainability Office will implement at least one energy storage pilot project at one of the County's solar installation sites. The project will lower utility demand charges and increase reliability and resilience while serving as a proof of concept for future energy storage opportunities at County facilities.

Recommended FY2023 investment in the Battery Storage Pilot Program totals **\$75,000.**

- Alternatively Fueled Vehicles – To further the County's efforts to reduce greenhouse gas emissions, the FY2023 recommended budget includes funding for vehicle replacements. Of the 41 vehicles to be purchased from the General Fund in FY2023, 33 of them are slated to be Electric or Hybrid vehicles pending availability.

Recommended FY2023 investment in Alternatively Fueled Vehicles totals **\$1,640,803.**

- Solid Waste Residential Service Evaluation – The Solid Waste Department will conduct a study to examine the best application of residential services for unincorporated Buncombe County. The study will evaluate the most efficient and effective strategy for managing residential waste in the County.

Recommended FY2023 investment Solid Waste Residential Service Evaluation totals **\$200,000.**

- Solar Panels on Schools and Public Buildings – The goal of this project is to reduce greenhouse gas emissions as well as to provide long-term utility cost savings for the County as well as its Education partners.

Recommended FY2023 investment in Solar Panels on Schools and Public Buildings totals **\$4,000,000.**

Resident Well-Being – Our residents are safe, healthy, and engaged in the community.

Recommended FY2023 investment in our Resident Well-Being workforce totals **\$2,172,847**, funding 33 positions.

- Emergency Services Assessment – The Emergency Services Assessment will help Emergency Medical Services (EMS) determine their strengths and weaknesses by analyzing data and measuring performance to enable improvement in the EMS systems. The Assessment will identify ideal placement of ambulances, identify retention and recruitment strategies, and best practices. This assessment will utilize updated census data to provide data-driven, evidence-based approaches to improve services to the communities that need them the most.



Recommended FY2023 investment in an Emergency Services Assessment totals **\$125,000**.

- Improving Emergency Medical Services – Continuing to work toward the highest quality-of-care and improved response times, we will increase the size of our ambulance fleet by two additional ambulances, replace four ambulances, and hire a Quality Assurance Officer and five paramedics. One of the new ambulances is required to take on transportation in the Skyland district and the additional staffing enables the County to add personnel for peak time response. The addition of an assistant fire marshal will assist in addressing workload volume to ensure compliance with fire safety in our communities' facilities.

Recommended FY2023 investment in Improving Emergency Medical Services totals **\$2,410,743**.

- Community Paramedicine – Emergency Services began a grant-funded Community Paramedicine pilot in FY2021. This team supplements traditional Emergency Medical Services (EMS) by responding to individuals experiencing substance use crises or actively overdosing to offer services and connect clients to peer support and treatment options. We are converting three Community Paramedicine positions from grant funding for Post-Overdose Response Team (PORT) activities.

Recommended FY2023 investment in Community Paramedicine totals **\$326,055**.

- Treatment Court Sustainability – The Veterans Treatment Court, Buncombe County Sobriety Court, and Adult Drug Treatment Court support high-risk/high-need individuals. The goals of these programs are to provide access to treatment as well as reduce recidivism. Two positions as well as specific operating expenditures are recommended to come into the County services portfolio, converting from grant funding.

Recommended FY2023 total investment in Treatment Courts is **\$482,670**.

- Community Recreation Grants - Provide funding to qualified organizations within Buncombe County interested in working with the Recreation Services Department through the promotion of recreational fitness, health and wellness initiatives, as well as community-based activities and capital improvements that increase recreational opportunities for the communities served. A list of grantees can be found in Appendix A.

Recommended FY2023 investment in Community Recreation Grants totals **\$100,000**.

- Recreation Assets – Included in General Services and Recreation Services requests repairs and equipment for over 17 of our existing parks. This funding will enhance safety, increase storage, as well as upgrade playground equipment.



Recommended FY2023 investment in Recreation Assets totals **\$564,146**.

- Rathbun House Lease – Health and Human Services has identified the Rathbun House as an ideal location for a family and trauma-informed space where foster children can comfortably and safely stay until placement is identified. The house includes visitation spaces in a home-like setting, clinical spaces, parenting education space, as well as rooms where child and family team meetings can be held.

Recommended FY2023 investment in Rathbun House Lease totals **\$78,000**.

Vibrant Economy – A robust and sustainable regional economy that builds on our homegrown industries and talent and provides economic mobility for residents.

Recommended FY2023 investment in our Vibrant Economy workforce totals **\$110,604**, funding two positions.

- Affordable Housing Near Transportation and Jobs - Evaluate existing and potential programs and incentives that encourage affordable housing development along transportation corridors and in areas where adequate public infrastructure exists. Continue a vigorous, citizen-engaged, and policy-focused comprehensive planning process. Guidance, goals, policies, and objectives associated with Board-adopted affordable housing goals will be refined through the comprehensive planning process. Initiate an Affordable Housing Feasibility Study for County-owned and identified properties. A list of this year's identified projects can be found in Appendix A.

Recommended FY2023 investment for new Affordable Housing projects includes **\$2,311,845** transferred to the Special Projects Fund.

- Economic Development Investment Program - Buncombe County's Economic Development Investment program seeks to broaden, diversify, and expand the development of businesses and industries in Buncombe County. The program specifically seeks to promote job growth, wages that exceed County median wages, and increase the property tax base.

Proposed FY2023 investments for companies who are eligible for grants this year are:

- BorgWarner Turbo Systems, LLC **\$80,000**
- General Electric Aviation **\$268,000**
- Ingles Markets, Inc. **\$170,000**
- New Belgium Brewing Company, Inc. **\$650,000**
- Pratt & Whitney **\$2,700,000**



Foundational Focus Areas

Equity – Systems, policies, and practices that support equity for all people and an organizational culture that embraces diversity and inclusion.

Recommended FY2023 investment in our Equity workforce totals **\$106,678**, funding two positions.

- Diversity, Equity, and Inclusion - The efforts of the Diversity and Inclusion Workgroup have yielded a thoughtful Racial Equity Action Plan. In FY2022, the County Manager's Office established the Diversity, Equity, and Inclusion (DEI) division and hired the County's first Equity and Human Rights Officer.

Recommended FY2023 investment in the DEI division totals **\$366,286**.

- Reparations – In FY2021 the County adopted Resolution No. 20-08-08 supporting community reparations for black people in Buncombe County. The City of Asheville also passed a reparations resolution and a partnership was formed which created the Community Reparations Committee. As the Committee works to develop actionable goals toward repairing the damage caused by public and private systemic racism this budget recommends an allocation toward that end.

Recommended FY2023 investment in Reparations totals **\$2,000,000**.

- Increased Investments in Community Engagement Market Contracts – Community Engagement works diligently with our community partners to address poverty, homelessness, and social determinants of health as well as connect Buncombe County residents with resources and healthy food.

Recommended FY2023 investment to Community Engagement Market Contracts totals **\$278,155**.

- Isaac Coleman Grants - Named for local social justice champion Isaac Coleman, the Isaac Coleman Economic Community Investment Grant program calls for targeted investments in our communities that are working toward eliminating racial disparities and to champion equitable opportunity. Grants through this program are recommended for a three-year period with annual renewal subject to project performance and budget availability. FY2023 will be year three of the three-year grant cycle. A list of grantees can be found in Appendix A.

Recommended FY2023 investment in Isaac Coleman Grants totals **\$500,000**.

- Tipping Point Grants - These are small grants for nonprofits to amplify community efforts. The intention of the program is to not only provide a financial infusion but bolster existing



community connections and communication platforms. Actions will stack positive factors while offloading negative factors, thus reaching a *tipping point* toward greater community resiliency. A list of grantees can be found in Appendix A.

Recommended FY2023 investment in Tipping Point Grants totals **\$100,000**.

Operational Excellence – Proactively managing an infrastructure that contributes to best-in-class performance.

Recommended FY2023 investment in our Operational Excellence workforce totals **\$984,832**, funding 11 positions.

- Fleet replacement – Continued funding for our vehicle replacement plan. Using our criteria-based system to assess the useful life of a vehicle, I am recommending the replacement of 23 Sheriff's vehicles, additional trucks for various departments, and two electric vans in FY2023.

Recommended FY2023 investment in Fleet Replacement is **\$3,627,521** (this includes the amount discussed for alternatively fueled vehicles)

- Comprehensive Facilities Plan – We contracted in FY2021 for a comprehensive study of our County facilities in order to plan for and reduce maintenance costs, avoid leasing costs, and find the best use of space for providing customer service. This has yielded a 15-year plan for upgrading facilities, moving departments to where they can most effectively deliver services, and make the best use of our buildings. Proposed in the FY23 capital fund budget is \$4,010,000 to begin projects identified in the plan. The General Services general fund budget includes additional funding to make necessary repairs and improvements.

Recommended FY2023 General Fund investment in non-capital repairs and improvements identified in the Comprehensive Facilities Plan totals **\$150,000**.

Resources – Ensuring funding, talent, and partnerships that enable high quality delivery of services and information.

Recommended FY2023 investment in our Resources workforce totals **\$77,319**, funding one position.

- Implementation of the Classification and Compensation Study – A three-year project of evaluating our jobs, analyzing internal equity among positions and classifications, and administering salary adjustments has been completed and is being brought to the Board and this recommended FY2023 budget supports the first full year costs of implementing that study.



Recommended FY2023 investment in the Implementation of the Classification and Compensation Study is **\$5,043,836**.

- Cost of Living Adjustment – In FY2022, the Board adopted an update to the Personnel Ordinance which makes the annual Cost of Living Adjustment (COLA) effective with the start of the new fiscal year. The COLA calculation for FY2023 provides a 4.69% increase to employee salaries per methodology outlined in the Personnel Ordinance.

Recommended FY2023 investment in Cost of Living Adjustment totals **\$5,896,409**.

- Supporting Development Within Our Community – Development and growth in Buncombe County continues. To meet this demand, the following positions are recommended:
 - Code Enforcement Officer (Permits & Inspections)
 - Three Planners (Planning)
 - Fire Marshal (Emergency Services)
 - Property Appraiser (Tax Assessment)
 - Environmental Health Specialist (Health and Human Services)

Recommended FY2023 investment in Supporting Development Within Our Community totals **\$498,744**.

- County Administration Support – As our County services expand, so does the need to support them administratively. Recommended in this budget are the following positions in the General Government function:
 - Administrative Coordinator (County Manager's Office/Economic Development)
 - Procurement Specialist (Finance Department)
 - Human Resources Technician (Human Resources Department)
 - Recruiter (Human Resources Department)
 - Senior Attorney (Legal and Risk Department)
 - Grants Administrator (Strategic Partnerships Department)

Recommended FY2023 investment in County Administration Support totals **\$509,713**.

Capital Planning

We have developed a robust Capital Improvement Plan (CIP) and the Budget Department facilitates our annual Capital Review Process. The Capital Review Team received and scored presentations on 10 potential general fund projects. Seven of these projects were recommended to the County Manager for consideration. Two of the recommended projects continue work identified in the Comprehensive Facility Assessment.



Per the Board of Commissioners' Fund Balance Policy, \$15.2M was transferred to the Capital Projects Fund in FY2022, a portion of which will fund FY2023 projects as well as vehicles. For FY2023, the following Capital and Information Technology amounts are recommended:

CIP projects/vehicles totaling **\$20,478,815**

- Debt service projects **\$15,260,000**
 - Emergency Services Base Construction **\$7,250,000**
 - Facility Renovation and Repair – as identified by the Comprehensive Facility Assessment **\$4,010,000**
 - Solar on Schools and Public Buildings **\$4,000,000**
- Capital fund projects **\$1,241,654**
 - Public Safety Training Center Generator **\$230,000**
 - Library Renovation and Repair **\$691,654**
 - Recreation Services Master Plan **\$200,000**
 - Electric Vehicle Charging Infrastructure **\$120,000**
- Vehicles **\$3,977,161**
 - General Government Vehicles **\$2,811,967**
 - Sheriff's Vehicles **\$1,165,194**

Capital projects funded by other funds:

- Enterprise Fund Projects **\$1,138,500**
 - Stormwater Ditch Repairs at Landfill **\$173,000**
 - Cane Truck/Service Truck **\$150,000**
 - Landfill Cardboard Compactor **\$133,500**
 - Condensate Pumps Replacement Cells 1-5 **\$160,000**
 - GPS System Install on Landfill Equipment **\$222,000**
 - Paving for Transfer Station **\$100,000**
 - Residential Service Evaluation **\$200,000**

The Information Technology Governance Committee (ITGC) evaluates all IT project requests in excess of \$5,000. The ITGC proposed seven projects in FY2023 for a total cost of \$658,000 with recurring costs of approximately \$191,250 per year.

- Information Technology needs recommended by ITGC totaling **\$658,000** in the General Fund
 - Food and Lodging Inspections Software **\$80,000**
 - Continuity of Operations Planning (COOP) System and Services **\$130,000**
 - Recreation Services Management Software **\$20,000**
 - Vehicle and Fleet Management Software **\$140,000**
 - Media Room at 200 College Street **\$195,000**
 - Workday Learning Module **\$80,000**
 - Debt Lease Software **\$13,000**



Other Annual Funds

Solid Waste Fund – FY2023 expenses include the lease of additional equipment totaling **\$270,000**, maintenance at the old landfill in the amount of **\$125,000**, and three additional positions totaling **\$224,442**.

Reappraisal Reserve Fund – The County’s property reappraisal occurred in FY2021. The next reappraisal is currently scheduled for FY2025 and the fund will cover related expenditures. The annual transfer establishes fund balance to cover anticipated expenses related to the reappraisal. The FY2023 recommended transfer of **\$435,000** will cover anticipated expenses for FY2023 and build fund balance for the anticipated FY2025 reappraisal.

Insurance and Benefits Fund – The County experienced 92.05% of expected healthcare claims for plan year 2021 (calendar year 2021). While this was an increase of 13.3% over plan year 2020 it was less than anticipated. The less than anticipated claims is partly attributed to ongoing plan enhancements instituted in prior year related to a new drug formulary and physical therapy services. The County anticipates relatively stable claims costs during plan year 2022 (calendar year 2022). The budget for insurance claims is \$1.7 million lower than FY22 and is based on calendar year 2021 trends.

Air Quality Fund – The Asheville-Buncombe Air Quality Agency was established by an interlocal agreement between the City of Asheville and the County and its governing authority, the Air Quality Board, is selected by the County Commissioners and the Asheville City Council. The Agency’s budget is included in the County’s annual budget process; however, the Air Quality Board approves their budget.

Closing

This FY2023 recommended budget is presented for your review and consideration as you develop an adopted budget. The goal was to prepare a recommended budget that focuses on the foundation of the organization, advances strategic goals, and therefore allows the County to continue to deliver a level of service that our residents have come to expect. I believe this spending plan honors our history while looking toward a more equitable future for all.

I am grateful for the staff of Buncombe County Government and their commitment to delivering the highest level of services to our community. I must acknowledge them and their actions that make our work possible every day. I hope this recommended budget directly shows them that they are valued and are truly the foundation of the services provided by the County.

I wish to extend my personal gratitude for the efforts and persistence of the Budget team in the development of this budget, including the newly retired Jennifer Barnette. I look forward to the Budget team continuing its work under the new leadership of John Hudson in partnership with Department



Directors and staff. I also extend my appreciation to the Buncombe County Board of Commissioners for their support in preparation for the 2023 Fiscal Year.

Your feedback and support are not only welcomed, but also valued. I am hopeful to hear from you in the days ahead as you review the information attached to this message.

Respectfully submitted,

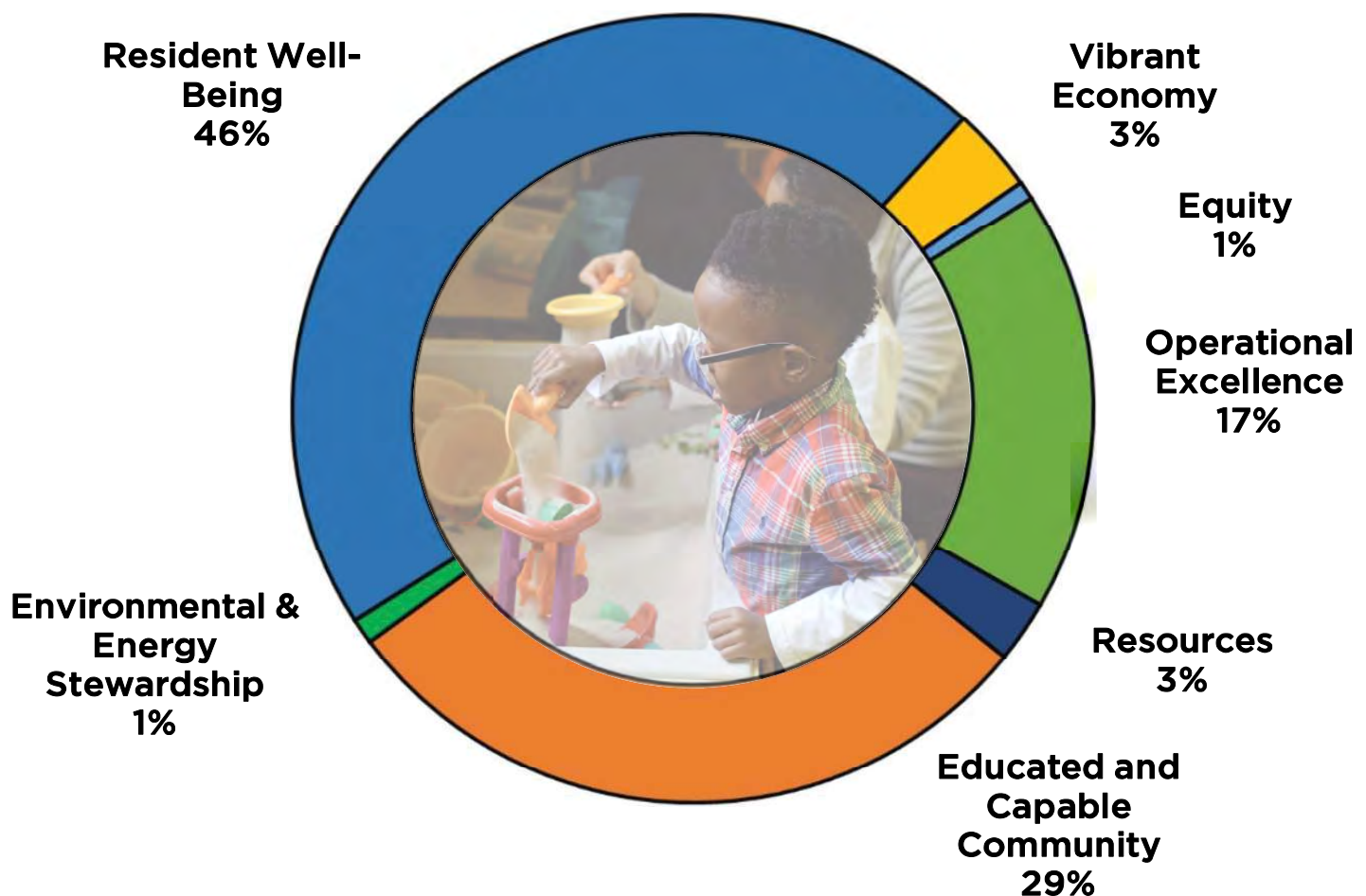


Avril M. Pinder, CPA, ICMA-CM
County Manager



Budget by Focus Area

As the County focuses its efforts on furthering the goals and initiatives of the Strategic Plan, steps are being taken to align the budget with the Strategic Plan focus areas. The graph below shows the General Fund budget's alignment with the Strategic Plan. Updated budgeting software was acquired in FY2022 allowing departments to select the focus area that each of their line item expenditures supported when submitting their FY2023 budget requests. This refinement allows the County to see how its budget supports the Strategic Plan Focus Areas as well as guide future budgetary decisions that will continue the progress of its goals and initiatives.





Executive Summary

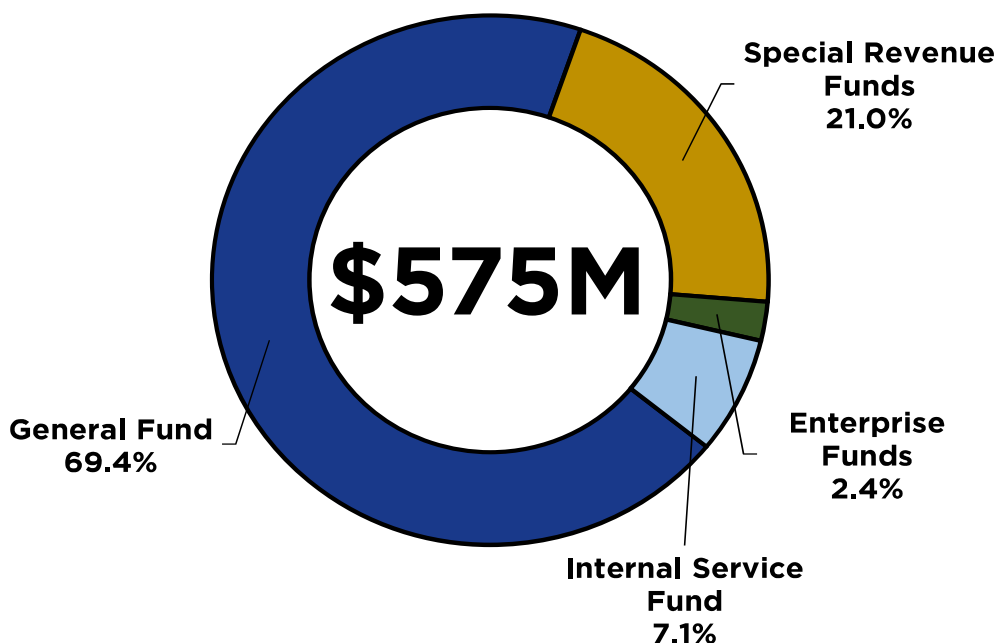
Total County Funds

The total recommended operating budget for Buncombe County in fiscal year 2023 is \$574,908,675. The largest fund is the General Fund, which is the County's main operating fund. The General Fund budget total is \$399,212,222, an increase of 2.7% from the FY2022 amended budget. The increase is driven by new positions, spending on education, and investment in Buncombe 2025 Strategic Plan Goals.

The next largest group of funds is the Special Revenue Funds. The total operating expenditures for these funds are \$120,894,382, an increase of 8.6% from the FY2022 amended budget. This increase results from the most recently seen growth in sales tax and occupancy tax revenues that are passed along to other entities per state statutes.

The Enterprise Funds have recommended expenditures of \$13,726,378. This is an increase of 3.8% from last year's amended budget. The Solid Waste Fund increase of \$540,203 is primarily for differences in capital spending from the prior year.

The recommended budget for the Internal Service Fund includes expenditures of \$41,075,693 and are for County commercial liability programs and the operations of its self-insurance, group health, dental, workers' compensation, unemployment, Local Government Employees Retirement System stabilization, and general liability programs.



General Fund
\$399,212,222

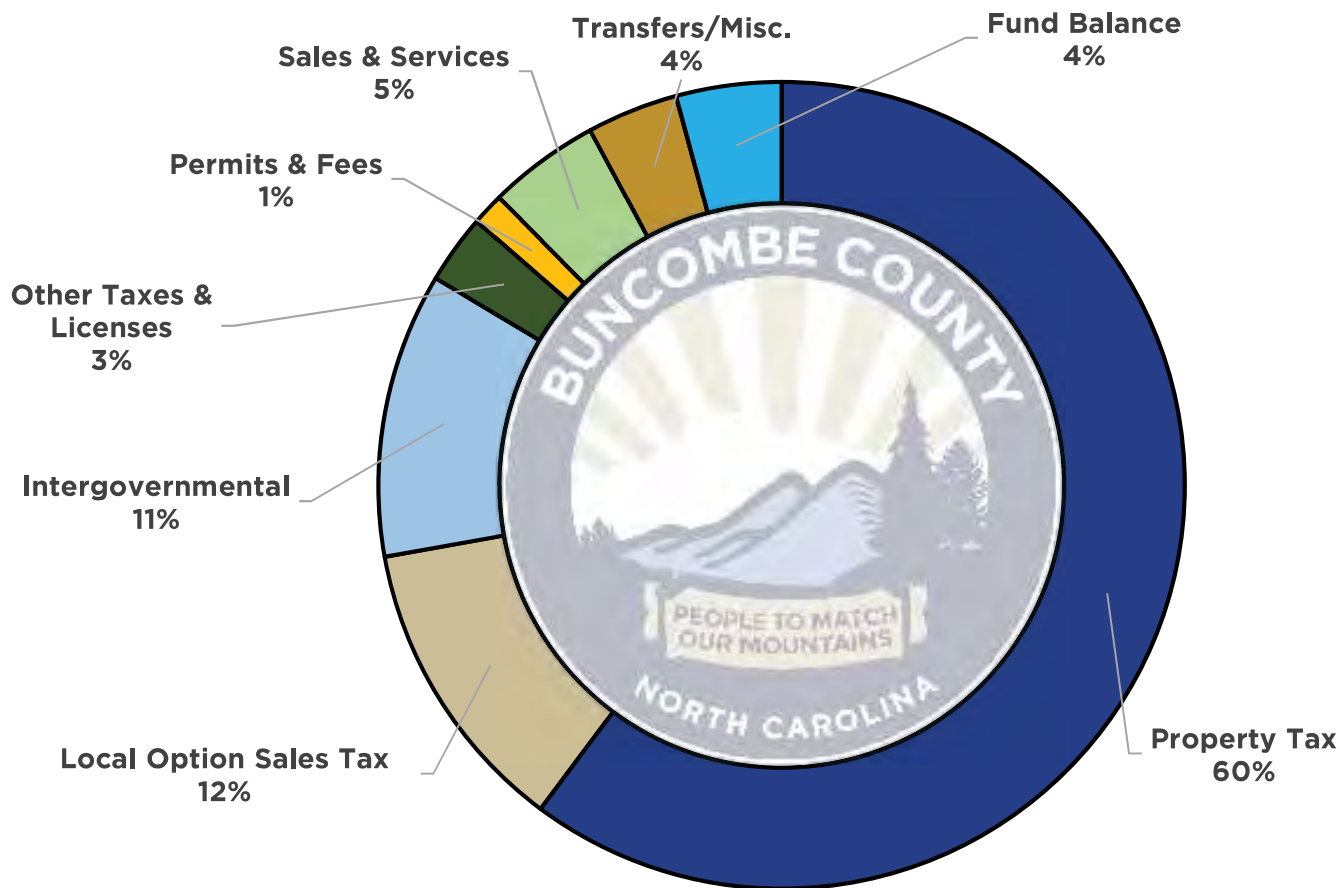
Special Revenue Funds
\$120,894,382

Enterprise Funds
\$13,726,378

Internal Service Fund
\$41,075,693

General Fund

Where Does the Funding Come From?



Primary Revenue Sources*	2019/20 Actuals	2020/2021 Actuals	2021/22 Amended	2022/2023 Budget	% Change from FY 2022 Amended
Property Tax	\$ 206,786,990	\$ 219,807,333	\$ 233,596,662	\$ 240,309,247	2.87%
Sales Tax	\$ 32,468,456	\$ 37,062,183	\$ 36,647,872	\$ 47,769,047	30.35%
Intergovernmental	\$ 45,800,186	\$ 47,755,491	\$ 49,155,792	\$ 45,604,183	-7.23%
Other Taxes and Licenses	\$ 7,623,716	\$ 9,376,262	\$ 10,786,000	\$ 11,018,000	2.15%
Permits & Fees	\$ 4,704,686	\$ 5,310,142	\$ 4,777,000	\$ 5,210,000	9.06%
Sales & Services	\$ 18,193,694	\$ 21,778,358	\$ 19,106,509	\$ 17,858,468	-6.53%
Total	\$ 315,577,728	\$ 341,089,769	\$ 354,069,835	\$ 367,768,945	3.87%

*All revenues can be reviewed on page 47.

Major Revenue Source: Property Taxes

The County's largest revenue source is Property Tax, accounting for 60% of the General Fund. By law, the budget for property tax revenues is limited by the prior year's rate. The FY2023 budget estimate for Property Tax is based on a 99.65% collection rate. Property Tax is budgeted at \$239,159,247, which does not include \$500,000 budgeted for prior year property tax collection and \$650,000 budgeted for property tax late payment interest.

The breakdown of the projected tax basis is on the next page.

Fiscal Year: 2023

Tax Year: 2022

(Estimated Taxable Value as of 3/9/22)

FY2023 Adopted Tax Rate

48.8¢

per \$100 of property value

Real Property \$42,896,535,402

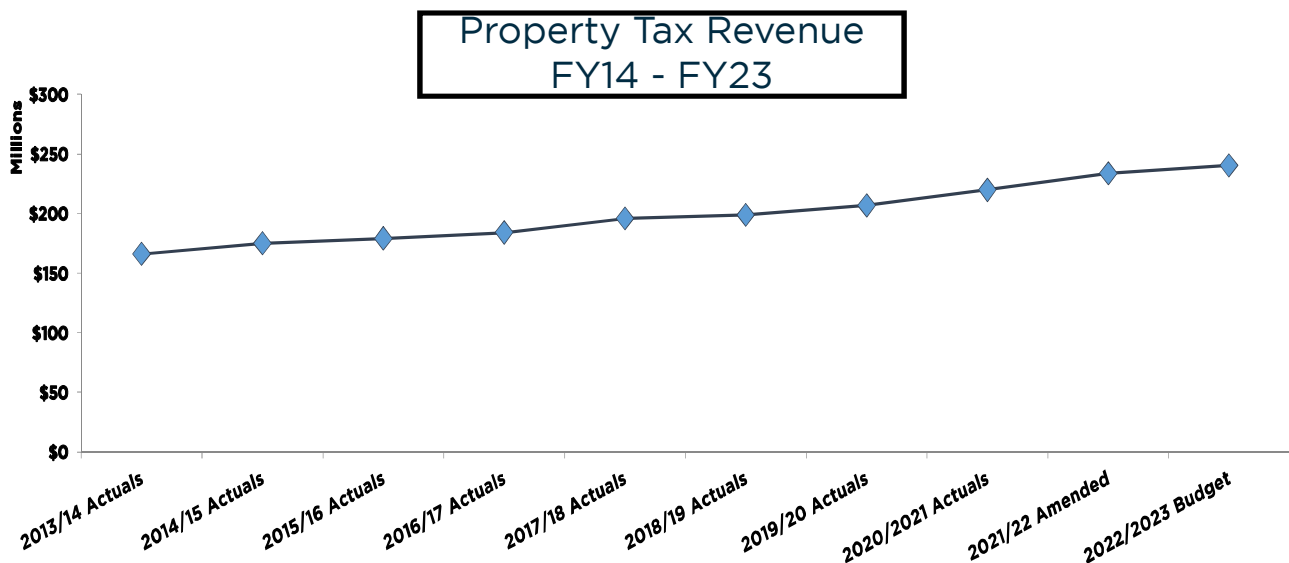
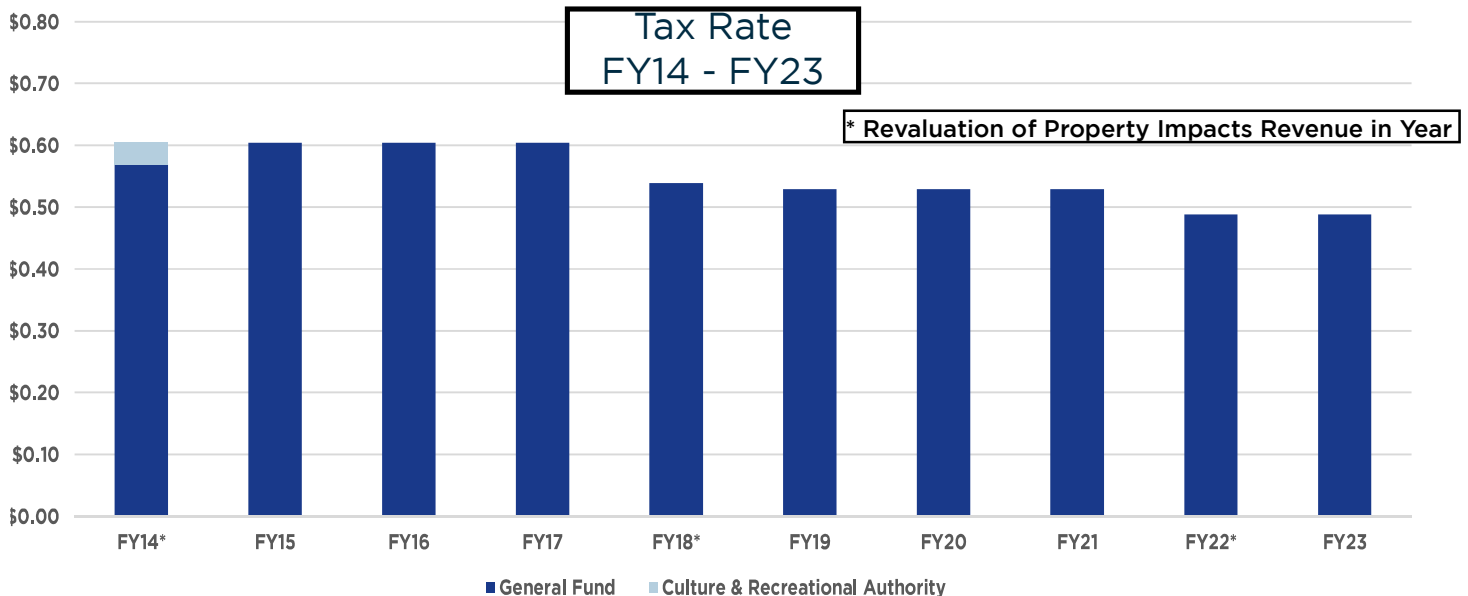
Personal Property 2,568,048,113

Public Service Companies 955,509,516

Registered Motor Vehicles 2,760,080,277

Total Basis \$49,180,173,308

Collection Rate 99.65%



Major Revenue Source: Sales Tax

The FY2023 Sales Tax Revenue estimate is \$47,769,047.

Sales tax can be a volatile revenue source and is further complicated by the reporting process. The North Carolina Department of Revenue provides our sales tax revenues on an extended delay because of the time difference between collection and remittance to the State by the business and process and payment to the local government by the Department of Revenue.

For FY2023, the North Carolina Office of State Budget and Management projects low sales tax growth over projected totals for FY2022 given the immense growth during FY2022.

Buncombe County levies four local-option sales and use taxes:

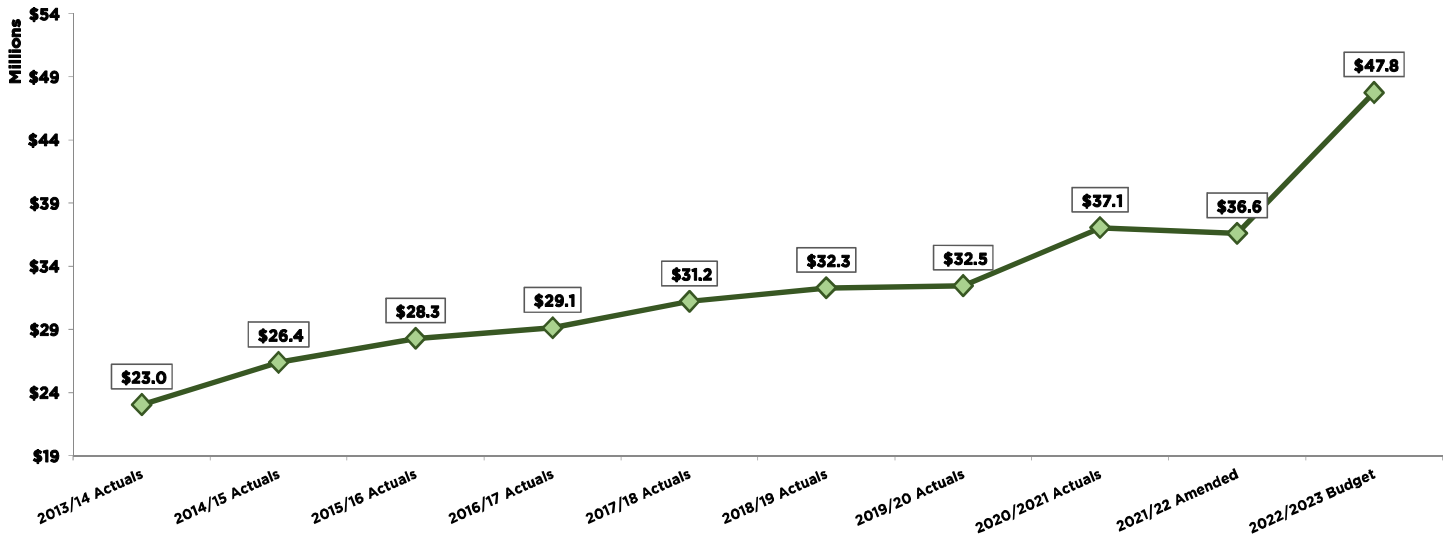
- The one percent tax authorized in 1971 (Article 39) . House Bill 507 originally designated one-half of the proceeds of Article 39 sales tax for the School Capital Commission Fund of Buncombe County. The sales tax proceeds designated for this Fund must be used to finance new public school construction or improvement and renovation projects in excess of \$100,000.
- Senate Bill 888 (S.L. 2016-19) ratified on June 21, 2016 rewrites Chapter 134 of the 1983 Session Law creating the Buncombe County School Capital Fund Commission. The bill reinstated the Commission, established membership and meeting requirements, and created the Public School Capital Needs Fund. Prior to SB 888, one half of Article 39 sales and use tax revenue was allocated to Buncombe County Schools and Asheville City Schools pro rata according to average daily membership in the two school systems. SB 888 removed this distribution method and allocated funding based on prioritization of needs.
- The one-half percent authorized in 1983 (Article 40). Thirty percent of the proceeds from this sales tax must be spent for school capital outlay or debt service on school bonds.
- The second one-half percent authorized in 1986 (Article 42). Sixty percent of the proceeds from this sales tax must be spent for school capital outlay or debt service on school bonds.
- The quarter cent authorized by referendum in 2011 (Article 46) . The proceeds of the quarter cent sales tax are designated for Asheville-Buncombe Technical Community College and are accounted for in the AB Tech Capital Projects Fund.

The remaining proceeds from the Article 39 (50%), Article 40 (70%), and Article 42 (40%) sales and use taxes are allocated among the municipalities, fire districts, and County on the ad valorem or tax levy basis. The ad valorem basis distributes sales tax revenues based on relative property tax levies of local government units.

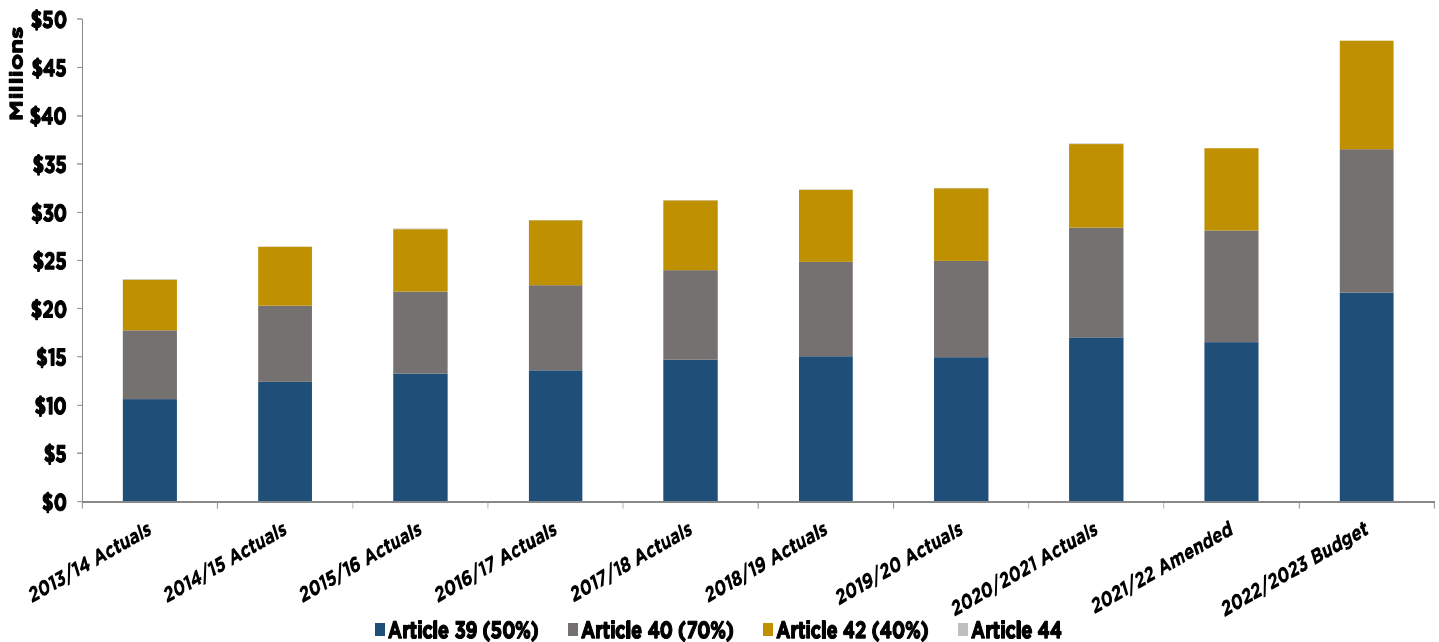
Since FY2017, the portions of Article 40 (30%) and Article 42 (60%) designated for school capital outlay are accounted for in a Public Schools ADM Capital Project Fund. This fund was created to account for all public school capital funding required to be distributed to

Buncombe County Schools and Asheville City Schools pro rata according to average daily membership (ADM) in the two school systems. Due to the shift in Article 40 (30%) and Article 42 (60%) sales tax revenue from the General Fund to the Public Schools ADM Capital Project Fund, prior year sales tax data presented in this annual budget report excludes these articles. Capital projects are budgeted using Capital Project Fund Ordinances.

Total Sales Tax Revenue FY14 - FY23



Sales Tax Revenue by Article FY14 - FY23



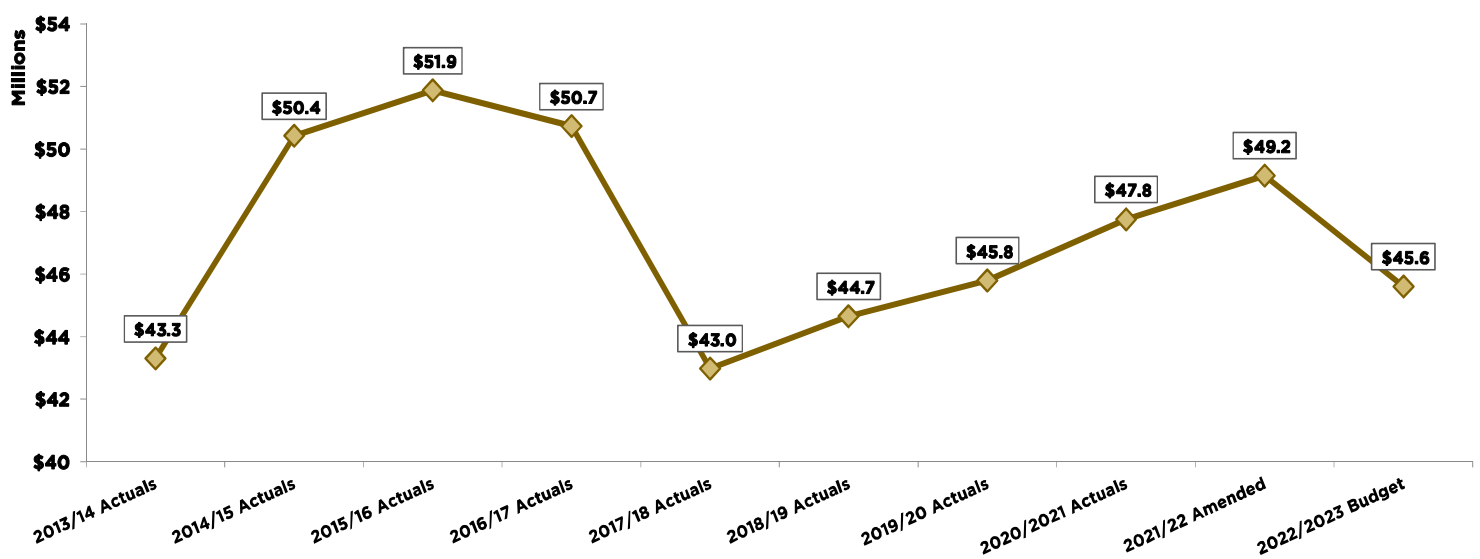
Article	County Share	FY2020 Actual	FY2021 Actual	FY2022 Amended	FY2023 Budget	Growth Over FY22
39	50%	\$14,958,026	\$16,997,020	\$16,561,357	\$21,667,591	30.8%
40	70%	\$9,954,565	\$11,430,503	\$11,505,209	\$14,862,038	29.2%
42	40%	\$7,553,687	\$8,634,293	\$8,543,562	\$11,239,418	31.6%
44	0%	\$2,178	\$366			
	Total	\$32,468,456	\$37,062,183	\$36,610,128	\$47,769,047	30.5%
46	0%	\$13,915,008	\$16,031,281	\$11,498,030	\$20,440,318	77.8%

Major Revenue Source: Intergovernmental

Intergovernmental revenues include grants and payments from federal, state, and other local governmental units. Intergovernmental revenues are recommended at \$45,622,799 and account for 12% of General Fund revenues.

Most of this funding (\$34,906,593) is in federal and state allocations for the Social Service Department (DSS) and Direct Assistance division in FY2022-2023. Public Health is also expected to receive \$4,262,823 in state and federal revenues. An additional \$3.2M is budgeted for revenue from local governments for services provided by Identification Bureau and 911 Operations. As grants are realized throughout the year the budget is amended to reflect the increased revenues.

Intergovernmental Revenue
FY14 - FY23



Other Revenue Sources

Other Taxes & Licenses

This revenue source, representing 3% of the recommended budget, includes \$8,600,000 for the real property transfer tax (excise tax) and \$1,252,000 for video programming taxes. The rental car tax is budgeted at \$825,000, heavy equipment rental tax at \$300,000, and privilege license tax at \$41,000 for FY2023.

Permits & Fees

The permits and fees revenues include building permits and inspection fees and Register of Deeds' fees such as marriage licenses and recording fees. The revenue generated for licenses and permits makes up 1%, or \$5,210,000, of the General Fund revenue. Permits and inspections make up 60% of these total revenues.

Sales & Services

These revenues represent charges for County services that are provided by County Departments. Included in revenues for sales and services are Public Health revenues, EMS fees, and Jail revenues. For FY2023, recommended General Fund revenues for sales and services are estimated at \$17,858,468. Sales and Services represent 5% of the total General Fund recommended budget. Highlights include \$3.4M for Public Health, \$7.0M for Emergency Services, \$1.5M for Tax Collections, and \$1.7M for rental income.

Other Revenues

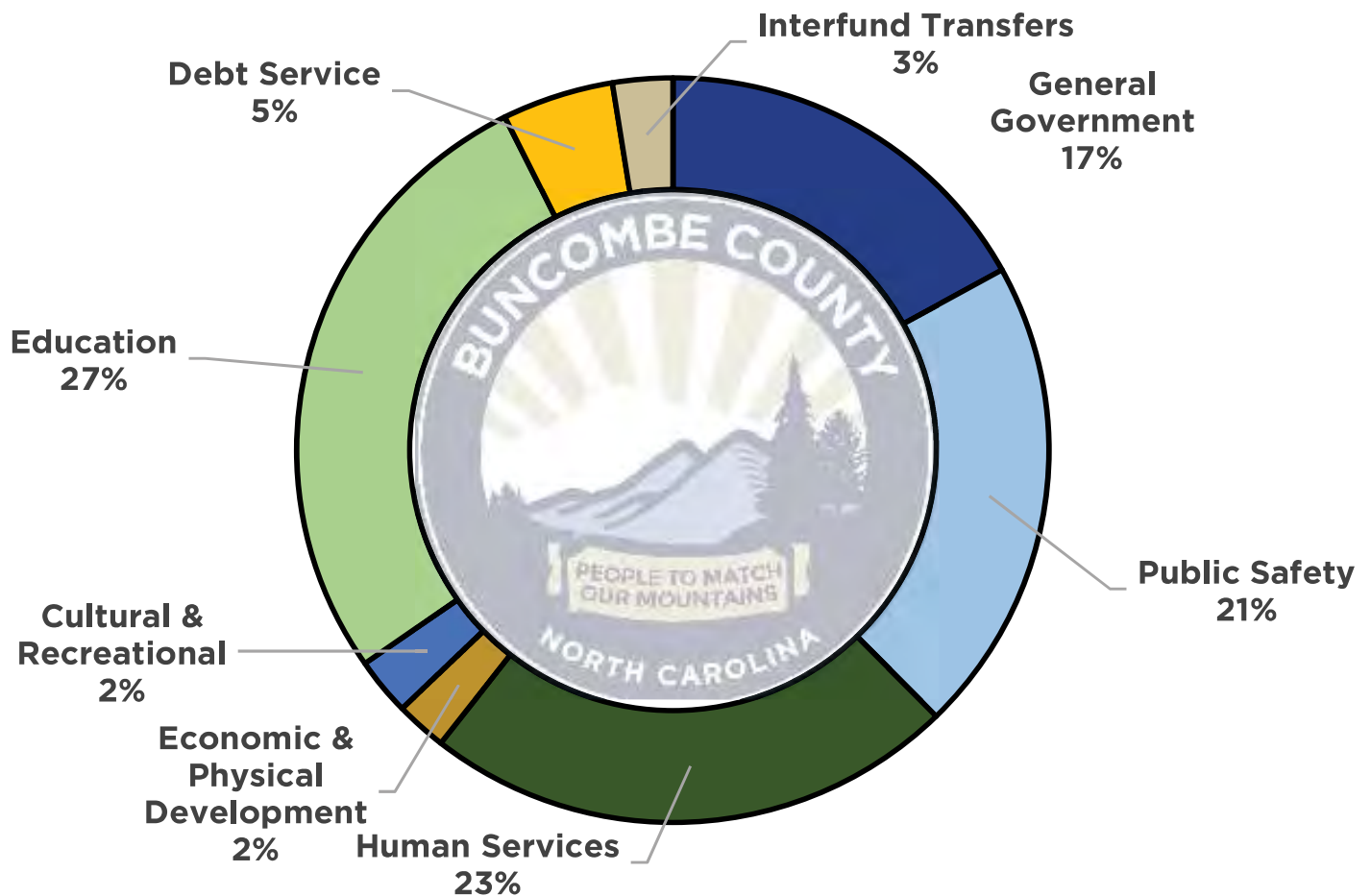
These revenues include investment earnings, indirect cost charges, proceeds of capitalized leases, donations, and sale of assets. Additionally, other revenues include transfers from other funds and bond proceeds. In total, other revenues are recommended at \$14,590,045.

Fund Balance

In the General Fund, \$16,853,232 of fund balance is appropriated in the FY2022-2023 Recommended Budget. This accounts for 4% of General Fund appropriations. The projected fund balance assures the county will maintain its sound financial position. The Board of County Commissioners is committed to maintaining a high level of service to the citizens of Buncombe County.

General Fund

Where Does the Funding Go?



The Buncombe 2025 Strategic Plan served as the basis for the FY2023 recommended budget. The strategic focus areas are:

- Educated and Capable Community
- Environmental & Energy Stewardship
- Resident Well Being
- Vibrant Economy
- Equity
- Operational Excellence
- Resources

However, per statute, Buncombe County's recommended budget is presented by functional area. The FY2023 budget keeps the focus on core services: Education, Human Services, and Public Safety. These service areas account for just over 71% of the total FY2023 budget.

- Education - \$109,226,848
The FY2023 Recommended Budget includes \$81,880,404 for Buncombe County Schools and \$15,283,953 for Asheville City Schools. These dollars provide continued investment in staff to support students in reaching their potential. Addressing staffing shortages through pay scales is one specific focus of the increased dollars. The FY2022

Asheville-Buncombe Technical Community College budget is \$7,728,142. Pre-K support totals \$3,820,349.

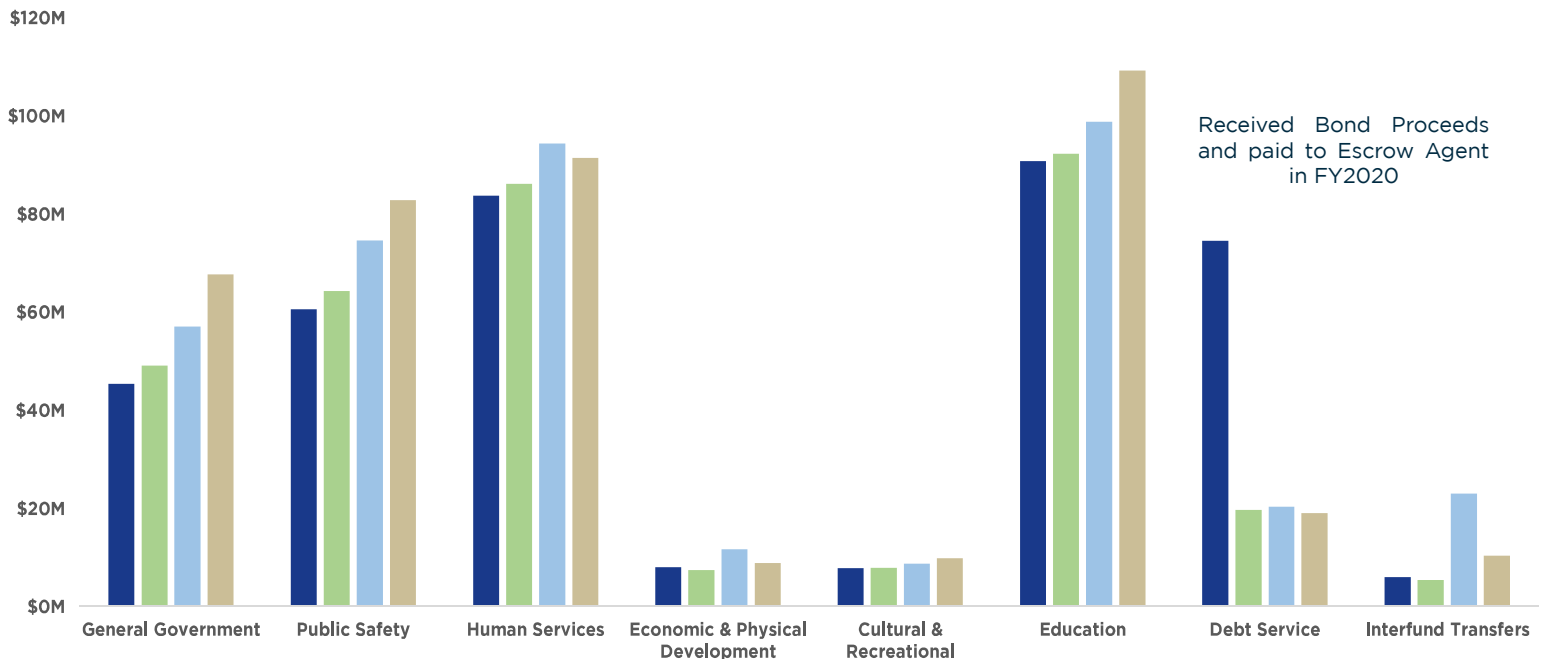
- **Human Services - \$91,479,505**
This function consists primarily of the Social Services and Public Health divisions. While Social Services consists of mandated services to protect the most vulnerable members of the community, Public Health works to promote and protect community healthiness. For FY2023, six (6) new positions are included covering areas such as Adult Protective Services, Environmental Health, and Housing.
- **Public Safety - \$82,742,441**
Emergency Services, Sheriff's Office, and Detention Center are the largest components of the Public Safety function. Two important investments in Emergency Services will be pursued in FY2023: an Emergency Services Assessment is planned to determine strengths, areas for improvement, recruitment and retention opportunities, and data-driven strategies to improve performance; new paramedic personnel and a Quality Assurance Officer will increase capacity and ensure quality.

Some highlights from the other functional areas include:

- **Affordable Housing - Interfund Transfer (\$2,311,845)**
- **Economic Development Incentives - Econ. & Phys. Development/Interfund (\$3,868,000)**
- **Reparations Allocation - General Government (\$2,000,000)**

Expenditures by Function FY20 - FY23

■ FY2020 Actuals ■ FY2021 Actuals ■ FY2022 Amended ■ FY2023 Budget



Special Revenue Funds

Register of Deeds

Automation Fund

\$148,646

Special Revenue Funds are funds that rely on specific revenue sources that are legally restricted to specified purposes. The total \$119,962,811 represents 21% of the total County recommended budget.

The **Register of Deeds Automation Fund** is used to cover expenditures related to automation of Register of Deeds processes.

Register of Deeds

Trust Fund

\$400,000

The **Register of Deeds Trust Fund** receives and submits revenues collected on behalf of the state.

Tax Reappraisal Reserve Fund

\$531,913

The **Tax Reappraisal Fund** is used for set-aside and expend dollars related to cyclical county property evaluations.

Occupancy Tax Fund

\$46,000,000

The **Occupancy Tax Fund** represents revenues generated through the room occupancy tax on hotel and motel rooms, set at 6%. These dollars are used to further develop travel and tourism in Buncombe County, per state statute.

911 Fund

\$1,288,426

The **911 Fund** represents dollars received from the NC 911 Board for the primary Public Safety Answering Point's (PSAP) technical needs.

Special Taxing Districts Fund

\$64,064,144

The **Special Taxing Districts Fund** contains Sales Tax revenues, as distributed by the State and passed through Buncombe County, and Ad Valorem or property tax revenues, as set by the Board of Commissioners, for Fire Districts and the Asheville City Schools Supplemental Taxing District. (See also Appendix B).

Transportation Fund

\$4,817,803

The **Transportation Fund** represents the County's transportation program, Mountain Mobility, including administration, operation, and any partnerships with outside agencies.

PDF Woodfin Fund

\$813,450

The **Project Development Financing (PDF) Woodfin Downtown Fund** is used for debt principal and interest payments for the completed PDF Woodfin Downtown Project.

Forfeiture Fund

\$230,000

The **Forfeiture Fund** represents dollars received from federal and state forfeiture programs used for law enforcement purposes.

School Fines & Forfeitures Fund

\$2,000,000

The **School Fines & Forfeitures Fund** acts as a pass-through of state-collected fines and forfeitures for our K-12 education partners.

Representative Payee Fund

\$600,000

The **Representative Payee Fund**, also known as the Division of Social Services Trust, are dollars held in trust for foster children.

Enterprise Funds

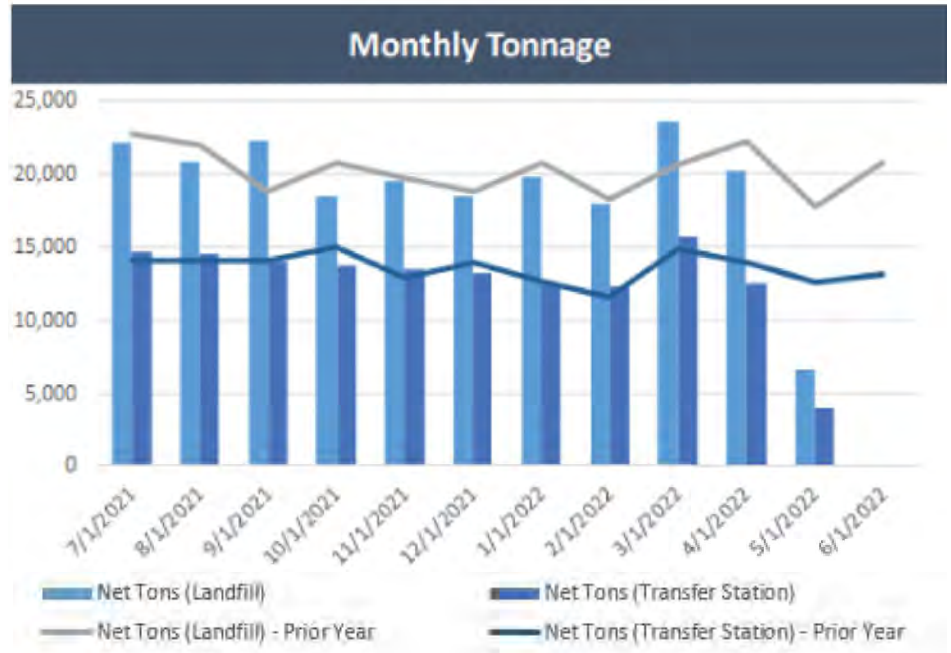
Enterprise Funds

The total recommended budget for the Enterprise Funds is \$13,726,378. This is a 3.8% increase from the FY2022 amended budget. The two Enterprise Funds, Solid Waste and Inmate Commissary, are self-supporting through revenues and fees they collect.

Solid Waste

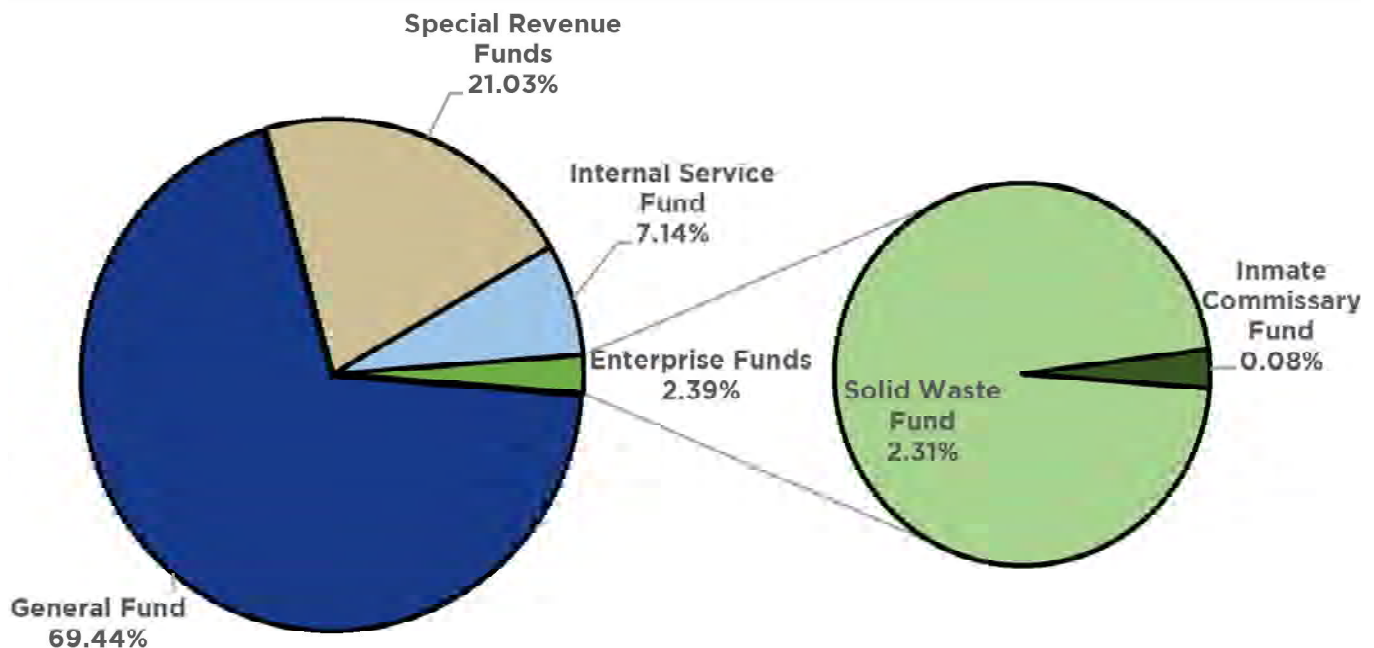
The total recommended budget for Solid Waste is \$13,280,413, a 4.2% increase from the FY2022 amended budget.

- FY21 MSW Tonnage: 180,116
- FY21 MSW Tonnage Through March: 142,071
- FY22 MSW Tonnage Through March: 105,391
- FY21 Total Tons: 224,457
- FY21 Total Tons Through March: 167,405
- FY22 Total Tons Through March: 168,640



Inmate Commissary

The total recommended budget for Inmate Commissary is \$445,965, which is an 8% decrease from the FY2022 amended budget. Revenues for this fund are generated through sales to the inmate population in the County's Detention Center and are projected lower than FY2022's budget, resulting in the decrease.



Internal Service Fund

The Internal Service Fund is adopted at \$41,075,693 and was established to account for the County's group health (self insurance), group dental (purchased), workers' compensation, unemployment, State Local Government Employee Retirement (LGERS) contribution, and general liability programs.

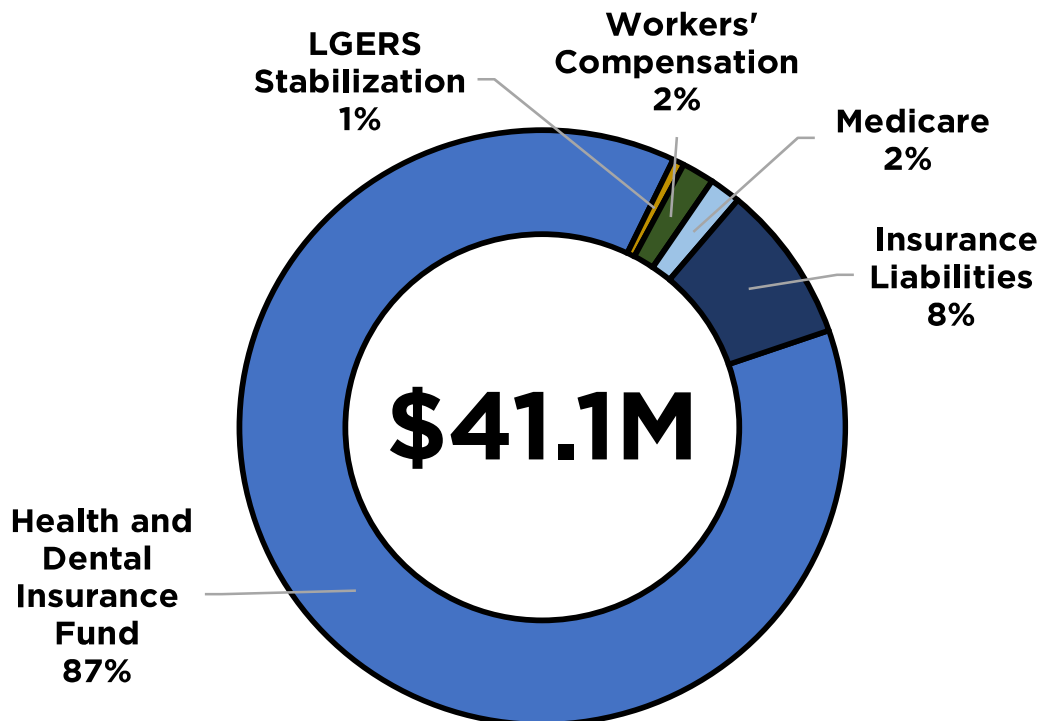
Health & Dental Insurance
\$35,889,901

Insurance Liabilities
\$3,561,219

Medicare
\$700,000

Workers' Compensation
\$709,573

LGERS Stabilization
\$260,000



OPERATING BUDGET SUMMARY: ALL FUNDS

	FY2020 Actuals	FY2021 Actuals	FY2022 Amended	FY2023 Budget
Revenues:				
General Fund	379,570,022	351,096,062	388,689,064	399,212,222
Special Revenue Funds:				
Occupancy Tax Fund	20,782,158	27,242,169	41,000,000	46,000,000
Reappraisal Reserve Fund	163,334	63,333	400,870	531,913
Emergency Telephone System Fund	222,380	669,679	1,269,343	1,288,426
Register of Deeds Automation Fund	155,082	189,152	159,101	148,646
Register of Deeds Trust Fund	-	353,574	400,000	400,000
Special Taxing Districts Fund	32,568,871	49,552,895	58,241,373	64,064,144
Transportation Fund	5,237,318	4,100,390	6,330,276	4,817,803
Woodfin PDF Fund	624,496	743,082	778,450	813,450
Forfeitures Fund	82,318	62,301	271,681	230,000
School Fines and Forfeitures Fund	-	636,621	2,000,000	2,000,000
Representative Payee Fund	-	407,918	500,000	600,000
Enterprise Funds:				
Solid Waste Fund	11,452,808	11,985,854	12,740,210	13,280,413
Inmate Commissary Fund	510,828	412,537	483,983	445,965
Internal Service Fund	38,007,937	38,304,691	40,200,465	41,075,693
Total	489,377,552	485,820,258	553,464,816	574,908,675
Expenditures:				
General Fund	376,805,604	332,122,932	388,651,320	399,212,222
Special Revenue Funds:				
Occupancy Tax Fund	20,782,158	27,242,169	41,000,000	46,000,000
Reappraisal Reserve Fund	432,630	166,084	400,870	531,913
Emergency Telephone System Fund	737,003	1,005,805	1,269,343	1,288,426
Register of Deeds Automation Fund	82,947	88,527	159,101	148,646
Register of Deeds Trust Fund	-	353,574	400,000	400,000
Special Taxing Districts Fund	32,568,871	49,552,895	58,241,373	64,064,144
Transportation Fund	4,585,490	3,624,670	6,330,276	4,817,803
Woodfin PDF Fund	628,879	742,800	778,450	813,450
Forfeitures Fund	168,693	256,265	271,681	230,000
School Fines and Forfeitures Fund	-	636,621	2,000,000	2,000,000
Representative Payee Fund	-	356,914	500,000	600,000
Enterprise Funds:				
Solid Waste Fund	8,638,904	10,223,771	12,740,210	13,280,413
Inmate Commissary Fund	486,663	274,472	483,983	445,965
Internal Service Fund	33,491,691	38,467,246	40,200,465	41,075,693
Total	479,409,534	465,114,745	553,427,072	574,908,675

RECOMMENDED BUDGET SUMMARY ALL FUNDS - REVENUES

Summary of County Funds	FY2020 Actuals	FY2021 Actuals	FY2022 Amended	FY2023 Budget
General Fund				
Property Tax	206,786,990	219,807,333	233,596,662	240,309,247
Local Option Sales Tax	32,468,456	37,062,183	36,647,872	47,769,047
Intergovernmental	45,800,186	47,755,491	49,155,792	45,604,183
Other Taxes & Licenses	7,623,716	9,376,262	10,786,000	11,018,000
Permits & Fees	4,704,686	5,310,142	4,777,000	5,210,000
Sales & Services	18,193,694	21,778,358	19,106,509	17,858,468
Interfund Transfers	6,842,647	7,999,549	5,025,346	12,434,241
Bond Proceeds	54,396,766	112,600	-	-
Miscellaneous	1,309,218	1,867,332	1,524,644	1,605,804
Investment Earnings	1,443,663	26,812	50,000	550,000
Forfeitures	-	-	-	-
Appropriated Fund Balance	-	-	28,019,239	16,853,232
Total	379,570,022	351,096,062	388,689,064	399,212,222
Special Revenue Funds				
Property Tax	25,116,847	37,385,045	44,099,210	45,934,569
Local Option Sales Tax	7,791,340	12,547,024	14,920,613	18,943,025
Intergovernmental	3,799,447	4,052,844	5,611,428	4,563,817
Other Taxes & Licenses	20,782,158	27,242,169	41,000,000	46,000,000
Permits & Fees	153,434	542,703	558,601	548,596
Sales & Services	-	-	-	-
Interfund Transfers	2,027,822	1,525,987	1,834,594	2,142,989
Bond Proceeds	-	-	-	-
Miscellaneous	61,499	685,549	2,036,869	2,008,869
Investment Earnings	26,427	287	500	50
Forfeitures	76,982	39,508	271,681	50,000
Appropriated Fund Balance	-	-	1,017,598	702,467
Total	59,835,957	84,021,115	111,351,094	120,894,382
Enterprise Funds				
Property Tax	-	-	-	-
Local Option Sales Tax	-	-	-	-
Intergovernmental	-	-	-	28,280
Other Taxes & Licenses	612,084	659,427	578,816	615,013
Permits & Fees	18,900	7,118	18,100	6,400
Sales & Services	10,918,449	11,310,152	10,978,981	11,269,958
Interfund Transfers	-	60,445	-	-
Bond Proceeds	-	-	-	-
Miscellaneous	252,082	359,326	95,000	95,000
Investment Earnings	162,121	1,923	250	-
Forfeitures	-	-	-	-
Appropriated Fund Balance	-	-	1,553,046	1,711,727
Total	11,963,636	12,398,390	13,224,193	13,726,378
Internal Service Fund				
Property Tax	-	-	-	-
Local Option Sales Tax	-	-	-	-
Intergovernmental	-	-	-	-
Other Taxes & Licenses	-	-	-	-
Permits & Fees	-	-	-	-
Sales & Services	38,007,937	38,304,691	39,335,802	37,463,390
Interfund Transfers	-	-	-	-
Bond Proceeds	-	-	-	-
Investment Earnings	-	-	-	-
Forfeitures	-	-	-	-
Appropriated Fund Balance	-	-	864,663	3,612,303
Total	38,007,937	38,304,691	40,200,465	41,075,693
Grand Total	489,377,552	485,820,258	553,464,816	574,908,675

RECOMMENDED BUDGET SUMMARY ALL FUNDS - EXPENDITURES

Service Area				
Department	FY2020 Actuals	FY2021 Actuals	FY2022 Amended	FY2023 Budget
General Government				
Benefits and Risk	676,722	-	-	-
Budget	532,413	668,848	849,816	790,030
Community Engagement	708,215	523,330	630,572	654,618
PR & Communications	434,881	697,106	793,772	1,132,474
Compliance	-	-	-	-
County Manager	2,418,083	1,191,595	1,436,276	1,251,951
Diversity, Equity, and Inclusion (DEI)	-	-	-	366,286
Elections	2,330,138	3,033,589	2,640,492	2,801,483
Finance	2,397,851	2,298,635	2,623,483	2,841,473
Fleet Services	995,195	2,313,032	2,963,683	4,563,103
General Services	7,085,669	7,484,731	8,883,320	10,580,447
Parking Services	464,276	431,830	516,380	520,424
Governing Body	942,608	931,102	933,643	2,958,945
Human Resources	1,030,821	1,771,888	1,982,180	2,976,215
Information Technology	13,035,749	12,030,555	15,735,013	17,971,126
Intergovernmental Relations	371	49	-	-
Internal Audit	249,026	326,862	449,504	444,572
Legal and Risk	55	1,039,620	1,230,155	1,605,797
Register of Deeds	4,089,469	5,031,801	5,853,181	6,056,448
Strategic Partnership Grants (Includes Arts & Culture)	1,186,428	1,688,063	1,759,863	2,068,699
Strategy and Innovation	1,418,699	1,306,499	1,404,274	1,402,067
Sustainability	-	480,477	532,528	579,470
Tax Assessment	3,322,079	3,304,551	3,561,579	4,012,319
Tax Collections	2,050,469	1,992,300	2,205,006	2,169,284
Nondepartmental	-	549,444	106,296	(83,221)
Reappraisal Reserve Fund	432,630	166,084	400,870	531,913
Register of Deeds Automation Fund	82,947	88,527	159,101	148,646
Register of Deeds Trust Fund	-	353,574	400,000	400,000
Internal Service Fund	33,491,691	38,467,246	40,200,465	41,075,693
Public Safety				
Emergency Services	15,322,919	16,532,425	15,796,317	20,141,970
Public Safety Training Center	591,474	657,212	755,740	1,161,610
911 Operations	-	-	5,460,710	6,268,761
Identification Bureau	1,716,746	1,955,076	2,039,046	2,228,079
Family Justice Center	523,310	434,385	474,403	505,591
Juvenile Crime Prevention Council	16,415	671,152	630,477	636,461
Justice Resource Support	1,019,576	1,809,959	2,436,585	2,762,433
Pre-trial Release	1,071,666	1,034,010	1,082,358	1,551,299
Public Safety Interoperability Partnership	1,226,970	1,266,447	1,345,372	1,442,663
Detention Center	18,046,840	17,782,930	21,532,459	21,201,385
Sheriff's Office	21,058,682	21,118,136	23,210,036	24,704,338
Nondepartmental	-	1,033,526	(175,983)	137,851
Special Taxing Districts Fund (Fire)	32,568,871	34,997,389	42,241,373	46,814,144
Emergency Telephone System Fund	737,003	1,005,805	1,269,343	1,288,426
BCAT & Sheriff Forfeitures Fund	168,693	256,265	271,681	230,000
Inmate Commissary Fund	486,663	274,472	483,983	445,965
Human Services				
Animal Services	1,176,747	1,437,022	1,511,246	1,480,824
Behavioral Health	1,545,733	856,478	839,579	600,000
Community Contracts	-	-	-	-
Direct Assistance	8,023,241	8,352,275	11,047,042	9,882,325
Division of Social Services	51,809,688	51,709,305	54,020,267	56,305,142
Public Health	20,801,819	22,222,613	26,171,529	23,795,682
Veterans Service	388,780	399,716	402,183	418,511
Nondepartmental	-	1,114,790	348,967	(1,002,979)
Transportation Fund	4,585,490	3,624,670	6,330,276	4,817,803
Representative Payee Fund	-	356,914	500,000	600,000

Economic & Physical Development

Economic Development	2,500,109	2,011,070	5,302,676	1,665,000
Permits & Inspections	2,430,243	2,459,347	2,629,956	2,804,682
Planning	2,006,901	1,896,094	2,492,236	3,132,827
Agriculture and Land Resources	624,399	569,105	759,628	849,930
Cooperative Extension	406,865	396,955	475,774	486,651
Nondepartmental	-	102,122	(1,919)	(111,337)
Occupancy Tax Fund	20,782,158	27,242,169	41,000,000	46,000,000
Woodfin PDF Fund	628,879	742,800	778,450	813,450
Solid Waste Fund	8,638,904	10,223,771	12,740,210	13,280,413

Cultural & Recreational

Arts, Museum & History (Moved to Strategic Partnerships)	100,000	-	-	-
Library	5,755,570	5,729,113	6,662,230	7,560,793
Recreation Services	1,968,201	2,037,161	2,045,328	2,447,758
Nondepartmental	-	115,102	31,735	128,773

Education

AB Tech	7,075,600	7,075,600	7,275,600	7,728,142
Asheville City Schools	12,456,771	12,679,492	14,153,775	15,283,953
Buncombe County Schools	68,221,796	69,761,937	73,161,308	81,880,404
Child Care Centers	55,350	-	-	-
Education Support	377,342	239,000	494,000	514,000
Pre-K	2,578,248	2,467,059	3,751,985	3,820,349
Nondepartmental	-	-	-	-
Special Taxing Districts (School Suppl.)	-	14,555,506	16,000,000	17,250,000
School Fines and Forfeitures Fund	-	636,621	2,000,000	2,000,000

General Fund Interfund Transfers	5,988,718	5,383,872	23,008,854	10,325,844
General Fund Debt Service	74,549,667	19,716,538	20,388,805	19,066,043

Total	479,409,534	465,114,745	553,427,072	574,908,675
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Note: Nondepartmental budgets presented above include appropriations for the Other Post Employment Benefit (OPEB) Trust Fund contribution, which are approved at the functional level, and functional budget tools like Contra-Expenses to account for lapsed salary. Actual/estimated OPEB contributions are accounted for in each department per auditor guidance.



Personnel Summary

General Fund Summary - Positions by Service Area

Service Area	Prior Year	Current Year	Budget Year	Percent Change
General Government	251	258	280	9%
Public Safety	618	640	703	10%
Human Services	572	567	572	1%
Economic & Physical Development	44	49	58	18%
Culture & Recreation	80	98	105	7%
Total General Fund	1,565	1,612	1,718	7%

Summary of Budgeted Positions by Fund

Fund	Prior Year	Current Year	Budget Year	Percent Change
General Fund	1,565	1,612	1,718	7%
Enterprise Funds	38	39	42	8%
Internal Service Fund	3	4	4	0%
Grant Projects Fund	17	29	38	31%
Total All Funds	1,623	1,684	1,802	7.0%

*Current Year count refers to beginning FY2022 count.

➤ General Fund

For FY2023, 60 new positions will be added, in addition to 47 positions added mid-year FY2022, and two (2) positions that will move from temporary status to regular. One (1) position was moved to the Grants Fund during the year. Two (2) positions were closed in order to reclass other positions to full-time.

➤ Enterprise Funds

For FY2023, Solid Waste will add three (3) new positions.

➤ Grant Projects Fund

Eight (8) positions were added mid-year for grants and one (1) was transferred from the General Fund.



Capital Improvement Program

A capital project is defined as construction, renovation or demolition project, or acquisition of land or other assets, valued in excess of \$100,000, and with a useful life of at least five years. This includes significant capital maintenance projects and information technology projects. Improvements to or expansions of existing assets must increase appraised value or add to life expectancy to qualify as a capital project.

The Buncombe County Capital Improvement Plan (CIP) is a long-range plan for analysis and approval of proposed capital improvement projects, which includes estimated project costs and funding sources that the County expects to carry out over a five-year period. Projects will be consistent with County priorities and address needs for maintenance and expansion of infrastructure and capital assets.

The CIP is developed annually in conjunction with the budget process to better incorporate long range planning.

Referring to Government Finance Officers Association (GFOA) best practice, specific criteria was used for the Capital Review Team to assess the quality of submissions and their candidacy for inclusion in the CIP. Ten project requests were presented by County departments and after use of criteria and applying budget constraints, seven projects were recommended by the Team. Three of these projects will be debt-financed in FY2023 and four funded with Capital Fund dollars. The Solid Waste Enterprise Fund will purchase seven (7) projects via pay-go.

FY23	FY24	FY25	FY26	FY27	Pay-Go/Debt
	\$ -	\$ 1,193,000	\$ 1,193,000	\$ 1,193,000	Debt
		\$ 1,090,000			TBD

Emergency Services		
FY23 Public Safety Training Center Generator	\$	230,000
FY23 Emergency Services Base Construction	\$	7,250,000
FY24 Garage & Warehouse Improvements	\$	920,000
FY24 Public Safety Training Center Improvements	\$	140,000
FY24 VHF Radio System	\$	600,000

\$	230,000					Capital Fund
\$	-	\$	487,000	\$	487,000	Debt
	\$		920,000			TBD
	\$		140,000			Capital Fund
	\$		600,000			Pay-Go

FY23 Renovation & Repair	\$	4,010,000
FY24 35 Woodfin Project	\$	5,870,000
FY24 Renovation & Repair	\$	15,150,000
FY25 Renovation & Repair	\$	3,180,000
FY26 Renovation & Repair	\$	2,840,000
FY27 Renovation & Repair	\$	3,310,000
Future Renovation & Repair	\$	132,860,000

\$	-	\$	269,000	\$	269,000	Debt
		\$	-	\$	395,000	Debt
		\$	-	\$	1,018,000	Debt
			\$	-	\$	214,000
				\$	-	Debt
					\$	191,000
					\$	-
						Debt
						TBD

FY23 Library Renovation and Repair	\$	690,000
FY24 Library Renovation and Repair	\$	330,000
FY25 Library Renovation and Repair	\$	660,000
FY26 Library Renovation and Repair	\$	830,000
FY27 Library Renovation and Repair	\$	840,000
Future Library Renovation & Repair	\$	84,390,000

\$ 690,000	Capital Fund
\$ 330,000	TBD
\$ 660,000	TBD
\$ 830,000	TBD
\$ 840,000	TBD
	Debt

FY24 Soccer Complex Improvements (Second Installment)	\$	170,000
FY24 Storage Facility	\$	12,850,000

\$	170,000					Pay-Go
\$	-	\$	864,000	\$	864,000	Debt

Future Consideration: I-26 Infrastructure Project - Multimodal Design E	\$	1,000,000
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Pay-Go

FY24 Public Safety Interoperability Systems Replacement	\$	5,000,000
FY24 Public Safety Radio System Replacement	\$	12,200,000

\$	-	\$	336,000	\$	336,000	Debt
\$	-	\$	820,000	\$	820,000	Debt

FY23 Recreation Services Master Plan	\$	200,000
FY25 Greenways Master Plan	\$	100,000
Ongoing: Future Greenway Design	\$	1,700,000

\$	200,000				Capital Fund				
		\$	100,000			Pay-Go			
	\$	425,000	\$	425,000	\$	425,000	\$	425,000	Pay-Go

General FY23 CIP

Future Hominy Creek Greenway Design	\$	80,000
Ongoing: Future Sidewalk Repair	\$	100,000

	\$	25,000	\$	25,000	\$	25,000	\$	25,000	Pay-Go
									Pay-Go

Sheriff's Office		
FY24 Detention Center Facility Assessment Renovation & Repair	\$	440,000
Future Detention Center Facility Assessment Renovation & Repair	\$	16,100,000

	\$	440,000							TBD
									Debt

Sustainability		
FY23 Electric Vehicle Charging Infrastructure	\$	120,000
FY23 Solar on Schools and Public Buildings (Solar Projects Phase 3)	\$	4,000,000
FY24 Solar on Schools and Public Buildings (Solar Projects Phase 4)	\$	4,000,000
FY25 Solar on Schools and Public Buildings (Solar Projects Phase 5)	\$	4,000,000
Future Solar Installation Placeholder (Solar Phase 8+)	\$	4,000,000

\$	120,000	Capital Fund							
\$	-	\$	269,000	\$	269,000	\$	269,000	Debt	
	\$	-	\$	269,000	\$	269,000	\$	269,000	Debt
			\$	-	\$	269,000	\$	269,000	Debt
				\$	-	\$	269,000	Debt	

Existing Debt Service		
Existing Debt Service Obligations		

\$	19,060,000	\$	18,550,000	\$	17,360,000	\$	15,920,000	\$	15,460,000	Debt
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Total	\$	349,000,000
Debt Service		
Paygo		
TBD		

\$	20,300,000	\$	22,625,000	\$	25,580,000	\$	23,603,000	\$	23,613,000
\$	19,060,000	\$	19,575,000	\$	23,280,000	\$	22,323,000	\$	22,323,000
\$	-	\$	1,220,000	\$	550,000	\$	450,000	\$	450,000
\$	-	\$	1,690,000	\$	1,750,000	\$	830,000	\$	840,000

New Project Costs by Department		
Elections	\$	18,840,000
Emergency Services	\$	9,140,000
General Services	\$	267,980,000
Governing Body	\$	1,000,000
Information Technology	\$	17,200,000
Recreation Services	\$	300,000
Sheriff's Office	\$	16,540,000
Sustainability	\$	12,120,000

\$	-	\$	-	\$	2,283,000	\$	1,193,000	\$	1,193,000
\$	230,000	\$	2,147,000	\$	487,000	\$	487,000	\$	487,000
\$	690,000	\$	769,000	\$	3,206,000	\$	3,590,000	\$	3,791,000
\$	-	\$	-	\$	-	\$	-	\$	-
\$	-	\$	-	\$	1,156,000	\$	1,156,000	\$	1,156,000
\$	200,000	\$	-	\$	100,000	\$	-	\$	-
\$	-	\$	440,000	\$	-	\$	-	\$	-
\$	120,000	\$	269,000	\$	538,000	\$	807,000	\$	807,000

Total		
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\$	1,240,000	\$	3,625,000	\$	7,770,000	\$	7,233,000	\$	7,434,000
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Solid Waste FY23-27 CIP

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Solid Waste Capital	FY23	FY24	FY25	FY26	FY27	Pay-Go/Debt	Total	Full Project Cost
Planning								
Paving for Transfer Station	\$ 100,000	\$ -	\$ -	\$ -	\$ -	Pay-Go	\$ 100,000	
Residential Service Evaluation	\$ 100,000	\$ -	\$ -	\$ -	\$ -	Pay-Go	\$ 100,000	
MSW Cells 1-5 Gas Collection and Control Improvements	\$ -	\$ 450,000	\$ -	\$ -	\$ -	Pay-Go	\$ 450,000	
Paving Overlay	\$ -	\$ 250,000	\$ -	\$ -	\$ -	Pay-Go	\$ 250,000	
Landfill Gas to Energy New Generator, Skid, and Equipment	\$ -	\$ -	\$ 449,254	\$ 449,254	\$ 449,254	Debt	\$ 898,508	\$ 2,000,000
Engineering								
Borrow Investigation and Area Development	\$ -	\$ 300,000	\$ -	\$ -	\$ -	Pay-Go	\$ 300,000	
Construction								
Landfill Engineering Cell 7 MSW Construction (FY22)	\$ 2,166,836	\$ 2,166,836	\$ 2,166,836	\$ 2,166,836	\$ 2,166,836	Debt	\$ 8,667,343	\$ 13,500,000
Landfill Phase 7 C&D (FY22)	\$ 288,911	\$ 288,911	\$ 288,911	\$ 288,911	\$ 288,911	Debt	\$ 1,155,646	\$ 1,800,000
Stormwater Ditch Reestablishment - Landfill	\$ 175,000	\$ -	\$ -	\$ -	\$ -	Pay-Go	\$ 175,000	
Landfill Phase 8 C&D	\$ -	\$ -	\$ -	\$ 345,640	\$ 345,640	Debt	\$ 345,640	\$ 2,000,000
Equipment								
Service Truck	\$ 150,000	\$ -	\$ -	\$ -	\$ -	Pay-Go	\$ 150,000	
Convenience Site Improvements	\$ 130,000	\$ -	\$ -	\$ -	\$ -	Pay-Go	\$ 130,000	
Condensate Pump Replacement Cells 1-5	\$ 150,000	\$ -	\$ -	\$ -	\$ -	Pay-Go	\$ 150,000	
GPS System for Landfill Equipment	\$ 230,000	\$ -	\$ -	\$ -	\$ -	Pay-Go	\$ 230,000	
Landfill Inbound Weight Scale Replacement	\$ -	\$ 70,000	\$ -	\$ -	\$ -	Pay-Go	\$ 70,000	
New Walking Floor Trailers (3 @ \$100K) - Replacement Process	\$ -	\$ 300,000	\$ -	\$ -	\$ -	Pay-Go	\$ 300,000	
New Walking Floor Trailers (2 @ \$100K) - Replacement Process	\$ -	\$ -	\$ 200,000	\$ -	\$ -	Pay-Go	\$ 200,000	
Electric EVB Roll Off Truck	\$ -	\$ -	\$ 175,000	\$ -	\$ -	Pay-Go	\$ 175,000	
Landfill Gas to Energy Engine Longblock Rebuild	\$ -	\$ -	\$ 115,487	\$ 115,487	\$ 115,487	Debt	\$ 230,975	\$ 500,000
Outbound Scale Replacement	\$ -	\$ -	\$ 70,000	\$ -	\$ -	Pay-Go	\$ 70,000	
New Bulldozer	\$ -	\$ -	\$ 300,000	\$ -	\$ -	Pay-Go	\$ 300,000	
Tipping Floor Repairs	\$ -	\$ -	\$ 250,000	\$ -	\$ -	Pay-Go	\$ 250,000	
Leachate Evaporator	\$ -	\$ -	\$ -	\$ 345,640	\$ 345,640	Debt	\$ 345,640	\$ 2,000,000
New Walking Floor Trailers (2 @ \$100K) - Replacement Process	\$ -	\$ -	\$ -	\$ 200,000	\$ -	Pay-Go	\$ 200,000	
New Walking Floor Trailers (2 @ \$100K) - Replacement Process	\$ -	\$ -	\$ -	\$ -	\$ 200,000	Pay-Go	\$ -	
Total	\$ 3,490,747	\$ 3,825,747	\$ 4,015,489	\$ 3,911,768	\$ 3,911,768		\$ 15,243,751	

Category								
Planning	\$ 200,000	\$ 700,000	\$ 449,254	\$ 449,254	\$ 449,254		\$ 1,798,508	
Engineering	\$ -	\$ 300,000	\$ -	\$ -	\$ -		\$ 300,000	
Construction	\$ 2,630,747	\$ 2,455,747	\$ 2,455,747	\$ 2,801,387	\$ 2,801,387		\$ 10,343,628	
Equipment	\$ 660,000	\$ 370,000	\$ 1,110,487	\$ 661,127	\$ 661,127		\$ 2,801,614	
Total	\$ 3,490,747	\$ 3,825,747	\$ 4,015,489	\$ 3,911,768	\$ 3,911,768		\$ 15,243,751	

Appendix A

FY2023 Grant Recommendations

Early Childhood Education & Development Fund

Isaac Coleman Economic Community Investments Grants

Tipping Point Grants

Strategic Partnership Grants

Home and Community Care Block Grants

Community Recreation Grants

Affordable Housing Services Program

Juvenile Crime Prevention Council Funding

Organization Name	Project Name	FY2022 Funding	FY2023 Funding Request	FY2023 Proposed Funding
Asheville Jewish Community Center	Strengthening Early Childhood through Teacher Training and Family Support	\$ -	\$ 26,000	\$ 21,291
Asheville-Buncombe Technical Community College	Blazing Trails: Early Childhood Collegiate Support Program	\$ -	\$ 200,917	\$ 121,042
Bent Creek Preschool	Bent Creek Preschool	\$ -	\$ 149,800	\$ 120,331
Buncombe County Schools	Final year for multi-year grant for Increasing Access to High-Quality Early Care and Education at Emma Elementary School	\$ 792,657	\$ 792,657	\$ 792,657
Buncombe County Schools	Buncombe County Schools Commitment to Early Childhood Education	\$ -	\$ 258,213	\$ 207,061
Buncombe Partnership for Children	Year 2 of multi-year grant for Child Care Resources: Professional and Systems Development Project	\$ 153,000	\$ 153,000	\$ 153,000
Buncombe Partnership for Children	Early Childhood Systems Coordination & Single Portal of Entry Implementation	\$ 143,160	\$ 56,000	\$ 56,000
Buncombe Partnership for Children	Early Childhood Teacher Workforce Development Program	\$ 179,483	\$ 179,483	\$ 179,483
Colaborativa La Milpa	Year 2 of multi-year grant for PODER Emma ECE Collaborative Network	\$ 36,000	\$ 30,000	\$ 30,000
Community Action Opportunities	Boost Buncombe Families, A Full-Day Full-Year Pre-Kindergarten Program at the Lonnie D Burton Center	\$ 529,389	\$ 615,184	\$ 523,398
Community Action Opportunities	Boost Buncombe Children, A school-day school-year Pre-Kindergarten Project at Johnston Elementary	\$ 138,262	\$ 143,617	\$ 143,617
Eliada Homes, Inc	Eliada Child Development Center	\$ 84,832	\$ 102,227	\$ 82,273
Evolve Early Learning	Infant/Toddler & Empowerment Coach Pilot Program at Evolve	\$ 118,000	\$ 85,580	\$ 68,955
F I R S T	SUNSHINE Expansion	\$ -	\$ 122,902	\$ 98,813
Irene Wortham Center	Early Learning Center Program Enrichment	\$ 148,547	\$ 215,585	\$ 129,842

FY2023 Grant Recommendations

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OnTrack Financial Education & Counseling	SECURE Matched Savings for Childcare Workers and Preschool Families (SECURE ECE)	\$ -	\$ 49,325	\$ 39,951
Read to Succeed	Community-Powered Literacy Family Engagement and Kindergarten-Readiness	\$ 50,000	\$ 67,300	\$ 54,331
Southwestern Child Development	Valley Child Development	\$ 95,076	\$ 220,000	\$ 176,491
Swannanoa Valley Child Care Council (Donald S Collins Early Learning Center)	Expanding Services to Meet the Needs of all Children	\$ 127,000	\$ 321,700	\$ 321,700
The Christine Avery Learning Center	Facilitating Holistic Education, Facilitating Whole Families	\$ 375,000	\$ 343,276	\$ 275,112
YWCA of Asheville and Western North Carolina	Year 3 of multi-year grant for Early Learning Program	\$ 150,000	\$ 150,000	\$ 150,000
YWCA of Asheville and Western North Carolina	Empowerment Childcare (ECC)	\$ 30,000	\$ 75,000	\$ 75,000
Appalachian Sustainable Agriculture Project	Growing Minds in Buncombe County	\$ -	\$ 20,000	\$ -
Asheville City Schools - Asheville High	Increasing capacity and quality at Asheville High School Child Care while developing ECE workforce	\$ -	\$ 236,500	\$ -
Asheville City Schools - Developmental Day	Supporting Families with high quality care for children with disabilities and Mental Health Needs	\$ -	\$ 206,000	\$ -
Asheville City Schools -	Supporting Families with Enhanced	\$ -	\$ 665,000	\$ -
Black Mountain Montessori	New Montessori Preschool Classroom	\$ -	\$ 30,000	\$ -
Montessori Learning Community of Asheville	Montessori Learning Community of Asheville	\$ -	\$ 300,000	\$ -
Total: \$ 3,820,348				

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Organization Name	Project Name	FY2022 Funding	FY2023 Proposed Funding
E.W. Pearson Project (Fiscal Sponsor: Shiloh Community Association)	Creating Sustainability in the E. W. Pearson Project Collaborative's	\$ 150,000	\$ 150,000
Hood Huggers International (Fiscal Sponsor: Asheville Creative Arts)	Rebuilding Affrilachia	\$ 43,454	\$ 43,454
PODER Emma Community Ownership (Fiscal Sponsor: CIMA-Compañeros Inmigrantes de las Montañas en Accion)	Colaborativa La Milpa	\$ 102,295	\$ 102,295
Read to Succeed	Equitable Opportunitites for Literacy	\$ 84,251	\$ 84,251
To Be Determined	Economic Community Investment	\$ 120,000	\$ 120,000
		TOTAL:	\$ 500,000

**Buncombe County Tipping Point Grants
FY2023 Grant Recommendations**

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Organization Name	Project Name	FY2023 Recommended
A Therapist Like Me	A Therapist Like Me Adolescent Support	\$ 5,000
Arms Around ASD (Autism Spectrum Disorder)	Independent Living Skills Program	\$ 5,000
Asheville Buncombe Food Policy Council	Neighborhood Emergency Food Preparedness Cold Storage Project	\$ 5,000
Big Ivy Community Development Club	A Safer Riverside at the Big Ivy Community Center	\$ 5,000
Bloom Fitness	Bloom Reaches more Adults with Intellectual Disabilities through Capacity Building and	\$ 5,000
Blue Ridge Pride Center Inc.	Welcoming Foster Families	\$ 5,000
Bountiful Cities	Southside Community Grocery Project	\$ 5,000
Bounty & Soul	Deepening Community Partnerships: Building trust, affinity and digital engagement	\$ 5,000
Colaborativa La Milpa	Raíces Youth	\$ 5,000
Community Action Opportunities	Summer Fun Learning Kits for Head Start	\$ 5,000
Literacy Together	Youth Literacy Tutor Intern Model	\$ 5,000
Mount Zion Community Development, Inc.	Project NAF (GATE) Grandparents Are Truly Essential	\$ 5,000
PIVOTPOINT WNC	High Quality Facilitator Training and Onboarding Project	\$ 5,000
Read to Succeed	Literacy Where We Live	\$ 5,000
RiverLink	Take Me To The River: Piloting A New Afterschool Program with RiverLink	\$ 5,000
Shiloh Community Association	Urban Ecology Program at the Shiloh Community Garden	\$ 5,000
Sunrise Community for Recovery and Wellness	Cultivating Connection	\$ 5,000
Swannanoa Community Council	Fox Creek Environmental Restoration and Education Project	\$ 5,000
Warrior Canine Connection	Connecting Buncombe County Veterans Through the Healing Power of Dogs	\$ 5,000
Western North Carolina Public Radio dba Blue Ridge Public Radio	StoryCraft	\$ 5,000
Asheville Choral Society	Asheville Choral Society Invests in Anti-Racist Programming	\$ -
Asheville Writers in the Schools and Community	BIPOC Artist Residency Initiative	\$ -
Aurora Studio & Gallery	Grant Writer/Development Assistance for Aurora Studio	\$ -
Carolina Cross Connection	Carolina Cross Connection (CCC) - Urban Ministry	\$ -

**Buncombe County Tipping Point Grants
FY2023 Grant Recommendations**

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Connection Center NC	Choice Connection	\$	-
Humane Society of Buncombe County (dba Friends2Ferals)	Buncombe County Community Cat - Animal Recovery & Care Center	\$	-
Irene Wortham Center	Irene Wortham Center Firespring Website Redesign	\$	-
Jewish Family Services WNC	Urgent needs funding for Case Management clients	\$	-
Journeyman Asheville	Leadership Development Internship with Journeyman	\$	-
Mount Zion Community Development, Inc.	Project EMPOWER HOPE	\$	-
North Carolina Employment Ownership Center	Buncombe County Employee Ownership Outreach	\$	-
RHA Health Services, Inc.	Student Summit 2023	\$	-
Rhododendron Creek Community	Rhododendron Creek Community Tree Canopy Project	\$	-
Signs for Hope, Inc.	Child, Family, Community: Developing Future Leaders for Buncombe County	\$	-
Warrior Moms www.WarriorMoms.us	How to Eradicate Fear- A Virtual Guide for Entrepreneurs	\$	-
YTL Training Program	YTL Getting Fit Together	\$	-
		Total: \$	100,000

Organization Name	Project Name	FY2022 Funding	FY2023 Funding Request	FY2023 Proposed Funding
Appalachian Mountain Community Health Centers	Buncombe Health & Wellness Equity & Expansion		\$ 24,003	\$ 15,602
Asheville GreenWorks	Trash and Trees: A Greener Buncombe and a Sustainable Future for All	\$ 40,200	\$ 80,000	\$ 40,000
Asheville Humane Society	Pets & Their People Thriving Together	\$ 15,000	\$ 25,000	\$ 12,500
Asheville Writers in the Schools and Community	Youth Arts Education Initiative		\$ 25,000	\$ 12,500
Babies Need Bottoms	Expanding Diaper Assistance: Supporting Resilience through Basic Needs	\$ 16,887	\$ 20,000	\$ 13,000
Blue Ridge Pride Center Inc.	Blue Ridge Pride Center, Inc., Program Management		\$ 27,000	\$ 13,500
Bountiful Cities	Southside Farmers Market		\$ 15,000	\$ 9,776
Bounty & Soul	Farmers Alliance: Supporting Farm Viability and Farmland Preservation		\$ 70,400	\$ 35,200
Buncombe County Schools Foundation	The Face Hope	\$ 15,000	\$ 30,000	\$ 19,500
Caring for Children Eckerd Connects	Respite Scholarship Program		\$ 25,000	\$ 12,500
Carolina Day School	Horizons at Carolina Day Equity - Centered Summer Enrichment Program	\$ 10,000	\$ 21,081	\$ 13,703
Carolina Small Business Development Fund	Western Women's Business Center	\$ 29,500	\$ 35,000	\$ 17,500
CityWorks, USA	Black Wall Street AVL - Connecting BIPOC Businesses to Tourism in WNC		\$ 135,000	\$ 47,500
Colaborativa La Milpa	CIMA - Consulta Tu Compa		\$ 20,000	\$ 10,000
Eliada Homes, Inc.	Eliada Students Training for Advancement	\$ 15,000	\$ 50,000	\$ 32,500
Haywood Street Congregation	Haywood Street Respite	\$ 41,321	\$ 50,000	\$ 32,500
Institute for Preventive Healthcare and Advocacy	HELP2Day		\$ 30,000	\$ 19,500
Literacy Together (formerly Literacy Council of Buncombe County)	Pathways to Opportunity	\$ 32,800	\$ 40,000	\$ 26,000
MAHEC	MAHEC Ob/Gyn Equipment		\$ 19,877	\$ 12,920
Mount Zion Community Development, Inc.	Project NAF	\$ 36,000	\$ 50,000	\$ 32,500
Mountain BizWorks	Expanding Entrepreneurship and Jobs in Communities of Color	\$ 40,000	\$ 65,000	\$ 52,000
OnTrack Financial Education & Counseling	Free Tax Preparation: VITA	\$ 18,000	\$ 18,000	\$ 11,700
OpenDoors of Asheville	To & Through College Access and Completion		\$ 55,000	\$ 35,750
Our VOICE	Survivors to Thrivers - Counseling for Sexual Violence & Human Trafficking Victims	\$ 18,000	\$ 25,000	\$ 20,000
Pisgah Legal Services	Legal Services for Children and Families in Buncombe County	\$ 92,000	\$ 120,000	\$ 80,000
Project Lighten Up	Project Lighten Up Summer Learning Academy	\$ 30,000	\$ 50,000	\$ 25,000
Read to Succeed	Community-Powered K-3 Literacy Support	\$ 27,000	\$ 44,500	\$ 35,600
Resources For Resilience	Reconnect for Resilience with the Family Justice Center		\$ 25,000	\$ 12,500
RiverLink	Emerging Scientists, Vulnerable Communities: Growing Next Generation River Stewards	\$ 24,000	\$ 25,000	\$ 12,500
The Mediation Center	Family Visitation Program	\$ 10,000	\$ 10,000	\$ 8,000
Under One Sky Village Foundation	Bridging Trauma with Mentors for Youth in Foster Care	\$ 10,000	\$ 18,000	\$ 11,700
University of North Carolina at Asheville Foundation, Inc.	UNC Asheville Pre-College Programs		\$ 18,400	\$ 9,200
Western Carolina Medical Society Foundation	Creating Well - Being through Diabetes Management	\$ 24,000	\$ 50,188	\$ 25,094
YMI Cultural Center	Homeownership Services Through the Successful Transitional Program	\$ 20,000	\$ 52,700	\$ 34,255
YTL Training Program	YTL Summer and Advocacy Support		\$ 125,000	\$ 50,000

YWCA of Asheville and Western North Carolina	Getting Ahead	\$	30,000	\$	30,000	\$	24,000
YWCA of Asheville and Western North Carolina	Swim Equity	\$	20,000	\$	30,000	\$	24,000
A Therapist Like Me	Therapy and Therapy Voucher for Community Wellness			\$	30,000	\$	-
Appalachian Sustainable Agriculture Project	Appalachian Grown: Promoting Connections After Covid-19	\$	20,000	\$	30,000	\$	-
Asheville Area Arts Council	Support for Buncombe County Creative Jobs	\$	15,000	\$	50,000	\$	-
Asheville Buncombe Institute of Parity Achievement	The Gift of Health			\$	100,000	\$	-
Asheville Creative Arts	Rebuilding Afrilachia - Community Engagement Trail			\$	35,000	\$	-
Asheville Museum of Science (AMOS)	Exploring and Building Bots! an AMOS STEAM Program	\$	20,000	\$	60,000	\$	-
Asheville Symphony Society, Inc.	Symphony in the Park			\$	15,000	\$	-
Aurora Studio & Gallery	Aurora Studio & Gallery Operational Support			\$	10,000	\$	-
Bent Creek Institute, Inc.	Natural Products Small Batch Production			\$	58,617	\$	-
Big Ivy Community Development Club	Revitalizing North: Support for the Big Ivy Community Center			\$	52,860	\$	-
Bountiful Cities	School Garden and Outdoor Education Support	\$	10,000	\$	10,000	\$	-
Eagle Market Streets Development Corporation, CDC	EMSDC Incubate to Innovate (I2I)			\$	35,000	\$	-
Empowerment Resource Center	WRES-LP Operations & Studio Refurbishment Project - WRES FM			\$	35,000	\$	-
Folk Heritage Committee	"Shindig On The Green" presented by the Folk Heritage Committee			\$	5,000	\$	-
Green Built Alliance	Community Engagement for a Clean Energy Future			\$	9,500	\$	-
Irene Wortham Center	Irene Wortham Center Firespring Rebranding			\$	9,385	\$	-
Jordan Peer Recovery, Inc.	Victory House: Eliminating Barriers to Recovery/Re-entry	\$	20,000	\$	108,600	\$	-
Journeymen Asheville	Building Mental Health for Boys through School Mentoring Groups			\$	25,000	\$	-
LEAF Global Arts	LEAF Schools & Streets program expansion			\$	30,000	\$	-
Leicester Elementary PTO	Leicester Elementary School Outdoor Classrooms			\$	9,000	\$	-
PIVOTPOINT WNC	Experiential Adventure Programming for County Adult Treatment and Diversion			\$	73,707	\$	-
Sandy Mush Community Center	Sandy Mush Community Center: Bright and Safe for Our Community	\$	20,000	\$	39,985	\$	-
SeekHealing	Community Aftercare Program Development			\$	20,000	\$	-
Shiloh Community Association	Land Development and Construction Coordinator & Technical Assistant			\$	64,399	\$	-
TimberKnolls Spirit Cove	Newfie Therapy Trauma Treatment Support Program			\$	28,000	\$	-
University of North Carolina at Asheville Foundation, Inc.	Eating The Vine that Ate the South			\$	27,800	\$	-
Warrior Moms www.WarriorMoms.us	Counsel to the Executive Director			\$	15,000	\$	-
WNC Communities	Enhancing Educational Opportunities for Buncombe County Farmers			\$	20,000	\$	-
Wortham Center for the Performing Arts	A Community Resource	\$	16,500	\$	33,000	\$	-
						Total: \$	900,000

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Agency	Programs	HCCBG or Buncombe County Supplemental Aging Funds (BCSAF)	Requested	FINAL RECOMMENDATION (5/5/22)
Mountain Mobility	Transportation	HCCBG	\$ 500,000.00	\$ 500,000
MountainCare	Transportation	HCCBG	\$ 48,263.00	\$ 39,458
Meals on Wheels Asheville/Buncombe	Home Delivered Meals	HCCBG	\$ 205,000.00	\$ 192,237
Council on Aging of Buncombe County	Congregate Nutrition	HCCBG	\$ 250,000.00	\$ 196,584
Council on Aging of Buncombe County	Housing/Home Repair	HCCBG	\$ 30,000.00	\$ 28,318
Mountain Housing Opportunities	Housing/Home Repair	HCCBG	\$ 60,000.00	\$ 60,000
Council on Aging of Buncombe County	Respite	HCCBG	\$ 8,703.00	\$ 6,761
MountainCare	Adult DayHealth	HCCBG	\$ 135,000.00	\$ 114,138
MountainCare	Adult Day Care	HCCBG	\$ 76,000.00	\$ 74,602
MountainCare	Mountain Explorers	HCCBG	\$ 8,262.00	\$ 7,266
Jewish Family Services	Elder Club/Respite	HCCBG	\$ 15,000.00	\$ 14,441
Pisgah Legal	Legal Services	HCCBG	\$ 70,000.00	\$ 70,000
Council on Aging of Buncombe County	In Home Aide	HCCBG/BCSAF	\$ 578,046.00	\$ 538,712
Council on Aging of Buncombe County	Information and Case Assistance	HCCBG	\$ 200,000.00	\$ 142,210
Jewish Family Services	Mental Health Counseling	HCCBG	\$ 15,000.00	\$ 13,618
Land of Sky	Community Health Workers	HCCBG	\$ 60,380.00	\$ 47,627
Memory Care	Caregiver Support	BCSAF	\$ 75,000.00	\$ 68,985
OnTrack	Financial Counseling	BCSAF	\$ 21,000.00	\$ 21,000
Blue Ridge Pride	Generations Plus	BCSAF	\$ 36,000.00	\$ 22,627
MAHEC	Home Based Primary Care	BCSAF	\$ 60,093.00	\$ 50,506
NOT RECOMMENDED FOR FUNDING				
All Ways Caring	In Home Aide		\$ 640,033.00	\$ -
Jewish Family Services	Transportation		\$ 20,000.00	\$ -
DayStay	Adult Day Care (closed as of 4/2022)		\$ 21,000.00	\$ -
Council on Aging of Buncombe County	Consumer Directed Services		\$ 57,730.00	\$ -
Council on Aging of Buncombe County	Volunteer Coordinator		\$ 32,000.00	\$ -
Total Recommendations			\$ 3,222,510.00	\$ 2,209,091

HCCBG Allocation	\$	1,709,091.00
BCSAF	\$	500,000.00
Total Amount to Allocate	\$	2,209,091.00

Organization Name	Project Name	FY2022 Funding	FY2023 Funding Request	FY2023 Proposed Funding
Asheville Art Museum, Inc.	Sherill Roland Community Activation and Exhibition	\$ -	\$ 5,000	\$ -
Asheville Black Bears	Charles D. Owen Sports Field Revitalization	\$ 5,957	\$ 6,000	\$ -
Asheville Buncombe Youth Soccer Association	Asheville Buncombe Youth Soccer Community Goals Project	\$ 6,000	\$ 6,000	\$ 6,000
Asheville City Schools Foundation	In Real Life After-School: Expanding Student Opportunities and Supporting Healthy Youth Development	\$ -	\$ 5,992	\$ 5,992
Asheville Rowing Club Inc.	Multi-purpose permanent dock near Fisherman's Trail parking lot Lake Julian	\$ -	\$ 6,000	\$ -
Asheville Tennis Association	Tennis Court Assistance and Programming	\$ 6,000	\$ 5,538	\$ 5,538
Bent Creek Community Park	Accessible Swing	\$ 3,872	\$ 6,000	\$ 6,000
Big Ivy Community Development Club	Big Ivy Basketball	\$ -	\$ 4,175	\$ 4,175
Black Mountain Montessori	BMTM Children's House playground renovation	\$ -	\$ 6,000	\$ 6,000
Bountiful Cities	Community Gardens Event Equipment	\$ 3,680	\$ 5,826	\$ 5,826
Catalyst Sports	Get Off The Pavement: Catalyst Sports Adaptive Mountain Biking Program	\$ -	\$ 5,600	\$ 5,600
Colaborativa La Milpa	Los Arroyos Phase III	\$ 5,997	\$ 6,000	\$ 6,000
Erwin Youth League	Shoulder Pads	\$ -	\$ 6,000	\$ -
Friends of Connect Buncombe	Greenway Vision Video	\$ -	\$ 4,450	\$ -
Hominy Valley Rec Park	Spring Cleaning at Hominy Valley Rec Park	\$ -	\$ 5,413	\$ -
Irene Wortham Center	Ceiling Lifts for Adult Day Clients	\$ 4,464	\$ 5,750	\$ 5,750
Just Folks Organization of Asheville	Nazareth First Missionary Baptist Church Sunday School Youth Program	\$ -	\$ 5,000	\$ -
LEAF Global Arts	Supplies for LEAF Schools & Streets classes and field trips at LEAF Global Arts Experience	\$ 6,000	\$ 6,000	\$ 6,000
OpenDoors of Asheville	Summer Enrichment Camps 2022	\$ 5,900	\$ 6,000	\$ 6,000
Ox Creek Community Club	New Heating and Air-conditioning for Ox Creek Community Club	\$ 2,021	\$ 6,000	\$ -
Pisgah Area SORBA	Richmond Hill Park Trail Construction and Maintenance	\$ -	\$ 6,000	\$ -
River Link	Casting a welcome shadow: A Shade Structure for Southside residents	\$ -	\$ 6,000	\$ 6,000
Sandy Mush Community Center	New Lights for Gym	\$ 5,237	\$ 3,420	\$ 3,420
Shiloh Community Association	Keeping it Dry: New Roofs for the Pavilion & Cobb Bench upgrades to Electric	\$ 6,000	\$ 6,000	\$ 6,000
Spring Mountain Community Club	Roof Replacement for Picnic Pavilion	\$ 4,500	\$ 6,000	\$ -
Swannanoa Community Council	Grovemont Park, Playground, and Outdoor Classroom Enhancement	\$ 6,000	\$ 6,000	\$ 6,000
University of North Carolina at Asheville Foundation, Inc.	UNC Asheville Bulldog SportsFest	\$ -	\$ 6,000	\$ 6,000
YWCA of Asheville and Western North Carolina	Light a Path	\$ -	\$ 6,000	\$ 6,000
			TOTAL:	\$ 102,301

**Buncombe County Affordable Housing Services Program
Fund FY2023 Loan and Grant Recommendations***

Organization Name	Project Name	FY 2023 Funding Request	FY 2022 Funding	FY2023 Proposed Funding	Units
Asheville Area Habitat for Humanity	Emergency Repair Grant - Habitat Home Repair for Low- Income Homeowners (77 Units)	\$470,470	\$205,625	\$275,000	45
Commonwealth Development Corporation of America	Construction Loan - Fairhaven Summit (77 Units)	\$1,250,000	\$0	\$1,000,000	77
LDG	Construction Loan - Monticello Family (168 Units)	\$1,500,000	\$0	\$1,500,000	168
Mountain Housing Opportunities	Emergency Repair Grant - Emergency Home Repair (33 Units)	\$300,000	\$202,943	\$225,000	24
Volunteers of America	Construction Loan - Laurel Wood (104 Units)	\$800,000	\$800,000	\$800,000	104
TOTAL:		\$4,320,470	\$1,208,568	\$3,800,000	418

The following applicants did not receive recommendation for funding for FY 2023:

Asheville Area Habitat for Humanity	Construction Loan to Downpayment Assistance Loan - New Heights Phase II Infrastructure (46 Units)	\$1,978,000	\$0	\$0	0
Asheville Buncombe Community Land Trust	Downpayment Assistance Loan (4 Units)	\$120,000	\$0	\$0	0
Collaborativa La Milpa	Emergency Repair Grant - PODER Emma Emergency Home Repair (21 Units)	\$213,675	\$0	\$0	0
Housing Authority of the City of Asheville	New Start Grant - Housing Choice Voucher Landlord Incentive Project (25 Households)	\$25,000	\$0	\$0	0
Mountain Housing Opportunities	Construction Loan - Deaverview Redevelopment Phase I (82 Units)	\$1,200,000	\$0	\$0	0
Mountain Housing Opportunities	Construction Loan - Lakeshore Villas (120 Units)	\$1,200,000	\$0	\$0	0
TOTAL:		\$4,736,675	\$0	\$0	0

*Note: Specific award terms, including loan terms and funding requirements, will be recommended by the Affordable Housing Committee and Buncombe County Community Development Division staff.

Sources of Funds	Amount
General Fund	\$2,311,845
FY 22 AHSP Unallocated Moved to FY 23 AHSP	\$440,600
FY 22 AHSP Unallocated Moved to FY 23 AHSP	\$800,000
Existing AHSP Program Income	\$247,555
TOTAL:	\$3,800,000

Organization Name	Project Name	FY2022 Funding	FY2023 Funding Request	FY2023 Proposed Funding
Buncombe County Justice Services	JCPC Administrative Funds	\$ 15,500	\$ 15,500	\$ 15,500
Buncombe Alternatives	Buncombe County Teen Court	\$ 83,395	\$ 88,850	\$ 88,749
Buncombe Alternatives	Earn and Learn Restitution	\$ 182,105	\$ 198,647	\$ 198,421
Aspire Youth & Family, Inc.	Aspire - Buncombe (Kids at Work + The Connection)	\$ 73,052	\$ 78,746	\$ 78,656
Eckerd Connects Caring for Children	Trinity Place Runaway and Homeless Youth Shelter	\$ 76,000	\$ 85,000	-
Eliada Homes, Inc.	Eliada Students Training for Advancement	\$ 40,000	\$ 75,000	\$ 69,654
PIVOTPoint WNC	PIVOTPoint WNC	\$ 43,196	\$ 70,636	\$ 70,556
Partners Unlimited, Inc.	Buncombe Structured Day	\$ 31,480	\$ 38,082	\$ 38,039
Note: The total FY2022-2023 JCPC Allocation for Buncombe County is \$644,477. JCPC Proposed Funding for Trinity Place was set for \$84,903 until program announced closure on 5/15/22. The JCPC will have until Dec 31, 2022 to reallocate the remaining \$84,903.			TOTAL:	\$ 559,574

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Appendix B

FY2023 Special District Tax Rates



District	FY2022 Tax Rate	FY2023 Request	FY2023 Recommended
Asheville Special	8.36	8.36	8.36
Asheville Suburban	8.97	8.97	8.97
Barnardsville	20.00	22.00	22.00
Broad River	16.00	16.00	16.00
East Buncombe	10.69	10.69	10.69
Enka-Candler	10.50	10.50	10.50
Fairview	14.50	14.50	14.50
French Broad	17.20	17.20	17.20
Garren Creek	13.84	13.84	13.84
Jupiter	10.75	10.75	10.75
Leicester	14.03	14.03	14.03
North Buncombe	10.77	10.77	10.77
Reems Creek	15.07	15.07	15.07
Reynolds	11.24	11.24	11.24
Riceville	14.60	14.60	14.60
Skyland	9.80	10.30	9.80
Swannanoa	14.00	14.00	14.00
Upper Hominy	16.56	16.56	16.56
West Buncombe	13.50	13.50	13.50
Woodfin	10.59	10.59	10.59
Asheville City Schools	10.62	12.00	10.62

Appendix C

Glossary



Glossary

ACCOUNTABILITY

The state of being obliged to explain one's actions, to justify what one does. Accountability requires governments to answer to the citizenry; to justify the raising of public resources and the purposes for which they are used.

ACCRUAL

An expense that is recorded at the time it occurs or revenue recorded when earned.

ACCRUAL BASIS OF ACCOUNTING

A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

ADOPTED BUDGET

The budget approved by the County Commissioners and enacted via a budget appropriation ordinance, on or before June 30 of each year.

AD VALOREM TAXES

Commonly referred to as property taxes, ad valorem taxes are levied on the value of real, certain personal, and public utility property according to the property's valuation and tax rate.

AGENCY FUNDS

One type of fiduciary (trustee) fund. Agency funds are used to report resources held by the reporting government in a purely custodial capacity. Agency funds typically involve only receipt, temporary investment, and remittance of financial resources to individuals, private organizations or other governments.

ALLOCATE

Set apart portions of budgeted expenditures that are specifically designated to organizations for special activities or purposes.

AMORTIZATION SCHEDULE

A schedule of debt-service payments separating the portions of payments attributable to principal and interest.

ANNUAL BUDGET

A budget covering a single fiscal year.

APPROPRIATED FUND BALANCE

The unspent amount (fund balance) appropriated as a revenue for a given fiscal year to offset operating expenses that exceed current revenue.

APPROPRIATION

An authorization granted by the Board of Commissioners to make budgeted expenditures and to incur obligations for purposes specified in the budget.

ASSETS

Property owned by the County that has monetary value.

ASSESSED VALUE

The value of real estate or personal property as determined by tax assessors and used as a basis for levying taxes.

ASSESSMENT

The process for determining values of real estate and personal property for taxation purposes.

BALANCED BUDGET

A budget in which the sum of estimated net revenues and appropriated fund balance is equal to appropriations.

BASIS OF ACCOUNTING

A term used referring to when revenues, expenditures, expenses, transfers, and the related assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurement, on either the cash or the accrual method.

BENCHMARKING

The process of measuring an organization's performance and processes against the best-in-class private and public organizations.

BIENNIAL BUDGET

A budget applicable to a two-year budget.

BOND

A written promise to pay a specified sum of money (principal or face value) at a specified future date (the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate).

BONDED DEBT

The portion of indebtedness represented by outstanding bonds.

BUDGET

An annual financial plan that identifies revenues, specifies the type and level of services to be provided and establishes the amount of money which may be spent within a certain time period.

BUDGET DOCUMENT

A formal document presented to the Board of Commissioners containing the county's financial plan for a fiscal year.

BUDGET MESSAGE

A written overview of the proposed budget from the county manager to the Board of Commissioners which discusses the major budget items and the county's present and future financial condition.

BUDGET ORDINANCE

The ordinance that levies taxes and appropriates revenues for specified purposes, functions, activities, or objectives during a fiscal year.

BUDGET YEAR

The fiscal year for which a budget is proposed or a budget ordinance is adopted.

BUDGETARY CONTROL

The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

BUNCOMBE COUNTY ANTI-CRIME TASK FORCE (BCAT)

A drug suppression and investigative unit.

CAPITAL IMPROVEMENT PROGRAM

A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from a long-term work program. It sets forth each project and specifies the resources needed to finance the projected expenditures.

CAPITAL PROJECT

A capital project is defined as construction, renovation or demolition project, or acquisition of land or other assets, valued in excess of \$25,000, and with a useful life of at least five years. This includes significant capital maintenance projects and information technology projects. Improvements to or expansions of existing assets must increase appraised value or add to life expectancy to qualify as a capital project.

CAPITAL PROJECTS FUND

A fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities.

CAPITAL RESERVE FUND

A fund used to segregate a portion of the government's resources to be used for future capital program expenditures.

CCBI

City-County Bureau of Identification. This department maintains criminal and other identity records for local law enforcement agencies.

CDE

Central Data Entry. This division maintains a centralized database of criminal history information on all persons arrested or cited in the County.

CERTIFICATES OF PARTICIPATION (COPs)

A financing mechanism in which certificates, or securities, are sold to investors who underwrite a project. The issuance of COPs is secured by lease-purchase agreements to which the County is a party.

CJIS

Criminal Justice Information System. This division maintains an information system of criminal data from the state, counties and cities of North Carolina for public safety agencies and the citizens of Buncombe County.

CONTINGENCY ACCOUNT

An appropriation of funds to cover unanticipated events that may occur during the fiscal year. Transfers from this account must be approved by the Board of Commissioners.

CURRENT PERIOD

Defines the near-term time frame, month or year, in which expenditures are made and revenue received.

DEBT SERVICE

Payment of interest and principal on an obligation resulting from the issuance of bonds.

DEBT SERVICE REQUIREMENTS

The amount of money required to pay interest on outstanding debt and required contributions to accumulate monies for future retirement of term bonds.

DEFICIT

Expenditures exceed revenues.

DEPRECIATION

An accounting charge associated with expiration in the service life of fixed assets. Depreciation is not recorded as an expense for budget purposes.

DESIGNATED FUND BALANCE

The amount of fund balance that is unavailable for future appropriations.

DISCRETIONARY EXPENDITURES

These are expenditures that the County can use or regulated by its own discretion or judgment.

EMS

Emergency Medical Services.

ENCUMBRANCE

Commitments of appropriated funds related to unperformed contracts for goods or services.

ENTERPRISE FUND

Account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EXPENDITURES

The measurement focus of governmental fund accounting. Financial resources expended during a period for operations, capital outlay, and long-term principal retirement and interest on debt. Expenditures reflect the cost incurred to acquire goods or services.

FISCAL YEAR (FY)

The annual period for the compilation of fiscal operations. The time period beginning July 1 of a calendar year and ending on June 30 of the following calendar year.

FUNCTIONAL LEVEL

The level where a group of related activities aimed at accomplishing a major service or regulatory program for which the government is responsible are reported together (e.g. public safety).

FUND

An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND BALANCE

Amounts which remain unspent after all budgeted expenditures have been made.

GASB

Governmental Accounting Standards Board

GASB STATEMENT 54

This GASB Statement (Fund Balance Reporting and Governmental Fund Type Definitions) redefines fund balance classifications and clarifies government fund type definitions.

GENERAL FUND

The general operating fund of the county used to account for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATION (GO) BONDS

A bond backed by the strongest form of security that a county can pledge for debt, its full faith and credit. A full faith and credit pledge is a promise to levy whatever amount of property tax is necessary to repay the debt.

GEOGRAPHIC INFORMATION SYSTEM (GIS)

A computer-based technology that captures, stores, analyzes and displays information about places on the earth's surface: what's on it; what's under it; what the land is worth; where the natural resources, people and utilities are located.

GOALS

Realistic expression of specific things to achieve that relate directly to the mission; clear, measurable, attainable and in most cases, exceedable. They outline specific steps taken to accomplish the mission.

GOVERNMENTAL FUNDS

Funds generally used to account for tax-supported activities.

GROSS DEBT

Total debt plus authorized but not issued bonds plus installment purchase agreements.

HHW

Household Hazardous Waste

INFRASTRUCTURE

Facilities on which the continuance and growth of a community depend, such as roads, waterlines, etc.

INSTALLMENT FINANCING

A loan transaction in which a local government borrows money to finance or refinance the purchase of a capital asset or the construction or repair of fixtures or improvements on real property. Instead of taxing power (GO Bonds), the unit grants a security interest in the asset to the lender.

INTERGOVERNMENTAL REVENUES

Revenues (grants, shared revenues, etc.) received from another government (state, local, federal) for a specified purpose.

INTERNAL SERVICE FUND

A fund used to account for the financing of services provided by one department to other departments on a cost-reimbursement basis.

LINE ITEM

The detailed categories of expenditures for goods and services that the County purchases throughout the year.

LIMITED OBLIGATION BONDS (LOBS)

A type of installment financing similar to Certificates of Participation (COPS). Certificates, or securities, are sold to individual investors.

LONG TERM DEBT

Debt with a maturity of more than one year after the date of issuance.

MEASUREMENT FOCUS

The accounting convention which determines (1) which assets and which liabilities are included on an entity's balance sheet and (2) whether its operating statement presents "financial flow" information (revenues and expenditures) or "capital maintenance" information (revenues and expenses).

MISSION STATEMENT

Fundamental purpose; a statement of what a department really wants to accomplish. The statement should refer to the impact on the County and its people.

MODIFIED ACCRUAL BASIS OF ACCOUNTING

A method for recording receipts and expenditures in which expenditures are recognized when the goods or services are received, and the revenues are recognized when measurable and available to pay expenditures in the accounting period.

NET DEBT

The difference between total gross debt less authorized but not issued bonds. It is the amount of debt that is applicable to the calculation of the County's debt limit.

OBJECT LEVEL

An expenditure classification, referring to the lowest and most detailed level of classification, such as utilities, office supplies, or contracted services.

OPERATING BUDGET

The County's financial plan which outlines proposed expenditures for the fiscal year and estimates the revenues which will be used to finance them.

OPERATING EXPENDITURES

The cost for personnel, materials and equipment required for a department to function.

OPERATING FUND

This is a fund that is adopted for the current fiscal year only.

OPERATING TRANSFERS

Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended.

OUTCOME

The results specified in organizational goals or the positive effects or results an organization has on the community it serves.

OUTPUT

What an organization produces as it attempts to provide public services. (Ex: The number of patrol cars a police department purchases.)

PAY-AS-YOU-GO

The practice of financing expenditures with funds that are currently available rather than borrowed.

PROJECT FUND

This is a fund that includes on-going revenues and expenditures that "roll" from one year to the next. These funds do not require annual adoption by the Commissioners.

PROPRIETARY FUND

A type of fund that accounts for governmental operations that are financed and operated in a manner similar to a private business enterprise. It is financed primarily from charges to users for services provided. There are two types of proprietary funds: enterprise funds and internal service funds.

PRIOR PERIOD ADJUSTMENT

Prior period adjustments are the net effect of changes resulting from the correction of an error in the previous fiscal year.

RECOMMENDED BUDGET

The budget presented to the County Commissioners with the endorsement of the County Budget Officer/County Manager.

REQUIRED EXPENDITURES

These are expenditures that the County must spend according to a law or ruling from a State or Federal agencies. These include Medicaid expenditures and School Capital and Operating funds.

RESERVED FUND BALANCE

The portion of a governmental fund's net assets that is not available to budget to spend.

REVENUE

Income (excluding transfers and proceeds from the sale of bonds or notes) for the fiscal year. The major categories of revenue include local taxes, state shared revenues, fees and charges, interest on investments, federal revenue sharing, and fines and forfeitures.

SERVICE DISTRICTS

A unit of local government that is created for the operation of a particular public service enterprise. These include fire and rescue.

SPECIAL ASSESSMENTS

A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

SPECIAL OBLIGATION BONDS

A type of borrowing secured by a pledge of any revenue source or asset available to the borrowing government, except for the unit's taxing power.

SPECIAL REVENUE FUND

A governmental accounting fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

STRATEGIC PLAN

This is a long-range plan that guides the direction of the County departments in how to conduct day-to-day business in order to reach longer term goals.

SURPLUS

Revenues exceeded expenditures.

TAX LEVY

The total amount to be raised by general property taxes for purposes specified in the Budget Ordinance.

TAX RATE

The amount of tax levied for each \$100 of assessed valuations.

TRANSFERS (IN/OUT)

Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

UNDESIGNATED FUND BALANCE

The amount of fund balance that is available for future appropriations.

UNRESTRICTED FUND BALANCE

The sum of committed, assigned, and unassigned fund balance as defined in GASB Statement 54.

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www.buncombecounty.org



Buncombe County Fee Schedule

Fiscal Year 2023

July 1, 2022 – June 30, 2023



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Introduction

This fee schedule includes Buncombe County fees for the 2023 Fiscal Year - July 1, 2022 through June 30, 2023.

North Carolina General Statutes

Fees established by North Carolina General Statutes may be included.

WNC Regional Air Quality Agency Fees

Air quality fees are determined by the WNC Regional Air Quality Agency (WNCRAQA) Board per the Interlocal Agreement between Buncombe County and the City of Asheville and may change from year to year. These fees, including definitions and additional details, are included in Chapter 17.0203 of the Agency's regulations, which can be found under *Regulations & Forms* on the website at www.wncairquality.org.

With the exception of the annual Title V tonnage fee, which is determined each year by the Board as part of the budget process, all other fees are adopted into the WNCRAQA Code through the Agency's rule making process, which includes public notice and comment procedures. Chapter 1 of the WNCRAQA Code includes the Interlocal Agreement, the authority under which the program is administered.

Health and Human Services Fees (Clinical Services, Division of Social Services, and Environmental Health Fees)

Per North Carolina General Statute 153A-77(d)(1) the Consolidated Human Services Board has the authority to set fees for departmental services based upon recommendations of the Human Services Director.

Fee Schedule Changes for FY2023

The following departments are amending fees for FY2023.

A **Countywide** fee of \$25 for processing a returned or denied payment is being included in the Fee Schedule. This is an existing fee but has not been listed previously. Per NC General Statute, this fee may not exceed \$35.

Public Health Clinical Services Buncombe County Public Health monitors price fluctuations and insurance reimbursement rates throughout the year. The clinic has a mechanism in place that allows the Buncombe County Health Director to make mid-year adjustments. These adjustments occur quarterly and are subject to the Consolidated Human Services Board's approval.

Division of Social Services is increasing the Pre-placement Assessment and Report to Court fee from \$450 to \$550 to recoup increased costs. This fee is charged for private adoptions.

Elections is implementing a filing fee of \$5.00 per candidate for the Asheville City Schools Board of Education seats.

Emergency Services is implementing new inspection fees for its Fire Marshal program:

- Fire Alarm Installation - \$100
- Fire Sprinkler/Extinguishment System Installation - \$150
- Radio Signal Booster System Review and Inspection - \$100
- After Hours/Weekend Inspection of any Type - \$80

Environmental Health is increasing various fees in the Food, Lodging, & Institutions, and Onsite Wastewater & Wells programs to be comparable with surrounding counties and due to an increased amount of time needed to perform inspections/evaluations. The increases range from \$20 to \$100 per application.

The **Library** is eliminating fees for room rentals for non-profit organizations; book repairs; interlibrary loans; and replacement library cards, CDs, DVDs, audiobook discs, and CD/DVD cases. The library is also reducing fees for replacement of various books/materials. Lastly, the Library is increasing the Collection Agency Fee from \$8.95 to \$9.85.

Parking Services is including parking fees for all surface lots. Surface lot fees are existing but have not been listed in the Fee Schedule previously.

Permits and Inspections is updating various fee descriptions for clarification purposes, consolidating fees, as well as amending the following fees:

- Commercial Permit Administrative fee increasing from \$80 to \$100 to align with minimum commercial permitting fees
- Day Care & ABC License Inspection increasing from \$80 to \$100 to align as a commercial inspection
- Residential Plan Amendments to include an additional \$80 Plan Review fee that had not been previously charged
- Residential Garage Attached/Detached fee is dropping square footage variances and becoming a flat fee of \$240 + trade fee
- Residential Other Accessory Buildings fee is dropping square footage variance and becoming a flat fee of \$100 + trade fee
- Residential Structural Repair fee of \$160 is being included. This fee is existing but had not been listed in the Fee Schedule previously

Planning is decreasing an Erosion & Sedimentation Control fee from \$400 to \$100 to comply with recent changes to State law.

Transportation is eliminating the Mountain Mobility Rural General Public – Single Trip fee.

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Countywide		Returned Payment Fee	Fee to cover costs of processing returned payments of any type (e.g., check, bank draft)	\$ 25.00	per returned payment
Agriculture & Land Resources	Cooperative Extension	Plastic Mulch Layer	Daily Use Fee	\$ 50.00	per day
Agriculture & Land Resources	Cooperative Extension	Water Wheel Transplanter	Daily Use Fee	\$ 40.00	per day
Agriculture & Land Resources	Soil Conservation	No Till Seed Drill	This fee is charged for renting agriculture equipment	\$ 10.00	per acre
Agriculture & Land Resources	Soil Conservation	Post Driver	This fee is charged for renting agriculture equipment	\$ 50.00	per day
Agriculture & Land Resources	Soil Conservation	Weed Wiper	This fee is charged for renting agriculture equipment	\$ 35.00	per day
Air Quality	Annual Small & Area Source Permit Fees	Combustion Sources- Boilers & Other Combustion Sources, 1 to 4.99 MM BTU/hr	Annual Permit Fee	\$ 300.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Combustion Sources- Boilers & Other Combustion Sources, 100 and Greater MM BTU/hr	Annual Permit Fee	\$ 800.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Combustion Sources- Boilers & Other Combustion Sources, 15 to 34.99 MM BTU/hr	Annual Permit Fee	\$ 500.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Combustion Sources- Boilers & Other Combustion Sources, 35 to 74.99 MM BTU/hr	Annual Permit Fee	\$ 600.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Combustion Sources- Boilers & Other Combustion Sources, 5 to 14.99 MM BTU/hr	Annual Permit Fee	\$ 400.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Combustion Sources- Boilers & Other Combustion Sources, 75 to 99.99 MM BTU/hr	Annual Permit Fee	\$ 700.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Federal Standards- MACT or GACT	Annual Permit Fee	\$ 350.00	per year

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Air Quality	Annual Small & Area Source Permit Fees	Federal Standards- NSPS	Annual Permit Fee	\$ 350.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Generators	Annual Permit Fee	\$ 46.00	per 100 kW/ per year
Air Quality	Annual Small & Area Source Permit Fees	Incinerators- Biological	Annual Permit Fee	\$ 400.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Incinerators- Waste	Annual Permit Fee	\$ 400.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Miscellaneous Processes - Controlled	Annual Permit Fee	\$ 350.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Miscellaneous Processes - Uncontrolled	Annual Permit Fee	\$ 350.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Non-Metallic Mineral Processing- Conveyors	Annual Permit Fee	\$ 10.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Non-Metallic Mineral Processing- Crushers	Annual Permit Fee	\$ 150.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Non-Metallic Mineral Processing- Grinders	Annual Permit Fee	\$ 350.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Non-Metallic Mineral Processing- Others	Annual Permit Fee	\$ 250.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Non-Metallic Mineral Processing- Screens	Annual Permit Fee	\$ 50.00	per year

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Air Quality	Annual Small & Area Source Permit Fees	Other Reciprocating Internal Combustion Engines	Annual Permit Fee	\$ 30.00	per 100 HP/ per year
Air Quality	Annual Small & Area Source Permit Fees	Other Sources - Dry Cleaners	Annual Permit Fee	\$ 150.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Other Sources - Stage 1	Annual Permit Fee	\$ 175.00	< 200,000 gallons dispensed per year
Air Quality	Annual Small & Area Source Permit Fees	Other Sources - Stage 2	Annual Permit Fee	\$ 300.00	200,000 - 799,999 gallons dispensed per year
Air Quality	Annual Small & Area Source Permit Fees	Other Sources - Stage 3	Annual Permit Fee	\$ 425.00	800,000 - 1,500,000 gallons dispensed per year
Air Quality	Annual Small & Area Source Permit Fees	Other Sources - Stage 4	Annual Permit Fee	\$ 550.00	>=1,500,000 gallons dispensed per year
Air Quality	Annual Small & Area Source Permit Fees	Particulate Emission Sources- Controlled	Annual Permit Fee	\$ 350.00	per year
Air Quality	Annual Small & Area Source Permit Fees	Particulate Emission Sources- Uncontrolled	Annual Permit Fee	\$ 350.00	per year

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Air Quality	Annual Small & Area Source Permit Fees	Small Source Tonnage Fee	Annual Permit Fee	\$ 53.00	per ton
Air Quality	Annual Small & Area Source Permit Fees	VOC Emission Sources - Others	Annual Permit Fee	\$ 350.00	per year
Air Quality	Annual Small & Area Source Permit Fees	VOC Emission Sources - Paint Spray Booths	Annual Permit Fee	\$ 350.00	per year
Air Quality	Annual Small & Area Source Permit Fees	VOC Emission Sources - Printing Operations	Annual Permit Fee	\$ 350.00	per year
Air Quality	Annual Small & Area Source Permit Fees	VOC Emission Sources - Solvent Cleansers/Degreasers	Annual Permit Fee	\$ 150.00	per year
Air Quality	Annual Synthetic Minor and Title V Source Fees	Synthetic Minor - Base Fee	Annual Permit Fee	\$ 4,000.00	per year
Air Quality	Annual Synthetic Minor and Title V Source Fees	Synthetic Minor - Tonnage Fee	Annual Permit Fee	\$ 53.00	per ton
Air Quality	Annual Synthetic Minor and Title V Source Fees	Title V - Base Fee	Annual Permit Fee	\$ 10,300.00	per year
Air Quality	Annual Synthetic Minor and Title V Source Fees	Title V - Tonnage Fee	Annual Permit Fee	\$ 53.00	per ton

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Air Quality	Annual Synthetic Minor and Title V Source Fees	Title V Nonattainment Area Added Fee	Annual Permit Fee	\$ 4,120.00	per year
Air Quality	Annual Synthetic Minor and Title V Source Fees	Added Medium Complex Facility Fee (3-5 Federal Programs)	Annual Permit Fee	\$ 2,575.00	per year
Air Quality	Annual Synthetic Minor and Title V Source Fees	Added Highly Complex Facility Fee (6 or more Federal Programs)	Annual Permit Fee	\$ 7,725.00	per year
Air Quality	Annual Synthetic Minor and Title V Source Fees	General Title V Air Curtain Incinerator	Annual Permit Fee	10% of otherwise applicable fee	per year
Air Quality	Asbestos	City of Asheville and Buncombe County Demolition and Renovation Permit Review- Commercial	Permit Review	\$ 50.00	per structure
Air Quality	Asbestos	City of Asheville and Buncombe County Demolition and Renovation Permit Review- Single Family Structure	Permit Review	\$ 25.00	per structure
Air Quality	Asbestos	Commercial Demolition - 40 CFR Part 61 NESHAP \$250 plus \$0.05 per square footage of building	Application Fees	\$250.00 and up	per application
Air Quality	Asbestos	Residential - Demolition	Application Fees	\$ 200.00	per application
Air Quality	Asbestos	Renovation - Residential Non-friable \$100 plus \$0.20 Per Square Foot of Material	Application Fees	\$100.00 and up	per application

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Air Quality	Asbestos	Renovation - Residential Friable \$200 plus \$0.50 Per Square Foot of Material	Application Fees	\$200.00 and up	per application
Air Quality	Asbestos	Renovation - Commercial Non-friable asbestos containing material, \$150 plus \$0.20 per square foot of material	Application Fees	\$150.00 and up	per application
Air Quality	Asbestos	Renovation - Commercial Friable asbestos containing material, \$200 plus \$0.50 per square foot of material	Application Fees	\$200.00 and up	per application
Air Quality	Asbestos	Fire Training		\$ 500.00	
Air Quality	Asbestos	Buncombe County Manufactured Home Removal Program	Application Fees	\$ 100.00	per application
Air Quality	Non Title V Facilities	Initial Application - 112(r) Sources	Application Fees	\$ 250.00	per application
Air Quality	Non Title V Facilities	Initial Application - Dry Cleaners	Application Fees	\$ 150.00	per application
Air Quality	Non Title V Facilities	Initial Application - Small Sources	Application Fees	\$ 300.00	per application
Air Quality	Non Title V Facilities	Initial Application - Stage 1 Sources	Application Fees	\$ 200.00	per application
Air Quality	Non Title V Facilities	Initial Application - Synthetic Minor Sources	Application Fees	\$ 750.00	per application
Air Quality	Non Title V Facilities	Modifications - Dry Cleaners	Application Fees	\$ 100.00	per application
Air Quality	Non Title V Facilities	Modifications - Small Sources	Application Fees	\$ 300.00	per application
Air Quality	Non Title V Facilities	Modifications - Stage 1 Sources	Application Fees	\$ 200.00	per application
Air Quality	Non Title V Facilities	Modifications - Synthetic Minor Sources	Application Fees	\$ 750.00	per application
Air Quality	Non Title V Facilities	Modifications- 112(r) Sources	Application Fees	\$ 250.00	per application

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Air Quality	Open Burning	Industrial/Commercial Machine Piled Each Acre or Part Thereof	Application Fees	\$ 350.00	per acre
Air Quality	Open Burning	Machine Piled- 0-2 acres	Application Fees	\$ 250.00	per acre
Air Quality	Open Burning	Machine Piled- Each Acre or part thereof	Application Fees	\$ 350.00	per acre
Air Quality	Open Burning	Residential Hand Piled	Application Fees	No charge	per application
Air Quality	Title V Facilities	17.0300 Permit	Application Fees	\$ 1,030.00	per application
Air Quality	Title V Facilities	Initial Application or Major Modification	Application Fees	\$ 10,300.00	per application
Air Quality	Title V Facilities	Initial Application or Major Modification (PSD and NSR/NAA)	Application Fees	\$ 30,899.00	per application
Air Quality	Title V Facilities	Initial Application or Major Modification (PSD or NSR/NAA)	Application Fees	\$ 15,450.00	per application
Air Quality	Title V Facilities	Minor Modification	Application Fees	\$ 3,090.00	per application
Air Quality	Title V Facilities	General Title V Air Curtain Incinerator	Application Fees	10% of otherwise applicable fee	per application
Air Quality		Administrative Change Initiated by Facility	Application Fees	\$ 100.00	per application
Air Quality		Limited and Temporary Permit	Application Fees	\$ 300.00	per application
Clinical Services	Family Planning	Established patient -- complex visit -- 40 minutes	Office Visit	\$ 185.00	per visit
Clinical Services	Family Planning	Established patient -- detailed visit -- 25 minutes	Office Visit	\$ 150.00	per visit
Clinical Services	Family Planning	Established patient -- expanded visit -- 15 minutes	Office Visit	\$ 113.00	per visit
Clinical Services	Family Planning	Established patient -- limited visit -- 10 minutes	Office Visit	\$ 80.00	per visit

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Clinical Services	Family Planning	Established patient -- nurse only visit - - 5 minutes	Office Visit	\$ 48.00	per visit
Clinical Services	Family Planning	Established patient preventive visit: Age 12 - 17	Office Visit	\$ 169.00	per visit
Clinical Services	Family Planning	Established patient preventive visit: Age 18 - 39	Office Visit	\$ 176.00	per visit
Clinical Services	Family Planning	Established patient preventive visit: Age 40 - 64	Office Visit	\$ 199.00	per visit
Clinical Services	Family Planning	Established patient preventive visit: Age 65+	Office Visit	\$ 215.00	per visit
Clinical Services	Family Planning	New patient -- complex visit -- 60 minutes	Office Visit	\$ 251.00	per visit
Clinical Services	Family Planning	New patient -- detailed visit -- 30 minutes	Office Visit	\$ 160.00	per visit
Clinical Services	Family Planning	New patient -- expanded visit -- 20 minutes	Office Visit	\$ 97.00	per visit
Clinical Services	Family Planning	New patient -- moderate visit -- 45 minutes	Office Visit	\$ 225.00	per visit
Clinical Services	Family Planning	New patient preventive visit: Age 12 - 17	Office Visit	\$ 169.00	per visit
Clinical Services	Family Planning	New patient preventive visit: Age 18 - 39	Office Visit	\$ 176.00	per visit
Clinical Services	Family Planning	New patient preventive visit: Age 40 - 64	Office Visit	\$ 199.00	per visit
Clinical Services	Family Planning	New patient preventive visit: Age 65+	Office Visit	\$ 215.00	per visit
Clinical Services	Family Planning	Phone established patient visit 11-20 minutes	Office Visit	\$ 84.00	per visit
Clinical Services	Family Planning	Phone established patient visit 21-30 minutes	Office Visit	\$ 110.00	per visit
Clinical Services	Family Planning	Phone established patient visit 5-10 minutes	Office Visit	\$ 46.00	per visit
Clinical Services	Immunization	Diphtheria, Tetanus, and Pertussis Vaccine (DTaP)	Vaccine	\$ 55.00	per vaccine

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Clinical Services	Immunization	DTaP-Haemophilus influenzae type B-Inactivated Poliovirus	Vaccine	\$ 130.00	per vaccine
Clinical Services	Immunization	DTaP-Hepatitis B-Inactivated Poliovirus Vaccine	Vaccine	\$ 115.00	per vaccine
Clinical Services	Immunization	DTaP-IPV Vaccine	Vaccine	\$ 79.00	per vaccine
Clinical Services	Immunization	Foreign Travel Prescription Fee (per prescription)	Prescription fee	\$ 10.00	per vaccine
Clinical Services	Immunization	Foreign Travel Prescription Rewrite Fee (per prescription)	Prescription fee	\$ 10.00	per vaccine
Clinical Services	Immunization	Haemophilus influenzae type B (Hib) Vaccine (ActHIB)	Vaccine	\$ 39.00	per vaccine
Clinical Services	Immunization	Hepatitis A and Hepatitis B Vaccine, adult	Vaccine	\$ 141.00	per vaccine
Clinical Services	Immunization	Hepatitis A Vaccine, adult	Vaccine	\$ 100.00	per vaccine
Clinical Services	Immunization	Hepatitis A Vaccine, pediatric	Vaccine	\$ 57.00	per vaccine
Clinical Services	Immunization	Hepatitis B Vaccine, adult (2 shot series)	Vaccine	\$ 156.00	per vaccine
Clinical Services	Immunization	Hepatitis B Vaccine, adult (3 shot series)	Vaccine	\$ 87.00	per vaccine
Clinical Services	Immunization	Hepatitis B Vaccine, pediatric	Vaccine	\$ 48.00	per vaccine
Clinical Services	Immunization	Human Papillomavirus Vaccine, HPV9	Vaccine	\$ 295.00	per vaccine
Clinical Services	Immunization	Influenza Quadrivalent Vaccine, inactivated (6 months of age or older)	Vaccine	\$ 40.00	per vaccine
Clinical Services	Immunization	Influenza Quadrivalent Vaccine, live (FluMist)	Vaccine	\$ 40.00	per vaccine
Clinical Services	Immunization	Influenza Trivalent High-Dose Vaccine, inactivated (65 years of age & older)	Vaccine	\$ 71.00	per vaccine
Clinical Services	Immunization	Influenza Trivalent Vaccine, inactivated, egg-free (18 years of age & older)	Vaccine	\$ 71.00	per vaccine

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Clinical Services	Immunization	International Certificate of Vaccination (WHO card) Replacement Fee	Vaccine verification card	\$ 10.00	per vaccine
Clinical Services	Immunization	Japanese Encephalitis Virus Vaccine	Vaccine	\$ 340.00	per vaccine
Clinical Services	Immunization	Lifetime Immunization Card Replacement Fee	Vaccine verification card	\$ 5.00	per vaccine
Clinical Services	Immunization	Measles, Mumps, and Rubella Virus Vaccine	Vaccine	\$ 113.00	per vaccine
Clinical Services	Immunization	Measles, Mumps, Rubella, and Varicella Virus Vaccine	Vaccine	\$ 289.00	per vaccine
Clinical Services	Immunization	Meningococcal Group B Vaccine	Vaccine	\$ 215.00	per vaccine
Clinical Services	Immunization	Meningococcal Polysaccharide Conjugate Vaccine	Vaccine	\$ 166.00	per vaccine
Clinical Services	Immunization	Meningococcal Polysaccharide Conjugate Vaccine (MenQuadfi)	Vaccine	\$ 174.00	per vaccine
Clinical Services	Immunization	Pneumococcal 13-Valent Conjugate Vaccine (PCV13)	Vaccine	\$ 257.00	per vaccine
Clinical Services	Immunization	Pneumococcal 23-Valent Polysaccharide Vaccine (PPSV23)	Vaccine	\$ 148.00	per vaccine
Clinical Services	Immunization	Poliovirus Vaccine, inactivated	Vaccine	\$ 59.00	per vaccine
Clinical Services	Immunization	Rabies Vaccine for pre- and post-exposure prophylaxis	Vaccine	\$ 412.00	per vaccine
Clinical Services	Immunization	Rotavirus Vaccine	Vaccine	\$ 119.00	per vaccine
Clinical Services	Immunization	Tetanus and Diphtheria Toxoids	Vaccine	\$ 59.00	per vaccine
Clinical Services	Immunization	Tetanus, Diphtheria, and Pertussis Vaccine	Vaccine	\$ 71.00	per vaccine
Clinical Services	Immunization	Typhoid VI Polysaccharide Vaccine	Vaccine	\$ 109.00	per vaccine
Clinical Services	Immunization	Varicella (chickenpox) Virus Vaccine	Vaccine	\$ 184.00	per vaccine
Clinical Services	Immunization	Yellow Fever Vaccine	Vaccine	\$ 150.00	per vaccine
Clinical Services	Immunization	Zoster Vaccine, live	Vaccine	\$ 251.00	per vaccine
Clinical Services	Immunization	Zoster Vaccine, recombinant	Vaccine	\$ 197.00	per vaccine

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Clinical Services	Immunization	Vaccine Admin fee, 1st shot	Admin Fee	\$ 21.00	per vaccine
Clinical Services	Immunization	Vaccine Admin fee, 2 or more shots	Admin Fee	\$ 21.00	per vaccine
Clinical Services	Immunization	30 mcg Pfizer 1st vaccine	COVID Admin Fee	\$ 40.00	per vaccine
Clinical Services	Immunization	30 mcg Pfizer 2nd vaccine	COVID Admin Fee	\$ 40.00	per vaccine
Clinical Services	Immunization	30 mcg Pfizer 3rd vaccine	COVID Admin Fee	\$ 40.00	per vaccine
Clinical Services	Immunization	Pfizer 5-11 year old 1st vaccine	COVID Admin Fee	\$ 40.00	per vaccine
Clinical Services	Immunization	Pfizer 5-11 year old 2nd vaccine	COVID Admin Fee	\$ 40.00	per vaccine
Clinical Services	Immunization	100 mcg Moderna 1st vaccine	COVID Admin Fee	\$ 40.00	per vaccine
Clinical Services	Immunization	100 mcg Moderna 2nd vaccine	COVID Admin Fee	\$ 40.00	per vaccine
Clinical Services	Immunization	100 mcg Moderna 3rd vaccine	COVID Admin Fee	\$ 40.00	per vaccine
Clinical Services	Immunization	50 mcg Moderna vaccine	COVID Admin Fee	\$ 40.00	per vaccine
Clinical Services	Immunization	Johnson & Johnson COVID Admin Fee	COVID Admin Fee	\$ 40.00	per vaccine
Clinical Services	Immunization	In-home COVID vaccine admin	COVID Admin Fee	\$ 75.00	per vaccine
Clinical Services	Laboratory	Basic Metabolic Panel	Lab test	\$ 12.00	per test
Clinical Services	Laboratory	Cervical Cancer Screening (Pap test +/- HPV testing)	Lab test	\$ 48.00	per test
Clinical Services	Laboratory	COVID Test	Lab test	\$ 100.00	per test
Clinical Services	Laboratory	Fingerstick	Lab test	\$ 12.00	per test
Clinical Services	Laboratory	Glucose Blood Test	Lab test	\$ 12.00	per test
Clinical Services	Laboratory	Gonorrhea Culture	Lab test	\$ 15.00	per test
Clinical Services	Laboratory	Hemoglobin A1c Test	Lab test	\$ 13.00	per test
Clinical Services	Laboratory	HIV Confirmatory Test - PrEP Only	Lab test	\$ 42.00	per test
Clinical Services	Laboratory	HIV Test - PrEP Only	Lab test	\$ 6.00	per test
Clinical Services	Laboratory	Lipid Panel	Lab test	\$ 26.00	per test
Clinical Services	Laboratory	RPR Titer Quantitative	Lab test	\$ 20.00	per test
Clinical Services	Laboratory	T-SPOT (blood test for tuberculosis)	Lab test	\$ 80.00	per test
Clinical Services	Laboratory	Tuberculosis (TB) Skin Test (PPD)	Lab test	\$ 28.00	per test
Clinical Services	Laboratory	Urethral Gram Stain	Lab test	\$ 20.00	per test
Clinical Services	Laboratory	Urine Pregnancy Test	Lab test	\$ 15.00	per test
Clinical Services	Laboratory	Venipuncture	Lab test	\$ 10.00	per test

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Clinical Services	Laboratory	Wet Prep	Lab test	\$ 21.00	per test
Clinical Services	Methods and Treatments	Birth Control Pills		\$2.52-\$7.56	
Clinical Services	Methods and Treatments	Depo-Provera (intramuscular)		\$ 87.00	per dose
Clinical Services	Methods and Treatments	Depo-Provera (intramuscular) - U*	*340B pricing for un/underinsured	\$ 5.41	per unit
Clinical Services	Methods and Treatments	Depo-Provera (subcutaneous)		\$ 60.32	per dose
Clinical Services	Methods and Treatments	Depo-Provera (subcutaneous) - U*	*340B pricing for un/underinsured	\$ 18.17	per unit
Clinical Services	Methods and Treatments	Diaphragm		\$ 69.80	per diaphragm
Clinical Services	Methods and Treatments	Diaphragm fitting fee		\$ 60.00	per diaphragm
Clinical Services	Methods and Treatments	Emergency contraceptive pill		\$ 8.95	per treatment
Clinical Services	Methods and Treatments	Genital Wart -- Initial Treatment		No charge	per treatment
Clinical Services	Methods and Treatments	Genital Wart -- Subsequent Treatments		\$ 10.00	per treatment
Clinical Services	Methods and Treatments	Genital Wart - Cryotherapy Treatment		\$ 10.00	per treatment
Clinical Services	Methods and Treatments	IUD - Kyleena		\$ 985.00	per unit
Clinical Services	Methods and Treatments	IUD - Kyleena - U*	*340B pricing for un/underinsured	\$ 573.99	per unit
Clinical Services	Methods and Treatments	IUD - Liletta		\$ 775.00	per unit
Clinical Services	Methods and Treatments	IUD - Liletta - U*	*340B pricing for un/underinsured	\$ 93.19	per unit
Clinical Services	Methods and Treatments	IUD - Mirena		\$ 973.00	per unit

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Clinical Services	Methods and Treatments	IUD - Mirena - U*	*340B pricing for un/underinsured	\$ 307.99	per unit
Clinical Services	Methods and Treatments	IUD - Paragard		\$ 903.00	per unit
Clinical Services	Methods and Treatments	IUD - Paragard - U*	*340B pricing for un/underinsured	\$ 247.16	per unit
Clinical Services	Methods and Treatments	IUD - Skyla		\$ 887.00	per unit
Clinical Services	Methods and Treatments	IUD - Skyla - U*	*340B pricing for un/underinsured	\$ 465.02	per unit
Clinical Services	Methods and Treatments	IUD Insertion		\$ 150.00	per procedure
Clinical Services	Methods and Treatments	IUD Removal		\$ 98.00	per procedure
Clinical Services	Methods and Treatments	Molluscum Treatment		\$ 10.00	per treatment
Clinical Services	Methods and Treatments	Nexplanon		\$ 1,000.00	per unit
Clinical Services	Methods and Treatments	Nexplanon - U*	*340B pricing for un/underinsured	\$ 399.00	per unit
Clinical Services	Methods and Treatments	Nexplanon Insertion		\$ 102.00	per procedure
Clinical Services	Methods and Treatments	Nexplanon Removal		\$ 118.00	per procedure
Clinical Services	Methods and Treatments	Nexplanon Removal and Insertion		\$ 183.00	per procedure
Clinical Services	Methods and Treatments	Nuvaring		\$ 170.00	per ring
Clinical Services	Methods and Treatments	NuvaRing - U*	*340B pricing for un/underinsured	\$ 0.01	per ring
Clinical Services	Methods and Treatments	Spermicide		\$ 8.72	per dose
Clinical Services	Refugee Health	Change of Status Paperwork	Change of Status Paperwork	\$ 30.00	per request

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Detention Center		Sick visit	This fee is charged to all non-indigent inmates that request a medical visit	\$ 10.00	per new visit
Division of Social Services	Social Work	Pre-placement Assessment and Report to Court	These fees are charged for private adoptions. We provide this service to the community.	\$ 550.00	per Assessment and Report
Division of Social Services	Social Work	Report to Court (1808)	These fees are charged for private adoptions. We provide this service to the community.	\$ 200.00	per Report
Elections		Asheville City Council	Filing fee	\$ 75.00	per candidate
Elections		Asheville City Mayor	Filing fee	\$ 100.00	per candidate
Elections		Biltmore Forest Commissioner	Filing fee	\$ 5.00	per candidate
Elections		Biltmore Forest Mayor	Filing fee	\$ 5.00	per candidate
Elections		Black Mountain Alderman	Filing fee	\$ 5.00	per candidate
Elections		Black Mountain Mayor	Filing fee	\$ 5.00	per candidate
Elections		Buncombe County Board of Education	Filing fee	\$ 5.00	per candidate
Elections		Buncombe County Chairman	Filing fee	1% of annual salary per NCGS	per candidate
Elections		Buncombe County Commissioner	Filing fee	1% of annual salary per NCGS	per candidate
Elections		Buncombe County Register of Deeds	Filing fee	1% of annual salary per NCGS	per candidate

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Elections		Buncombe County Sheriff	Filing fee	1% of annual salary per NCGS	per candidate
Elections		Clerk of Court	Filing fee	1% of annual salary per NCGS	per candidate
Elections		Data request	Fee is collected when data requests are printed (\$5 minimum).	\$ 0.05	per page
Elections		Data request	Fee is collected for data requests delivered on a flash drive.	\$ 5.00	per flash drive
Elections		Data request	Fee is collected for statistics request are printed.	\$ 0.25	per page
Elections		Data request	Fee is collected for each sheet/page of mailing labels.	\$ 0.35	per page
Elections		Data request	Collected for special requests that require additional data processing.	\$ 25.00	per data request
Elections		Map	This fee is collected for creating at printing 8.5" X 11" sized map.	\$ 4.00	per map
Elections		Map	This fee is collected for creating at printing 17" X 22" sized map.	\$ 12.00	per map
Elections		Map	This fee is collected for creating at printing 22" X 34" sized map.	\$ 15.00	per map
Elections		Map	This fee is collected for creating at printing 34" X 44" sized map.	\$ 25.00	per map
Elections		Map Special Requests	Collected for special requests that require additional data processing.	\$ 25.00	per map request
Elections		Asheville City Schools Board of Education	Filing fee	\$ 5.00	per candidate
Elections		Montreat Commissioner	Filing fee	\$ 5.00	per candidate
Elections		Montreat Mayor	Filing fee	\$ 5.00	per candidate

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Elections		NC House of Representatives	Filing fee	\$ 140.00	per candidate
Elections		NC Senate	Filing fee	\$ 140.00	per candidate
Elections		Soil and Water Conservation	Filing fee	\$ 5.00	per candidate
Elections		Weaverville Mayor	Filing fee	\$ 20.00	per candidate
Elections		Weaverville Town Council	Filing fee	\$ 20.00	per candidate
Elections		Woodfin Alderman	Filing fee	\$ 5.00	per candidate
Elections		Woodfin Mayor	Filing fee	\$ 10.00	per candidate
Elections		Woodfin Water and Sewer	Filing fee	\$ 5.00	per candidate
Emergency Services	Emergency Management (Fire Marshal)	Fire Alarm Installation	new commercial and multi-family residential buildings	\$ 100.00	per event
Emergency Services	Emergency Management (Fire Marshal)	Fire Sprinkler/Extinguishment System Installation	Sprinklers are required in certain new commercial buildings, building remodels and types of businesses, including multi-family residential	\$ 150.00	per event
Emergency Services	Emergency Management (Fire Marshal)	Radio Signal Booster System Review and Inspection	Radio Signal Booster for Emergency Service Communications	\$ 100.00	per event
Emergency Services	Emergency Management (Fire Marshal)	After Hours/Weekend Inspection of any Type		\$ 80.00	per event
Emergency Services	Emergency Management (Fire Marshal)	Fire Marshal Site Time	Time a Fire Marshal is required to be on-site before, during and after a fireworks event	\$ 50.00	per hour (2 hour minimum)

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Emergency Services	Emergency Management (Fire Marshal)	Fireworks Permit	Permit for use of outdoor fireworks as required by 105.6.14 - rate charged for permits 1 -5 in any given year	\$ 100.00	per event
Emergency Services	Emergency Management (Fire Marshal)	Fireworks Permit	Permit for use of outdoor fireworks as required by 105.6.14 - rate charged for permits 6 and above in any given year	\$ 500.00	per event
Emergency Services	Emergency Medical Service (EMS)	ALS 2	Advanced Life Support Emergency Level 2	\$ 1,237.64	per call
Emergency Services	Emergency Medical Service (EMS)	ALS Emergency	Advanced Life Support Emergency	\$ 855.10	per call
Emergency Services	Emergency Medical Service (EMS)	ALS Non-Emergency	Advanced Life Support Non-Emergency	\$ 540.06	per call
Emergency Services	Emergency Medical Service (EMS)	BLS Emergency	Basic Life Support Emergency	\$ 720.08	per call
Emergency Services	Emergency Medical Service (EMS)	BLS Non-Emergency	Basic Life Support Non-Emergency	\$ 450.06	per call
Emergency Services	Emergency Medical Service (EMS)	EMS Stand-by ALS Bike Team and 2 person crew	Fee charged when EMS requested to stand-by for a special event (ex. marathon)	\$ 125.00	per hour
Emergency Services	Emergency Medical Service (EMS)	EMS Stand-by ALS -EMS Personnel	Fee charged when EMS requested to stand-by for a special event (ex. marathon)	\$ 50.00	per hour
Emergency Services	Emergency Medical Service (EMS)	EMS Stand-by ALS Transport Unit and 2 person crew	Fee charged when EMS requested to stand-by for a special event (ex. marathon)	\$ 200.00	per hour
Emergency Services	Emergency Medical Service (EMS)	EMS Stand-by EMS Coordinator (required for complex events)	Fee charged when EMS requested to stand-by for a special event (ex. marathon)	\$ 75.00	per hour

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Emergency Services	Emergency Medical Service (EMS)	EMS Stand-by Medical Aid Station and 2 person crew	Fee charged when EMS requested to stand-by for a special event (ex. marathon)	\$ 125.00	per hour
Emergency Services	Emergency Medical Service (EMS)	EMS Stand-by UTV with transport and 2 person crew	Fee charged when EMS requested to stand-by for a special event (ex. marathon)	\$ 125.00	per hour
Emergency Services	Emergency Medical Service (EMS)	Mileage	Distance traveled from call origin to hospital	\$ 15.24	per mile
Emergency Services	Emergency Medical Service (EMS)	Specialty Care Transport		\$ 1,462.66	per call
Emergency Services	Emergency Medical Service (EMS)	Treatment No Transport	Treatment rendered by EMS Staff with no transport to hospital	\$ 375.00	per call
Environmental Health	Food, Lodging, & Institutions	Food Service Plan Review (existing greater than 500 sq. ft)	These fees are charged for food service plan review and evaluation	\$ 150.00	per application
Environmental Health	Food, Lodging, & Institutions	Food Service Plan Review (new)	These fees are charged for food service plan review and evaluation	\$ 250.00	per application
Environmental Health	Food, Lodging, & Institutions	Food Service Plan Review Renovation/Addition (less than 500 sq. ft)	These fees are charged for food service plan review and evaluation	\$ 100.00	per application
Environmental Health	Food, Lodging, & Institutions	In Service Day Care class	This fee is associated with offering continuing education training to child care employees/operators.	\$ 40.00	Per application
Environmental Health	Food, Lodging, & Institutions	Limited Food Establishment Permit	These fees are charged for food service plan review and evaluation	\$ 75.00	per application

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Environmental Health	Food, Lodging, & Institutions	Mobile Food Unit Plan Review	These fees are charged for food service plan review and evaluation	\$ 175.00	per application
Environmental Health	Food, Lodging, & Institutions	Public Swimming Pool Permit, annual	These fees are charged to permit public swimming pools	\$ 250.00	per application
Environmental Health	Food, Lodging, & Institutions	Public Swimming Pool Permit, seasonal	These fees are charged to permit public swimming pools	\$ 200.00	per application
Environmental Health	Food, Lodging, & Institutions	Public Swimming Pool Plan Review (per body of water)	These fees are charged to permit public swimming pools	\$ 300.00	per application
Environmental Health	Food, Lodging, & Institutions	Re-Visit Fee (Public swimming pools, if unable to permit)	This fee is charged when a public swimming pool is not adequately prepared for a permitting visit	\$ 75.00	per additional visit
Environmental Health	Food, Lodging, & Institutions	Serve Safe Food Certification classes	This fee is associated with offering the ServeSafe Food Certification class	\$ 200.00	per application
Environmental Health	Food, Lodging, & Institutions	Tattoo Parlor Permit, annual	This fee is charged to permit a tattoo artist	\$ 175.00	per application
Environmental Health	Food, Lodging, & Institutions	Temporary Food Establishment Permit	These fees are set by NC General Statute and charged for food vendors associated with temporary events/festivals	\$ 75.00	per application

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Environmental Health	Food, Lodging, & Institutions	Temporary Tattoo* or Guest Tattoo Artist Permit **	This fee is charged to permit a tattoo artist associated with a temporary tattoo event OR a tattoo artist who is a guests tattooer in a permitted tattoo establishment.* A temporary tattoo permit is a permit issued to a tattoo artist at an organized tattooing event not to exceed 7 days. The organized tattoo event must have a minimum of 15 tattoo artists and at a minimum meet the requirements of NCGS 130A-283 and Rules Governing Tattooing 15A NCAC 18A. 3200. **A guest artist is a tattoo artist that has a tattoo permit issued by another county or state and operates out of an existing permitted Buncombe County tattoo establishment for a period not to exceed a total of 90 days per calendar year.	\$ 100.00	per application
Environmental Health	Onsite Wastewater & Wells	Construction Authorization, Improvement & Operation Permits - commercial & industrial - First 500 gallons	These fees are charged for septic permits	\$ 525.00	per application
Environmental Health	Onsite Wastewater & Wells	Construction Authorization, Improvement & Operation Permits - commercial & industrial - For each additional 500 gal (round to nearest 500 gal), add:	These fees are charged for septic permits	\$ 250.00	per application
Environmental Health	Onsite Wastewater & Wells	Revisit fee (site not ready)	These fees are charged when a site is not adequately prepared for an evaluation	\$ 75.00	per additional visit

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Environmental Health	Onsite Wastewater & Wells	Authorization to Construct (w/ existing improvement permit) includes operations permit	These fees are charged for septic permits	\$ 350.00	per application
Environmental Health	Onsite Wastewater & Wells	Authorization to Construct (w/o existing improvement permit) includes operations permit	These fees are charged for septic permits	\$ 550.00	per application
Environmental Health	Onsite Wastewater & Wells	Authorization to Construct Revision/Expansion	These fees are charged for septic permits	\$ 200.00	per application
Environmental Health	Onsite Wastewater & Wells	Bacterial + Chemical Analysis Site Visit	These fees are charged for water samples	\$ 100.00	per application
Environmental Health	Onsite Wastewater & Wells	Bacterial Analysis Well Site Visit	These fees are charged for water samples	\$ 75.00	per application
Environmental Health	Onsite Wastewater & Wells	Resample if Positive		No charge	Initial resample only
Environmental Health	Onsite Wastewater & Wells	Chemical Panel	These fees are charged for water samples	\$ 100.00	per application
Environmental Health	Onsite Wastewater & Wells	Chemical Panel w/ Nitrate/Nitrites	These fees are charged for water samples	\$ 125.00	per application
Environmental Health	Onsite Wastewater & Wells	Existing System Inspection	These fees are charged for septic permits	\$ 100.00	per application
Environmental Health	Onsite Wastewater & Wells	Herbicides	These fees are charged for water samples	\$ 100.00	per application

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Environmental Health	Onsite Wastewater & Wells	Improvement Permit-Residential, Commercial, & Industrial - First 500 Gallons	These fees are charged for septic permits	\$ 200.00	per application
Environmental Health	Onsite Wastewater & Wells	Improvement Permit-Residential, Commercial, & Industrial - For each additional 500 gallons (round to the nearest 500 gallons)	These fees are charged for septic permits	\$ 250.00	per application
Environmental Health	Onsite Wastewater & Wells	Improvement Permit revision	These fees are charged for septic permits	\$ 200.00	per application
Environmental Health	Onsite Wastewater & Wells	Nitrate/Nitrites	These fees are charged for water samples	\$ 50.00	per application
Environmental Health	Onsite Wastewater & Wells	Pesticides	These fees are charged for water samples	\$ 100.00	per application
Environmental Health	Onsite Wastewater & Wells	Petroleum	These fees are charged for water samples	\$ 100.00	per application
Environmental Health	Onsite Wastewater & Wells	Septic system repair	These fees are charged for septic permits	\$ 100.00	per application
Environmental Health	Onsite Wastewater & Wells	Volatile Organic Compounds (VOCs)	These fees are charged for water samples	\$ 100.00	per application
Environmental Health	Onsite Wastewater & Wells	Water Sample - no site visit (Self-Collect)	These fees are charged for water samples	\$ 50.00	per application

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Environmental Health	Onsite Wastewater & Wells	Well Permit Fee	These fees are charged for well permits	\$ 350.00	per application
Identification Bureau		Concealed Handgun Permit (CHP)-NEW*	* Online applications for Concealed Handgun and Pistol Purchase permits will be charged a Vendor/Credit Card convenience fee + tax. The County does not profit from these fees but rather offers the online service as a convenience to the public	\$ 90.00	per permit
Identification Bureau		Concealed Handgun Permit (CHP)-RENEWAL*	* Online applications for Concealed Handgun and Pistol Purchase permits will be charged a Vendor/Credit Card convenience fee + tax. The County does not profit from these fees but rather offers the online service as a convenience to the public	\$ 75.00	per permit
Identification Bureau		Concealed Handgun Permit (CHP)-Retired NC LEO*	* Online applications for Concealed Handgun and Pistol Purchase permits will be charged a Vendor/Credit Card convenience fee + tax. The County does not profit from these fees but rather offers the online service as a convenience to the public	\$ 40.00	per permit
Identification Bureau		Criminal Record Check (Local Only)		\$ 5.00	per report
Identification Bureau		Fingerprint services (Includes 5 card maximum)		\$ 10.00	
Identification Bureau		Fingerprint services (each additional card)		\$ 1.00	per card
Identification Bureau		Pistol Purchase Permit*	* Online applications for Concealed Handgun and Pistol Purchase permits will be charged a Vendor/Credit Card convenience fee + tax. The County does not profit from these fees but rather offers the online service as a convenience to the public	\$ 5.00	per permit

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Information Technology		Data Query	This fee is charged per statute for IT staff time to extract and compile data that is not readily available	\$ 125.00	per staff hour
Library		Collection Agency Fee	Fee for when patron is referred to collection agency	\$ 9.85	per instance
Library		Library Branches Room Rental Fee (for-profit)	Fee for room rental at Library branches for for-profit organizations	\$ 50.00	for 3 hours
Library		Out of County 1-year Card Purchase	Library Card purchase fee for out of county residents	\$ 20.00	per year
Library		Pack Memorial Activity Room Rental Fee (for-profit)	Fee for Activity Room rental at Pack Memorial Library for for-profit organizations	\$ 50.00	for 2 hours
Library		Pack Memorial Computer Lab Room Rental Fee (for-profit)	Fee for Computer Lab room rental at Pack Memorial Library for for-profit organizations	\$ 100.00	for 2 hours
Library		Pack Memorial Lord Auditorium Room Rental Fee (for-profit)	Fee for Lord Auditorium room rental at Pack Memorial Library for for-profit organizations	\$ 75.00	for 2 hours
Library		Printouts/Copies	Charge for Printouts from Computers or Copies from Copier	\$ 0.25	per page
Library		Replacement: Adult Fiction	Replacement fee for Adult Fiction Book	\$ 25.00	per book / material
Library		Replacement: Adult Language CD	Replacement fee for Adult Language CD	\$ 35.00	per book / material
Library		Replacement: Adult Large Print	Replacement fee for Adult Large Print Book	\$ 25.00	per book / material
Library		Replacement: Adult Music	Replacement fee for Adult Music	\$ 20.00	per book / material
Library		Replacement: Adult New Fiction	Replacement fee for new Adult Fiction Book	\$ 25.00	per book / material
Library		Replacement: Adult Non-Fiction/Biography	Replacement fee for Adult Non-Fiction/Biography	\$ 25.00	per book / material
Library		Replacement: Adult Paperback	Replacement fee for Adult Paperback Book	\$ 10.00	per book / material
Library		Replacement: Adult Reference	Replacement fee for Adult Reference Book	\$ 50.00	per book / material

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Library		Replacement: Adult Spoken (Audiobook)	Replacement fee for Adult Audiobook	\$ 35.00	per book / material
Library		Replacement: Adult Video/DVD	Replacement fee for Adult Video/DVD	\$ 20.00	per book / material
Library		Replacement: Audio Book Bag	Replacement fee for Audio Book Bag	\$ 2.00	per book / material
Library		Replacement: ILL	Replacement fee for ILL Book/Material	\$ 75.00	per book / material
Library		Replacement: Juvenile Book-CD/Cass. (bagged)	Replacement fee for Juvenile Book-CD/Cass (bagged)	\$ 20.00	per book / material
Library		Replacement: Juvenile Caldecott	Replacement fee for Juvenile Caldecott	\$ 20.00	per book / material
Library		Replacement: Juvenile Easy	Replacement fee for Juvenile Easy	\$ 20.00	per book / material
Library		Replacement: Juvenile Easy Reader	Replacement fee for Juvenile Easy Reader	\$ 20.00	per book / material
Library		Replacement: Juvenile Fiction	Replacement fee for Juvenile Fiction	\$ 20.00	per book / material
Library		Replacement: Juvenile Kit	Replacement fee for Juvenile Kit	\$ 25.00	per book / material
Library		Replacement: Juvenile Music	Replacement fee for Juvenile Music	\$ 20.00	per book / material
Library		Replacement: Juvenile Newberry	Replacement fee for Juvenile Newberry	\$ 20.00	per book / material
Library		Replacement: Juvenile Non-Fiction/Biography	Replacement fee for Juvenile Non-Fiction/Biography	\$ 20.00	per book / material
Library		Replacement: Juvenile Paperback	Replacement fee for Juvenile Paperback	\$ 7.00	per book / material
Library		Replacement: Juvenile Paperback/Board Book	Replacement fee for Juvenile Paperback/Board Book	\$ 7.00	per book / material
Library		Replacement: Juvenile Parent-Teacher	Replacement fee for Juvenile Parent-Teacher	\$ 25.00	per book / material
Library		Replacement: Juvenile Reference	Replacement fee for Juvenile Reference	\$ 30.00	per book / material

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Library		Replacement: Juvenile Spoken (Audiobook)	Replacement fee for Juvenile Audiobook	\$ 35.00	per book / material
Library		Replacement: Juvenile Story	Replacement fee for Juvenile Story	\$ 20.00	per book / material
Library		Replacement: Juvenile Toy	Replacement fee for Juvenile Toy	\$ 20.00	per book / material
Library		Replacement: Juvenile Video	Replacement fee for Juvenile Video	\$ 20.00	per book / material
Library		Replacement: Oversize	Replacement fee for Oversize Book	\$ 50.00	per book / material
Library		Replacement: Professional Collection	Replacement fee for Professional Collection Book	\$ 30.00	per book / material
Library		Replacement: Young Adult Fiction	Replacement fee for Young Adult Fiction	\$ 25.00	per book / material
Library		Replacement: Young Adult Non-Fiction	Replacement fee for Young Adult Non-Fiction	\$ 25.00	per book / material
Library		Replacement: Young Adult Paperback	Replacement fee for Young Adult Paperback	\$ 10.00	per book / material
Parking Services	11 Sears Alley		This fee is charged for all cars entering 11 Sears Alley Deck who are not visitors to HHS building	\$1 per first 1/2 hour \$1 per second 1/2 hour \$2 per hour after \$12 max daily. \$85 Monthly parking	N/A

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Parking Services		164 College Street Parking Deck	This fee is charged for all cars entering the 164 College St. Parking Deck	\$1 per first 1/2 hour \$1 per second 1/2 hour \$2 per hour after \$12 max daily. \$85 monthly parking for non-state employees	N/A
Parking Services		52 Coxe Avenue	This fee is charged for all cars parking at 52 Coxe	\$3 Daily Parking / \$50 Monthly Parking	N/A
Parking Services		94 Coxe Avenue	This fee is charged for all cars parking in lot across from the Tax Department after 5pm-7am M-F and all day Saturday and Sunday	\$4 Daily Parking	per day
Parking Services		50 Coxe Avenue	This fee is charged for all cars parking after 5pm-7am M-F and all day Saturday and Sunday	\$3 Daily Parking / \$50 Monthly Parking	per day
Parking Services		2 Sawyer Surface Lot	This fee is charged for all cars parking in the lot	\$3 Daily Parking / \$50 Monthly Parking	N/A
Parking Services		35 Woodfin Street	This fee is charged for all cars parking in the front lot at 35 Woodfin 5pm-7am M-F and all day Saturday and Sunday	\$3 Daily Parking	per day

Department	Program	Fee Name	Fee Description	FY23 Fee		FY23 unit
Parking Services		30 Valley Street	This fee is charged for all cars parking after 5pm-7am M-F and all day Saturday and Sunday	\$3 Daily Parking		per day
Parking Services		99 Coxe Avenue	This fee is charged for all cars parking behind the Tax building 5pm-7am M-F and all day Saturday and Sunday	\$4 Daily Parking		per day
Permits & Inspections		Residential Permit Administrative Fee	Administrative fee for processing refunds of building permits	\$	80.00	flat fee
Permits & Inspections		Approved Plans	Failure to post approved plans at job site	\$	150.00	per instance
Permits & Inspections		Change of Contractor	Changing contractors on permits after permitted work has started	\$	80.00	flat fee
Permits & Inspections		Commercial Permit Administrative Fee	Administrative fee for processing refunds of commercial & multi-family trade permits	\$	100.00	flat fee
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$	100.00	0-5000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$	125.00	5,001-10,000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$	200.00	10,001-15,000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$	350.00	15,001-25,000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$	600.00	25,001-50,000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$	1,000.00	50,001-75,000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$	1,500.00	75,001-100,000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$	1,800.00	100,001-150,000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$	2,400.00	150,001-200,000

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$ 3,000.00	200,001-275,000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$ 3,400.00	275,001-350,000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$ 4,000.00	350,001-425,000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$ 4,500.00	425,001-500,000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$ 5,200.00	500,001-625,000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$ 6,200.00	625,001-750,000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$ 7,200.00	750,000-875,000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$ 10,000.00	875,000-1,000,000
Permits & Inspections		Commercial Permit Fees	Commercial permit fees based on project cost per applicable trade	\$10,000/+ applicable fees	\$10,000 + .0015 of each million dollar or portion thereof of projects over \$1,000,000
Permits & Inspections		Commercial Review Fees	Commercial plan review fees based on project cost	\$ 100.00	0-10,000
Permits & Inspections		Commercial Review Fees	Commercial plan review fees based on project cost	\$ 125.00	10,001-15,000
Permits & Inspections		Commercial Review Fees	Commercial plan review fees based on project cost	\$ 150.00	15,001-25,000
Permits & Inspections		Commercial Review Fees	Commercial plan review fees based on project cost	\$ 175.00	25,001-50,000

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Permits & Inspections		Commercial Review Fees	Commercial plan review fees based on project cost	\$ 200.00	50,001-100,000
Permits & Inspections		Commercial Review Fees	Commercial plan review fees based on project cost	\$ 300.00	100,001-250,000
Permits & Inspections		Commercial Review Fees	Commercial plan review fees based on project cost	\$ 500.00	250,001-500,000
Permits & Inspections		Commercial Review Fees	Commercial plan review fees based on project cost	\$ 750.00	500,001-1,000,000
Permits & Inspections		Commercial Review Fees	Commercial plan review fees based on project cost	\$ 1,500.00	Project cost > \$1,000,000
Permits & Inspections		Commercial TCO & TU	Fees for Temporary Certificate of Occupancy & Temporary Utilities	\$ 300.00	for TCO & TU first 30 days
Permits & Inspections		Commercial TCO & TU	Fees for renewal of Temporary Certificate of Occupancy & Temporary Utilities	\$ 150.00	per 30 day renewals
Permits & Inspections		Copies	Paper copies of permitting files	\$ 0.25	per copy
Permits & Inspections		Day Care & ABC License	Day Care and ABC licensing inspection fees	\$ 100.00	per Trade
Permits & Inspections		Expedite Service Fee	Fee for special inspections or special processing	\$ 100.00	per hour (minimum of 2 hours)
Permits & Inspections		Expedite Service Fee	Commercial expedite fees for special processing & special inspections	\$ 100.00	per hour (minimum of 2 hours)
Permits & Inspections		Foundation Only	Issuing foundation only permit prior to permitting entire project	\$ 200.00	\$200/+ applicable fees based on current fee schedule

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Permits & Inspections		Foundation Only	Commercial foundation only permit issued prior to issuing permit for entire project	\$ 200.00	\$200 in addition to applicable permit fees
Permits & Inspections		Homeowner Recovery Fund	Recovery fund per NCGS 87-1	\$ 10.00	per instance
Permits & Inspections		Maintenance Permits	Annual maintenance permit fees for county schools & buildings	\$ 100.00	per building
Permits & Inspections		Manufactured Homes	HUD Approved homes new & used	\$ 275.00	per instance
Permits & Inspections		Manufactured Homes	HUD Approved homes new & used	\$ 350.00	per instance
Permits & Inspections		Manufactured Homes	Additional fee for HUD Homes on full basements	\$ 100.00	per instance
Permits & Inspections		Manufactured Homes	Additional fee for HUD Homes on full basements located in R1,R2,BVD zoning	\$ 100.00	per instance
Permits & Inspections		Minimum Fees	Minimum residential fee for projects not listed on fee schedule	\$ 80.00	flat fee
Permits & Inspections		Modular Homes	Modular Homes Single Family	\$ 350.00	per instance
Permits & Inspections		Modular Homes	Modular Homes Single Family greater 1 story	\$ 475.00	per instance
Permits & Inspections		Modular Homes	Additional fee for attached garages as part of modular package	\$ 80.00	per instance
Permits & Inspections		Modular Homes	Additional fee for attached site built garages up to heated sq. ft	\$100/+ \$80 per trade	Modular Attached site built garages up to 400 sq. ft

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Permits & Inspections		Modular Homes	Additional fee for attached site built garage over 401 sq. ft	\$225/+ \$80 per trade	Modular Attached site built garages over 401 sq. ft
Permits & Inspections		Modular Offices	Fees for modular offices and classrooms	\$ 400.00	flat fee + review fees
Permits & Inspections		Multi-Family Dwelling	Fees for apartments & condominiums	\$ 350.00	per unit in addition to shell cost based on applicable fee schedule
Permits & Inspections		New Single Family over 1500 sq. ft	New houses, townhomes & duplexes	\$ 500 + .30/additional sq. ft over 1500 heated sq ft	per instance & heated sq. ft.
Permits & Inspections		New Single Family up to 1500 sq ft	New houses, townhomes & duplexes	\$ 500.00	per instance
Permits & Inspections		Plan Amendments	Amendments to residential plans	\$80 Administrative Fee + \$80 Plan Review Fee + applicable fees	flat fee + fee schedule a, b, or c
Permits & Inspections		Plan Review	Plan review of 1 & 2 family dwellings prior to permit issuance	\$ 150.00	flat fee

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Permits & Inspections		Plan Review Fee	Minimum Residential plan review fee	\$ 80.00	flat fee
Permits & Inspections		Re-Inspection Fee	Residential re-inspection fee, 1 free inspection per trade	\$ 80.00	per instance
Permits & Inspections		Residential Other Accessory Buildings	Residential Other Accessory Building Storage Building, Pump House, Etc.	\$100 per instance + trade fees	per instance + trade fees
Permits & Inspections		Residential Additions	Single Family Additions up to 1500 sq. feet	\$ 500.00	per instance
Permits & Inspections		Residential Additions	Single Family Additions over 1500 sq. feet	\$ 500 + .30/additional sq ft over 1500 heated sq ft	per instance & heated sq. ft.
Permits & Inspections		Residential Carport	Carport	\$100 + trade fees	per instance + trade fees
Permits & Inspections		Residential Decks	Decks- covered, uncovered & screened-in	\$ 150.00	per instance
Permits & Inspections		Residential Garage Attached/Detached	Residential Garage Attached/Detached	\$240 + trade fees	per instance + trade fees
Permits & Inspections		Residential Permit Renewal	One time renewal of expired permits after issuance of permit	50% of original fee	50% of original fee
Permits & Inspections		Residential Renovations/Remodels	Single Family Renovations up to 1500 sq ft	\$ 325.00	per instance
Permits & Inspections		Residential Renovations/Remodels	Single Family Renovations over 1500 sq ft	\$ 500 + .30/additional sq ft over 1500 heated sq ft	per instance & heated sq. ft.

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Permits & Inspections		Residential Re-roof	Reroofs on 1 & 2 family dwellings	\$ 80.00	per instance
Permits & Inspections		Residential TCO & TU	Fees for Temporary Certificate of Occupancy & Temporary Utilities	\$ 100.00	for TCO & TU first 30 days
Permits & Inspections		Residential TCO & TU	Fees for renewal of Temporary Certificate of Occupancy & Temporary Utilities	\$ 75.00	per 30 day renewals
Permits & Inspections		Residential Trade Permit Administrative Fee	Administrative fee for processing refunds of residential trade permits	\$ 40.00	flat fee
Permits & Inspections		Re-stamp Plans	Re-stamp residential 1 & 2 family dwelling plans	\$ 80.00	flat fee
Permits & Inspections		Retaining Walls	Residential retaining walls not part of foundation	\$ 150.00	flat fee
Permits & Inspections		Signs & Retaining Walls	Fees for commercial signs & retaining walls	Based on commercial fees and review fees	Project Cost
Permits & Inspections		Solar Panels	Residential solar panels - ground or roof mounted	\$ 150.00	flat fee
Permits & Inspections		Structural Repair	Residential Structural Repair	\$ 160.00	flat fee
Permits & Inspections		Sun Room	Sun Rooms on 1 & 2 family dwellings	\$150 /+ \$80 per trade	per instance
Permits & Inspections		Swimming Pools	Residential swimming pools	\$ 150.00	flat fee
Permits & Inspections		Trade Permits	Residential electrical, mechanical & plumbing permits	\$ 80.00	per instance

Department	Program	Fee Name	Fee Description	FY23 Fee		FY23 unit
Permits & Inspections		Trade Permits	Commercial electrical, mechanical & plumbing permits	Based on comm. fees		project cost with \$100 minimum fee
Permits & Inspections		Working without permit	Fee for failing to obtain permit on residential projects	Double Current Permit Fee		
Planning & Development		Adult Establishment License	Business License	\$	1,000.00	flat fee
Planning & Development		Adult Establishment License	Entertainer License	\$	1,000.00	flat fee
Planning & Development		Cases Requiring a Public Hearing	Zoning Text Amendment	\$	500.00	flat fee
Planning & Development		Cases Requiring a Public Hearing	Zoning Map Amendment	\$	350.00	flat fee
Planning & Development		Cases Requiring a Public Hearing	Zoning Map Amendment - More than 1 lot	\$	25.00	per each additional lot
Planning & Development		Cases Requiring a Public Hearing	Zoning Map Amendment- More than 25 Acres	\$	200.00	per each additional 25 acres * Maximum fee per owner is \$2000.00
Planning & Development		Cases Requiring a Public Hearing	Special Use Permit - Residential	\$	250.00	flat fee plus an additional \$10.00 per each proposed lot/unit

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Planning & Development		Cases Requiring a Public Hearing	Special Use Permit- Commercial/Office/Industrial Development	\$ 250.00	Structures less than 10,000 sq ft
Planning & Development		Cases Requiring a Public Hearing	Special Use Permit- Commercial/Office/Industrial Development	\$ 500.00	Structures 10,000 sq ft to less than 50,000 sq ft
Planning & Development		Cases Requiring a Public Hearing	Special Use Permit- Commercial/Office/Industrial Development	\$ 750.00	Structures 50,000 sq ft to 100,000 sq ft
Planning & Development		Cases Requiring a Public Hearing	Special Use Permit- Commercial/Office/Industrial Development	\$ 1,000.00	Structures more than 100,000 sq ft
Planning & Development		Cases Requiring a Public Hearing	Special Use Permit- Commercial/Office/Industrial Development - More than 25 Acres	\$ 200.00	per each additional 25 acres in addition to applicable fees on current fee schedule *Maximum fee per owner is \$2000.00
Planning & Development		Cases Requiring a Public Hearing	Variance (Includes Variances from Other Ordinances Administered by the Department)	\$ 250.00	flat fee

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Planning & Development		Cases Requiring a Public Hearing	Variance (Includes Variances from Other Ordinances Administered by the Department) - More than 1 lot	\$ 25.00	per each additional lot in addition to applicable fees on current fee schedule
Planning & Development		Cases Requiring a Public Hearing	Variance (Includes Variances from Other Ordinances Administered by the Department) - More than 25 Acres	\$ 200.00	per each additional 25 acres in addition to applicable fees on current fee schedule *Maximum fee per owner is \$2000.00
Planning & Development		Cases Requiring a Public Hearing	Re-advertisement of Public Hearing due to Applicant Request	\$ 150.00	Flat fee
Planning & Development		Cases Requiring a Public Hearing	Appeal of Zoning Administrator	\$ 500.00	flat fee
Planning & Development		Change of Use Fee	Home Occupations, Change of Uses Within Existing Structures, Establishment or Expansion of Land Uses Where Primary Uses of Land Are Outdoors (Excluding Junkyards)	\$ 125.00	flat fee
Planning & Development		Copies	Black & White, Legal or Letter Size	\$ 0.25	per page
Planning & Development		Copies	Color, Legal or Letter Size	\$ 0.35	per page
Planning & Development		Copies	Black & White Plotted	\$ 15.00	per page

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Planning & Development		Copies	Color, Plotted	\$ 15.00	per page
Planning & Development		Erosion & Sedimentation Control	Lot in Subdivision Subject to Sec. 70-68, Hillside Subdivisions	\$ 100.00	For 0.25 to less than 1 acre
Planning & Development		Erosion & Sedimentation Control	All Properties, One Acre or Greater Disturbance	\$ 525.00	per acre, prorated
Planning & Development		Floodplain Development	Residential Development - Utility Change Out Existing Structure	\$ 25.00	flat fee
Planning & Development		Floodplain Development	Residential Development- Single Family Manufactured Home	\$ 150.00	flat fee
Planning & Development		Floodplain Development	Residential Development- Single Family Residential Stick Built or Modular	\$ 250.00	flat fee
Planning & Development		Floodplain Development	Residential Development- Duplex	\$ 350.00	flat fee
Planning & Development		Floodplain Development	Residential Development- Other Single Family Residential Development (Fill, Non-habitable Buildings, Infrastructure)	\$ 100.00	flat fee
Planning & Development		Floodplain Development	Residential Development- Lateral Addition to Existing Building	\$ 150.00	flat fee
Planning & Development		Floodplain Development	Residential Development- Multiple Residential Lots: Land/Site Development	\$ 400.00	flat fee
Planning & Development		Floodplain Development	Commercial Development- Utility Change-Out of Existing Structure	\$ 25.00	flat fee
Planning & Development		Floodplain Development	Commercial Development- Commercial Structure	\$ 350.00	flat fee
Planning & Development		Floodplain Development	Commercial Development- Commercial Structure Non-habitable (i.e. shed, garage)	\$ 200.00	flat fee
Planning & Development		Floodplain Development	Commercial Development- Lateral Addition to Existing Building	\$ 250.00	flat fee
Planning & Development		Floodplain Development	Commercial Development- Single Commercial Lot: Land/Site Development	\$ 350.00	flat fee

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Planning & Development		Floodplain Development	Commercial Development- Multiple Commercial Lots: Land/Site Development	\$ 500.00	flat fee
Planning & Development		Junkyard Permit	Annual Registration	\$ 200.00	flat fee
Planning & Development		Junkyard Permit	New Junkyard	\$ 200.00	flat fee
Planning & Development		Manufactured Home Park Permit	Manufactured Home Park	\$ 75.00	flat fee plus an additional \$10.00 per space
Planning & Development		Re-Submittal of Plats Due to Failure or Inadequacies	Re-review of Plats, excluding Major and Minor	\$ 25.00	Flat fee
Planning & Development		Re-inspection	All Permits Requiring Site Inspection	\$ 25.00	flat fee
Planning & Development		Retaining Walls	Single Family Residential	\$ 50.00	flat fee
Planning & Development		Retaining Walls	Multi Family, Commercial, Office or Industrial	\$ 125.00	flat fee
Planning & Development		Sign Permit	Off-Premise or Illuminated Sign Permit	\$ 100.00	flat fee
Planning & Development		Site Plan Review	All New Structures, Existing Structure Footprint Changes, and Site Work Projects	\$ 25.00	flat fee
Planning & Development		Site Plan/Plat Resubmittal	Stormwater and Erosion Control Plans, Minor and Major Subdivisions, and Commercial and Multi-Family Development Site Plans	\$ 150.00	flat fee
Planning & Development		Stormwater Management	Up to One Acre Disturbance	\$ 525.00	flat fee
Planning & Development		Stormwater Management	One Acre or Greater Disturbance	\$ 525.00	per acre, prorated
Planning & Development		Stormwater Management	Renewal of Guarantee of Improvements	\$ 100.00	flat fee
Planning & Development		Stormwater Management	Partial Release of Guarantee of Improvements	\$ 100.00	flat fee

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Planning & Development		Street Addressing	Address Determination Letter	\$ 25.00	Flat fee
Planning & Development		Street Addressing	Private Road Name Change	\$ 500.00	flat fee
Planning & Development		Street Addressing	Readdressing Subdivisions 10 Lots or Less	\$ 250.00	flat fee
Planning & Development		Street Addressing	Readdressing Subdivision More than 10 Lots	\$ 500.00	flat fee
Planning & Development		Subdivision Application Review Fees	Plat Review	\$ 25.00	flat fee
Planning & Development		Subdivision Application Review Fees	Minor Subdivisions (4-10 Lots)	\$ 75.00	flat fee plus additional \$10.00 per lot
Planning & Development		Subdivision Application Review Fees	Minor Subdivisions (4-10 Lots) with Hillside Development	\$ 50.00	in addition to applicable fees based on current fee schedule
Planning & Development		Subdivision Application Review Fees	Major Subdivisions (11 Lots or More)	\$ 175.00	flat fee plus additional \$15.00 per lot
Planning & Development		Subdivision Application Review Fees	Major Subdivisions (11 Lots or More) with Hillside Development	\$ 100.00	In addition to applicable fees based on current fee schedule
Planning & Development		Subdivision Application Review Fees	Revised Plan Review, Minor Subdivision	\$ 25.00	flat fee

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Planning & Development		Subdivision Application Review Fees	Revised Plan Review, Major Subdivision	\$ 50.00	flat fee
Planning & Development		Subdivision Application Review Fees	As-built Drawing Review	\$ 25.00	flat fee
Planning & Development		Subdivision Application Review Fees	Guarantee of Improvements	\$ 50.00	flat fee
Planning & Development		Subdivision Application Review Fees	Renewal of Guarantee of Improvements	\$ 100.00	Flat fee
Planning & Development		Subdivision Application Review Fees	Partial Release of Guarantee of Improvements	\$ 100.00	flat fee
Planning & Development		Subdivisions - Hillside	Hillside Development Individual Lot Plan Review	\$ 50.00	In addition to applicable fees based on current fee schedule
Planning & Development		Subdivisions - SS/PR	Exempt Subdivision within Steep Slope/High Elevation Overlay or Protected Ridge Overlay	\$ 50.00	flat fee
Planning & Development		Water Supply Watershed	Single Family Residential	\$ 50.00	flat fee
Planning & Development		Water Supply Watershed	All Other	\$ 100.00	flat fee
Planning & Development		Wireless Communication Facility	Application Review and Processing Fee	\$ 5,000.00	flat fee
Planning & Development		Wireless Communication Facility	Annual Renewal	\$ 250.00	flat fee
Planning & Development		Work / Use Without Permit	All fees shall be double the base fee if land uses, construction, &/or land disturbing activities are commenced before obtaining a permit.	Double Regular Permit Fee	per base fee
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Single Family (attached and detached) and duplex units	\$ 50.00	per unit
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Residential Addition/Accessory	\$ 25.00	flat fee

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Zoning Determination Letter	\$ 25.00	flat fee
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Commercial/Office Sign, Addition, or Accessory/Structure	\$ 125.00	Less than 10,000 sq. ft
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Commercial/Office Sign, Addition, or Accessory/Structure	\$ 300.00	10,000 sq. ft to less than 50,000 sq. ft
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Commercial/Office Sign, Addition, or Accessory/Structure	\$ 450.00	50,000 sq. ft to 100,000 sq. ft
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Commercial/Office Sign, Addition, or Accessory/Structure	\$ 600.00	More than 100,000 sq. ft
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Short Term Accommodations - Vacation Rental (2 unit maximum)	\$ 50.00	Flat fee
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Short Term Accommodations -Recreational Vehicle (2 unit maximum)	\$ 50.00	Flat fee
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Short Term Accommodations - Campground (2 unit maximum)	\$ 50.00	Flat fee
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Short Term Accommodations - Vacation Rental Complex	\$ 250.00	Flat fee
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Short Term Accommodations - Recreational Vehicle Park (more than 2 units)	\$ 250.00	Flat fee
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Short Term Accommodations- Campground (more than 2 units)	\$ 250.00	Flat fee
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Short Term Accommodations - Rooming House	\$ 250.00	Flat fee
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Short Term Accommodations - Bed and Breakfast	\$ 250.00	Flat fee
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Multi Family Development (per building shell)	\$ 200.00	3-10 units per building

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Multi Family Development (per building shell)	\$ 300.00	11-20 units per building
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Multi Family Development (per building shell)	\$ 400.00	>20 units per building
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Steep Slope/High Elevation, Protected Ridge, Blue Ridge Parkway Overlay	\$ 50.00	in addition to applicable fees based on current fee schedule
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Beaverdam Zoning District Review	\$ 50.00	In addition to applicable fees based on current fee schedule
PR & Communications		Public Records Request: Adobe PDF		No charge	
PR & Communications		Public Records Request: Certified Copies (each additional page)		\$ 2.00	per page
PR & Communications		Public Records Request: Certified Copies (first page)		\$ 5.00	per first page
PR & Communications		Public Records Request: Extensive Personnel Time and Use of Technology	Communications and Public Relations reserves the right (under NCGS 132-6.2b) to charge a service fee based on the actual cost incurred for extensive use of information technology resources or labor costs of personnel providing the services.	Varies	\$ -
PR & Communications		Public Records Request: Flash Drive		\$ 3.95	per flash drive

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
PR & Communications		Public Records Request: Hard Copies	BXW / Color	\$ 0.10	per page
PR & Communications		Public Records Request: Postage		Varies	based on rates set by the United States Postal Service
Recreation Services	Enka Sports Park	Adult Soccer Field Rental - Class 1	for a nonprofit, school, or government organization	\$ 40.00	per hour
Recreation Services	Enka Sports Park	Adult Soccer Field Rental - Class 2	for a private or for profit organization	\$ 50.00	per hour
Recreation Services	Enka Sports Park	Facility Rental - Class 1	Fee for renting out various facilities to a nonprofit, school, or government organization	\$ 25.00	per hour
Recreation Services	Enka Sports Park	Facility Rental - Class 2	Fee for renting out various facilities to a private or for profit organization	\$ 35.00	per hour
Recreation Services	Enka Sports Park	Picnic Shelter	daily rental of a covered picnic area at Owen or the Sports Park	\$ 75.00	per day
Recreation Services	Enka Sports Park	River Park Rental- Class 1	Fee for renting out a river park to a nonprofit, school, or government organization	\$ 400.00	per day
Recreation Services	Enka Sports Park	River Park Rental- Class 2	Fee for renting out a river park to a private or for profit organization	\$ 600.00	per day
Recreation Services	Enka Sports Park	Sports Park Rental - Class 1	with field use and restrooms	\$ 2,500.00	per day
Recreation Services	Enka Sports Park	Sports Park Rental - Class 1	without field use	\$500.00 or \$100.00	per day or per hour
Recreation Services	Enka Sports Park	Sports Park Rental - Class 1	without field use and restrooms	\$400.00 or \$75.00	per day or per hour
Recreation Services	Enka Sports Park	Sports Park Rental - Class 2	with field use and restrooms	\$ 3,500.00	per day
Recreation Services	Enka Sports Park	Sports Park Rental - Class 2	without field use	\$600.00 or \$120.00	per day or per hour

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Recreation Services	Enka Sports Park	Sports Park Rental - Class 2	without field use and restrooms	\$500.00 or \$100.00	per day or per hour
Recreation Services	Enka Sports Park	Youth Soccer Field Rental - Class 1	for a nonprofit, school, or government organization	\$ 30.00	per hour
Recreation Services	Enka Sports Park	Youth Soccer Field Rental - Class 2	for a private or for profit organization	\$ 40.00	per hour
Recreation Services	Lake Julian	Alcohol Permit	allows for the consumption of alcohol in a picnic shelter that has been payed for	\$ 75.00	per day
Recreation Services	Lake Julian	Annual Boat Launch	from month of purchase	\$ 50.00	per year
Recreation Services	Lake Julian	Annual Fishing Permit	One year from date of purchase	\$ 25.00	per year
Recreation Services	Lake Julian	Annual Sailboat Fee	allows for on site sailboat storage at Lake Julian (runs from Jan to Dec)	\$ 700.00	per year
Recreation Services	Lake Julian	Boat Launch	for putting one's watercraft on the lake	\$ 8.00	per day
Recreation Services	Lake Julian	Canoe/Kayak Storage	allows for on site canoe/kayak storage at Lake Julian (runs from Jan to Dec)	\$ 400.00	per year
Recreation Services	Lake Julian	Daily Fishing Permit		\$ 4.00	per day
Recreation Services	Lake Julian	Jon Boat 4 hours		\$ 15.00	per 4 hours
Recreation Services	Lake Julian	Jon boat all day		\$ 25.00	per day
Recreation Services	Lake Julian	Large Picnic Shelter	daily rental of a covered picnic area	\$ 100.00	per day
Recreation Services	Lake Julian	Lifetime Fishing Permit	For people 70+ or the disabled	\$ 10.00	lifetime
Recreation Services	Lake Julian	Locker	additional charge for use of a storage locker at the sailboat storage area	\$ 50.00	per year
Recreation Services	Lake Julian	Paddle Boat 1 hour		\$ 12.00	per hour
Recreation Services	Lake Julian	Paddle Boat 1/2 hour		\$ 8.00	30 min

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Recreation Services	Lake Julian	Senior & Veteran Annual Fishing Permit	For people 65+ and veterans	\$ 10.00	per year
Recreation Services	Lake Julian	Senior & Veteran Daily Fishing Permit	For people 65+ and veterans	\$ 3.00	per day
Recreation Services	Lake Julian	Small Picnic Shelter		\$ 75.00	per day
Recreation Services	Lake Julian	Wetslip	additional charge for someone storing their sailboat in the water instead of on a trailer	\$ 200.00	per year
Register of Deeds		Additional subsequent Instrument Index Reference, each (Assignments only)	This fee is added to a document that has additional subsequent instruments attached	\$ 10.00	per Additional Subsequent Instrument
Register of Deeds		Birth Certificate Amendment	This fee is charged to customers doing certain amendments to birth certificates	\$ 35.00	per Amendment
Register of Deeds		Birth/Death certificate plain copy	This fee is charged to customers getting an uncertified copy or birth/death certificate	\$ 0.25	per Copy
Register of Deeds		Certified Birth Certificate	This fee is charged to customers getting a certified copy of a birth/death/marriage certificate	\$ 10.00	per Certificate
Register of Deeds		Certified copies of condo plans	This fee is charged to customers for certified copies of condo plans	\$ 5.00	per Copy
Register of Deeds		Certified copies of recordings; 1st page	This fee is charged to customers for the first page of a certified copy of recorded documents	\$ 5.00	per 1st page
Register of Deeds		Certified copies of recordings; each additional page	This fee is charged to customers for each additional page after the first of a certified copy of recorded documents	\$ 2.00	per add'l page
Register of Deeds		Certified copy of a plat	This fee is charged to customers for a certified copy of a plat	\$ 5.00	per Plat
Register of Deeds		Certified Death Certificate	This fee is charged to customers getting a certified copy of a death certificate	\$ 10.00	per Certificate
Register of Deeds		Certified Marriage Certificate	This fee is charged to customers for each certified copy of a marriage certificate	\$ 10.00	per Certificate

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Register of Deeds		Condo Plans	This fee is charged to customers to record condo plans	\$ 21.00	per Page
Register of Deeds		Delayed Birth Certificate	This fee is charged to customers that need to have a delayed birth certificate created by the State	\$ 35.00	per Delayed Birth Certificate
Register of Deeds		Department of Transportation Right of Way Plans: 1st page	This fee is charged for the recording of the 1st page of a DOT Right of Way plan	\$ 21.00	per 1st page
Register of Deeds		Department of Transportation Right of Way Plans: each add'l page	This fee is charged for the recording of every page after the 1st page of a DOT Right of Way Plan	\$ 5.00	per add'l page
Register of Deeds		Legitimation	This fee is charged to legitimize a birth	\$ 35.00	per Legitimation
Register of Deeds		Marriage Certificate plain copy	This fee is charged to customers for each uncertified copy of a marriage certificate	\$ 0.25	per Copy
Register of Deeds		Marriage License Application	This fee is charged to receive a marriage license	\$ 60.00	per Application
Register of Deeds		Multiple Instruments Fee	This fee is added to any document that has multiple instruments attached as one recording	\$ 10.00	per Document
Register of Deeds		Nonstandard Documents	This fee is added to any document that doesn't meet set State requirements	\$ 25.00	per Nonstandard Document
Register of Deeds		Notary Certification	This fee is charged to customers to verify that a Notary is still qualified to be a Notary in Buncombe County	\$ 5.00	per Certification
Register of Deeds		Notary Oath	This fee is charged to customers to administer the Notary Oath to, for them to become Notaries	\$ 10.00	per Oath
Register of Deeds		Plats	This fee is charged to customers to record a plat	\$ 21.00	per Page

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Register of Deeds		Recording all real estate document (except for Deeds of Trust or Mortgages): Each additional page	This fee is charged to record any page after the first 15 pages of any document except for Deeds of Trust or Mortgages	\$ 4.00	per additional page after 15
Register of Deeds		Recording all real estate document: Extra party names over the first 20 party names	This fee is charged to record every additional party name after the first 20 party names of any recorded document	\$ 2.00	per Name
Register of Deeds		Recording Deeds of Trust and Mortgages: Each additional page	This fee is charged to record any page after the first 35 pages of Deeds of Trust or Mortgages	\$ 4.00	per additional page after 35
Register of Deeds		Recording Deeds of Trust and Mortgages: The first 35 pages	This fee is charged to record the first 35 pages of Deeds of Trust or Mortgages	\$ 64.00	Up to the first 35 pages
Register of Deeds		Recording real estate document (except for Deeds of Trust or Mortgages): First 15 Pages	This fee is charged to record the first 15 pages of any document except for Deeds of Trust or Mortgages	\$ 26.00	Up to the first 15 pages
Register of Deeds		UCC recordings: 1 - 2 pages	This fee is charged to customers for the recording of UCC's that are 1 - 2 pages	\$ 38.00	per Document
Register of Deeds		UCC recordings: 3 - 10 pages	This fee is charged to customers for the recording of UCC's that are 3 - 10 pages	\$ 45.00	per Document
Register of Deeds		UCC recordings: over 10 pages	This fee is charged to customers for the recording of UCC's that are over 10 pages	\$ 2.00	per add'l page over 10 pages
Register of Deeds		Uncertified copies of condo plans	This fee is charged to customers for uncertified copies of condo plans	\$ 1.50	per Copy
Register of Deeds		Uncertified copies of plats	This fee is charged to customers for an uncertified copy of a plat	\$ 1.50	per Plat
Register of Deeds		Uncertified copies of recordings	This fee is charged to customers for uncertified copies of recorded documents	\$ 0.25	per Page
Sheriff's Office	Animal Services	Trap deposit	Refundable deposit for use of dog traps	\$ 40.00	per unit
Sheriff's Office	Civil Process	Service Fee	This fee is charged for service of civil process originating in NC courts.	\$ 30.00	per person served

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Sheriff's Office	Civil Process	Service Fee	This fee is charged for service of civil process originating outside NC	\$ 50.00	per person served
Sheriff's Office		Real Time Intelligence Monitoring		\$ 60.00	per camera, per year
Solid Waste	Landfill	33-gallon bags		\$ 2.00	per bag
Solid Waste	Landfill	4ft Fluorescent Light Bulbs	Up to 5 free each HHW	\$ 1.00	per bulb
Solid Waste	Landfill	8ft Fluorescent Light Bulbs	Up to 5 free each HHW	\$ 1.00	per bulb
Solid Waste	Landfill	All Tires on rim		\$ 2.00	per tire
Solid Waste	Landfill	Bagged Leaves		\$ 1.00	per bag
Solid Waste	Landfill	Co-Mingled Recycling (Blue Bag)		No charge	per bag
Solid Waste	Landfill	Computer monitors		\$ 10.00	per monitor
Solid Waste	Landfill	Corrugated Cardboard		No charge	per trip
Solid Waste	Landfill	Electronic recycling (limit 5 units)		\$ 0.30	per pound
Solid Waste	Landfill	Farm Animals		\$ 50.00	per animal
Solid Waste	Landfill	Flammable Liquids (i.e. gas, kerosene)		\$ 2.00	per gallon
Solid Waste	Landfill	Friable asbestos	\$100 minimum	\$ 100.00	per ton
Solid Waste	Landfill	Large farm animals (i.e. cow, horse)		\$ 100.00	per animal
Solid Waste	Landfill	Less than 33-gallon bag		\$ 1.00	per bag
Solid Waste	Landfill	Motor oil (5 gallon per household limit monthly),antifreeze, lead acid batteries		No charge	per trip
Solid Waste	Landfill	Mulch sale		\$ 20.00	per 4 yards
Solid Waste	Landfill	Paint and Paint related items		\$ 2.00	per gallon
Solid Waste	Landfill	Pesticides, herbicides, insecticides		No charge	per trip
Solid Waste	Landfill	Pick-up trucks, vans, small trailers	\$10 minimum	\$ 43.75	per ton
Solid Waste	Landfill	Residential Sharps		No charge	per trip

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Solid Waste	Landfill	Scrap Metal		No charge	per trip
Solid Waste	Landfill	Special Disposal Accommodation	\$100 minimum	\$ 100.00	per ton
Solid Waste	Landfill	Televisions		\$ 10.00	per television
Solid Waste	Landfill	Tires w/proper certification form		No charge	per trip
Solid Waste	Landfill	Tires without form		\$ 2.00	per tire
Solid Waste	Landfill	Trucks, roll-offs, flat beds	\$10 minimum	\$ 43.75	per ton
Solid Waste	Landfill	White Goods		No charge	per trip
Solid Waste	Landfill	Wood Pallets	\$10 minimum	\$ 30.00	per ton
Solid Waste	Landfill	Yard waste, untreated wood, limbs	\$10 minimum	\$ 30.00	per ton
Solid Waste	Transfer Station	33-gallon bags		\$ 2.00	per bag
Solid Waste	Transfer Station	Co-Mingled Recycling (Blue Bags)		No charge	per bag
Solid Waste	Transfer Station	Corrugated cardboard		No charge	per trip
Solid Waste	Transfer Station	Lead acid batteries		No charge	per trip
Solid Waste	Transfer Station	less than 33-gallon bag		\$ 1.00	per bag
Solid Waste	Transfer Station	Pick-up trucks, vans, small trailers	\$12 minimum	\$ 47.75	per unit
Solid Waste	Transfer Station	Residential Sharps		No charge	per trip
Solid Waste	Transfer Station	Scrap Metal		No charge	per trip
Solid Waste	Transfer Station	Trucks, roll-offs, flat beds		\$ 47.75	per ton
Solid Waste	Transfer Station	White Goods		No charge	per trip
Tax Assessment		Aerial Maps	this fee is charged when taxpayers request a copy of an aerial map	\$ 10.00	per PIN#
Tax Assessment		non-Aerial Maps	this fee is charged when taxpayers request a copy of a non-aerial map	\$ 5.00	per PIN#
Tax Assessment		property record card	this fee is charged when taxpayers request copies of the property record card	\$ 1.00	per PIN#
Tax Assessment		reports	this fee is charged when taxpayers request reports such as Adjacency Reports	\$ 1.00	per PIN#
Transportation	Mountain Mobility	Deviated Fixed Route - Single Trip		No charge	per trip

Department	Program	Fee Name	Fee Description	FY23 Fee	FY23 unit
Transportation	Mountain Mobility	Rural General Public - Single Trip		No charge	per trip



FY2023 Recommended Budget

Presented by

Avril Pinder, County Manager

May 19, 2022



Art Contest

- Budget Office hosted an Art Contest to design the cover this year's Annual Budget Book.
- Wanted to highlight Buncombe County's 230th Anniversary.
- Buncombe County employees and family members invited to participate.



"Even Our Art is Budget Conscious"

Brad Watt, artist

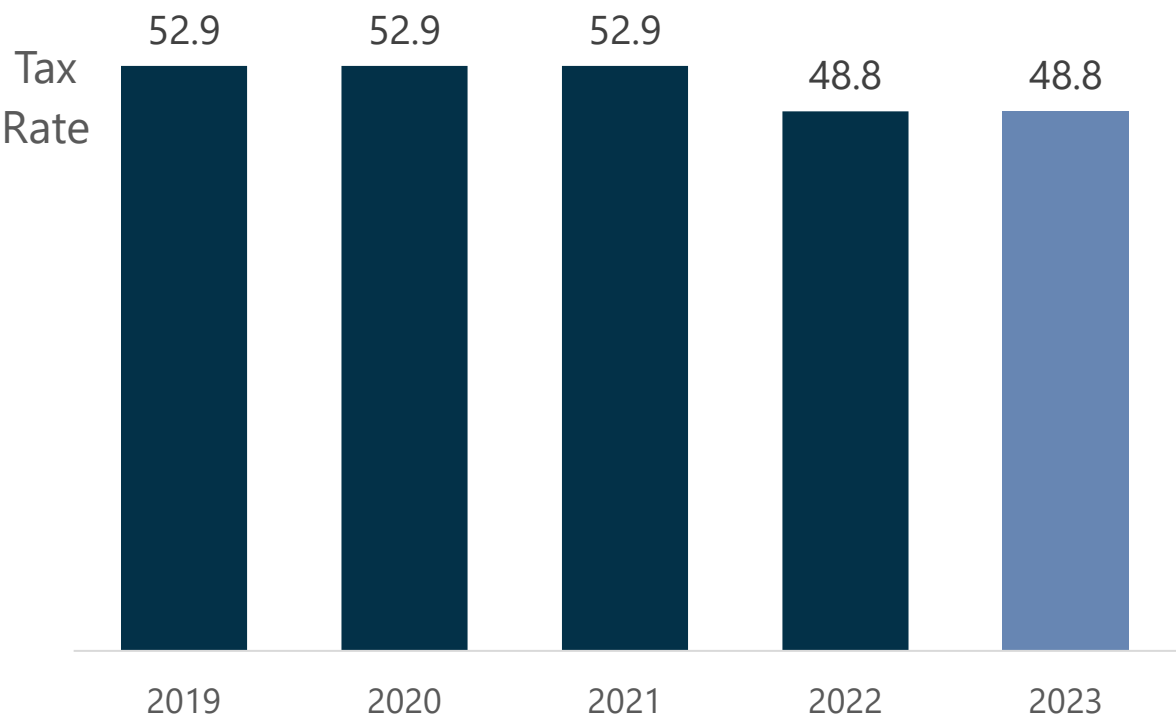
Winner:
Joyce
Kanavel



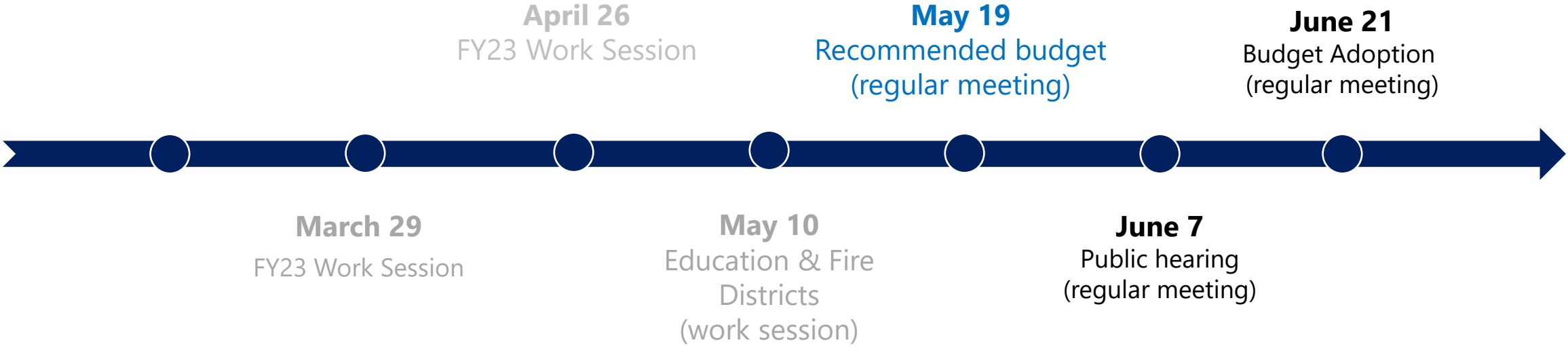
FOR THE FISCAL YEAR ENDING JUNE 30, 2023



FY2023 Recommended General Fund Budget

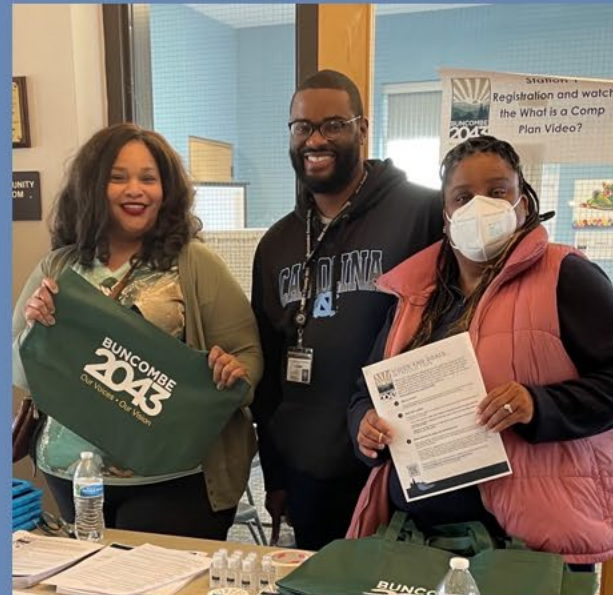


Budget Meetings



Advancing our Strategic Plan

Community Focus Areas



Foundational Focus Areas

**Educated
& Capable
Community**

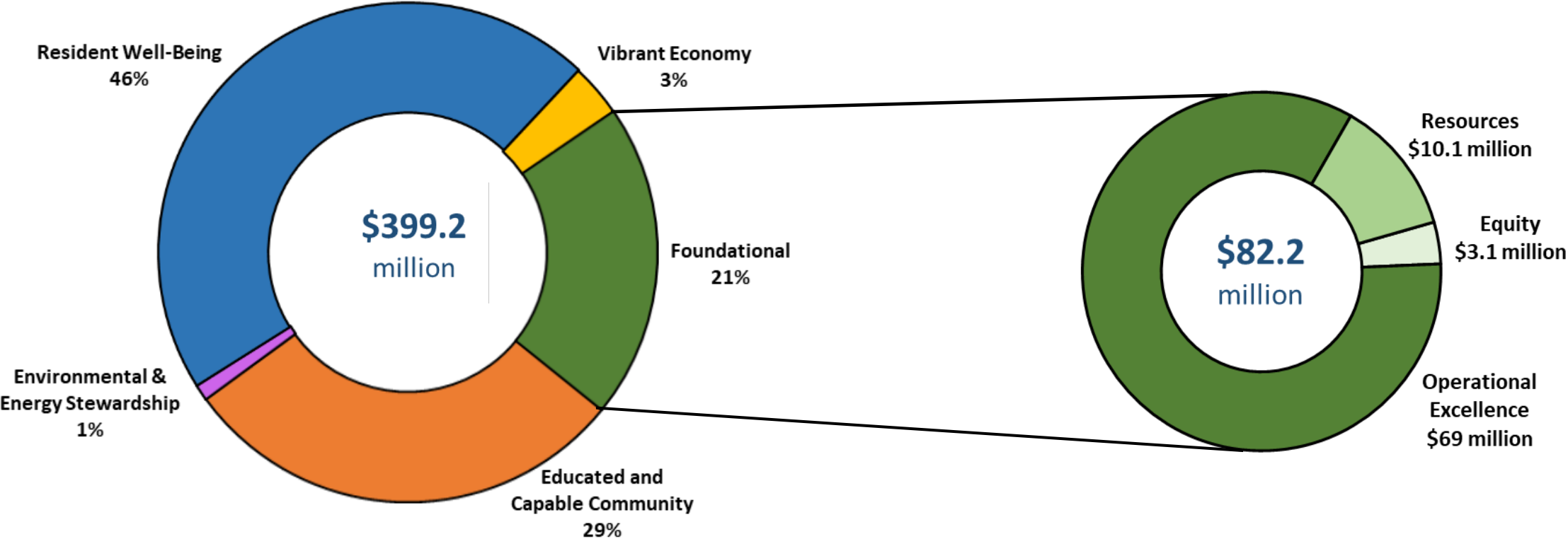
**Environmental
& Energy
Stewardship**

**Resident
Well-Being**

**Vibrant
Economy**

**Equity
Operational Excellence
Resources**

Respect • Honesty • Integrity • Collaboration • Equity



Educated & Capable Community

- **\$104.9 million** for education partners (10.9% increase for K-12 and AB Tech)
- **\$3.82 million** for Early Childhood Education & Development Fund
- **\$154,788** investment in Arts and Culture Grants & Museum of Science
- **\$73,116** to continue internet access programs

Environmental & Energy Stewardship

- **\$4 million** for Solar Projects
- **\$1.6 million** for alternatively fueled vehicles
- **\$750,000** for conservation easements
- **\$175,000** for low-income citizen energy efficient projects (Blue Horizons)
- **\$120,000** for Electric Vehicle charging infrastructure
- **\$75,000** for Battery Storage Pilot Program



Resident Well-Being

- **\$564,146** investment in recreation assets
- **\$326,055** additional County investment in Community Paramedicine program
- **\$125,000** for an Emergency Medical Services (EMS) assessment
- **\$100,000** for Community Recreation Grants
- **\$78,000** for Rathbun House lease to support foster families

Vibrant Economy

- **\$4.3 million** for Economic Development programs
- **\$2.3 million** for Affordable Housing support



Equity, Operational Excellence, & Resources

- **63** new positions across 23 departments
- **\$5.1 million** for Compensation Study implementation
- **\$2 million** for Reparations
- **\$900,000** for Strategic Partnerships grants
- **\$658,000** for new Information Technology needs
- **\$600,000** for Isaac Coleman & Tipping Point grants
- **\$278,155** for Community Engagement Markets
- **\$150,000** for maintenance related to Comprehensive Facilities Plan



Department	Number of Positions
911 Operations	5
Ag & Land Resources	1
Communications & Public Engagement	3
County Manager/Economic Development	1
Diversity, Equity, and Inclusion	2
Elections	2
Emergency Services	11
Finance	1
General Services	1
Health & Human Services	6
Human Resources	4
Identification Bureau	1
Information Technology	2
Justice Resources	2
Legal & Risk	1

Department	Number of Positions
Library	3
Permits & Inspections	1
Planning	4
Recreation Services	2
Sheriff's Office	3
Strategic Partnerships	2
Sustainability	1
Tax Assessment	1
General Fund Total	60

General Fund Recommended Positions Investment Totals \$4.2M

Fund	Number of Positions
Solid Waste	3
Other Funds Total	3

Other Funds Recommended Positions Investment Totals \$220k



FY2022	
Amended	
Revenues	360,632,081
Appropriated Fund Balance	28,019,239
Expenditures	388,651,320
Total	388,651,320

FY2023	
Recommended	
Revenues	382,358,990
Appropriated Fund Balance	16,853,232
Expenditures	399,212,222
Total	399,212,222

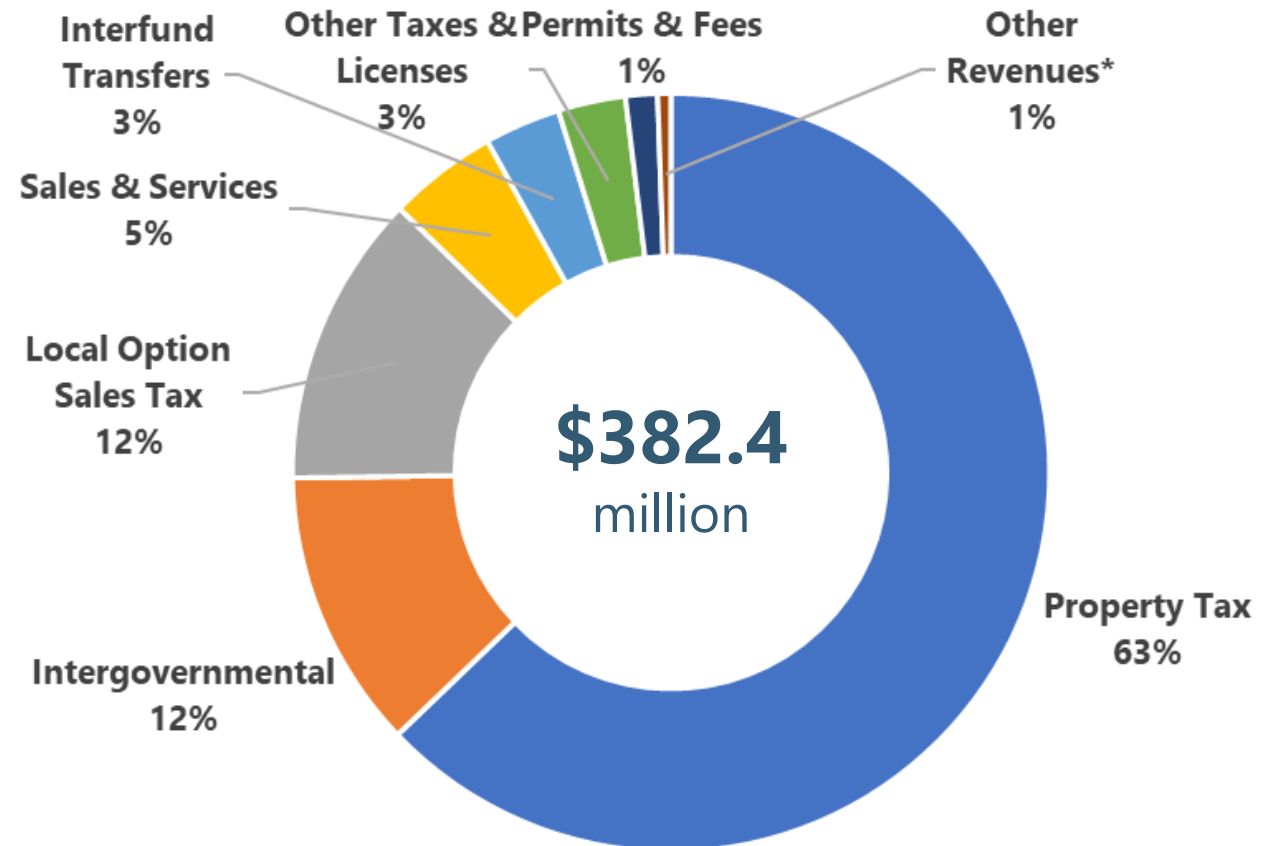


FY2023 Recommended Budget	
(millions of \$)	
FY2022 Year End Projected	58.3
Minimum by Policy (15.0%)	
Fund Balance Minus Policy	34.1
FY2023 Recommended Fund	16.9
Balance Appropriation	
Available Over 15.0% for FY2023	17.2



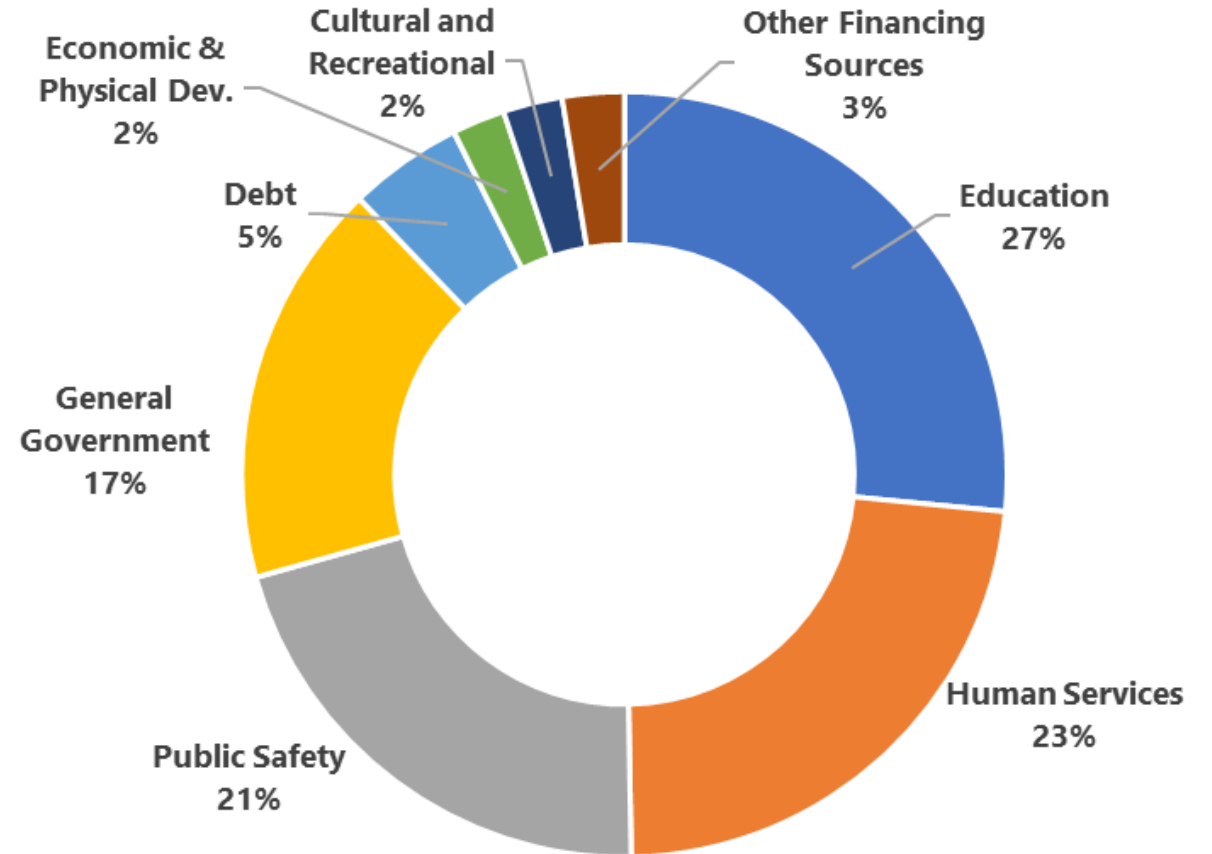
Revenue Budget by Source

Revenue Source (millions of \$)	FY2023 Recommended
Property Tax	240.3
Intergovernmental	45.6
Local Option Sales Tax	47.8
Sales & Services	17.9
Interfund Transfers	12.4
Other Taxes & Licenses	11.0
Permits & Fees	5.2
Other Revenues*	2.2
Total	382.4
Appropriated Fund Balance	16.9
Total	399.2



Expenditure Budget by Function

Function	FY2023
(millions of \$)	Recommended
Education	109.2
Human Services	91.5
Public Safety	82.7
General Government	67.7
Debt	19.1
Economic & Physical Dev.	8.8
Cultural and Recreational	9.9
Other Financing Sources	10.3
Total	399.2



Education Funding



Education System (millions of \$)	FY2022 Amended	FY2023 Recommended	FY2023 Requested	Unrestricted Revenue Rate
Buncombe County Schools	73.2	81.9	97.6	77.7

	Requested	Recommended
Existing Budget	\$ 73,161,308	\$ 73,161,308
Bring all locally-funded employees up to a \$15 an hour minimum or give a 2.5% increase	\$ 2,248,385	\$ 2,248,385
Adjusts to reduce salary compression for locally-funded staff	\$ 1,651,816	\$ 1,651,816
Pays for salaries that had been diverted to one-time federal ESSER funding	\$ 2,950,000	\$ 2,950,000
Offset potential state shortfall for \$15 an hour	\$ 302,412	\$ -
TOTAL for Salary Request	\$80,313,921	\$ 80,011,509
Operating Expenses - increases in utilities, fuel and insurance costs (funded at 50%)	\$ 3,737,789	\$ 1,868,895
Replenish Fund Balance	\$ 4,931,000	\$ -
Cost of Living Increases*	\$ 8,085,262	\$ -
GRAND TOTAL	\$97,067,972	\$ 81,880,404

*To be phased in over next two fiscal years (FY24 and FY25) in cooperation with Buncombe County Schools



Education System (millions of \$)	FY2022 Amended	ADM Split	FY2023 Second Pass	FY2023 Recommended	% Increase
AB Tech	7.3	15.73% 84.27%	7.7	7.7	6.22%
Asheville City Schools	14.2		14.6	15.3	7.98%
Buncombe County Schools	73.2		78.2	81.9	11.92%
Total	94.6		100.5	104.9	10.89%

Second Pass was budgeted at the unrestricted revenue growth rate of 6.22%



FY2023 Recommended Capital & IT Projects



Department	Project	Amount	Funding Source
Emergency Services	Emergency Services Base Construction	\$7,250,000	Debt
Emergency Services	Public Safety Training Center Generator	\$230,000	Capital Funds
General Services	Facility Renovation & Repair - as identified by the Comprehensive Facility Assessment	\$4,010,000	Debt
Library	Library Renovation and Repair	\$691,654	Capital Funds
Recreation Services	Recreation Services Master Plan	\$200,000	Capital Funds
Sustainability	Electric Vehicle Charging Infrastructure	\$120,000	Capital Funds
Sustainability	Solar on Schools and Public Buildings	\$4,000,000	Debt
Total		\$ 16,501,654	



Project	Amount
Continuity of Operations (COOP) System and Services	\$130,000
Debt Lease Software	\$13,000
Food and Lodging Inspections Software	\$80,000
Media Room at 200 College Street	\$195,000
Recreation Services Management Software	\$20,000
Vehicle and Fleet Management Software	\$140,000
Workday Learning Module	\$80,000
Total	\$658,000



Tax District	FY2022	FY2023	
	Tax Rate	Requested Tax Rate	Recommended Tax Rate
Asheville City Schools	10.62	12.00	10.62
Asheville Special	8.36	8.36	8.36
Asheville Suburban	8.97	8.97	8.97
Barnardsville	20.00	22.00	22.00
Broad River	16.00	16.00	16.00
East Buncombe	10.69	10.69	10.69
Enka-Candler	10.50	10.50	10.50
Fairview	14.50	14.50	14.50
French Broad	17.20	17.20	17.20
Garren Creek	13.84	13.84	13.84
Jupiter	10.75	10.75	10.75

Tax District	FY 2022	FY2023	
	Tax Rate	Requested Tax Rate	Recommended Tax Rate
Leicester	14.03	14.03	14.03
North Buncombe	10.77	10.77	10.77
Reems Creek	15.07	15.07	15.07
Reynolds	11.24	11.24	11.24
Riceville	14.60	14.60	14.60
Skyland	9.80	10.30	9.80
Swannanoa	14.00	14.00	14.00
Upper Hominy	16.56	16.56	16.56
West Buncombe	13.50	13.50	13.50
Woodfin	10.59	10.59	10.59

The following materials are available for review with the May 19th agenda at www.BuncombeCounty.org/Commissioners:

- FY2023 Recommended Budget in Brief, which includes:
 - County Manager's message
 - Recommended Capital Improvement Plan (CIP)
 - Recommended community funding awards
- Interactive Budget Explorer
- FY2023 Fee Schedule



The public is invited to share input in-person on **June 7, 2022**

A public budget hearing will be held during the Board of Commissioners regular meeting that begins at 5 pm





Buncombe County Board of Commissioners
Request for Board Action
Meeting Date: 5/19/2022

Public Hearings

Department: Strategy & Innovation

Presenter(s): Rafael Baptista, Strategy & Innovation Director
Sharon Burke, Human Resources Director

Contact(s): Rafael Baptista, Strategy & Innovation Director

Subject: County Personnel Ordinance Update and Public Hearing

Brief Summary: A public hearing will be held regarding proposed updates to the Personnel Ordinance. These updates include the removal of five policies from the Personnel Ordinance and shifting those policies to standalone board policies.

Recommended Motion & Requested Action: Staff recommends that the Board take the following actions:

- Hold a public hearing for the Personnel Ordinance Updates
- Approve the resolution amended the Personnel Ordinance
- Approve the resolution adopting the following policies:
 - Supplemental Pay
 - Drug Free Workplace
 - Benefits
 - Leave
 - Grant Funded Positions

County Manager's comments and Recommendation: Recommends approval.

ORDINANCE NO. 22-05-14

AN ORDINANCE AMENDING BUNCOMBE COUNTY'S PERSONNEL ORDINANCE

- WHEREAS,** pursuant to N.C. Gen. Stat. § 153A-94, a county may by ordinance adopt personnel rules that promote the hiring and retention of capable, diligent and honest career employees; and
- WHEREAS,** October 15, 1996, Buncombe County adopted the Buncombe County Personnel Ordinance; and
- WHEREAS,** on November 2, 2021, the County adopted a comprehensive update to the existing Personnel Ordinance; and
- WHEREAS,** the Buncombe County Board of Commissioners desires to make additional amendments to the Personnel Ordinance.

NOW THEREFORE, BE IT ORDAINED BY THE BUNCOMBE COUNTY BOARD OF COMMISSIONERS THAT:

Section 1. Section 3-1 of the Buncombe County Code of Ordinances shall be amended as follows:

- a. By deleting Section 3-1 in its entirety and replacing it with the following:

"Sec. 3-1. Personnel Ordinance. The Board of Commissioners have adopted a Personnel Ordinance for the regulation of employees of Buncombe County effective May 19, 2022. A copy of the amended Personnel Ordinance incorporated herein by reference dated May 19, 2022 is on file with the Buncombe County Clerk to the Board of Commissioners."

Section 2. The Personnel Ordinance of Buncombe County as referenced in Section 3-1 of the Buncombe County Code of Ordinances on file with Buncombe County Clerk to the Board of Commissioners dated November 2, 2021 is deleted in its entirety and replaced with the following:

See Attached Exhibit A Revised Personnel Ordinance dated May 19, 2022.

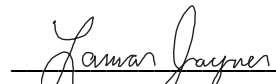
Section 3. All ordinances or portions of ordinances in conflict herewith are hereby repealed.

Section 4. Should any provision of the attached personnel ordinance be declared invalid or unconstitutional by any court of any competent jurisdiction, such declaration shall not affect the validity of the personnel ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

Section 5. This ordinance shall take effect and be in force on June 4, 2022.

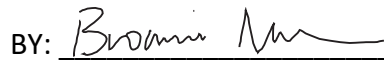
ADOPTED the 19th day of May 2022.

ATTEST



LAMAR JOYNER, CLERK

**BOARD OF COMMISSIONERS FOR THE
COUNTY OF BUNCOMBE**

BY: 

BROWNIE NEWMAN, CHAIRMAN

APPROVED AS TO FORM

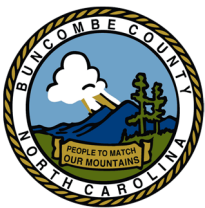


COUNTY ATTORNEY

Personnel Ordinance

BUNCOMBE COUNTY

North Carolina



Revised May 19, 2022

ARTICLE I. ORGANIZATION OF PERSONNEL SYSTEM

Section 1. Purpose

The purpose of this Personnel Ordinance is to establish a personnel system that will promote a fair and effective means of employee recruitment and selection; develop and maintain an effective and responsible work force; promote understanding, cooperation, equal treatment, and efficiency; and provide the means for removal of unsatisfactory employees. This Ordinance is established under the authority of Chapter 153A, Article 5 of the North Carolina General Statutes.

Section 2. Coverage

- A.** All employees in the County's service are subject to this Ordinance, except as provided in this section.
- B.** County Board of Commission members will be exempt from the provisions of this Ordinance except for Article VII, Employee Benefits.
- C.** The County Manager, the County Attorney, the Head of the Internal Audit Department, the Finance Director, the Clerk to the Board and the Director of the Board of Elections are exempt from the provisions of this Personnel Ordinance which relate to hiring, disciplinary actions including but not limited to suspension without pay, dismissal, grievances, and appeals.
- D.** Consultants, temporary employees, and volunteers are exempt from the provisions of this Personnel Ordinance except where made specifically subject to any provision.
- E.** To the extent that this Personnel Ordinance relates to hiring, disciplinary actions including but not limited to suspension without pay, dismissal, grievances, and appeals, these provisions will not apply to the Sheriff and all employees of the Sheriff, the Register of Deeds and all employees of the Register of Deeds, and the Director of Elections and all employees of the Board of Elections.
- F.** To the extent the provisions of this Personnel Ordinance conflict with federal or state law, the provisions of the federal and state law will prevail and the provision will not be applicable to the respective employee.

Section 3. Employee Status

- A.** At the time employees are hired, they are classified as either full-time regular, part-time regular, grant-funded, or temporary employees and are also told whether they are eligible to earn overtime pay. In addition, employees hired into a full-time regular or part-time regular position are eligible to earn Covered Employee status.

3. **Temporary Employees.** Temporary employees are hired for specific periods of time not to exceed 364 calendar days and are at-will employees. Temporary employees will only receive the benefits outlined in the Temporary Employment Policy.
4. **Non-Exempt Employee (Fair Labor Standards Act Status).** Full and part-time employees who have been classified as “Non-Exempt” from the overtime provisions of the Fair Labor Standards Act will be paid for overtime hours worked in accordance with the Supplemental Pay Policy.
5. **Exempt Employee (Fair Labor Standards Act Status).** Full and part-time employees who have been classified as “Exempt” from the overtime provisions of the Fair Labor Standards Act are paid for the accomplishment of assigned accountabilities rather than being paid for the number of hours worked in a work period.
6. **Covered Employee.** A full-time regular or part-time regular employee occupying a regular position who has completed twelve (12) months of continuous service and has a “Meets Expectations” or higher overall rating on the employee’s performance evaluation will be a Covered Employee with a property interest in their job. If an employee does not receive an evaluation before the official review date, the employee will be considered to have performed in a satisfactory manner and be a Covered Employee.

Section 4. Definitions (Listed Alphabetically)

Aggregate Service. The employee's combined total period of countable service of employment within a regular position as an employee of Buncombe County, exclusive of any time allowed as transfer credit from another jurisdiction, for the purpose of determining entitlement to the particular benefit in question.

Aggregate service for retirement purposes refers to total length of service under which retirement contributions are paid into the N.C. Local Governmental Employees’ Retirement System by the employee. Aggregate service for determining the rates at which longevity and annual leave are earned by an employee is determined from the total years of service with Buncombe County only.

Rehired employees, or new hires from other government employers will be eligible for Annual Leave Accrual at rates commensurate with total years in service of Buncombe County plus other government employer(s) consistent with the Personnel Ordinance at the date as a new hire as described above.

Except as otherwise provided, rehired employees, and new hires from other North Carolina government employers, will be eligible only for the existing benefits at the time they are rehired, e.g., current health insurance plan, current 401K plan, etc. In addition, rehired employees will be eligible for a longevity rate with said accrual calculated based on the date of rehire (previous years of service will not be counted).

For an employee hired on or after July 1, 2016, the employee will not be eligible for a pro-rated longevity payment upon separation by retirement if the employee retires before December 1.

Appeal. An appeal is a formal process for a Covered Employee to contest a final decision made after a pre-disciplinary hearing involving an involuntary demotion, suspension without pay, dismissal, or a reduction in force.

Appointing Authority. Any County official with legal authority to make hiring decisions or elected official with the legal authority to make hiring decisions.

At-Will Employee. An individual who is free to resign at any time with or without notice or cause and whose employment may be terminated at any time, with or without notice or cause.

Classification. A class or group of job classes having similar duties and responsibilities requiring similar qualifications, which can be properly designated by one title indicative of the nature of work performed, and which carry the same salary grade.

Employee Protection Hotline. A toll-free number (1-866-908-7236) that is answered by an independent third-party source and available to employees as well as the public to register a complaint or concern anonymously regarding theft or fraudulent activity.

The Human Resources Department is responsible for ensuring that County employees have a safe place to raise their workplace concerns. As part of this responsibility, the Human Resources Department also ensures that employees at all levels comply with relevant County policies and state and federal employment regulations such as: suspected harassment in the workplace, discrimination, bullying, issues with coworkers or supervisors, health and safety, Fair Labor Standards Act (FLSA), American Disabilities Act (ADA), Title IV, or violation of any County policy.

To speak with someone about your concerns you can call (828) 250-4166 or email EmployeeRelations@BuncombeCounty.org.

Covered Employee. A full-time regular or part-time regular employee occupying a regular position who has completed twelve (12) months of continuous service and has a “Meets Expectations” or higher overall rating on the employee’s performance evaluation and has obtained a property interest in their job. If an employee does not receive an evaluation before the official review date, the employee will be considered to have performed in a satisfactory manner and be a Covered Employee. Absences of less than thirty-one days will not be considered a break in service. This definition does not include employees in positions such as temporary, temporary grant, or time-limited employees.

Demotion for Disciplinary Reasons. Demotion for Disciplinary Reasons is an action that:

- Lowers the salary of an employee as stated in the Employee Pay Policy, and
- The action was involuntary, and
- The action taken was to discipline the employee.

Exempt Employee (Fair Labor Standards Act Status). Full and part-time employees who have been classified as “Exempt” from the overtime provisions of the Fair Labor Standards Act are paid for the accomplishment of assigned accountabilities rather than being paid for the number of hours worked in a work period.

Full-Time Regular Employee. An employee appointed to a regular position and scheduled to work at least 2,080 hours per year. Employees in these positions are eligible for Covered status as well as specified employee benefits.

Grievance. A claim or complaint alleging an event or condition which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established ordinance pertaining to employment conditions. A grievance may involve allegations of bullying, sexual harassment, discriminatory practices, and/or hostile work environment. A grievance is not allowed for Investigatory Suspension with pay or voluntary demotion or a written warning or reassignment that does not involve a reduction in pay. For assistance with a grievance the employee can contact Human Resources at: (828) 250-4166 or by email EmployeeRelations@BuncombeCounty.org.

Hatch Act. A federal act limiting political activity for state and local government employees whose principal employment is in an activity that is financed either in whole or in part by loans or grants from the federal government in order to limit possible bias and political coercion.

Maximum Salary Rate. The maximum salary authorized by the pay plan for an employee within an assigned salary grade in accordance with County recruitment and compensation policies.

Non-Exempt Employee (Fair Labor Standards Act Status). Full and part-time employees who have been classified as “Non-Exempt” from the overtime provisions of the Fair Labor Standards Act will be paid for overtime hours worked in accordance with the Supplemental Pay Policy.

Part-Time Regular Employee. An employee appointed to a regular position and scheduled to work less than 2,080 hours per year. Employees in these positions are eligible for Covered status as well as specified employee benefits.

Pay Plan. A schedule of pay ranges arranged by sequential rates for each classification assigned to a salary range.

Position Classification Plan. A plan approved by the Board of County Commissioners that assigns classes (positions) to the appropriate pay grade.

Salary. Consistent with North Carolina General Statutes, "salary" includes pay, benefits, incentives, bonuses, and deferred and all other forms of compensation paid to a Buncombe County employee.

Salary Grade. All positions which are sufficiently comparable to warrant one range of pay rates.

Salary Plan Revision. The uniform adjustment of the salary ranges of one or more grades within the pay plan.

Salary Range. The minimum and maximum salary levels for a given classification.

Salary Range Revision. The adjustment of the salary range for one or more specific classifications of positions within the classification plan.

Salary Schedule. A listing by grade and quartile of all the approved minimum and maximum salary ranges authorized by the Board of County Commissioners for various position classifications of the County.

Temporary Position. A position for which the duties and responsibilities are required for a specified period of time, not to exceed 364 days.

Section 5. Merit Principle

All appointments and promotions hereunder will be made solely on the basis of merit. All positions requiring the performance of the same duties and fulfillment of the same responsibilities will be assigned to the same class and the same salary range. No applicant for County employment or employee will be deprived of employment opportunities or otherwise adversely affected as an employee in violation of the County's Non-Discrimination Ordinance.

Section 6. Responsibility of Board of County Commissioners

The Board of County Commissioners will establish a Personnel Ordinance, including the classification and pay plan, and will make and confirm appointments when required by law.

Neither the Board of County Commissioners nor any of its committees or members will direct or request the appointment of any person to or his removal from office by the County Manager or by any head of a department or officer authorized by such Manager to make such appointment, nor will the Board of County Commissioners or any of its committees or members take any part in the appointment or removal of officers and employees in the administrative service of the County, other than those positions for which the Commissioners are responsible for appointing as set out in Chapter 153A of the North Carolina General Statutes.

Except for the purpose of an internal inquiry, the Board of County Commissioners and its members will deal with that portion of the administrative service for which the County Manager is responsible through the County Manager and neither the Board of County Commissioners nor any member thereof will give any directive to any county employee in the administrative service

of the County, other than the County Manager, relating to any matter in the line of his or her employment.

Section 7. Responsibility of County Manager

The County Manager will be responsible to the Board of County Commissioners for the administration of the personnel program subject to their authority. The County Manager will appoint, suspend, and remove all County employees under guidelines established in this Personnel Ordinance, except those elected by the people or whose appointment is otherwise provided for by law. The County Manager will make appointments, dismissals, and suspensions in accordance with N.C. Gen. Stat. § 153A-82 and this Personnel Ordinance.

An official copy of the Personnel Ordinance and rules will be available in the County Manager's office and/or Human Resources Department. The appointing authority, County Manager, or their designee, and/or Human Resources Director will provide written procedures and forms necessary for the proper administration of the Personnel Ordinance set forth in this manual and will instruct staff in their appropriate use. Any questions concerning the application or interpretation of the Personnel Ordinance's guidelines or rules stated herein will be directed by employees through appropriate Supervisory channels. Any questions on the part of Department Heads concerning the applicability or interpretation of the Personnel Ordinance's guidelines or rules should be directed to the appointing authority, County Manager, or their designee, and/or Human Resources Director before proceeding.

Section 8. Responsibility of the Human Resources Director

A. Unless otherwise stated in the policies of this Personnel Ordinance, the Human Resources Director or their designee will be responsible for the following items:

1. The administration of the policies and procedures in this Personnel Ordinance and other related personnel and employee related policies;
2. Recommending the following types of revisions to this document to the County Manager for approval by the Board of County Commissioners;
 - a. Classification Plan
 - b. Pay plan
 - c. Leave policies
 - d. Retirement, health insurance, and other employee benefits
3. Investigating periodically the operation and effect of this document;
4. Establishing and maintaining a roster of all persons in County services (setting forth the following items);

- a. Each Supervisor and employee
 - b. Position
 - c. Salary
 - d. Any change in position and status
 - e. Such data as may be deemed desirable or useful
5. Developing and administering such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the County.
- B. The Human Resources Director, or their designee, will be responsible for keeping policies and procedures in conformance with any legal requirements which may be imposed by other levels of government.
- C. The Human Resources Director will be responsible for furnishing advice, technical direction, and assistance to County Department Heads and administrative staff in effectuating this Personnel Ordinance, including devising and implementing detailed procedures and records.
- D. The Human Resources Director will designate those employees who are exempt from the Fair Labor Standards Act.
- E. The Human Resources Director will also be responsible for performing such other duties as may be assigned by the County Manager, not inconsistent with this document.

Section 9. Responsibility of Employees

Buncombe County is committed to providing services with an efficient, effective, and professional staff.

- A. County employees are expected to be at work on time and must schedule leave according to agency leave policies. As a service agency, it is essential that our employees be available to serve the public during business hours (unless an employee is working a pre-approved flex schedule). In emergency cases, an employee must notify his or her Supervisor as soon as possible.
- B. County employees are expected to perform ethically, adhering to individual professional code of ethics when applicable. Actions that undermine the credibility of the County such as, but not limited to, lying, falsifying records, or breaches of confidentiality are subject to disciplinary action up to and including dismissal.
- C. County employees must keep a neat and well-groomed appearance and dress according to the specific conditions of the employee's work environment.
- D. County employees must treat county property with care and safeguard all county property from theft and misuse.

- E. County employees should refrain from off-duty conduct which undermines their ability to perform their job and/or undermines the credibility of the County Government such that there is sufficient connection between the employee's conduct and the employee's job.

In addition to these expectations, staffs' actions should reflect the County's core values, as described in *Appendix A: Buncombe County Core Values for Employee Conduct*.

ARTICLE II. POSITION CLASSIFICATION PLAN

Section 1. Policy Statement

All positions covered by this Personnel Ordinance are to be classified according to their duties, responsibilities, qualifications needed of incumbent employees, and other related factors. In order to assure its continuing value as a personnel management tool, the Position Classification Plan will be maintained to reflect the current work assignments and other conditions and requirements which are factors in proper classification and allocation of positions.

Section 2. Allocation of Positions

The Human Resources Director will allocate each position covered by the Position Classification Plan to its appropriate class and salary grade in the plan. New positions will be established only with the approval of the Board of Commissioners upon recommendation of the County Manager and/or the Human Resources Director. Any grant application that involves additional staff (independent contractor, temporary, designated grant FTE) must be reviewed and approved at the County Manager/Assistant County Manager level prior to submission of application.

Section 3. Administration

- A. The County Manager or Human Resources Director, as designed by the County Manager, will be responsible for the administration and maintenance of the Position Classification Plan so that it will accurately reflect the duties performed by employees in the classes to which their positions are allocated. After classification, each position will be assigned to a pay grade in the Position Classification Plan.

Department Heads will be responsible for bringing to the attention of the County Manager and/or Human Resources Director (1) the need for new positions, and (2) material changes in the nature of duties, responsibilities, working conditions, or other factors affecting the classification of any existing positions.

- B. New positions will be established with the recommendation of the County Manager and/or Assistant County Manager and approval of the Board of County Commissioners after which the Human Resources Director will either (1) allocate the new position to the appropriate class within the existing Position Classification Plan or (2) recommend that the Board of County Commissioners amend the Position Classification Plan to establish a new class to which the new position may be allocated.
- C. When the Human Resources Director finds that a substantial change has occurred in the nature of level of duties and responsibilities of an existing position, the Human Resources Director, upon the County's Manager's and/or Assistant County Manager's recommendation, will (1) direct that the existing class specification be revised, (2) reallocate the position to the appropriate class within the existing Position Classification Plan, or (3) recommend that the

Board of County Commissioners amend the Position Classification Plan to establish a new class to which the position may be allocated.

Section 4. Amendments

Classes of positions will be added to and deleted from the Position Classification Plan by the Board of County Commissioners based on the recommendation of the County Manager and/or Human Resources Director.

Section 5. Procedures for Change

- A. The Position Classification Plan may have additional classes added or have classes deleted from time to time as needs of the County organization requires. The Board of County Commissioners will approve the creation or deletion of any class.
- B. When a Department Head believes that a new class is needed, either to add a new field of employment or to reflect additional levels of work within an existing series of classes, the Human Resources Director will be furnished a written statement of proposed duties for the new class and other information as necessary.
- C. A class will be deleted from the Position Classification Plan when the Board of County Commissioners, with the recommendation of the County Manager and/or Human Resources Director, has determined that it no longer is being used or needed for the positions within the County organization.

Section 6. Reclassification of Positions

A supervisor may request that a classification of position within their supervisory line be reviewed to ensure the position is properly classified.

- A. With the support from their Department Head, the supervisor will submit the request in writing to the Human Resources Director or designee or their designee.
- B. The Human Resources Director will, upon the County Manager's and/or Assistant County Manager's recommendation, approve, disapprove, or reclassify the position to an existing classification or establish a new class for approval by the Board of County Commissioners.

ARTICLE III. PAY PLAN

Section 1. Adoption

The salary schedule, as approved by the Board of County Commissioners, is hereby adopted as the Pay Plan for Buncombe County.

Section 2. Maintenance

The Human Resources Director will be responsible for the administration and maintenance of the Pay Plan. The Pay Plan is intended to provide equitable compensation for all positions when considered in relation to each other, to comparable rates of pay for similar employment in the private and public sector in the competitive labor market, to changes in the cost of living, to financial conditions of the County, and other objective factors. To this end, the Human Resources Director will, conduct comparative study of all factors affecting the level of salary ranges no less than once every five years.

Section 3. Administration

The Pay Plan will be administered in a fair and systematic manner in accordance with work performed. The pay structure should be externally competitive and should maintain proper internal relationships among all positions based on relative duties and responsibilities.

Section 4 Bonuses.

A. The County Manager has the authority to award bonuses and incentive payments up to one thousand dollars per person subject to availability of funds in the departmental appropriations. These funds are to be used to reward employees and teams who have done work that exceeds the expectations of their job description and is outside their normal job duties, and, impacts the efficiency and effectiveness of the agency. All bonuses and incentive payments will be reported to the Board at a regular meeting of the Board of Commissioners no later than sixty days from the award.

The majority of the Board of Commissioners will have the authority to award bonuses and incentive payments to employees in appointed positions subject to availability of funds in the departmental appropriations, and any such bonus or incentive will be made public at the Board of Commissioner meeting within sixty days of award.

Section 5. Pay Rates in Salary Range Revision

When the Board of County Commissioners approves a change in salary range for a class of positions, the salaries of employees whose positions are allocated to that class may be affected as follows:

- A. When a class of positions is assigned to a higher pay range, employees in that class may receive a pay increase based within the approved salary plan upon the recommendation and approval of the County Manager and/or Human Resources Director.
- B. When a class of positions are assigned to a lower pay range, the salaries of employees in that class will not be reduced.
- C. If the Board of County Commissioners, at its discretion, provides funds through appropriation for an across-the-board increase, only employees pay rates will change. The pay plan will remain the same.

Section 6. Overtime

- A. The County abides by all applicable sections of the Fair Labor Standards Act and any Fair Labor Standard Amendments. The County will properly record all applicable overtime accrued for each Covered Employee. This overtime policy is applicable only to employees of Buncombe County who are “Non-Exempt” under the Fair Labor Standards Act. If any area of this section is in conflict with the FLSA, then the FLSA will supersede.
- B. Every employee must record their timecard accurately to reflect all time worked. Failure to do so may result in disciplinary action up to and including dismissal. Should an employee be aware of any violation of this requirement or of any practice that discourages an employee from accurately recording their time, then the employee should report such concerns to the County’s Human Resource Director or anonymously through the Employee Protection Hotline (1-866-908-7236).
- C. Employees are expected to work during all assigned periods except mealtimes. Employees are not to perform work during any time that they are not scheduled to work unless they receive prior approval from their Supervisor, Department Head, County Manager, or their designee, or appointing authority except in cases of emergency. An emergency exists if a condition arises that could reasonably result in damage to property or persons or that requires the immediate attention of the employee. Employees who work excess hours because of an emergency will advise their immediate Supervisor of the overtime worked as soon as practical following completion of the work.
- D. Department heads are responsible for ensuring that overtime hours are authorized, recorded, and properly documented with the established record keeping forms and instructions.
- E. Computation for overtime will include actual work hours worked over and above forty hours in any work week for non-law enforcement employees. For non-law enforcement personnel, computation for overtime hours will be at the standard rate of one hour per hour worked up to forty hours per week, and at one and one-half hours per hour worked above forty hours per week. Refer to the Premium Pay policy regarding compensatory time.
- F. Computation for overtime will be computed in accordance with the FLSA.

Section 7. Payroll Deductions

Federal and state income taxes, Social Security tax, withholding for court-ordered child support payments (upon receipt of appropriate notices to withhold or by other order of a court of competent jurisdiction), and retirement contributions will be deducted as authorized by law and the Board of County Commissioners. Credit Union deductions, insurance premiums and other deductions requested by the employee and not paid by the County may also be deducted. In addition, in accordance with the appropriate federal, state or local law, the County may have to garnish an employee's wages. Because these deductions are calculated on the basis of information provided by the employee, it is mandatory that the employees keep the County informed of their personal status for withholding purposes.

Section 8. Payroll Procedure

All employees will be compensated bi-weekly and must utilize direct deposit at the bank of their choice as the payment method.

Section 9. Cost of Living Adjustment

Each year, the Board of County Commissioners may grant a salary increase based on a cost of living adjustment (COLA) calculation to all employees occupying a regular position, and to any grant-funded position for which the funding source allows.

During the budget planning process of each year, County Budget and Human Resources staff will present a COLA calculation to the Board. The calculation will be the 2-year average annual change in the CPI-W, measured as of the December data release next preceding the date of such presentation. The index to be used is the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), published by the U.S. Bureau of Labor Statistics (BLS). This COLA calculation will represent the maximum COLA adjustment.

The Board will make its election on whether or not to grant a COLA adjustment through the Budget Ordinance. If the Board elects to provide an annual COLA, the COLA will be effective July 1 of the following fiscal year.

ARTICLE IV. RECRUITMENT AND SELECTION

Section 1. Policy Statement

The Directors of the departments Sheriff, Register of Deeds, and Board of Elections will have authority over and be responsible for the recruitment, application submission, employment, selection, appointment, supervision, and discharge of employees in their respective departments with the County Manager and/or Human Resources Director approving the salary and classification of the new employees.

Section 2. Statement of Equal Employment Opportunity Policy

- A. Buncombe County is committed to the principles of equal employment opportunity. It is the policy of the County to maintain a systematic, consistent recruitment program, to promote equal employment opportunities, and to identify and attract the most qualified applicants for employment with the County.
- B. Firm practices and employment decisions regarding recruitment, hiring, assignment, promotion, and compensation will not be in violation of the County's Non-Discrimination Ordinance.
- C. Any person with concerns or suggestions about our hiring process should contact to the Buncombe County Human Resources Director or any member of senior management. For further information on Buncombe County's nondiscrimination policy, see *Appendix D: Unlawful Workplace Harassment*.

Section 3. Recruitment

- A. The Human Resources Director is responsible for an active recruitment program to meet current and projected staffing needs, using procedures that will ensure equal employment opportunities based on job-related requirements.
- B. Recruitment efforts will be coordinated in a timely manner.
- C. The Human Resources Director and the Department Head may jointly determine whether a position vacancy will be filled by outside recruitment or promotion.
- D. In case of disagreement, determination will be made by the appointing authority or County Manager, or their designee.

Section 4. Position Vacancy Announcements

- A. Vacant positions will be reviewed by the applicable Department Head and the County Manager and/or Human Resources Director to determine whether they should be filled.

- B. Applicants will be recruited for vacant positions which are to be filled by posting position vacancy announcements for a minimum of five working days on the Buncombe County website and the local office of the Employment Security Commission if external candidates are being sought and/or at the Human Resources Department and within each County Department should internal applicants be sufficient.
- C. Optional recruiting publicity may be carried out through the media, as appropriate.
- D. Position vacancy announcements will contain, at a minimum:
 - 1. The title and the hiring range;
 - 2. The closing date of the announcement;
 - 3. A summary of the duties of the position;
 - 4. A summary of the minimum qualifications;
 - 5. The procedures for making application; and
 - 6. A statement of equal employment opportunity.

Section 5. Application Submission

- A. The Buncombe County Electronic Employment Application will be the standard application accepted for any and all position listings.
- B. Applications are accepted through the Buncombe County website (www.buncombecounty.org).

Section 6. Application for Employment

- A. All persons expressing interest in employment with the County are given an opportunity to file an application for employment with the Human Resources Department. For most positions, applications are accepted for publicized vacancies only. A separate application must be submitted for each position applied. Copies are not accepted.
- B. Applications are logged according to job classification and remain in active status for six months.

Section 7. Qualification Standards

- A. All applicants considered for employment or promotion will meet the qualification standards established by the class specifications and/or job description for the vacant position.

- B. All appointments will be made on the basis of merit and in accordance with the Statement of Equal Employment Opportunity Policy. See *ARTICLE IV. RECRUITMENT AND SELECTION, Section 2. Statement of Equal Employment Opportunity Policy.*

Section 8. Selection

After applicants have been properly recruited for by the Human Resources Department, the applications are forwarded to the Hiring Manager. The Hiring Manager makes the decision as to employment, subject to the approval of the Department Head, Human Resources Director, and/or the County Manager.

- A. All persons who have applied for employment are considered on the basis of bona-fide occupational qualifications. All applicants must meet the minimum qualifications established for the position, except for established trainee positions. In addition, applicants must meet other minimum standards as to character, aptitude, ability to meet the public, and the ability to perform the essential job functions with or without accommodation, as may be required by the position.
- B. If training and experience are among the criteria for employment in a job, the Department Head will determine a procedure for the evaluation of the training and experience of the various applicants. This procedure will give due regard to recentness, quality, and quantity of the applicant's experience and training.
- C. Applicants will generally not be notified of the outcome of their application for employment unless they are interviewed by a Hiring Manager or Department Head. Notification will be from the department with the vacancy or from the Human Resources Department. Concerned applicants may check the status of their application by contacting the Human Resources Department or appointing authority.
- D. Provided qualified applicants are available, a minimum of three applicants should generally be interviewed for each position.
- E. At the end of the selection process of each vacancy, the Hiring Manager is responsible for completing an Application Selection/Rejection Data Form. The original copy must be submitted to the Human Resources Department at the time of selection. The Application Selection/Rejection Data Form provides documentation for EEO purposes and is a record of those applicants to be notified of the outcome of the selection process.
- F. The position of Head of the Internal Audit Department will not be filled without a recommendation by majority vote of the County's Audit Committee. If a majority of the Audit Committee votes in favor of the selection of a candidate for the position then such recommendation must be considered by the Board of Commissioners for final approval.

Section 9. Background Records Check.

The finalist for a position will be asked for information so that a full and complete disclosure of records pertaining to the applicant's education, previous employment, and criminal records background check may be verified.

Section 10. Valid Driver's License Requirement.

If the duties of the position include operation of County-owned or County-insured vehicles, or driving is a requirement of the employee's job duties, the Department Head will, before issuing an offer of employment, conduct a review of the driving record of the person to be hired, which record will become a part of the personnel file. All employees required to drive as a function of their job responsibilities must maintain a valid driver's license and car insurance and notify their Department Head of any change in status in accordance with the County's Vehicle Usage Policy.

Section 11. Appointments

The Board of County Commissioners may approve the appointment by the Sheriff or Register of Deeds of a person who has been convicted of a crime involving moral turpitude as required by N.C. Gen. Stat. § 153A-103(1).

Section 12. At-Will Periods of Employment

- A. An employee appointed to a regular position will be an employee at-will with no property interest in his or her position from the time of the appointment to the position until the employee has successfully completed twelve (12) months of continuous service.

Once an employee has achieved Covered Employee status then the employee may only be disciplined as provided in *ARTICLE VIII. SEPARATION, DISCIPLINARY ACTION, AND EMPLOYEE APPEALS*.

During the at-will period an employee may be separated upon the approval of the Department Head, with concurrence by the Human Resources Director, or appointing authority without the right of appeal.

- B. The work of a new employee will receive a special performance rating at six months and twelve months. An overall rating of "Meets Expectations" or better must be received to continue employment. Should an employee receive a rating below a "Meets Expectations" in any portion of the six- or twelve- month appraisal, continued employment must be approved by the Department Head and a timeframe must be set to reassess the employee's performance not to exceed three months so that a final decision of continued employment may be made.

Section 13. Promotion

Candidates for promotion will be chosen on the basis of their qualifications and in accordance with the Statement of Equal Employment Opportunity Policy in *ARTICLE IV. RECRUITMENT AND SELECTION, Section 2. Statement of Equal Employment Opportunity Policy*. Current employees may be given preference for certain promotional opportunities.

Section 14. Demotion and Reassignment

- A. A Covered Employee whose work is unsatisfactory may be demoted, provided that the employee shows promise of becoming a satisfactory employee in another position. Such a demotion will be made in accordance with procedures in *ARTICLE VIII. SEPARATION, DISCIPLINARY ACTION, AND EMPLOYEE APPEALS* for Covered Employees only.

The Covered Employee will be provided with written notice citing the recommended effective date of the demotion, the reasons for the demotion, the impact on their annual income and bi-weekly payments, and the appeal rights available to the Covered Employee as stated in *ARTICLE VIII. SEPARATION, DISCIPLINARY ACTION, AND EMPLOYEE APPEALS, Section 13. Employee Appeal Procedure*.

- B. An employee who wishes to accept a position with less complex duties and reduced responsibilities may request a voluntary reassignment. If the reassignment results in a salary reduction, the employee will be notified in writing of the impact on their annual income and bi-weekly payments in accordance with the Employee Pay policy. A voluntary reassignment is not a disciplinary action, and the employee has no right to appeal said decision, pursuant to *ARTICLE VIII. SEPARATION, DISCIPLINARY ACTION, AND EMPLOYEE APPEALS*.

Section 15. Transfer

- A. If a vacancy occurs and an employee eligible from another department wishes to be considered for the appointment, an application must be submitted to the Human Resources Department during the recruitment period for the position. The request for transfer will be subject to approval of both affected Department Heads, and approval by the Human Resources Director. An employee transferred without request may file a grievance in accordance with *ARTICLE IX. GRIEVANCE PROCEDURE*.

ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 1. Workweek

A. Standard Workweek

1. The standard workweek for Buncombe County regular employees will be from 8:00 A.M. until 5:00 P.M., Monday through Friday with one hour permitted for lunch.
2. Law enforcement employees will have an assigned shift with accumulation of those hours required in an approved FLSA work schedule with time permitted for meals during the respective shift.
3. When the activities of a particular department require some other schedule to meet the work needs, the Department Director or appointing authority may authorize a deviation from the established standard schedule.

B. Flex-time Workweek

1. County employees have the ability to deviate slightly from the Standard Workweek as established in *ARTICLE V. CONDITIONS OF EMPLOYMENT, Section 1. Workweek, Subsection A.*
2. Regular employees may initiate a flexible daily work schedule. Employees who elect a flex-time schedule must do so with Department Head approval and must exercise a consistent schedule for no less than three-month intervals.
3. Flex time is a privilege and may be revoked at any time by the Supervisor or Department Head.

Section 2. Employee Protection and No Retaliation

Buncombe County is committed to a safe workplace where employees are able to responsibly voice their concerns regarding business operations, the use of resources and assets, the adherence to workplace practices and policies, unethical behavior, and unsafe work practices and to do so without fear of reprisal, intimidation and/or retaliation. There are different ways that employees can voice their concern. These include:

- Addressing concerns with the appropriate member of management,
- Meet with a member of the Employee Relations division (828-250-4166) within Human Resources.
- Using the Grievance Procedure when applicable (See Article IX. Grievance Procedure),
- For instances of theft or fraud, the employee may use the Employee Protection Hotline: a toll-free number (1-866-908-7236) that is answered by an independent third party source and available to employees as well as the public to register a complaint or

concern anonymously. Anonymous reports are directed to the Internal Auditor to investigate and ensure follow up action if appropriate.

Buncombe County is committed to ensuring that every employee is treated fairly who lodges a concern, and the County will handle all concerns swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a concern will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious concerns is an abuse of this policy and will be treated as a violation. (For full policy see Employee Protection and No Retaliation Policy – Appendix F.)

Section 3. Unlawful Workplace Harassment

A. Buncombe County is committed to a work environment that is free from harassment and discrimination. Harassment based on an individual's race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, sexual orientation, gender identity or any other legally protected class under federal or NC State law will not be tolerated. All employees, including Supervisory and management personnel, are expected and required to refrain from any activity or action that contributes to harassment in the workplace. Harassment of employees by Supervisors or co-workers is forbidden in any form.

B. Definitions

Unlawful Workplace Harassment. This is specifically defined as unwelcome or unsolicited speech or conduct based upon race, color, religion, sex, national origin, political affiliation, physical, or mental disability, age, veteran status, genetic information, sexual orientation, gender identity or any other legally protected class under federal or NC State law that creates a hostile work environment or circumstances involving quid pro quo.

Hostile Work Environment. This is an environment that both a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile work environment is determined by looking at all of the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's performance.

Quid Pro Quo Harassment. This consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

- C. Employees who believe they have been harassed in violation of this policy should make a report to their immediate Supervisor, or the Department Head, or the Assistant County Manager, or the County Manager, or the Human Resources Director or to a member in the Employee Relations division within Human Resources. If the complaint is against the County Manager or an elected official, the complaint can be filed with the Chairman of the Board of County Commissioners or by reporting through the Employee Protection Hotline (1-866-908-7236). All complaints of harassment will be promptly investigated and appropriate corrective action where necessary will be taken based upon the findings of the investigation.
- D. Substantiated claims of harassment may result in disciplinary action, up to and including dismissal. For additional information regarding harassment and the methods to report harassment, employees should see *Appendix D: Unlawful Workplace Harassment*.

Section 4. No Retaliation Policy for Workplace Discrimination or Harassment

- A. No person will be adversely affected in employment with the employer because of bringing complaints of discrimination and unlawful harassment or participating in a discrimination and unlawful workplace harassment investigation or concerns or complaints under the Workplace Violence Policy (see *Appendix C: Workplace Violence Policy*).
- B. Other protected activity includes, but is not limited to:
 - 1. Initiating an internal complaint or report of discrimination or harassment;
 - 2. Filing a claim of discrimination;
 - 3. Requesting an accommodation for a disability;
 - 4. Filing a Workers' Compensation claim following a work-related injury;
 - 5. Requesting leave under the Family and Medical Leave Act; or
 - 6. Filing a safety or environmental related complaint with state and/ or federal oversight agencies.
- C. An employee who believes they are the subject of retaliation should follow *Appendix E: No Retaliation Policy*.

Section 5. Drugs at the Workplace Prohibited

- A. Any location at which County business is conducted is declared to be a drug-free environment. Workplace is defined as the site for the performance of work done and includes, but is not limited to, any Buncombe County building, premises, or vehicle.
- B. All employees are prohibited from unlawfully manufacturing, distributing, dispensing, partaking, possessing, or using any controlled or uncontrolled substance or alcohol in the

workplace, or reporting to work under the influence of any controlled substance or alcohol, except medications prescribed by a licensed health care provider and taken in the prescribed dosage and certified by said provider not to constitute a workplace hazard.

- C. As a condition of employment, all employees are required to follow the Buncombe County Drug Free Workplace Policy and may be tested in accordance with this policy.

Section 6. Workplace Violence

- A. Buncombe County is committed to preventing workplace violence and to maintaining a safe work environment. Toward that end, Buncombe County has adopted a Workplace Violence policy (see *Appendix C: Workplace Violence Policy*). The intent of the policy is to ensure that our employees are free from intimidation, harassment or other threats of or actual violence that may occur on-site or off-site during work-related activities. Additionally, the policy makes employees aware of their responsibility to report any concerns so that these concerns may be addressed in a timely and effective manner. Employees are protected against retaliation for making in good faith a report of workplace violence.
- B. Employees seeking to report a concern regarding the Workplace Violence policy should consult the policy in *Appendix C: Workplace Violence Policy*.

Section 7. Tobacco Product Policy

- A. No person will use any tobacco product, including but not limited to: snuff, chewing tobacco, smokeless tobacco, e-cigarette or vaping tool, smoking, carrying or possessing a lighted cigar, cigarette, pipe or other lighted smoking equipment/paraphernalia while in any Buncombe County buildings, on Buncombe County grounds, or in Buncombe County vehicles.
- B. Should a County employee violate the tobacco ban, they will be subject to disciplinary action, up to and including dismissal.

ARTICLE VI. HOLIDAYS AND LEAVE

Section 1. Leave Policy.

The Board of Commissioners will adopt a leave policy that is applicable Buncombe County employees.

ARTICLE VII. ADDITIONAL EMPLOYEE BENEFITS

Section 1. Benefits Policy

The Board of Commissioners will adopt a benefit policy that is applicable Buncombe County employees.

Section 2. Deferred Compensation

A. Longevity Compensation

Buncombe County does not have a merit pay system; instead, regular employees are rewarded for their increasing depth of knowledge and skills acquired through years of service with longevity compensation. Longevity pay serves to place a positive pressure to retain and reward high-performing seasoned employees for continued employment and thereby avoid expenses involved in recruiting and training replacement workers. Longevity will be paid to all full-time regular and part-time regular employees as follows.

1. Time and Method of Pay

- a. Longevity pay is automatic; payment will be made when all eligibility requirements are met as specified in the following criteria.
- b. Longevity payment will be made in a lump sum each year on or before December 31.
- c. Payment will be made to otherwise eligible employees who are on military leave, worker's compensation and approved medical leave of absence without pay.
- d. Eligibility for payment will be based on full years of service as of December 1 of each year.
- e. Employees working in a regular part-time position, but otherwise meeting eligibility requirements will receive a pro rata payment based on the percentage of hours actually worked divided by full-time hours for the position.
- f. Pro rata payments for partial year service will not be made. Eligibility is dependent upon employee status on December 1 except for individuals who are separated by retirement or death. Pro rata payment in these cases will be made based on the date of retirement or death and computed on the longevity pay scale then in effect. If deceased, payment will be made to the estate. For an employee hired on or after July 1, 2016, the employee will not be eligible for a pro-rated longevity payment upon separation by retirement if the employee retires before December 1.
- g. Payment will be made to the nearest cent rather than the nearest dollar.

2. Amount of longevity pay

Annual longevity pay amounts are based on the length of aggregate total service to Buncombe County. The amount of payment will be based on length of service and the annual salary of the employee in existence on the eligibility date of December 1. For purposes of Buncombe County Longevity Compensation for all Buncombe County employees, except for EMT's, "annual salary" means base annual pay only as set forth and established through each employee's current position classification and does not include annual leave sales, benefits, incentives, bonuses and other forms of deferred compensation. Because EMT's work mandatory overtime, EMT's Longevity Compensation is based on a prorated salary – straight hourly at 112 hours biweekly without including the overtime pay.

The following table will be in effect for longevity purposes.

TOTAL YEARS AGGREGATE LONGEVITY COUNTY SERVICE	PAY RATE
Less than 1 year	\$100.00
1 year but less than 2 years	1.00%
2 years but less than 5 years	3.00%
5 years but less than 10 years	4.00%
10 years but less than 15 years	5.00%
15 years but less than 25 years	6.00%
25 years plus	7.00%

3. Eligibility requirements

- a. An employee must have an appointment in either a full-time regular or part-time regular position and regularly scheduled to work at least twenty hours or more per week. No other employees are eligible for longevity payment.
- b. Credit for the aggregate total service requirement will not be given for temporary employment.
- c. Upon change of appointment to temporary part-time or less than half-time (twenty hours per week) the employee is ineligible for continued longevity pay.
- d. Credit will not be given towards aggregate service time for any employment other than with Buncombe County.
- e. For persons rehired after July 1, 2016, the individual's total aggregate longevity county service will be calculated from the date of rehire.

4. Effect of longevity pay

Longevity pay is not considered a part of annual base pay for classification and pay purposes, nor is it to be recorded in personnel records as a part of annual pay.

B. Severance Pay.

Severance pay is also considered a form of deferred compensation and *ARTICLE VIII. SEPARATION, DISCIPLINARY ACTION, AND EMPLOYEE APPEALS, Section 5. Reduction in Force* is hereby incorporated into this section.

ARTICLE VIII. SEPARATION, DISCIPLINARY ACTION, AND EMPLOYEE APPEALS

Section 1. Policy Statement

- A. Regular employees who have not achieved Covered Employee status and all temporary employees are considered at-will employees and have no right of appeal. At-will employees may be demoted or dismissed at any time without further notice upon the recommendation of the Department Head and approval of the Human Resources Director, or appointing authority, so long as the demotion or dismissal is not otherwise prohibited by law.
- B. A Covered Employee who fails to perform satisfactorily or engages in unacceptable personal conduct, upon the recommendation of the Department Head and approval of the Human Resources Director, or corresponding authority, they may be suspended without pay, demoted, or dismissed per the following practice.

Section 2. Types of Separation

- A. All separations of employees from positions in the service of the County will be designated as either voluntary or involuntary.
 - 1. Employees may be voluntarily separated from County service either by resignation, retirement, or failing to report to work for three consecutive days.
 - 2. Employees may be involuntarily separated from County service by reduction in force, dismissal, unavailability for work when leave is exhausted or death.
- B. The degree and type of action taken based on misconduct or poor performance will be based on the sound and considered judgment in accordance with the provisions of this Article.
- C. When just cause exists the only disciplinary actions are: written warning, disciplinary suspension without pay, demotion, and dismissal.

Section 3. Resignation

- A. Employees may resign either in “Good Standing” or “Not in Good Standing.”
- B. Resignation in Good Standing occurs when an employee submits a letter of resignation a minimum of ten working days prior to the effective date of resignation. Such notice will be provided to the immediate Supervisor (or in the case of Department Heads, to the County Manager, or their designee, or appropriate appointing authority, and the appropriate governing body, if applicable). Employees who resign in Good Standing may be considered for future employment with the County. The County reserves the right to pay out an employee’s notice period in lieu of having the employee work the notice period in its sole discretion.
- C. Resignation Not in Good Standing occurs when:

1. An employee fails to submit a letter of resignation at least ten working days prior to the effective date of resignation unless this has been approved by the Department Head;
 2. An employee fails to report to work one working day following a leave of absence without pay;
 3. An employee is absent from work three working days without authorized leave—separation pursuant to this policy should not occur until the employing agency has undertaken reasonable efforts to locate the employee and determine when or if the employee is intending to return to work;
 4. An employee resigns to avoid announced disciplinary action.
- D. An employee who resigns from County employment “Not in Good Standing” is normally ineligible for future employment with the County.

Section 4. Retirement

When an employee meets the conditions set forth under the provisions of any retirement plan adopted by the Board of County Commissioners for County employees, he or she may elect to retire and receive all benefits earned under the retirement plan.

Section 5. Reduction in Force

- A. Reduction in Force is the involuntary separation of an employee due to lack of work or funds, or elimination of the employee’s position due to reorganization. If a reduction in force occurs:
1. Together with the Department Head(s) involved, the Human Resources Director will determine the employee(s) affected by the reduction in force.
 2. The Human Resources Director will determine and list all employees, subject to the authority or control of the County Manager, serving in the same class throughout the County who are on that date listed as temporary or probationary employees. Furthermore, the Human Resources Director will add to that list any position(s) which, on that date, is not filled or is being advertised within the same class which is affected by the reduction in force.
 3. No employee with Covered Employee status, subject to the authority or control of the County Manager, will be separated due to a reduction in force while there are unfilled positions or temporary or at-will employees serving within the County in the same class unless the Covered Employee is not willing to transfer to the position held by the temporary or at-will employee.
 4. The Department Director involved and the Human Resources Director will make their final determination(s) by considering the following:

- a. Organizational needs;
 - b. Performance of the employees at issue; and
 - c. Seniority of the employees at issue.
5. The Departmental Director involved and the Human Resources Director will advise and provide documented recommendations to the County Manager as to those employees who will be separated because of reduction in force.
 6. Rather than just the involved departments, the County Manager, who has the final authority to determine the employee(s) to be separated because of reduction in force, may consider the entire County work force, subject to his or her authority or control when making his or her decision.
- B. Employees who are subject to a reduction in force are given at least two weeks' notice of the anticipated lay-off.
- C. Any reduction in force employee accepting a transfer will be subject to a new six month at-will period in accordance with the guidelines of this Personnel Ordinance.

Section 6. Severance Pay Policy for Reductions in Force

If a reduction in force occurs, employees terminated as a result will receive severance paid as follows:

- A. Full-time and part-time regular employees will be paid severance at the rate of one weeks' pay for each full year of service to the County, up to a maximum payment equal to twelve weeks.
- B. Any remaining portion of a year's service to the County will be paid at a pro-rata basis.
- C. An employee receiving severance pay will not be eligible for re-employment with the County for the number of weeks calculated in the severance pay off, unless repayment is made in advance of re-employment for any severance in excess of the period of actual separation from the County.
- D. The following employees will not be eligible for severance payment:
 1. Temporary employees
 2. Any employee who is in a time-limited/grant-funded or contract position
 3. Any employee for whom the County has arranged employment in a benefited position with a non-county agency
 4. Any employee who declines an offer of employment in a new or different benefited position with the County and within 10% of the salary of the employee's previous position prior to their date of separation

Section 7. Disciplinary Actions (Written Warning, Suspension without Pay, Demotion, and Dismissal) for Unsatisfactory Job Performance and/or Unacceptable Personal Conduct Policy

- A. Covered Employees may only be suspended without pay, demoted, or dismissed when just cause exists. Written warnings may also be issued to Covered Employees when just cause exists; however, a written warning is not grievable and cannot be appealed. For purposes of this policy, the County has determined two types of actions that establish just cause for implementing disciplinary and/or dismissal action on an employee. The two types of employee actions are: (1) Unacceptable Personal Conduct and (2) Unsatisfactory Job Performance. Both types of the above-mentioned employee actions may result in any of the following disciplinary actions: written warning, suspension without pay, demotion, or dismissal as explained in the following section.
- B. Unacceptable Personal Conduct
1. Unacceptable Personal Conduct includes, but is not limited to:
 - a. Conduct for which no reasonable person should expect to receive prior warning including but not limited to lying, falsification of records, bullying, or unethical behavior; or,
 - b. Job related conduct which constitutes a violation of federal, state, or local law; or,
 - c. Conviction of a felony or an offense involving moral turpitude that is detrimental to or impacts the employee's service to the agency; or,
 - d. The willful violation of known or written work rules; or,
 - e. Conduct unbecoming an employee that is detrimental to the agency's service; or,
 - f. The abuse of client(s), patient(s), student(s), or a person(s) over whom the employee has charge or to whom the employee has a responsibility, or of an animal owned or in the custody of the agency; or,
 - g. Falsification of an employment application or other employment documentation that is related to the position requirements; or,
 - h. Failure to obtain or maintain any license, registration, or certification required by a relevant law, rule, or provision when the duties of the position require that license, registration, or certification; or,
 - i. Unauthorized absence from work after all authorized leave credits and benefits have been exhausted; or,
 - j. Insubordination which is the willful failure or refusal to carry out a reasonable order from an authorized Supervisor. Insubordination is considered unacceptable personal

conduct for which any level of discipline, including dismissal, may be imposed without prior warning; or

- k. Negligent conduct that results in significant fiscal loss or liability, and/or significant detrimental impact to the safety or well-being of a person being served by the County.

2. Disciplinary action for Unacceptable Personal Conduct

- a. After a single incident of Unacceptable Personal Conduct any of the following actions may be taken:
 - i. Written warning; or
 - ii. Suspension without pay; or
 - iii. Demotion; or
 - iv. Dismissal
- b. If the Department Head recommends to the County Manager, or their designee, or appointing authority, that the employee be suspended without pay, demoted, or dismissed then these actions must be preceded by a pre-disciplinary conference which must be conducted by the County Manager, or their designee, and/or Human Resources Director or the appointing authority. Dismissal will be the final decision of the County Manager, or their designee, or appointing authority.
- c. All disciplinary actions submitted against the Covered Employee become inactive after eighteen months after the date the disciplinary action was issued.

C. Unsatisfactory Job Performance

- 1. Unsatisfactory Job Performance occurs when a Covered Employee's performance fails to satisfactorily meet job requirements. Such employee actions are subject to progressive disciplinary actions as described below. The goal of this progressive disciplinary process is to give the Covered Employee specific notice concerning an identified deficiency and what corrections are necessary to bring performance to a satisfactory level. In addition, it is not required, nor necessary that successive disciplinary actions all concern the same actions on the part of the Covered Employee.
- 2. Disciplinary Action for Unsatisfactory Job Performance
 - a. A Covered Employee who does not have an active disciplinary action may receive a written warning after a single incident of Unsatisfactory Job Performance.
 - b. A Covered Employee who has an active disciplinary action may receive a written warning, suspension without pay, or demotion after a single incident of unsatisfactory job performance.

- c. A Covered Employee may be dismissed for Unsatisfactory Job Performance if the Covered Employee has at least two active disciplinary actions and has a current unresolved performance issue. Except, when the performance-related inadequacies are of such a serious nature as determined by the County Manager that they create a major operational issue, significant financial impacts, damage to the reputation of the County, or are so egregious that they warrant immediate, more severe disciplinary action, then the County Manager may authorize the imposition of a more serious disciplinary penalty up to and including dismissal for the first offense, without going through all the progressive disciplinary steps set out in this subsection. The pre-disciplinary process as set forth in Article VIII, Section 9, Procedural Guidelines for Disciplinary Dismissal, otherwise remain in full force and effect.
- d. If the Department Head recommends to the County Manager, or their designee, ~~or~~ appointing authority, that the Covered Employee be suspended without pay, demoted, or dismissed then these actions must be preceded by a pre-disciplinary conference which must be conducted by the County Manager, or their designee, and/or Human Resources Director or the appointing authority. Dismissal will be the final decision of the County Manager, or their designee, or appointing authority.
- 3. Disciplinary actions remain active for 18 months unless further disciplinary action occurs prior to the action becoming inactive. Should further disciplinary action occur within the active 18-month period, then all active disciplinary actions will be extended for the time period of the most recently issued actions.

D. Procedural Guidelines for Disciplinary Suspension without Pay

- 1. Disciplinary suspension without pay of a Covered Employee will be applicable as follows:
 - a. For Unsatisfactory Job Performance after the receipt of at least one active disciplinary action.
 - b. For any instance of Unacceptable Personal Conduct.
- 2. Essential considerations for disciplinary suspension without pay of a Covered Employee are as follows:
 - a. A pre-disciplinary conference is required prior to the suspension of a Covered Employee following applicable procedure from the steps outlined below in *ARTICLE VIII. SEPARATION, DISCIPLINARY ACTION, AND EMPLOYEE APPEALS, Section 9. Procedural Guidelines for Disciplinary Dismissal*, for conducting a pre-disciplinary conference. Advance written notice of the conference is required.
 - b. Deductions from pay for unpaid disciplinary suspension of one or more full days for infractions of workplace conduct rules are applicable to all employees – exempt and non-exempt pursuant to FLSA DOL regulations.

- c. If the result of the pre-disciplinary conference is to suspend the Covered Employee, the Covered Employee must be furnished with a written statement setting forth the specific reasons for the suspension without pay and notice of the length of suspension.
- d. A copy of the appeal procedure.
- e. This action is a matter of public record pursuant to N.C. Gen. Stat. § 153A-98(b) or as amended.

Section 8. Procedural Guidelines for Disciplinary Demotion

A. Disciplinary demotion of a Covered Employee will be applicable as follows:

- 1. For Unsatisfactory Job Performance after the receipt of at least one active disciplinary action.
- 2. For any instance of Unacceptable Personal Conduct.

B. Essential considerations for disciplinary demotion of a Covered Employee are as follows:

- 1. A pre-disciplinary conference is required prior to the demotion of a Covered Employee following applicable procedure from the steps outlined below in *ARTICLE VIII. SEPARATION, DISCIPLINARY ACTION, AND EMPLOYEE APPEALS, Section 9. Procedural Guidelines for Disciplinary Dismissal*, for conducting a pre-disciplinary conference. Advance written notice of the conference is required.
- 2. If the result of the pre-disciplinary conference is to demote the Covered Employee, the Covered Employee must be furnished with a written statement setting forth the specific reasons for the demotion. Include in the statement:
 - a. How and to what extent the demotion will affect the Covered Employee's salary and pay grade
 - b. If appropriate, a revised job description outlining the Covered Employee's revised duties and responsibilities
 - c. A copy of the appeal procedure
 - d. This action is a matter of public record pursuant to N.C. Gen. Stat. § 153A-98(b) or as amended

Section 9. Procedural Guidelines for Disciplinary Dismissal

A. Disciplinary dismissal of a Covered Employee will be applicable as follows:

- 1. For any instance of Unacceptable Personal Conduct
- 2. For Unsatisfactory Job Performance as applied pursuant to Article VIII.

B. Essential considerations for dismissal of a Covered Employee are as follows:

1. A pre-disciplinary conference is required prior to the dismissal of a Covered Employee following applicable procedure from the steps outlined below in *ARTICLE VIII. SEPARATION, DISCIPLINARY ACTION, AND EMPLOYEE APPEALS, Section 9. Procedural Guidelines for Disciplinary Dismissal*, for conducting a pre-disciplinary conference. Advance written notice of the conference is required.
2. If the result of the pre-disciplinary conference is to dismiss the Covered Employee, the Covered Employee must be furnished with a:
 - a. Written statement will set forth the specific acts or omissions that are the basis of the employee's dismissal.
 - b. A copy of the appeal procedure.
 - c. The employee will be informed in the agency final decision letter that a copy of the written notice of the final decision of the County is a public record pursuant to N.C. Gen. Stat. § 153A-98(b) or as amended and that the agency is required by law to release it pursuant to any public record requests. Further, if the employee appeals his dismissal through the agency appeal procedure, the resultant letter will also be a matter of public record.

Section 10. Procedural Guidelines for Pre-disciplinary Conference

A pre-disciplinary conference must be held for a Covered Employee when a disciplinary action of suspension without pay, demotion, or dismissal is being considered.

- A. The conference should include the Human Resources Director and/or the County Manager, or their designee, or corresponding appointing official who has jurisdiction over the employee (Department Head and/or Supervisors who prepared any and all written warnings and who have knowledge of the employee's performance or conduct which has led to the proposed disciplinary action) and the Covered Employee.
- B. Advance written notice of the pre-disciplinary conference is required. The Covered Employee should be given as much time as is practical under the circumstances surrounding the Covered Employee's performance or conduct. Preference would be a minimum of one day notice generated through the Human Resources Department and signed by the management members involved (Department Head and Supervisor(s) involved) and a minimum of four hours.
- C. The notice to the Covered Employee should include the following:
 1. Inform the Covered Employee there will be a pre-disciplinary conference and include the time, date, and location of the conference.

2. Provide a summary of the evidence and the issues for which disciplinary action is being conducted.
 3. Indicate that the organization is **considering** disciplinary action, but that the conference is to aid in reaching a final decision.
 4. Inform the Covered Employee that they will be given an opportunity to respond to the evidence at the conference.
- D. The conference is to be conducted by the County Manager, or their designee, and/or Human Resources Director or appointing authority. In cases where the Human Resources Director may be the employee in question or where the Human Resources Director is the Supervisor of an employee in question then the conference will be conducted by the County Manager and/or the Assistant County Manager. It is necessary that during the conference the following procedures should occur:
1. All evidence and related information regarding the performance and or conduct be reviewed orally.
 2. Management may request to have present a second representative and, if necessary, security personnel.
 3. No attorneys are allowed in the pre-disciplinary conference.
 4. No recording devices are allowed to be used during the pre-disciplinary conference.
 5. Specific reasons and supporting documentation, to include all written warnings, should be presented which support the proposed action.
 6. Insure the employee at the onset of the conference that no final decision has been made.
 7. Solicit information from the Covered Employee which will allow him/her to present their side or perspective of the issue(s).
 8. The Covered Employee does not have the option of presenting witnesses but may give the County Manager, or their designee, a list of names of persons who have information related to the disciplinary action.
 9. Terminate the conference for the purpose of evaluating and weighing all information/evidence presented.
- E. To render a final decision on the appropriate course of action, a meeting with the necessary management, staff, and an investigation of other sources may follow the pre-disciplinary conference to evaluate information obtained in the pre-disciplinary conference. Following the conference, management will review and consider the response of the employee and reach a decision on the proposed recommendation. If management's decision is to dismiss the employee, a written letter of dismissal containing the specific reasons for dismissal, the effective date of the

dismissal and the employee's appeal rights will be issued to the employee in person or by certified mail, return receipt requested, to the last known address of the employee. To minimize the risk of dismissal upon erroneous information, and to allow time following the conference for management to review all necessary information, the decision to dismiss should not be communicated to the employee in accordance with this Paragraph, prior to the beginning of the next business day following the conclusion of the pre-dismissal conference or after the end of the second business day following the completion of the pre-dismissal conference except in those cases where further time is needed to investigate additional information in an effort to make an informed decision. Should a delay be necessary, management will inform the employee and provide them with a deadline for a decision.

Section 11. Placement on Investigatory Status with Pay

- A. Investigatory Status with Pay (herein "ISP") may be used to provide time to investigate, establish facts, and reach a decision concerning an employee's status. Placement on ISP may be appropriately used to provide time to schedule and hold a pre-disciplinary conference. Also, the County may elect to use ISP to avoid undue disruption of work or to protect the safety of persons or property. An ISP placement will not exceed thirty calendar days unless extended by management. Extensions will be in writing to the employee and include the specific reason for the extension and the length of the extension.
- B. Placing an employee on ISP will not be used for the purpose of delaying an administrative decision on an employee's work status pending the resolution of a civil or criminal court matter involving the employee. Being placed on ISP is not a disciplinary action.

Section 12. Separation Procedure

Prior to separation, an employee separating from employment with the County may have an exit interview with the Human Resources Department and the employee's Department Head. Any County property in the employee's possession will be returned to the County prior to separation. If the separation is involuntary, the covered employee will be informed of the right to appeal.

Section 13. Employee Appeal Procedure

- A. A Covered Employee has the right to appeal a demotion, a suspension without pay, reduction in force or a dismissal.
- B. All appeals based on dismissal, suspension without pay, demotions and reduction in force will be appealed directly to the County Manager, or their designee, or appointing authority. Employees will have fifteen calendar days from the date of receipt of written notice of such action to file an appeal.

- C. After reviewing the appeal, the County Manager, or their designee, or corresponding appointing official will issue a final decision. Upon receiving the final decision of the County Manager, or their designee, or corresponding appointing official, the County Manager, or their designee, and/or Human Resources Director or other appointing authority will inform the employee, immediate Supervisor, and the Department Head, in writing, of the final decision and any prescribed relief to resolve the appeal. The decision will be furnished within ten days and the decision is final. It is not grievable under *ARTICLE IX. GRIEVANCE PROCEDURE*.
- D. Appeals filed on an untimely basis must be dismissed.
- E. Covered Employees are required to exhaust their administrative remedies prior to taking further legal action outside the Personnel Ordinance.

Section 14. Disciplinary actions involving the Internal Audit Director.

The Head of the Internal Audit Department position cannot be disciplined in any manner without a recommendation by majority vote of the County's Audit Committee. Any member of the Audit Committee may initiate a disciplinary action against the Head of the Internal Audit Department. If a majority of the Audit Committee votes in favor of disciplinary action up to and including termination, then such recommendation must be considered by the Board of Commissioners for the final disciplinary decision.

ARTICLE IX. GRIEVANCE PROCEDURE

Section 1. Grievance

The Grievance Procedure provides an adequate and fair means for hearing and resolving matters of employment conditions of County employees. Nothing herein will prohibit from filing complaints of unlawful discrimination, harassment, or retaliation in accordance with County policy, or applicable State and federal laws.

Section 2. Coverage

- A. This Grievance Procedure applies to all eligible employees as set forth in *ARTICLE I. ORGANIZATION OF PERSONNEL SYSTEM, Section 2. Coverage*.
- B. A grievance is defined as a claim or complaint of an event or condition which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, discrimination, bullying or lack of established policy pertaining to employment conditions. A voluntary demotion, a written warning, and Investigatory Suspension with Pay are not grievable in accordance with the remedies and issues utilized in the process described in this policy.

Section 3. Policy

- A. Every eligible employee will have the right to present a grievance in accordance with these procedures, with or without a representative, free from interference, coercion, restraint, discrimination, penalty, or reprisal. Employees will be permitted time away from regular duties as may be necessary and reasonable as determined by the Department Head or the County Manager, or their designee, to prepare and present a grievance. All grievances based on alleged discrimination may be appealed directly to the County Manager, or their designee, or appointing authority, indicating whether the alleged discrimination was based on race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, sexual orientation, gender identity or any other legally protected class under federal or NC State law. Filing a grievance pursuant to this section does not toll the statute of limitations applicable to filing a charge of discrimination with the Equal Employment Opportunity Commission.
- B. Grievances filed on an untimely basis must be dismissed. Allegations of discrimination, if raised more than thirty calendar days after the party alleging discrimination became aware of or should have become aware of the alleged discrimination, will be dismissed.
- C. The dismissal of your grievance related to discrimination has no bearing on your ability to bring a charge of discrimination with the Equal Employment Opportunity Commission.

Section 4. Procedure

A. *Step One.*

1. An employee must file a grievance, either orally or in writing, with the immediate Supervisor within fifteen days of the date of a grievable incident having occurred. The immediate Supervisor will meet with the employee within five days of receipt of the grievance and attempt to informally and expeditiously resolve the grievance. If the grievance is not settled, then the employee and immediate Supervisor should document a statement of relief which describes the action the employee desires the immediate Supervisor or organization should take to resolve the grievance.
2. If the immediate Supervisor's informal resolution efforts fail, the immediate Supervisor must issue a written decision to the employee and the Department Head on the grievance and submit it no later than five days following the meeting which summarized the grievance, the requested statement of relief, and documentation as to why the grievance was not resolved. The grievance procedure would at this point move to Step Two.
3. If the employee alleged sexual harassment or hostile work environment by the immediate Supervisor, the employee may file the complaint with the Department Head, Assistant County Manager, County Manager, or their designee, Human Resources Director, or appointing authority. Alternatives as to who to report alleged harassment or hostile work environment to are outlined in *ARTICLE V. CONDITIONS OF EMPLOYMENT*,

B. *Step Two.*

1. Employees not reaching resolution with the informal response at Step One may file the grievance and statement of relief desired, in writing, with the Department Head within five days of receipt of the immediate Supervisor's written decision and will state the basis for the complaint, and, if based on alleged discrimination, indicate whether the alleged discrimination was based on race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, sexual orientation, gender identity or any other legally protected class under federal or NC State law.
2. The Department Head will meet with the employee within five days of receipt of the Step Two grievance, and review the decision at Step One, and make an independent determination on the merits of the grievance. Within ten days of the meeting with the employee, the Department Head will issue a written decision to the employee with copies to the immediate Supervisor and the Human Resources Department. If the employee and Department Head reach an agreement at this step, the decision and statement of relief will be issued and the grievance will be considered resolved.
3. Should the grievance not be resolved at the Department Head level, Step 3 of this procedure is available to the employee.

C. *Step Three.* (Not applicable to elected official employees).

1. Employees not reaching a resolution or timely response in Step 2 are able to take the grievance from the department level to the Human Resources Director. This enables the employee, immediate Supervisor, and Department Head to have the grievance reviewed by someone external to the department. The grievance may be filed with the Human Resources Director within ten working days of the decision or decision due date of Step 2. The Human Resources Director will review the grievance and render a decision within ten working days.
2. The decision, in writing, will be provided to the employee, immediate Supervisor, and Department Head. Should the employee and Human Resources Director reach a resolution, the prescribed relief will be outlined and the grievance will be resolved.
3. If no resolution is reached at this level, the employee may proceed to Step 4 of the prescribed grievance process.

D. Step Four.

1. Employees not reaching resolution at Step 3 may forward the written grievance to either the County Manager, or their designee, or the appointing authority within five days of receipt of the Step 3 decision. The employee may request a decision from the corresponding appointing official or County Manager, or their designee, directly.
2. At Step 4 in the grievance procedure, either the corresponding appointing official or County Manager, or their designee, must be utilized for a final and binding decision.
3. If the employee requests a decision directly, the appointing authority and/or County Manager, or their designee, will render a written decision to the employee, immediate Supervisor, Department Head, and Human Resources Director within fifteen days of receipt of the grievance. The decision issued and applicable relief to resolve the grievance is at this stage final and binding and in itself is not grievable.
4. The decision will be furnished within ten days and in itself is not grievable.

Section 5. Employee Protection and No Retaliation

Buncombe County is committed to a safe workplace where employees are able to responsibly voice their concerns regarding business operations, the use of resources and assets, the adherence to workplace practices and policies, unethical behavior, and unsafe work practices and to do so without fear of reprisal, intimidation and/or retaliation. There are different ways that employees can voice their concern. These include:

- a. Addressing concerns with the appropriate member of management;
- b. Using the Grievance Procedure when applicable (See Article IX. Grievance Procedure); or

- c. Using the Employee Protection Hotline: a toll-free number (1-866-908-7236) that is answered by an independent third-party source and available to employees as well as the public to register a complaint or concern anonymously. Anonymous reports are directed to the Internal Auditor to investigate and ensure follow up action if appropriate.

Buncombe County is committed to ensuring that every employee is treated fairly who lodges a concern, and the County will handle all concerns swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a concern will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious concerns is an abuse of this policy and will be treated as a violation. (For full policy see No Retaliation Policy – Appendix F).

Section 6. Maintenance of Records

All documentation, records, and reports will be retained for a minimum of three years and will be held by the Human Resources Department. These records will be subject to review by the grievant, the employee's Department Head, the County Manager, or their designee, and/or Human Resources Director, or other appointing authority, and by the Board of County Commissioners.

ARTICLE X. PERSONNEL RECORDS

Section 1. Personnel Records Maintenance

Such personnel records as are necessary for the proper administration of the personnel system will be maintained by the appointing authority or Human Resources Department. The County will maintain in personnel records only information that is necessary and relevant to accomplishing legitimate personnel administration needs. Medical information will be kept in a separate medical file with limited access and in compliance with the Americans with Disabilities Act and all privacy laws.

Section 2. Information Open to the Public (N.C. Gen. Stat. § 153A-98(b))

Pursuant to N.C. Gen. Stat. § 153A-98(b), the following information with respect to each County employee is a matter of public record:

1. Name;
2. Age;
3. Date of original employment or appointment to County service;
4. The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the agency has the written contract or a record of the oral contract in its possession;
5. Current position;
6. Title;
7. Current "salary;"
8. Date and amount of each increase or decrease in salary with the County;
9. Date and type of each promotion, demotion, transfer, suspension, separation or other change in position classification with the County;
10. Date and general description of the reasons for each promotion with the County;
11. Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the County. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the County setting forth the specific acts or omissions that are the basis of the dismissal; and,
12. Office to which the employee is currently assigned.

For the purposes of this Personnel Ordinance, the term "salary" includes pay, benefits, incentives, bonuses, and deferred and all other forms of compensation paid by the employing entity.

Section 3. Access to Personnel Records

As required by G. S. 153A-98, any person may have access to the information listed in Section 2 of this article for the purpose of inspection, examination, and copying, during the regular business hours, subject only to such rules and regulations for the safekeeping of public records as the Board of County Commissioners may adopt. Any person denied access to any record will have a right to compel compliance with these provisions by application to a court for writ of mandamus or other appropriate relief.

Section 4. Confidential Information

- A. All information contained in a County employee's personnel file, other than the information listed in Section 2 of this article, will be maintained as confidential in accordance with the requirement of G. S. 153A-98 and will be open to public inspection only accordance with 153A-98 (c).
- B. Each individual requesting access to confidential information will be required to submit satisfactory proof of identity.
- C. A record will be made of each disclosure to third parties and placed in the employee's file.

Section 5. Remedies of Employees Objecting to Material in File

An employee who objects to material in his or her personnel file may place in the file a statement relating to the material the employee considers to be inaccurate or misleading. A Covered Employee may seek the removal of such material in accordance with established grievance procedure.

Section 6. Improper Access Unlawful

Any official or employee who knowingly permits improper access to confidential information contained in a personnel file may be subject to criminal conviction and a fine as provided by law. Likewise, any individual who knowingly accesses confidential personnel information may also be subject to criminal conviction and a fine as provided by law.

Section 7. Destruction of Records

No public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with N.C. Gen. Stat. § 121-5 (b), without the consent of the State Department of Cultural Resources. Individuals who unlawfully remove public records or who alter, deface, mutilate, or destroy a public record may be subject to criminal conviction and a fine as provided by law.

ARTICLE XI. IMPLEMENTATION OF PERSONNEL ORDINANCE

Before adopting or amending any provision of this Personnel Ordinance, the Board of Commissioners will hold a public hearing on the ordinance or amendment. The Board will cause notice of the hearing to be published at least once not less than 10 days nor more than 25 days before the date fixed for the hearing. In computing such period, the day of publication is not to be included but the day of the hearing will be included.

Section 1. Conflicting Policies and Resolution Repealed

All policies, ordinances, or resolutions that conflict with the provisions of this Personnel Ordinance are hereby repealed.

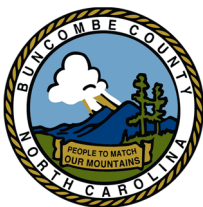
Section 2. Severability

If any provision of this Personnel Ordinance or any rule, regulations, or order thereunder or the application of such provision to any person or circumstance is held invalid, the remainder of this Personnel Ordinance and the application of such remaining provisions of this Personnel Ordinance of such rules, regulations, or orders to persons or circumstances other than those held invalid, will not be affected thereby.

This Ordinance adopted and effective by the Board of County Commissioners, Buncombe County, State of North Carolina, this 19th day of May 2022.

Appendices

BUNCOMBE COUNTY POLICIES



Appendix A: Buncombe County Core Values for Employee Conduct

Section 1. Purpose

As an anchor institution, we want our employees to reflect the best aspects of our community. Through their actions each day, our employees help shape the character of our community. Our commitment in County government is to foster a safer, healthier community and one where every person is treated with dignity and respect and has the best chance to lead a productive and sustainable way of life.

Section 2. Core Values

- A. Eight core values define our culture. Our core values determine how we act each day in the choices we make and the interactions we have. Make a difference in our community through the way you connect with those you serve by:
1. **Choosing the action that strengthens our community:** Each decision you make shapes the character of our community. Make sure that the actions you take are ones that strengthen our community – from your day-to-day interactions with people to how you deliver your services make sure that you intentionally choose the “right” decision for both the short and the long term success of our community.
 2. **Demonstrating “You Matter to Me” in all your actions:** Choose your words and actions with intention to show, “You Matter to Me.” Keep this phrase at the center of your actions and when in doubt about what to do, or how to respond, or what to say, think how you can show each person you serve that they matter to you.
 3. **Leading from a place of professional pride:** The way we deliver services defines what is important to us. Make sure you exemplify what is best in your profession and/or role. Professionals lead from a place where they are agents in their environment by:
 - a. **Connecting.** They participate in activities that produce a high “return on connection.”
 - b. **Shaping.** They seize opportunities to customize their professional experience.
 - c. **Learning.** They become self-directed learners at or above the speed of change.
 - d. **Stretching.** They move out of their comfort zone and move toward their outer limits.
 - e. **Achieving.** They regenerate through the intrinsic rewards of meaningful achievement.
 - f. **Contributing.** They direct their effort beyond themselves to create growth in others and value in the organization.
 4. **Paying attention for ways to improve things:** Our signature approach is to relentlessly look for ways to deliver services better, making sure that we are not only efficient but effective.

5. **Building a positive team and family spirit:** How we treat each other shows our community how we want to live. Create each day a welcoming environment that brings out the best in you, your coworkers, and the people we serve.
 6. **Using your time wisely:** Time is our most precious resource. Learn to manage yourself and your duties efficiently and effectively.
 7. **Opening yourself up to the rich diversity of people and perspectives:** Buncombe County crosses 660 square miles of varied neighborhoods and people. Lead from a place that seeks out and benefits from these varied perspectives and needs.
 8. **Being honest and ethical:** It defines our public trust.
- B. **These responsibilities and core values are essential to the successful performance and behavior of our employees.**

Appendix B: Disability Policy

Section 1. Purpose

- A. It is the policy of Buncombe County to comply with all federal and state laws concerning the employment of persons with disabilities. Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

Section 2. Policy

- A. Buncombe County will work with qualified individuals with a disability requesting a reasonable accommodation so that they can perform the essential functions of a job. Buncombe County will not grant a reasonable accommodation if doing so causes a direct threat to the requesting individual or others in the workplace and the threat cannot otherwise be eliminated and/or if the accommodation creates an undue hardship to Buncombe County. Contact the Human Resources Department with any questions or requests for accommodation.
- B. All employees are required to comply with the company safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.
- C. The Human Resources department is responsible for implementing this policy, including resolution of reasonable accommodation, safety/direct threat, and undue hardship issues.

Appendix C: Workplace Violence Policy

Section 1. Purpose

- A. Buncombe County is committed to preventing workplace violence and to maintaining a safe work environment. Toward that end, Buncombe County has adopted this Workplace Violence policy. The intent of the policy is to ensure that our employees are free from intimidation, harassment, or other threats of or actual violence that may occur on-site or off-site during work-related activities. **All employees, customers**, vendors, and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, bullying, “horseplay,” or other conduct that may be dangerous to others.

Section 2. Policy

- A. Conduct that threatens, intimidates, or coerces another employee, customer, vendor or business associate will not be tolerated. County resources may not be used to threaten, stalk, or harass anyone at the workplace or outside of the workplace. The County treats threats coming from an abusive personal relationship as it does other forms of violence.
- B. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a Supervisor, security personnel, human resources, member of the Buncombe County Threat Assessment Team, or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible and use the Violent Incident Form. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.
- C. Employees should promptly inform the Human Resources department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to partner violence. Buncombe County will not retaliate against employees making good-faith reports. Buncombe County is committed to supporting victims of intimate partner violence by providing referrals to Buncombe County’s EAP and community resources and providing time off for reasons related to intimate partner violence.
- D. Buncombe County will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The County may bring together a Threat Assessment Team to investigate and manage an identified threat. The identity of the individual making a report will be protected as much as possible. Buncombe County will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals, or activities. In order to maintain workplace safety and the integrity of its investigation, Buncombe County may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

- E. Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.
- F. Buncombe County encourages employees to bring their disputes to the attention of their Supervisors or the Human Resources department before the situation escalates. Buncombe County will not discipline employees for raising such concerns.

Appendix D: Unlawful Workplace Harassment

Section 1. Purpose

- A. Buncombe County is committed to a work environment that is free from harassment and discrimination.

Section 2. Policy

- A. Harassment based on an individual's race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, sexual orientation, gender identity or any other legally protected class under federal or NC State law will not be tolerated.
- B. All employees, including Supervisor and management personnel, are expected and required to refrain from any activity or action that contributes to harassment in the workplace.
- C. Harassment of employees by Supervisors or co-workers is forbidden in any form.

Section 3. Definitions

Unlawful Workplace Harassment is specifically defined as: Unwelcome or unsolicited speech or conduct based upon race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, ¹sexual orientation, gender identity or any other legally protected class under federal or NC State law that creates a hostile work environment or circumstances involving quid pro quo.

Hostile Work Environment harassment includes, but is not limited to, unwelcome statements or actions as a result of the individual being a member of a legally protected class that are sufficiently severe or pervasive as to unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive work environment.

- In determining whether a hostile work environment exists, you consider both whether a reasonable person would find the harassment hostile or abusive and whether the particular person who is the object of the harassment perceives it to be hostile or abusive.
- Hostile work environment is determined by looking at all of the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's performance.
- Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature also may constitute harassing behavior.

Quid Pro Quo harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, or;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

Sexual harassment is defined by federal guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one or more of the following occur:

- Submission to such conduct is made, either explicitly or implicitly, a term or a condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or;
- Such conduct has the purpose or the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Section 4. Reporting Procedures

- A. Employees who believe they have been harassed in violation of this policy should make an immediate report. Employees may make a report in any of the following ways:
1. The employee may notify his or her immediate Supervisor of the situation. The immediate Supervisor is responsible for notifying County Human Resources within twenty-four hours of becoming aware of the situation and working with County Human Resources to investigate the situation and taking corrective action when appropriate.
 2. If the complaint of harassment is against the immediate Supervisor, the immediate Supervisor is not available, or the employee is otherwise uncomfortable reporting to their immediate Supervisor, the employee may report the situation to the Department Head. The Department Head is responsible for notifying County Human Resources within twenty-four hours of becoming aware of the situation and working with County Human Resources to investigate the situation and taking corrective action when appropriate.
 3. If the allegation is against the Department Head, the Department Head is unavailable or the employee is otherwise uncomfortable reporting to the Department Head, the complaint may be reported to the Human Resources Department at 828-250-4166 or email HR@buncombecounty.org and who will then assume responsibility for investigating the situation and recommending appropriate corrective action to the County Manager, or their designee.

4. If at any point in the process the employee prefers to do so, they may report the situation directly an Assistant County Manager, County Manager, or Human Resources Director who will then assume immediate responsibility for investigating the situation and recommending appropriate corrective action to the County Manager, or their designee.
 5. Employees may also make a direct report through the Employee Protection Hotline (1-866-908-7236). Reports made through the hotline will be directly investigated by the Human Resources Department.
 6. If the allegation of harassment is against the County Manager or an elected official, the complaint should be filed with the Internal Auditor, who will personally investigate the complaint, or designate a representative to conduct the investigation and advise the employee and Board of County Commissioners on the outcome of the investigation.
- B. All complaints of harassment will be promptly investigated and appropriate corrective action where necessary based upon the findings of the investigation. Substantiated claims of harassment may result in disciplinary action, up to and including termination.
- C. Reporting harassment pursuant to this policy does not in any way toll the statute of limitations for reporting harassment to the appropriate governmental agency or through administrative process set forth in the SPA.

Appendix E: No Retaliation Policy for Discrimination and Harassment Complaints

Section 1. Policy

- A. No person will be adversely affected or otherwise retaliated against in their employment with the County because of bringing a good faith complaint of unlawful harassment or participating in an unlawful workplace harassment investigation or for making in good faith a complaint about the violation of discrimination, anti-harassment, workplace violence, or other unlawful behavior or conduct that violates the County's policy(ies).

Section 2. Other Protected Activity

- A. Other protected activity includes, but is not limited to:
 - 1. Initiating an internal complaint or report of discrimination or harassment;
 - 2. Filing a claim of discrimination;
 - 3. Requesting an accommodation for a disability;
 - 4. Filing a Workers' Compensation claim following a work-related injury;
 - 5. Requesting leave under the Family and Medical Leave Act; or
 - 6. Filing a safety or environmental related complaint with state and/ or federal oversight agencies.

Section 3. Procedure

- A. Reports of retaliatory conduct will be promptly and objectively investigated in accordance with the County's investigation procedures.
- B. If a retaliation complaint is substantiated, appropriate disciplinary action, up to and including termination, will be taken against those who have engaged in such behaviors, as the County deems appropriate in its sole discretion.
- C. Co-workers are prohibited from engaging in retaliation against other employees and will be subject to discipline, up to and including termination, for such conduct.
- D. If an employee (or applicant) feels as if they have suffered an adverse action for making a complaint or for testifying, assisting, or participating in any manner in any investigation, proceeding or hearing conducted by Buncombe County and/or a federal or state enforcement agency, the employee should contact the Human Resources Director or any member of the County Manager's Senior Leadership Team and file a complaint.

Appendix F: No Retaliation Policy (effective October 3, 2017)

Buncombe County requires board members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Buncombe County, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Employee Protection Policy is intended to encourage and enable employees and board members to raise serious concerns internally so that Buncombe County can address and correct inappropriate conduct and actions. It is the responsibility of all board members and employees to report concerns about violations of Buncombe County's policies and practices or suspected violations of law or regulations that govern Buncombe County's operations.

No Retaliation

It is contrary to the values of Buncombe County for anyone to retaliate against any board member or employee who in good faith reports an ethics violation, or a suspected violation of law or policy, such as a complaint of discrimination (see protections also listed under Appendix E: No Retaliation Policy for Discrimination and Harassment), or suspected fraud, or suspected violation of any regulation governing the operations of Buncombe County. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. The right of an employee or a board member for protection against retaliation does not include immunity for any personal wrongdoing.

Reporting Procedure

Buncombe County has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Human Resources Director or the Internal Auditor. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to Buncombe County's Internal Auditor, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also use the confidential Employee Protection Hotline to submit their concerns.

Internal Auditor

Buncombe County's Internal Auditor is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Internal Auditor will advise

the Audit Committee of the Board of Commissioners at least annually of all complaints and their resolution.

Human Resource Director

The Human Resources Director will work in partnership with the Internal Auditor to investigate and address any concerns related to personnel matters.

Accounting and Auditing Matters

Buncombe County's Internal Auditor will immediately notify the Audit Committee of any concerns or complaint regarding organizational accounting practices, internal controls or auditing and work with the committee and the Human Resources Director as appropriate until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

RESOLUTION NO. 22-05-15

RESOLUTION ADOPTING THE BENEFITS, DRUG SCREENING, GRANT-FUNDED POSITION, LEAVE
AND SUPPLIMENTAL PAY POLICIES.

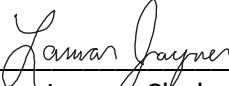
- WHEREAS, pursuant to N.C. Gen. Stat. § 153A-92, the Board of Commissioners has the authority to fix or approve the schedule of pay, expense allowances and other compensation of all county officers and employees; and
- WHEREAS, pursuant to N.C. Gen. Stat. § 153A-93, the Board of Commissioners has the authority to provide health insurance and retirement benefits for county officers and employees; and
- WHEREAS, pursuant to N.C. Gen. Stat. § 153A-94, the Board of Commissioners has the authority to establish rules and regulations affecting the workplace; and
- WHEREAS, in conjunction with amending the Personnel Ordinance, the Board of Commissioners desire to update its written policies that govern benefits, drug-free workplace, grant-funded positions, leave, and supplemental pay.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the County of Buncombe as follows:

1. That the County adopt the Benefits Policy attached as Exhibit A to this resolution.
2. That the County adopt the Drug-Free Workplace Policy attached as Exhibit B to this resolution.
3. That the County adopt the Grant-Funded Position Policy attached as Exhibit C to this resolution.
4. That the County adopt the Leave Policy attached as Exhibit D to this resolution.
5. That the County adopt the Supplemental Pay Policy attached as Exhibit E to this resolution.
6. That this resolution shall take effect and be in force on June 4, 2022.

This the 19th day of May 2022.

ATTEST



Lamar Joyner, Clerk

BOARD OF COMMISSIONERS FOR THE
COUNTY OF BUNCOMBE

By: 

Brownie Newman, Chairman

APPROVED AS TO FORM



County Attorney



Benefits Policy

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1. **Purpose**
The purpose of this policy is to provide Buncombe County employees with information regarding benefits.

2. **Applicability**
This policy applies to all Buncombe County departments and employees. Where there is conflict with any department-specific policy, this document will supersede. This policy does not apply to elected officials; however, they may elect to follow this policy by providing a written statement.

3. **Policy**
 - 3.1. **Benefits Eligibility**

The County will conduct an annual open enrollment where employees may choose from available benefits or make changes to current benefit elections. Employee County benefits, based on eligibility, will begin on the following dates:

- 3.1.1. First day of employment: North Carolina Local Governmental Employees' Retirement System (LGEERS), leave accrual, Employee & Family Health Clinic access, Employee Assistance Network, 401(K) County contribution for Sworn Law Enforcement Officers and 401(K) Employee Contributions.
- 3.1.2. First day of the month following hire: Health, Dental, Vision, Flexible Spending Accounts, Accident and Critical Illness.
- 3.1.3. Six month waiting period: 401(K) County contribution, 457 Plan, Basic Life and Accidental Death and Dismemberment, supplemental Life Insurance, and Short-Term Disability Insurance.
- 3.1.4. Upon termination of employment or loss of insurance benefit eligibility, elected benefits will end on the last day of the month of employment, with the exception of Flexible Spending Accounts (FSA). An FSA will terminate on the day of employment termination with a 90-day grace period to file claims incurred before that date.

- 3.2. **Insurance Benefits**

- 3.2.1. **General Eligibility**

Employees working positions classified as full time regular are eligible for Buncombe County insurance benefits. County benefits are subject to change at the County's discretion and annual budget appropriations. Regular Part-Time Employees are eligible

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for County benefits based on the scheduled weekly hours documented for the position. Benefit allocations are as follows:

- Employees working 30-39 hours per week: receive all County benefits
- Employees working 20-29 hours per week: receive all County benefits, with the exception of health insurance and flexible spending account benefits
- Employees working less than 20 hours per week: are not eligible for County benefits

Grant funded employees' benefits are outlined in the Grant Funded Position Policy. Buncombe County Commissioners are eligible for County benefits with the exception of the NC Local Governmental Employee's Retirement System, Short Term Disability, paid leave and Prudential 401(K). County Commissioners will be offered a 457 Retirement Savings Account and receive the same County Contribution rate as regular employees after 6 months of service.

3.2.2. **Cafeteria Plan**

The County has chosen to offer a pre-tax premium plan which allows employee payments for elected insurance benefits to be paid for with before tax dollars. This includes Health, Dental, Vision Hardware and Flexible Spending Accounts.

3.2.3. **Continuation of Insurance Benefits After Employment Termination (COBRA)**

Employees who leave employment with Buncombe County are eligible, pursuant to the Consolidated Omnibus Budget Reconciliation Act or COBRA to purchase County health insurance coverage that would otherwise end upon their separation.

3.2.3.1. Price for COBRA coverage

The COBRA cost for health insurance is the recommended Blue Cross Blue Shield rate plus a 2% administration fee. Prior to the employee separation they should consult with the Human Resources Benefit Administrator for details on plan cost and length of coverage details.

3.2.3.2. Eligibility

The employee, their spouse and dependents are eligible for benefit continuation if they had plan coverage at the time of separation. The employee is not able to change their plan elections upon enrollment in COBRA.

3.2.3.3. Processing of COBRA Paperwork

Within 15 business days of the approved Workday notification of separation, a COBRA eligibility notification will be mailed to the employee. The COBRA notification will be mailed through the US Postal Service to the current address listed in Workday. It is the employee's responsibility to ensure that their address is current in Workday. It is recommended that prior to separation, the employee contacts Human Resources to ensure their contact information and address are correct.

3.2.3.4. Payment

The employee, spouse or dependent is responsible for ensuring timely payments for their insurance premiums. The first month's payment should be made by paper check if an active bank account is not already on file with Buncombe County payroll. All subsequent monthly payments must be made by electronic funds transfer initiated by Buncombe County on the 27th day of the month. If the 27th day of the month falls on a non-business day, the electronic fund transfer will occur on the first business day prior to the 27th. The County has the right to cancel COBRA coverage for lack of payment in accordance with COBRA regulations.

3.2.4. Coverage during Leave

While an employee is on leave, Buncombe County will continue the employee's insurance benefits during the leave period at the same level, and under the same conditions as if the employee had continued to work. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member, Buncombe County will require the employee to reimburse Buncombe County the amount it paid for the employee's insurance premiums during the leave period.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. If the employee is using unpaid leave, then the employee's portion of the benefit will be taken out of the employee's paycheck upon his/her return to work. Buncombe County will recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

3.2.5. Dental Insurance and Vision Hardware Insurance

All benefit eligible employees, scheduled to work at least 20 hours per week, may enroll in dental insurance and/or vision hardware insurance. The employee pays the entire cost of the premium.

3.2.6. Group Health Insurance

Buncombe County will offer group health insurance to eligible employees and their dependents as specified under the terms of the group insurance contract. Costs will be shared between the employee and the County at varying ratios depending upon the type of coverage selected. Certain insurance policies allow for the coverage of dependents.

Children may stay on your insurance until the end of the month in which they turn age 26, regardless of student status or marital status. Documentation must be provided to verify the eligibility of all dependents.

Eligible dependents include:

- 3.2.7.1 Your legal spouse regardless of age for an employee and under age 65 for a retiree. As of January 1, 2016, you may not add your spouse to your health insurance if your spouse is offered health insurance by his or her own employer. If a spouse has been added to an employee's health plan since Jan 1, 2016, the employee must confirm eligibility annually. A spouse would be eligible for our plan only if their employer does not offer health insurance.
- 3.2.7.1 Should you divorce your spouse, the employee will be required to provide notice to the Human Resources office within 30-days from when the divorce occurs. A copy of the divorce decree will be required to remove any spouse from the plan outside of open enrollment. If the divorce decree states the employee will continue coverage, this coverage will be offered only through COBRA coverage and in line with all COBRA regulations. The employee may not continue to provide the former spouse coverage on the County's insurance plan.
- 3.2.7.2 In the event the employee does not notify Human Resources within 30-days to cancel spousal coverage, the insurance carrier will deny all claims retroactively and the employee will be responsible for any charges the spouse incurs using the County's insurance.
- 3.2.7.3 Your children, to include:
- Natural children
 - Legally adopted children and children placed with you for adoption
 - Stepchildren
 - Children of whom you have legal custody
 - Legally disabled child over age 26 but under age 65
- 3.2.7.4 The County will comply with the Affordable Care Act (ACA) by providing health insurance for all employees expected to work 30 or more hours per week. The County uses the look back measurement method to determine ACA eligibility with a 10-month measurement period.
- 3.2.7.5 A premium discount incentive will be offered to employees and retirees who comply with the requirements of the annual Health Risk Assessment as outlined in the Insurance Benefits Procedures.

3.2.8 Life Insurance

All eligible employees in regular positions scheduled to work at least 20 hours per week are covered with Basic Life and Accidental Death and Dismemberment Insurance. The County pays 100% of the premium.

In addition to the Basic Life Insurance, each eligible regular employee has the opportunity to enroll in supplemental life insurance in optional amounts. The employee pays the entire cost of the premium. Employees may purchase coverage on eligible dependents.

3.2.9 Other Ancillary Insurance

Buncombe County may offer other ancillary group insurance plans and benefits, with premiums paid by the employee.

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The offerings are subject to change each benefit plan year and, therefore, it is not practical to list them in this policy. Current insurance plans and benefit listings and details can be found on the County's intranet website.

3.3 Other Benefits

3.3.1 NC Local Governmental Employee's Retirement System

All regular employees who work more than 1000 hours per calendar year are required to join the NC Local Governmental Employee's Retirement System. Employees scheduled to or work more than 1,000 hours in a twelve-month period will be required to join the NC Local Governmental Employee's Retirement System. If an employee should die while still in active service after one year as a contributing member to the NC Local Governmental Employee's Retirement System, their beneficiary will receive a single lump sum payment equal to the annual salary of the member but not less than \$25,000 and not more than \$50,000.

3.3.2 Credit Unions

The Local Government Federal Credit Union (LGFCU) serves its members through the facilities of the State Employee's Credit Union (SECU) and employees may use any of the SECU branches statewide. Premier Credit Union a member of Charlotte Metro Credit Union also offers membership to Buncombe County employees.

3.3.3 EBLN - Employee Assistance Fund

Buncombe County, in partnership with Eblen Charities, has established the Buncombe County / Eblen Charities Employee Assistance Fund Program (Eblen EAF) in order to provide Buncombe County employees monetary assistance when crisis occurs and when needs go beyond the County's benefits and employee's financial means. Contact Human Resources for details.

3.3.4 Flexible Spending Accounts

Employees may choose to have some of their income set aside in a reimbursement account on a pre-tax basis used to reimburse out-of-pocket medical expenses and/or dependent care expenses. Eligibility for this benefit:

- Employees who are in a regular position, scheduled to work at least thirty hours per week are eligible for this benefit.
- Grant Funded employees who are budgeted to work at least thirty hours per week for more than 365 days are eligible for this benefit.
- Temporary employees are not eligible for a Flexible Spending Account.

3.3.5 Lactation Support

Buncombe County supports breastfeeding parent's wish to express breast milk during their workday when separated from their newborn in accordance with Section 7(r) of the Fair Labor Standards Act.

3.3.6 Short Term Disability

Employees may elect to purchase a short-term disability benefit plan which would provide income protection when the employee is unable to work due to an accident, sickness or pregnancy. Benefits will begin on the first day of disability due to an accident and the

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eighth day of a disability due to a sickness or pregnancy. Benefits are payable up to 26 weeks, other than pregnancy that is approved for a 6-week benefit.

The employee pays the entire cost of the premium. The policy will be effective after 6-months of employment.

If an employee is out on paid disability, neither the worker nor the employer can require that the worker take paid leave.

3.3.7 Unemployment Compensation

Employees are covered for unemployment compensation benefits as provided under North Carolina State Law. The purpose is to provide temporary income to employees who, through no fault of their own, are unemployed. Applications for benefits are made through the State Division of Employment Security.

3.3.8 Wellness Benefits

Buncombe County values the best health and well-being of our employees. For this reason, a variety of wellness programs are available to eligible employees. Program offerings are subject to change at the County's discretion and annual budget appropriations.

3.3.9 Worker's Compensation

All County employees are covered by the North Carolina Workers' Compensation Act. Employees are required to notify their supervisor as soon as possible and no later than twenty-four hours of any on-the-job injury. The supervisor is required to report the injury/illness in detail on the Supervisor's First Report of Injury Form to the Risk Manager within 24 hours. Should the injury/illness occur on the weekend the report should be filed on Monday. Each item must be filled in completely to avoid delay in processing the claim.

Should the injured employee require medical services; they are to contact Employee Health Clinic at (828) 250-6150 and speak to a triage nurse. If the injury is more serious or is after the Employee Health Clinic is closed for the day, the employee is to the nearest Mercy Urgent Care facility. These facilities are located throughout Buncombe County. If the injury occurs outside the nearest urgent care facility's operating hours, the injured employee should be sent to Mission Hospital's emergency room.

3.4 Retirement Benefits

3.4.1 Disability Retirement

After five years of creditable service, if you become totally and permanently disabled and unable to perform the essential functions of your position, you may apply for Disability Retirement. Approval of Disability Benefits would be approved solely by the Retirement Systems Division's Medical Review Board. If the employee needs assistance with their application, they may reach out to Human Resources.

Disability Retirement benefits are calculated the same as regular retirement, However, creditable service is counted as though the member would have continued to work to the earliest date of qualification for an unreduced service retirement allowance.

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3.4.2 Social Security

Employment with Buncombe County is covered under the Federal Social Security System. Further information about Social Security benefits can be obtained from the local office of the Social Security Administration.

3.4.3 Retirement Savings Plans – Deferred Compensation

3.4.3.1 NC Local Governmental Employee's Retirement System.

Every employee whose job position requires at least 1,000 hours per year becomes a member of the N.C. Local Governmental Employees' Retirement System. Employees will be enrolled upon date of hire into the N.C. Local Governmental Employees' Retirement System or the N.C. Local Governmental Employees' Retirement System for Law Enforcement Officers. After five years of creditable service in the N.C. Local Governmental Employees' Retirement System, employees are vested for purposes of retirement benefits in accordance with the eligibility requirements established by the State Department of the Treasurer, Retirement Systems Division. Retirement is based on age and or years of service, as established by LGERS.

3.4.3.2 Supplement Retirement Income Plan, 401(k)

As a supplement retirement plan all regular employees who are members of the N.C. Local Governmental Employees' Retirement System may participate in the Supplemental Retirement Income Plan of North Carolina or as it is sometimes referred to, the 401(k) program. The plan is designed to supplement the regular employee's retirement income. It allows the regular employee to contribute by payroll deduction to an investment program which will defer income taxes on both the employee's investment and the income in the investment until a later date. Employees may select from a variety of investment plans. Buncombe County contributes an eight (8) percent amount of the regular employee's salary to the plan.

Employees are not eligible for the County contribution until after the successful completion of the first six months of continuous employment. All sworn Law Enforcement Officers will receive the County contribution upon date of employment. In accordance with NC statute, Buncombe County Commissioners are not eligible to participate in the 401k. All amounts contributed are vested immediately.

3.4.3.3 457 Plan

Through payroll deduction, employees may defer a portion of their salary on a regular basis through the 457 Plan. The program provides a tax shelter and investment opportunity.

County Commissioners will be offered a 457 Retirement Savings Account and receive the same County Contribution rate as regular employees receive for their 401k after 6 months of service. Additional Commissioner Participation is voluntary.

3.4.4 Law Enforcement Officers Special Separation Allowance

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Every sworn law enforcement officer, as defined by N.C. Gen. Statute 128-21(11b) or N.C. Gen. Statute 143-166.50, will be eligible for a separation allowance, as provided by N.C. Gen. Statute 143-166.42, in the amount specified in N.C. Gen. Statute 143-166.41(a). This provides separation benefits to Law Enforcement Officers who complete thirty or more years of creditable service or be at least age fifty-five with five years of service and are not yet sixty-two.

3.4.5 NC Firemen's and Rescue Squad Worker's Pension Fund

Any eligible Emergency Medical Service employee may make application for membership in this pension fund. Membership in the program is on a voluntary basis and requires a monthly payment by the employee. Benefits are payable to retired members who have served twenty years as an eligible Emergency Medical Service Employee in the State of North Carolina, as provided in N.C. Gen. Stat. § 118-38 and N.C. Gen. Stat. § 118-39 and who are fifty-five years old.

3.4.6 Health Insurance Coverage after Retirement

Health insurance upon retirement per this policy is considered deferred compensation. Retirees eligible for health insurance coverage will only remain on the County's group medical plan until the month they turn sixty-five.

3.4.6.1 Eligibility for retirement coverage

3.4.6.1.1 As of July 1, 2022, all new retirees must have a personal email for correspondence as all benefit correspondence will be conducted through email.

3.4.6.1.2 Any regular employee hired before July 1, 2008, who upon retirement qualifies for a monthly retirement benefit from the N.C. Local Governmental Employees' Retirement System and has been covered by the County group medical plan for the three years immediately preceding retirement, will be eligible to remain in the County group medical plan.

3.4.6.1.3 Regular employees hired between July 1, 2008, and June 30, 2015 must have twenty years of service with Buncombe County, must qualify for a monthly retirement benefit from the N.C. Local Governmental Employees' Retirement System, and must be covered by the County group medical plan for the three years immediately preceding retirement to be eligible for health insurance coverage after retirement. Eligibility for health insurance coverage in retirement is eliminated for all employees hired after June 30, 2015.

3.4.6.1.4 Any individual having held the office of County Commissioner for at least three terms will be eligible for the same health insurance coverage as a retiring County regular employee.

3.4.6.1.5 Disabled retirees meeting the criteria above and eligible for benefits under Title XVIII (Medicare) of the Social Security Act may remain covered until they turn sixty-five. Benefits will be paid with Medicare as the primary coverage and the County group medical plan as secondary coverage.

3.4.6.1.6 Coverage for dependents may be continued until age sixty-five and/or Medicare coverage entitlement in the case of the spouse and until attainment of age twenty-six in the case of dependents.

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- 3.4.6.1.7 To the extent the provisions of this policy are inconsistent with the Patient Protection and Affordable Care Act, the Patient Protection and Affordable Care Act will control.
- 3.4.6.1.8 Upon the death of a retiree, insurance may be maintained by the decedent's dependents as long as the dependent premium is paid as established.
- 3.4.6.2 Costs of coverage
The cost of such group medical insurance will be paid entirely by the County for the retiree only and will be paid only until the retiree attains age sixty-five.
- 3.4.6.2.1 Employees retiring with twenty or more years of service with Buncombe County who are eligible to continue health insurance coverage in retirement are able to continue health insurance coverage for their dependents at the same premium that active employees pay for dependent coverage. Dependents still eligible for coverage when the retiree reaches age sixty-five may continue coverage at the same premium that active employees pay for a dependent coverage policy.
- 3.4.6.2.2 Employees retiring with less than twenty years of service with Buncombe County who are eligible to continue health insurance coverage in retirement are able to continue health insurance coverage for their dependents by paying the full difference between the total insurance cost and the cost of the individual retiree's coverage provided by the County. Qualifying retirees with dependents still entitled to coverage when the retiree reaches age sixty-five may continue dependent coverage at their own expense as long as they have eligible dependents.
- 3.4.6.3 Payment by Retiree for Dependent Coverage Premiums
Payment for elected coverage is required to be bank drafted on the 27th day of each month. The County has the right to cancel coverage for lack of payment. If premium payments are not paid within 45 days from the due date (27th day of each month) the policy will be cancelled.

3.4.7 25 Year Retirement Incentive

- 3.4.7.1 Eligibility
- 3.4.7.1.1 Any regular employee having completed a minimum of twenty-five years of service with Buncombe County and having contributed to the N.C. Local Governmental Employees' Retirement System for a minimum of twenty-five years.
- 3.4.7.1.2 Any employee who is appointed to their position by the Buncombe County Board of Commissioners and having contributed to the N.C. Local Governmental Employees' Retirement System for a minimum of fifteen years.
- 3.4.7.1.3 Any individual having held elected office for fifteen continuous years.
- 3.4.7.2 The qualifying retiree or elected official may choose from one of the following:
- 3.4.7.2.1 Medicare Supplement Purchase Plan:
- When the employee is sixty-five years old and eligibility for Medicare, the County of Buncombe will purchase a monthly Medicare Supplement Plan G coverage and monthly Medicare Part D Prescription Plan for the remainder of the participant's life.

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- As future Medicare revisions and reforms take effect, should the current benefits of the Medicare Supplement Plan G and/or Medicare Part D no longer be offered, the County of Buncombe will provide the Medicare Supplement Plan and prescription drug plan that most closely mirrors the benefits of the Medicare Supplement Plan F and Medicare Part D.
- Purchase of all coverage will be from an authorized carrier of the County's choice.

3.4.7.2.2 Medicare Supplement Payment Plan:

- When the employee is sixty-five years old and eligibility for Medicare, the County of Buncombe will pay a monthly sum of \$268.00 for the purpose of purchasing a Medicare Supplement and assisting in prescription drug cost.
- This amount will be paid to the participant for the remainder of the participant's life.
- The amount of \$268.00 will not be decreased or increased as future Medicare reforms and revisions take effect.
- Any and all payments will terminate upon the participant's death.

3.4.7.2.3 Lump Sum Payment Plan:

- Receive a lump sum payment equal to one-half the participant's annual salary.

3.4.7.3 Restrictions

Any participant who accepts the benefits under this section or any other Buncombe County Retirement Incentive Agreement will only be eligible to return to work in temporary non-benefited positions. The benefits in this section will not be retroactive to employees who retired prior to September 1, 2006. Employees hired after June 30, 2014 are not eligible for the benefits in this section.

4. Policy Non-Compliance

Employees willfully violating the terms and conditions of this policy may be subject to appropriate disciplinary action, up to and including dismissal.

5. Audit

All policies for Buncombe County may be subject to audit or review as outlined in the Internal Auditor's Statement.

6. Definitions

- 6.1. Affordable Care Act (ACA) - is a comprehensive reform law, enacted in 2010, that increases health insurance coverage for the uninsured and implements reforms to the health insurance market. This includes many provisions that are consistent with AMA policy and holds the potential for a better health care system.
- 6.2. Affordable Care Act Lookback Measurement Method - Is when an employer looks back over a defined period of time (measurement period) to determine if the employee averaged at least 30 hours per week. This option is available only when it cannot be determined that the employee will be employed on average at least 30 hours per week; an employer may not use the look-back method for employees who are hired to work full time and who are reasonably expected to work full time (30 or more hours per week).

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- 6.3. Appointed Position - The following positions are designated as appointed positions: County Manager, the County Attorney, the Head of the Internal Audit Department, the Finance Director, the Clerk to the Board and the Director of the Board of Elections.
- 6.4. Elected Official - Commissioners, Sheriff and Register of Deeds
- 6.5. Open Enrollment - a period of time each year when employees can sign up for benefits or change their benefit plans for the upcoming year
- 6.6. Qualifying Life Event – The period of time outside open enrollment with employees are eligible to change benefit elections. Eligible qualifying life events include:
- Marriage, divorce, legal separation, annulment, or death of your spouse
 - Birth, adoption, placement for adoption or death of dependent child
 - Qualified Medical Child Support Order
 - Open enrollment under spouse's employer's health plan
 - Termination or commencement of spouse's employment
 - Dependent child's gain or loss of plan eligibility due to age, marriage or student status
 - A change from part-time to full-time employment (or vice versa) by you or your spouse
 - A significant change in your spouse's employer provided insurance coverage; or
 - Taking a leave of absence by you or your spouse.

7. Approval and Revision History

Policy Origination Date:	May 10, 2022
Requires Board Approval:	☒ Yes ☐ No
Board Approval Date:	May 19, 2022
Revision History:	Enter Dates and changes

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Drug-Free Workplace Policy

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1. **Purpose**

In compliance with the Drug-Free Workplace Act of 1988, Buncombe County Government has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Buncombe County Government employees and to the security of the company's equipment and facilities. For these reasons, Buncombe County Government is committed to the elimination of drug and alcohol use and abuse in the workplace.

2. **Applicability**

This policy applies to all Buncombe County departments and employees. Where there is a conflict with any department-specific policy, this document will supersede. All sections of this policy with the exception of section 3.2.3 apply to members of the Buncombe County Board of Commissioners. This policy does not apply to elected officials; however, they may elect to follow this policy by providing a written statement.

3. **Policy**

3.1. **Drug-Free Expectations**

Whenever employees are working, are operating any Buncombe County Government vehicle, using their private vehicle for Buncombe County business, are present on Buncombe County Government premises or are conducting company-related work offsite, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug as defined in this policy.
- Possessing or consuming alcohol.

The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing County business or while in a County facility, is prohibited. Buncombe County Government will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

3.2. Required Testing

3.2.1. Reasonable Suspicion

Employees are subject to testing based on (but not limited to) observations by at least two individuals, preferably management, of apparent workplace use, possession or impairment. After consultation with the Manager of Employee Relations & Engagement or the Human Resources Director, a decision will be made to send the employee for testing. The employee will be provided transportation to/from the testing site and placed on paid administrative leave. Management must use the reasonable suspicion observation checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both management and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will be subject to disciplinary action, up to and including termination.

Under no circumstances will the employee be allowed to drive to the testing facility. A member of management will arrange for a cab/Uber to the testing facility and to be transported home.

3.2.2. Post-Accident

3.2.2.1. Employees are subject to testing when they cause or contribute to accidents that seriously damage a Buncombe County Government vehicle, machinery, equipment or property or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including a County forklift, pickup truck, tractor, overhead crane or any other form of heavy equipment) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive test result and will be subject to disciplinary action, up to and including termination.

3.2.2.2. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management will arrange for a cab/Uber to the testing facility and to be transported home.

3.2.3. Applicant Drug Screening

3.2.3.1. Prior to the offer of employment, an applicant for employment with Buncombe County Government in a position that requires the ability to operate a vehicle or motorized equipment to perform the essential functions of the position will be required to submit to a urinalysis drug screening procedure for the purpose of screening for the presence of illegal drugs or an abusive level of prescribed medication. It is the policy of Buncombe County that a negative result from this

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screening is a condition of employment. A confirmed positive test result indicating the presence of illegal drugs or an abusive level of prescribed medication will result in a rejection of the applicant for employment.

3.2.3.2. Drug screening results will be held in the strictest confidence. Applicants who are tested will be provided with a copy of the results if requested. Specimens will be checked by a lab utilizing strict chain of custody procedures

3.2.3.3. Drug screening testing will be limited to the top finalist upon completion of the employment selection process. All applicable applicants must sign a consent form for drug screening. Failure to sign a drug screen consent form will result in the candidate not being considered for employment.

3.3. Collection and Testing Procedures

Employees subject to drug and/or alcohol testing will be transported to an approved designated facility and directed to provide either a urine, breath, saliva or blood specimen. All specimens will be tested by trained technicians using federally approved testing devices capable of producing printed results that identify the employee. For purposes of this policy, test results generated by law enforcement or medical providers will not supplant the County's approved designated facility testing requirement.

3.4. Consequences

3.4.1. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy or who test positive will be subject to disciplinary action, up to and including termination.

3.4.2. Depending on the circumstances such as the employee's work history and any state law requirements, Buncombe County may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis (final warning) pursuant to mutually agreeable terms, which would include follow-up drug testing at times and frequencies determined by the County for a minimum of one year but not more than two years. If the employee agrees to the random testing after a documented violation, they will then waive their right to contest any termination resulting from a subsequent positive test.

3.4.3. Employees will be paid for time spent in alcohol or drug testing and pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of County Management and HR and pending the results, this meeting will be considered a pre-disciplinary hearing with a separation recommendation.

3.5. Confidentiality

3.5.1. Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the Employee Relations Manager will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed to the County Manager, Assistant County Manager, Human Resources Director and the employee's immediate supervisor on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

3.5.2. Buncombe County Government reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees, volunteers and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such

contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

3.6. Crimes Involving Drugs

3.6.1. Buncombe County Government prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. County employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel will be notified, as appropriate, when criminal activity is suspected.

3.6.2. Buncombe County Government does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, the County reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off company premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving alcohol or an illegal drug(s) are required to report the conviction, plea or sentence to HR within five calendar days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with Buncombe County Government.

3.7. Resources and Employee Assistance

This policy encourages employees to voluntarily seek help with alcohol and/or drug problems. The State of North Carolina recognizes that issues with alcohol and drug abuse and addiction are treatable. We also recognize that early intervention and support improves the success of rehabilitation. This policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Offers all employees and their family member's assistance with alcohol and drug problems through our insurance plan and/or our employee assistance program.

3.7.1. Local Resources for Drug and Alcohol Concerns

Center	Contact Information
Asheville AA	https://ashevilleaa.org
Carolina Region of Narcotics Anonymous	855-613-2762 www.crna.org/
SMART Recovery	828-604-6124 www.ashevillerecoverycenter.com
Rethinking Drinking	https://www.rethinkingdrinking.niaaa.nih.gov/
YWCA	www.ywcaofasheville.org
Codependent's Anonymous	First Congregational Church 20 Oak Street Asheville
Faces and voices of Recovery	www.facesandvoicesofrecovery.org

Employees and their dependents are encouraged to contact each agency for additional information regarding specific services and costs.

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3.7.2. Substance Abuse Counseling Centers

Counseling Center	Services	Contact Information
Legacy Freedom Treatment Centers	Substance Abuse assessment and treatment, outpatient	(828) 774-5420
Western Carolina Treatment Center, Inc.	Medication assisted treatment for opiate dependency	(828) 251-1478
Crest View Recovery Center	Substance abuse assessment and treatment, intensive outpatient program	(828) 575-2701
October Road	Evaluation and Outpatient (Specializes in Substance Abuse)	(828) 350-1000
Mountain Health Solutions	Medication assisted treatment for opiate dependency	(877) 762-3798
Angel Light	Outpatient and Assessment (Licensed and approved for DWI and other court related substance abuse assessments)	(828) 350-9191
Beyond Addiction	Substance Abuse assessment and treatment, outpatient, DWI assessment and groups	(828) 225-2535
Julian F. Keith Alcohol and Drug Abuse	Inpatient substance abuse treatment	(828) 257-6200
Black Mountain Substance Abuse	Inpatient substance abuse treatment for Women	(828) 669-4174
Women's Recovery Center	Substance abuse assessment and outpatient treatment for women	(828) 248-0056
Willow Place	Substance abuse assessment and intensive outpatient treatment for women	(561) 512-1605

Employees are encouraged to contact each agency for additional information regarding specific services, costs and insurance requirements.

3.7.3. Health Risks of Commonly Abused Substances

Substance	Nicknames or Slang	Short Term Effects	Long Term Effects
Alcohol		Slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, blackouts	Toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, vitamin B 1 deficiency, cancer, physical dependence

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Amphetamines	Uppers, speed, meth, crack, crystal, ice, pep pills	Increased heart rate, increased blood pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety	Delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, physical dependence
Barbiturates and Tranquilizers	Barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying v's	Slurred speech, muscle relaxation, dizziness, decreased motor control	Severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence
Cocaine	Coke, cracks, snow, powder, blow, rock	Loss of appetite, increased blood pressure and heart rate, contracted blood vessels, nausea, hyper-stimulation anxiety, paranoia, increased hostility. Increased rate of breathing, muscle spasms and convulsions, dilated pupils' disturbed sleep.	Depression, weight loss, high blood pressure, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury, kidney, liver and lung damage
Gamma Hydroxy Butyrate	GHB, liquid B, liquid X, liquid ecstasy, G, Georgia homeboy, grievous bodily harm	Euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate, decreased blood pressure.	Memory loss, depression, severe withdrawal symptoms, physical dependence, Psychological dependence
Heroin	H, junk, smack, horse, skag	Euphoria, flushing of the skin, dry mouth, "heavy" arms and legs, slowed breathing, muscular weakness	Constipation, loss of appetite, lethargy, weakening of the immune system, respiratory (breathing) illnesses, muscular weakness, partial paralysis, coma, physical dependence, psychological dependence
Morphine/Opiates	M, morf, duramorph, Miss Emma, monkey, roxanol, white stuff	Euphoria, increased body temperature, dry mouth, "heavy" feeling in arms and legs	Constipation, loss of appetite collapsed veins, heart infections, liver disease, depressed respiration, pneumonia and other pulmonary complications, physical dependence, psychological dependence

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Substance	Nicknames & Slang Terms	Short Term Effects	Long Term Effects
Ketamine	K, super K, special K	Dream-like states, hallucinations, impaired attention and memory, delirium, impaired motor function, high blood pressure, depression	Urinary tract and bladder problems, abdominal pain, major convulsions, muscle rigidity , increased confusion, increased depression, physical dependence, psychological dependence
LSD	Acid, stamps, dots, blotter , A-bombs, Cid	Dilated pupils, change in body temperature, blood pressure and heart rate, sweating, chills, loss of appetite, decreased sleep, tremors, changes in visual acuity, mood changes	May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, physical dependence, psychological dependence
MDMA	Ecstasy, XTC, adam, X, rolls, pills	impaired judgment, confusion, confusion, blurred vision, teeth clenching, depression, anxiety, paranoia, sleep problems, muscle tension	same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating , depression, anxiety, memory loss kidney failure, cardiovascular problems, convulsions, death, physical dependence, psychological dependence
Marijuana or Cannabis	Pot, grass, dope, weed, joint, bud, blunt, reefer, doobie, roach, mary-jane	Sensory distortion, poor coordination of movement slowed reaction time, panic, anxiety	bronchitis, conjunctivas, lethargy, shortened attention span, suppressed immune system, personality changes, cancer, psychological dependence, physical dependence possible for some
Mescaline	peyote cactus	nausea, vomiting, anxiety, delirium, hallucinations, increased heart rate, blood pressure, and body temperature	lasting physical and mental trauma, intensified existing psychosis, psychological dependence

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PCP	crystal, tea, angel dust, embalming fluid, killer weed, rocket fuel, supergrass, waclo, ozone	shallow breathing, flushing, profuse sweating, numbness in arms and legs, decreased muscular coordination, nausea, vomiting, blurred vision, delusions, paranoia, disordered thinking	memory loss, difficulties with speech and thinking, depression, weight loss, psychotic behavior, violent acts, psychosis, physical dependence, psychological dependence
Psilocybin	mushrooms, magic mushrooms, shrooms, caps, psilocybin & psilocyn	nausea, distorted perceptions, nervousness, paranoia,	confusion, memory loss, shortened attention span, flashbacks may intensify existing psychosis,
Steroids	roids, juice	increased lean muscle mass, increased strength, acne, oily skin, excess hair growth, high blood pressure	Cholesterol imbalance, anger management problems, masculinization or women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, psychological dependence

4. **Policy Non-Compliance**

Employees willfully violating the terms and conditions of this policy may be subject to appropriate disciplinary action, up to and including dismissal.

5. **Audit**

All policies for Buncombe County may be subject to audit or review as outlined in the [Internal Auditor's Statement](#).

6. **Definitions:**

- 6.1. County premises - includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Buncombe County Government or any site on which the County is conducting business.
- 6.2. Illegal drug - a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)
- 6.3. Refuse to cooperate - to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an

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accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

- 6.4. Under the influence of alcohol - means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
- 6.5. Under the influence of drugs - means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

7. Approval and Revision History

Policy Origination Date:	May 10, 2022
Requires Board Approval:	☒ Yes ☐ No
Board Approval Date:	May 19, 2022
Revision History Dates:	Enter Dates
Revision History Changes:	



Grant Funded Positions

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1. **Purpose**

The purpose of this policy is to establish the County's responsibilities to employees in positions funded through the use of grant funds rather than County funded positions.

2. **Applicability**

This policy applies to all to all employees in positions supported by grant funding, including both partially and fully grant supported positions and employees in positions supported by all types of grants, including Annual & Multi-Year, Intergovernmental & Private. Where there is conflict with any department-specific policy, this document will supersede.

3. **Policy**

3.1. **Roles and Responsibilities**

The Director of Human Resources has the responsibility for coordination and assurance that all benefit mandates and policies are followed. Grant funded employees must comply with all County policies, procedures and Personnel Ordinance regulations. At the completion of the grant, the hiring manager must complete the separation process in *Workday*.

3.2. **Grant Funded Appointments**

Grant and Hiring Managers must follow all Human Resources classification, compensation and recruitment policies and procedures for any appointment. Grant employees are employed at will and are not eligible for covered status, vested rights or any right to compensation beyond the date of termination of the grant or their appointment with Buncombe County. All grant funded appointments are contingent upon receipt of grant funding specifically for that purpose. All grant positions must be created by the Board of Commissioners and are set to expire when grant funding expires (with the ability to extend in cases when grants are extended). Grant funded positions can be full or part time appointments.

Grant funds must be included in the adopted budget ordinance or approved through a budget amendment. No other county funds may be used to pay the salaries and/or benefits of employees occupying grant positions without the prior approval from the Buncombe County Commissioners. Positions that have received time limited Board of Commissioners approval to fund any portion of the salary and benefits need to be added to each approved years' annual budget and have an end date assigned where that position is set to expire. Should the department wish to convert the grant funded position to a County funded position, the budget process for

requesting a position must be followed. It shall be the policy of Buncombe County that the County shall request that grantor provide funds to pay for all benefits that grant funded employees are eligible for.

Grant funded positions terminate upon completion of the term of the grant under which the appointment was made or the lack of funding. Early termination of the grant can be made either by the County or the funding party, or upon exhaustion of the available funding for the position provided for under the grant, whichever occurs first.

Grant funded employees may only perform work that is allowable by the grant and, for partially grant funded positions, at a level proportionate to the level of grant funding for the position. It is the responsibility of the employee to maintain time and effort reports accurately reporting work performed. Procedures for recruitment for a grant funded position are found in Grant funded procedures document and the Personnel Ordinance.

3.3. Benefits

In situations where the grant covers 100% of the grant funded employee costs and benefits are an allowable use for the grant funds, grant-funded employees may be eligible for the following benefits:

- Earn leave as set forth in the County's Leave Policy from the date of hire.
- Group Health Insurance, Group Dental Insurance, Vision Hardware and Flexible Spending Account Benefits and all other ancillary benefits the County may offer. These benefits become effective the first day of the month following a thirty (30) day waiting period.
- Become a member in the North Carolina Local Governmental Employees' Retirement System upon date of hire.
- Additional benefits as designated in the Benefits policy in the same manner as a regular employee.

In situations where the grant covers less than 100% of the grant funded employee costs, grant funded employees are only eligible for benefits based on funding approval by the Buncombe County's Board of Commissioners.

3.4. Compensation

As long as employee compensation costs are fully allowable and grant budget can cover costs:

- 3.4.1. Salaries for grant funded positions must follow the County's Compensation Policy and procedures to ensure consistency amongst all employees with similar education and experience above the minimum qualifications for the position.
- 3.4.2. Grant funded employees will be eligible for any annual salary increase the County provides to regular employees, to include a cost-of-living increase, as long as the increase is funded fully by the grant. Grant or hiring managers are not allowed to provide a salary increase outside of what the County has provided to regular employees.
- 3.4.3. Grant funded employees are not entitled to any type of severance pay when their appointment ends.

3.5. Changing from a regular appointed position to a grant funded position.

A covered employee may be hired through the County's recruitment process into a grant funded position under the condition that the appointment is voluntary. A regular employee who

voluntarily accepts a change of status into a grant funded position will forfeit their covered service status, vesting rights and are not eligible for severance when the grant ends.

4. References

- 4.1. Grant's Policy
- 4.2. Grant Funded Position Procedures
- 4.3. Benefits Policy
- 4.4. Compensation Policy
- 4.5. Leave Policy

5. Policy Non-Compliance

Employees willfully violating the terms and conditions of this policy may be subject to appropriate disciplinary action, up to and including dismissal.

6. Audit

All policies for Buncombe County may be subject to audit or review as outlined in the [Internal Auditor's Statement](#).

7. Definitions

- 7.1. Annual grant - a grant that is awarded annually, regardless of the specific grant period (e.g., County fiscal year, federal fiscal year, or calendar year).
- 7.2. Grant - financial assistance from an external entity to carry out a public purpose. This includes federal, state, and "pass-through" dollars.
- 7.3. Grant funded employee – an employee in a position funded by grant sponsored funds, for a specific task or for a definite and limited period of time.
- 7.4. Grant funded position – A position that is funded through an awarded grant that is related either to a specific program or project or for a specified period of time.
- 7.5. Grant Manager - the department and individual designee responsible for overseeing grant activities.
- 7.6. Intergovernmental grant - a grant that is provided to the County by another government entity, subsets include state or federal grants.
- 7.7. Hiring Manager – the individual charged with hiring and supervising the assigned grant employee(s).
- 7.8. Multi-year grant - a grant that affects the appropriation of funding beyond one (1) fiscal year.
- 7.9. Private Grant - a grant that is provided to the County by a private entity.

8. Approval and Revision History

Policy Origination Date:	April 2, 2019
Requires Board Approval:	☒ Yes ☐ No
Board Approval Date:	Click for Date
Revision History Dates:	4/2/2019, 05/10/2022
Revision History Changes:	4/2/2019 – original policy created 5/10/2022 – edited to clarity for benefits and status of grant funded positions



Leave Policy

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1. **Purpose**
The purpose of this policy is to provide employees with information regarding eligibility, accrual and use of leave for Buncombe County.

2. **Applicability**
This policy applies to all Buncombe County departments and employees. Where there is conflict with any department-specific policy, this document will supersede.

3. **Policy**
3.1. **Absence from Duty**
3.1.1. An employee should promptly, and no later than thirty minutes prior to the start of the work day, notify their Supervisor when they will be absent from duty for any reason. Failure to do so, may be cause for disciplinary action up to and including separation.
3.1.2. An employee who is absent from duty for three days without notification to the immediate supervisor will be considered to have resigned unless failure to notify was demonstrably beyond the employee’s control.

3.2. **Annual Leave** – Annual leave provides employees an opportunity to relax for an extended period and to return to the job with renewed interest and vitality. The County encourages employees to take annual leave each year, with at least one week of leave being 5 days in duration.

All employees are expected to use their annual leave responsibly. Supervisors have the discretion to decide when and in what amount annual leave may be approved. The approval decision should weigh the needs of the workplace and the frequency of requests with the desires of the employee.

3.2.1. Annual leave is allocated to employees based on years of service with Buncombe County.

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- 3.2.1.1. Full-time regular employees are eligible to earn annual leave at the following rates, accrued pro-rata on a bi-weekly basis:

YEARS OF SERVICE	DAYS EARNED PER YEAR IF HIRE DATE IS		
	BEFORE 8/1/2002	ON OR AFTER 8/1/2002	ON OR AFTER 2/15/2011
Less than 2 years	12 days	10 days	10 days
2 but less than 5 years	14 days	12 days	12 days
5 but less than 10 years	18 days	16 days	14 days
10 but less than 15 years	21 days	19 days	16 days
15 but less than 20 years	24 days	22 days	18 days
20 or more years	27 days	25 days	20 days

- 3.2.1.2. Part-time employees that work at least 20 hours in a payroll period are eligible to earn annual leave on a pro-rata basis. The leave will be computed as a percentage of total amounts earned by full-time regular employees as listed in the chart above.
- 3.2.2. Employees whose positions are set at 12 hours or more per shift (equivalent to one shift), will accrue annual leave as stated below.
- 3.2.2.1. This does not apply to employees who have created a flexible work schedule beyond an 8-hour shift or who work on-call shifts.

YEARS OF SERVICE	SHIFTS EARNED PER YEAR IF HIRE DATE IS	
	BEFORE 8/1/2002	ON OR AFTER 8/1/2002
Less than 2 years	12 shifts	10 shifts
2 but less than 5 years	14 shifts	12 shifts
5 but less than 10 years	18 shifts	16 shifts
10 but less than 15 years	21 shifts	19 shifts
15 but less than 20 years	24 shifts	22 shifts
20 or more years	27 shifts	25 shifts

- 3.2.3. Transfer and Payout - Buncombe County does not transfer accrued or unused annual leave from any other county, municipality or state government into the employee's annual leave bank. When an employee terminates their employment with Buncombe County, they are eligible to receive pay for their accumulated annual leave. In the event of death, payment of annual leave credit will be made to the employee's estate.

No more than two years of earned annual leave accumulation will be paid.

- 3.2.4. Cash Conversion - With the approval of the Departmental Director and subject to the following conditions, regular employees may convert up to 40 annual leave

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hours to cash. With the approval of the Departmental Director and the Grant Manager, grant-funded positions may convert up to 40 annual leave hours, if the grant budget and terms allow.

3.2.4.1. Conditions:

- The employee must have taken at least 5 (consecutive) work days of annual leave in the past 12-months.
- Only one conversion request will be approved for any employee in a calendar year.
- Any request is limited to a maximum of 40 hours per regular employee per calendar year.
- A minimum of 40 annual leave hours must be sold in any transaction.
- A balance of at least 40 annual leave hours must be retained.
- If an employee has participated in Paid Parental Leave or Paid Family Leave, they are not eligible for a cash conversion for 12-months from the last day of their leave.

3.2.5. Maximum Accumulation – Any employee with more than 2 years of annual leave at their existing accrual rate will have the excess accumulation converted to sick leave once per year. On January 1 of each year, any balance of annual leave over the 2-year maximum will be converted to sick leave.

3.3. **Aggregate Service** - The employee's combined total period of countable service of employment within a regular position as an employee of Buncombe County, exclusive of any time allowed as transfer credit from another jurisdiction, for the purpose of determining entitlement to the particular benefit in question. Aggregate service for retirement purposes refers to total length of service under which retirement contributions are paid into the N.C. Local Governmental Employees' Retirement System by the employee. Aggregate service for determining the rates at which longevity and annual leave are earned by an employee is determined from the total years of service with Buncombe County only. Rehired employees, or new hires from other government employers will be eligible for Annual Leave Accrual at rates commensurate with total years in service of Buncombe County plus other government employer(s) consistent with the Personnel Ordinance at the date as a new hire as described above. Except as otherwise provided, rehired employees, and new hires from other North Carolina government employers, will be eligible only for the existing benefits at the time they are rehired, e.g., current health insurance plan, current 401K plan, etc. In addition, rehired employees will be eligible for a longevity rate with said accrual calculated based on the date of rehire (previous years of service will not be counted). For an employee hired on or after July 1, 2016, the employee will not be eligible for a pro-rated longevity payment upon separation by retirement if the employee retires before December 1.

3.4. **Community Service Leave** – All regular employees are eligible to receive 16 hours of paid community service leave annually for use to volunteer at a Buncombe County elections site, a community service organization or school.

3.5. **Conference Attendance** – A regular employee may be permitted leave with pay for the purposes of attending professional conferences, workshops, or educational meetings or classes when directly related to the employees' field of work. Request for such leave will be

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submitted in writing to the Supervisor for his/her approval and final approval by the Department Head prior to the leave being taken. The County will reimburse the employee for approved fees of the conferences, provided the employee submits proper receipts.

3.6. County Holidays – The County Manager develops and implements holiday pay administration procedures consistent with applicable federal and state laws. The Board of Commissioners must approve the offerings of all County observed holidays.

3.6.1. Eligibility: The following employees are eligible to receive Holiday Pay:

- Full-time regular and grant funded employees and officers of the County working the standard workweek.
- Each holiday equals no more than one normally scheduled shift.
- Should an employee work additional hour on the holiday, that have been pre-approved by the Department Director, they will not earn additional holiday pay.
- Part-time regular and grant funded employees are eligible to receive paid holidays on a pro-rata basis. This calculation will be based on their annually scheduled hours.
- Temporary employees are not eligible to receive holiday pay.

3.6.2. Banked Holiday: Employees scheduled to work or who have received prior permission from their supervisor to work on a holiday, will receive banked holiday time for the hours actually worked on a county holiday.

3.6.3. Approved County Holidays:

- New Year's Day
- Martin Luther King Jr. Birthday (Observed)
- Easter
- Memorial Day
- Juneteenth (the Friday on or before Juneteenth)
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving (2 days: Thanksgiving and the following Friday)
- Christmas (3 days)

3.7. Educational Leave with Pay – A leave of absence at full or partial pay during regular working hours may be granted to a regular employee to take a course or courses which will better equip the employee to perform assigned duties upon approval of the department head. The County will reimburse the employee for tuition and fees for the course, provided the employee submits a receipt of course expenses and a notice of successful completion (passing grade or better) of the course. An employee on educational leave with full pay will continue to earn leave credits and any other benefits to which the employee is entitled.

3.8. Family and Medical Leave (FMLA) and Paid Family Medical Leave (PFML) – Family and medical leave will be provided in compliance with the Family and Medical Leave Act of 1993, as amended ("FMLA") and the rules and regulations of the U.S. Department of Labor

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concerning FMLA. The County manager will develop and implement family and medical leave policies and procedures consistent with the FMLA.

- 3.9. **Funeral Leave** – Employees are eligible for funeral leave in the event of a death of an immediate family member not to exceed three (3) days. The three (3) days may not be consecutive or immediate due to funeral or internment circumstances. Requested leave exceeding the maximum days, in aggregate, may be charged to sick leave or leave without pay.

Immediate family members are defined as:

- the employee's spouse
- the employee's children or stepchildren, parents, grandparents, grandchildren, brothers, or sisters
- the employee's spouse's parents

Leave for death of other relatives may be charged to sick leave, annual leave, PTO or leave without pay.

The County manager will develop and implement procedures for this leave status.

- 3.10. **Inclement Weather Leave** - Whenever the County Manager determines that the health and safety of the community would be placed at risk or that conditions or events prevent performance of regular operations, a decision will be made regarding the office hours of County offices.

The County manager will develop and implement procedures for this leave status.

- 3.11. **Leave without Pay (LWOP)** – Regular employees may be granted a leave of absence without pay for compelling personal reasons for up to thirty (30) calendar days per year.

- 3.11.1. LWOP requests must be made in writing to the department director and approved by the Human Resources Director using the LWOP request form.
- 3.11.1.1. If leave without pay is for a department director, the request should be submitted to the Human Resources Director and approved by the County Manager.
- 3.11.2. Approval of leave will be based on many factors, including but not limited to, agency needs, staffing levels, reason for the leave, employee's use of previous leave, performance history, and tenure with the County.
- 3.11.3. The employee is obligated to return to duty within or at the end of the time determined appropriate by the appointing authority. Upon returning to duty after being on leave without pay, the employee will be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay.
- 3.11.3.1. If the employee decides not to return to work, the supervisor must be notified immediately of this decision, in writing.
- 3.11.3.2. The supervisor/department director is then required to notify Human Resources.

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- 3.11.4. Failure to report at the expiration of a leave of absence, unless an extension has been granted by the County Manager, will be considered a voluntary resignation.
- 3.11.5. Retention and Continuation of Benefits
 - 3.11.5.1. An employee ceases to earn leave credits when their LWOP is 51% or more in a pay period.
 - 3.11.5.2. The employee may continue to be eligible for benefits under the County's group insurance plans, subject to any regulations adopted by the Board of County Commissioners and the regulations of the respective insurance carriers.
 - 3.11.5.3. While an employee is on paid leave, Buncombe County will continue the employee's insurance benefits during the leave period at the same level, and under the same conditions as if the employee had continued to work.
 - 3.11.5.4. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. If the employee is using unpaid leave, then the employee's portion of the benefit will be taken out of the employee's paycheck upon his/her return to work.
 - 3.11.5.5. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, Buncombe County will require the employee to reimburse Buncombe County the amount it paid for the employee's insurance premiums during the leave period.
 - 3.11.5.6. Buncombe County may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

The County manager will develop and implement procedures for this leave status.

3.12. Mandatory Court Appearances – Leave with pay is provided to employees when serving on a jury or when subpoenaed as a witness in a case in connection with his/her official duties. At the completion of jury duty or as a witness, the employee is expected to immediately return to work.

3.12.1. Jury Duty – Regular employees called for jury duty in State or Federal Court will receive leave with pay for such duty during the required absence.

3.12.1.1. The employee must code this time on their timesheet as Jury Duty.

3.12.1.2. The employee will not be required to account for any fee or compensation received for jury service.

3.12.1.3. Temporary employees are not eligible for jury duty leave.

3.12.2. Witness – A regular employee subpoenaed as a witness in a case in State or Federal Court in connection with his/her official duties will receive regular compensation for said court appearance. All witness fees received by the employee must be submitted to the County upon receipt.

3.12.3. Subpoena – employees who are subpoenaed as a witness in State or Federal Court in a case which is not related to their official duties must use annual leave or PTO leave during this absence.

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3.12.3.1. Witness fees and travel expenses are to be retained by the employee.

The County manager will develop and implement procedures for this leave status

3.13. Military Leave – In accordance with federal and state laws, the County provides military leave to employees who are members of the uniformed services for absences to perform military duty, whether voluntary or involuntary. Absences to perform any military duty (including active duty, active-duty training inactive duty training such as scheduled drills and summer camp, full-time duty, fitness-for-duty examination, and funeral honors duty) are covered in the Military Leave Procedures document, unless the employee reaches the five-year maximum of military leave as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA).

The County manager will develop and implement procedures for this leave status.

3.14. Parental Leave – Regular employees of school aged children may take up to four hours of unpaid leave for participation in their child's school events and conferences. The leave must be planned with the Supervisor in advance. The supervisor may ask for written confirmation that the employee has attended the school event as planned.

3.15. Personal Time Off (PTO) – Full-time regular employees are granted two PTO days after they complete their first day of work and then on the first day of each calendar year. Any unused PTO at the end of the calendar year will be forfeited. Part-time regular employees will receive PTO on a pro-rata basis computed as a percentage of the total amount received by a full-time employee.

The County will not transfer PTO from another county, municipality, or state government. Upon an employee's resignation or termination, no payment will be made for any remaining PTO and such PTO is forfeited.

The County manager will develop and implement procedures for this leave status.

3.16. Sick Leave – All employees subject to the Local Government Employees' and Law Enforcement Officers' Retirement Systems who are in a pay status for ten (10) or more workdays are eligible for sick leave time that can be used to recover from physical/mental illness or injury.

3.16.1. Full time employees who work 40 hours or more each week earn sick leave at the rate of 3.6923 hours per payroll period or 12 days per year.

3.16.2. Part time employees whose normal work week is less than forty (40) hours per week will earn sick leave proportionally on a pro-rata basis.

3.16.3. For employees that are scheduled to work twelve-hour (12) shifts, sick leave will be accrued based on twelve (12) shifts per year.

Sick leave may be used for:

- Physical or mental illness or injury which prevents an employee from performing usual duties and for the actual period of temporary disability
- Medical appointments

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- Illness of a member of the employee's immediate family. For purposes of this section, immediate family will be as defined under the Family and Medical Leave Act.

The employee must notify their supervisor no later than thirty (30) minutes before the beginning of the employees scheduled work shift. Emergency Services and Public Communication/911 employees must notify their supervisor no later than an hour and a half (90) minutes before the beginning of the employees scheduled work shift.

Sick leave will be authorized in minimum increments of one-quarter (¼) hour periods.

The department director (or designee) may require a statement from a health care provider or other acceptable proof that the employee was unable to work due to personal illness, family illness, or medical appointment.

- Only scheduled workdays will be charged in calculating the amount of leave taken. Holidays will not be counted as sick leave unless that day is their normally scheduled shift.
- No payment will be made for accumulated sick leave credits at the time of the employee's separation.

Unused sick leave will be accepted for employees hired, rehired or reinstated within three (3) years of their last workday provided the employee earned sick leave while under the North Carolina's Employees' and Teachers' Retirement System, North Carolina Local Government Employees' Retirement System, or North Carolina Law Enforcement Officers' Retirement System. In consultation with the Human Resources Office, the Risk Manager will ensure that employees are credited with sick leave accrued during time lost due to on-the-job injuries.

The County manager will develop and implement procedures for this leave status.

- 3.17. **Voluntary Shared Leave** – In catastrophic cases where an employee is without leave due to a prolonged medical condition, they may receive donated annual leave from other Buncombe County employees.

The County manager will develop and implement procedures for this leave donation program.

4. **Policy Non-Compliance**

Employees willfully violating the terms and conditions of this policy may be subject to appropriate disciplinary action, up to and including dismissal.

5. **Audit**

All policies for Buncombe County may be subject to audit or review as outlined in the [Internal Auditor's Statement](#).

6. **Definitions**

- 6.1. Community Service Organization - A non-profit, non-partisan community organization that is designated as an IRS Code 501(c)(3) agency, or a human service organization licensed or accredited by the State of North Carolina to serve citizens with special needs including children, youth, and the elderly.

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- 6.2. Family and Medical Leave (FMLA) - The Family and Medical Leave Act (FMLA) is a federal regulation that provides eligible employees with up to twelve (12) weeks of unpaid, job-protected leave per year.
- 6.3. Full time employee – for this policy, a full-time employee is defined as working at a minimum of forty (40) hours a week.
- 6.4. Immediate Family – is defined as the employee’s spouse; the employee’s children or stepchildren, parents, grandparents, grandchildren, brothers, or sisters; or the employee’s spouse’s parents. Regarding FMLA, the definition of immediate family member is defined by the US DOL.
- 6.5. Part time employee – for this policy, a part-time employee is defined as working a minimum of 20 - 39 hours a week.
- 6.6. Pro-rata accrual – Is where leave is calculated for accrual purposes proportionally based on the number of days/hours the employee works in a year.
- 6.7. School - An elementary school, a middle school, a high school, or a childcare program that is authorized to operate under the laws of the State of North Carolina
- 6.8. Uniformed Services Employment and Reemployment Rights Act (USERRA) is a federal law that protects military service members and veterans from employment discrimination on the basis of their service and allows them to regain their civilian jobs following a period of uniformed service.
- 6.9. Volunteer – A person who willingly chooses to perform hours of service for civic, charitable, or humanitarian reasons without promise or expectation of compensation for services provided

7. Approval and Revision History

Policy Origination Date:	May 10, 2022
Requires Board Approval:	☒ Yes ☐ No
Board Approval Date:	May 19, 2022
Revision History:	Enter Dates and changes

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Supplemental Pay Policy

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1. **Purpose**

This policy is intended to provide guidance on premium pay options related to work performed by employees outside of their position's regular duties or regularly scheduled hours.

2. **Applicability**

This policy applies to all Buncombe County departments and employees. Where there is conflict with any department-specific policy, this document will supersede. This policy does not apply to elected officials; however, they may elect to follow this policy by providing a written statement.

3. **Policy**

3.1. **Scheduled On-Call**

Some departments require work outside of the County's regularly scheduled business hours and have non-exempt employees who are scheduled in advance to potentially work on-call. On-call schedules vary by need of the Department and the necessity for them should be driven by genuine business need. Non-exempt employees who are scheduled to work on-call are "waiting to be engaged." These employees will be compensated at a flat rate of \$2.00 per hour for all scheduled on-call hours for which no work is performed, on-call hours do not count toward regular work hours and therefore are not included in overtime calculations.

Non-exempt employees who are requested to respond and perform work will begin work time as soon as the assignment is acknowledged by the employee and will conclude when the assignment is completed. Travel time to/from a work site will be included as time worked.

Non-exempt employees scheduled to work on an on-call basis will earn one and one-half hours' time for each hour actually worked during on-call duty outside of normally scheduled work hours and beyond forty hours of actual time worked within a work week.

3.2. **Emergency Callback**

Some emergency situations require work by an employee who is not scheduled to work and the employee may receive a callback to work outside of their regularly scheduled hours. These situations are not planned for and therefore an on-call schedule would not be appropriate.

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A non-exempt employee who is “Called Back” to work for an Emergency Call-Back situation, outside their regularly scheduled hours, will earn one and one-half hours’ time for each hour worked.

The employee will begin work time once engaged, to include travel, and will respond at an agreed-upon time. The employee will be reimbursed for mileage to their work destination at the established IRS rate, if using their own vehicle.

3.3. Compensatory Time (Hours in excess of the standard workweek)

Non-exempt employees will receive compensatory time calculated at a rate of one and one-half times the employee’s regular hourly rate for hours worked in excess of forty hours in a work week. Any form of paid leave taken such as sick, holiday, annual leave and/or compensatory time taken will not count towards computing overtime hours. Employees will be allowed to maintain a maximum balance of 40 hours of compensatory time through each calendar year. Any hours earned beyond the 40-hour maximum will be paid out in the pay period the hours were worked.

On the last pay period in each fiscal year, all compensatory time earned will be paid out. Compensatory time balances will not be allowed to carry forward into the next fiscal year. No other cash out option will be available for compensatory time. Upon separation, any remaining balance will be paid out to the employee.

This applies to all departments with the exception of 911 Communications, Budget, Emergency Services, Finance, Human Resources, ID Bureau, Information Technology, Internal Audit, Legal, Solid Waste, Strategy and Innovation, and Tax Collections. In these departments non-exempt employees will receive over time calculated at a rate of one and one-half times the employee’s regular hourly rate for hours worked in excess of forty hours in a work week.

3.4. Differential Pay

Non-exempt employees who work on a regularly scheduled shift as part of a twenty-four (24) hour, seven (7) day per week operation, is eligible for differential pay for all hours worked between 7:00 p.m. of any day and 7:00 a.m. of the following day. The rate of shift differential pay is two (2) dollars per hour. Shift differential will be included in the regular rate calculation for the computation of overtime.

Employees will not receive differential pay for hours not actually worked such as during times when the employee is on annual leave, sick leave, jury duty and military leave.

3.5. Declared State of Emergency Pay

An exempt employee will be eligible for overtime during a declared state of emergency when the employee is required to work beyond 40 hours per week and deployed as a resource during a declared state of emergency in another jurisdiction.

3.6. Bilingual Pay

Buncombe County recognizes the value of employees who can communicate with residents and customers in languages other than English. Departments with a genuine business need for bilingual skills may identify the necessary language(s) needed to meet their specific customer’s needs and request a bilingual pay stipend consideration from Human Resources (HR).

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To function in this capacity, employees will be required to pass a proficiency test arranged by HR, at the request of the Department, through third-party testing. The acceptable proficiency level for Buncombe County is determined in each Bilingual Pay Agreement category outlined below. All eligible employees, including native speakers, are required to pass a proficiency test in order to provide bilingual services and thus receive a bilingual stipend. Testing expenses are paid out of departmental budgets. Employees will be tested for the appropriate language and category requested by the Department Director and must have a current Bilingual Pay Agreement on file in their employee record. If an employee fails to pass a category test, they may request to retake the test only once annually and only with Department Director and HR approval.

The bilingual pay stipend is based on the level of proficiency and frequency of use determined by a Department for specific positions. Departments should work with Human Resources to ensure proper administration of the bilingual pay stipend, which should begin on the first pay period after successfully signing the Bilingual Pay Agreement and passing the required test. A Bilingual Pay Stipend remains in effect as long as: a) the language is determined beneficial for the position by the Department Director, and b) the employee maintains their abilities according to annual testing standards established by Human Resources. The bilingual pay stipend is a flat rate paid each relevant pay period and is dependent on the testing level of the employee and their position status. The stipend will end immediately upon transfer to a position that does not require this capacity. Employees occupying positions classified specifically to provide interpretation, translation or other language access services are not eligible for bilingual pay stipends. The Bilingual Pay Agreement categories are as follows:

3.5.1. Category A: Conversational

Description: Employee serves in a position with a need for a conversational bilingual skill set to provide simple instructions and directions to customers or clients. Note that employees in this conversational category are not interpreting. This is a high frequency category where employees use their bilingual skills (speaking and listening) on a regular basis, more than several times a week. Eligible employees functioning in this category must pass the oral proficiency assessment as defined below.

- Testing requirements: Oral – Level 9 or higher
- Stipend: \$50 per paycheck

3.5.2. Category B: Translation

Description: Employees who increase the internal bilingual capacity of Buncombe County by providing non-legal document translation services on an as needed basis. Employees may use their bilingual skills several times a week, but at least on a monthly basis. Eligible employees functioning in this category must pass the translation proficiency assessment as defined below.

- Testing requirements: Translation – Level 10 or higher
- Stipend: \$75 per paycheck

3.5.3. Category C: Conversational and Translation

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Description: Employees who increase the internal bilingual capacity of Buncombe County by providing conversational and non-legal document translation services on an as needed basis. Employees use their bilingual conversational and translation skills several times a week. Eligible employees functioning in this category must pass the oral and translation proficiency assessments as defined below.

- Testing requirements: Oral – Level 9 or higher, Translation – Level 10 or higher
- Stipend: \$100 per paycheck

4. **Policy Non-Compliance**

Employees willfully violating the terms and conditions of this policy may be subject to appropriate disciplinary action, up to and including dismissal.

5. **Audit**

All policies for Buncombe County may be subject to audit or review as outlined in the [Internal Auditor's Statement](#).

6. **Definitions**

- 6.1. Bilingual Pay Stipend – additional pay given to employees in a position that benefits from bilingual proficiency as designated by their respective Department Director.
- 6.2. Compensatory Time – Leave provided to non-exempt employees for hours worked in excess of the standard work period.
- 6.3. Conversational (speaking/listening) – the ability to speak and comprehend a designated language.
- 6.4. Emergency Callback – When an employee is not scheduled and is requested to respond outside of their regularly scheduled hours (either by returning to work or by responding by telephone or computer).
- 6.5. Engaged to Wait – Is when the employee is not performing work duties but they are unable to use the time effectively for his/her own purposes. These periods of time are generally unpredictable and usually of short duration. Example: a paramedic who reads a book while waiting for a call during their scheduled shift.
- 6.6. Non-Exempt Employee – An individual who is not exempt from the overtime provisions of the FLSA and is therefore entitled to overtime compensation for all hours worked beyond 40 in a standard workweek.
- 6.7. On-Call – When an employee is scheduled outside of their regular working hours to perform work if the need arises.
- 6.8. Relevant Language – A non-English speaking language that directly relates to the audience.
- 6.9. Testing Standards – A level of understanding of a non-English language according to Human Resources testing in speaking, writing, or signing effectively to conduct County business relevant to the position.
- 6.10. Waiting to be Engaged – Is when the employee is completely relieved from performing work duties and they have enough time to enable them to use the time effectively for their own

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purposes. Example: a code enforcement officer who may get a call to do an emergency inspection after an accident.

7. Approval and Revision History

Policy Origination Date:	May 10, 2022
Requires Board Approval:	☒ Yes ☐ No
Board Approval Date:	May 19, 2022
Revision History Dates:	
Revision History Changes:	

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Personnel Ordinance

Presented by

Rafael Baptista

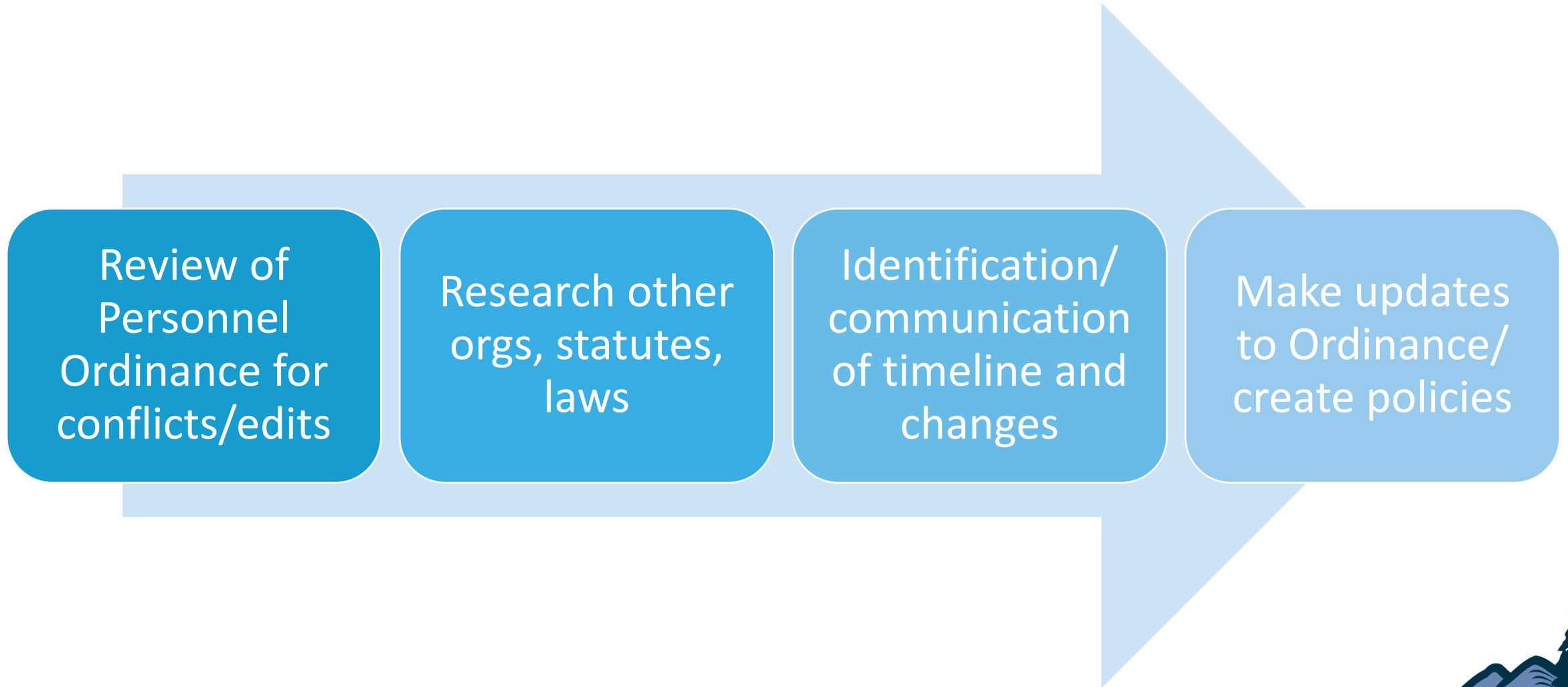


Why Are We Updating The Personnel Ordinance

- Current ordinance is difficult to navigate, outdated and conflicts with itself
- Update eliminates conflicting language
- Shortens the ordinance
- Increases transparency by providing employees with greater detail on HR operations
- Creates a consistent (OneBuncombe) approach to personnel management



Process



Schedule Of Changes To The Ordinance

COMPLETED	CURRENT	FUTURE
Fall 2021	Spring 2022	Winter 2022
- COLA Methodology update - HHS employee change - Conflict of Interest Policy - Vehicle Usage Policy - IT Acceptable Usage Policy - Inclement Weather Policy - Remove conflicts in PO	Leave Policy Federal/State Statements Benefits Policy Grant Funded Positions Policy Employee Pay Policy Supplemental Pay Policy	- Recruitment and Selection Policy - Employee Relations Policy - Position Management Policy - Finalized Personnel Ordinance

Temporary Employment Policy to come Summer 2022



What Is Changing With These Policies?

- Moving several topics from ordinance to policy
- Providing supplemental pay and bilingual pay incentives to employees
- Creating greater clarity around employee compensation, benefits, and leave
- Updating on-call language for all County employees
- Provides clarity on benefits for grant-funded employees



Benefits Policy

- Moves benefits details from Ordinance to board-approved policy
- No change in employee benefits, just greater clarity of benefits in policy language
- Ensures all language is consistent with federal and state laws



Leave Policy

- Moves leave details from Ordinance to board approved policy
- Clarifies leave accrual for 12 and 24 hour shift employees
- Clarifies banked holiday hours for all employees: hour for hour worked
- Adds annual community service leave
 - All regular employees are eligible to receive 16 hours of leave for community service



Leave Policy

- Updated definition of relatives for funeral leave
- Annual Leave Cash Conversion



Grant Funded Positions

- Edit to existing County policy
- Sets consistent approach for grant-funded employee benefits and compensation
- Makes clear that all grant-funded positions and their salaries must be approved by the BOCC



Employee Pay

- New policy that does not require board approval (but board does control position classification pay)
- Provides a consistent approach and market-driven strategy for employee compensation
- Ensures more equitable employee compensation
- Shift in 4.5% 6 month raise to initial starting offer
- FEMA Pay



Supplemental Pay

- New policy that does require board approval
- Sets a consistent standard for on-call pay
- Establishes a bilingual pay system to increase the County's ability to serve residents in a variety of languages
- Creates a consistent process mandating that departments select overtime or comp time for their employees
- Sets consistent shift differential approach for 24/7 operations



Future Policy Approval

Board Approved Policy / Ordinance	Management Approved Policy
Benefits	Employee Pay
Grant Funded Positions	
Supplemental Pay	
Leave	





Drug Screen Policy

Presented by

Rafael Baptista/Sharon Burke/Heather Parkinson/Michael Frue



Drug Screen Policy

- Current Language within Personnel Ordinance
 - Requires drug screen of applicants prior to the offering of employment, positive test disqualifies the applicant from employment with County for at least one year
 - Prohibits drugs and alcohol in the workplace
 - Allows for reasonable causes, post-accident and post-injury drug testing
 - Allows for random drug testing (not currently done)



Policy Considerations

- Major national employers are moving from random drug testing and applicant screening (examples include Amazon and Walmart)
- Research indicates that drug testing disproportionately affects people of color
- Difficult to detect drugs such as cocaine and heroin with a drug test
- Current policy only applies to employees in non-elected departments
- Changing marijuana laws across the United States
 - Marijuana is fully legalized in 18 states and the District of Columbia
 - Medical marijuana is legal in 37 states and the District of Columbia



Policy Objectives

- Serve as a model of inclusive hiring in the region
- Positions us to foster a more equitable workplace
- Increase our applicant pool in a difficult labor market
- Maintain a drug-free workplace



Draft Policy For Consideration

- Maintains prohibition of
 - possession and use of illegal drugs
 - being under the influence of alcohol/other substances while on duty or possessing or consuming alcohol while on duty

Updated Testing Requirements

- Reasonable suspicion testing if at least two employees AND HR suspect the employee is under the influence of drugs or alcohol
- Post-accident testing if an accident causes damage to property or injury to persons.
- Applicant drug screening for positions where driving is a core part of the role.



Recommended Action

- Hold a public hearing on the Personnel Ordinance
- Approve proposed changes to the Personnel Ordinance
- Approve the following policies: Leave Policy, Benefits Policy, Grant Funded Employee Position, Drug Screening Policy, Supplemental Policy





Homelessness Update

Presented by

Jennifer Teague
Aging and Adult Services Program Manager

Rachael Nygaard
Strategic Partnerships Director

May 19, 2022



Presentation Overview

- **2022 Homelessness Point-in-Time Count Results**

Key takeaway: Homelessness has increased during the pandemic, particularly unsheltered homelessness

- **Homelessness Services Consultant**

Key takeaway: The City of Asheville, in partnership with Buncombe County & Dogwood Health Trust, has named the National Alliance to End Homelessness as the consultant to develop an actionable plan to address unsheltered homelessness



What is a Point-in-Time Count?

- Annual count of all people experiencing literal homelessness on a single night within the last 10 days of January
 - Follows federal definition of literal homelessness (shelter, transitional housing, unsheltered - excludes people doubled up)
- Federal requirement for all communities to conduct and report on
- Informs federal resources to address homelessness at the local level
- Has limitations but is conducted similarly year after year and is our only comprehensive dataset on homelessness



Point-in-Time Count Results

	2018	2019	2020	2021	2022
Total Persons	554	580	547	527	637
Sheltered	497 (90%)	502 (87%)	482 (88%)	411 (78%)	405 (64%)
Unsheltered	57 (10%)	78 (13%)	65 (12%)	116 (22%)	232 (36%)

- Homelessness overall is up 21% over last year
- Number of unsheltered individuals doubled since last year and more than tripled compared to pre-pandemic levels
- Unsheltered homelessness as a share of total homelessness has been on the rise over the past 5 years, climbing from 10% to 36%



Responding to Unsheltered Homelessness

- Having a rising number of people living without shelter impacts the whole community (encampments, public health & public safety concerns)
- The reasons for this increase are complex, and there are no easy solutions
- The City of Asheville, Buncombe County, and Dogwood Health Trust have formed a collaborative to better understand and address unsheltered homelessness



Partners and Roles

- Three entities collaborating to select and support a consultant for this project:



Lead Entity



Funder



Collaborator



Request for Proposals (RFP) Timeline

February 14,
2022:
RFP issued

March 18,
2022:
RFP closed

End of March
2022:
**Scored 11
proposals**

April 18 & 19,
2022:
**Interviewed
top 3 firms**

May 10, 2022:
**City Council
votes to
award RFP**





National Alliance to
END HOMELESSNESS

Selected Firm

- City Council will vote on May 10, 2022 to award the RFP to:
National Alliance to End Homelessness
- Nonpartisan, nonprofit organization committed to preventing and ending homelessness in the United States
- 3 focus areas: consulting on federal policy, research, supporting community implementation of best practices
- Deep experience and expertise, highly-regarded thought leader in the field of ending homelessness
- Based in Washington DC
- Currently consulting on homelessness in Winston-Salem and Raleigh, and with the Balance of State Continuum of Care



Project Scope

- Create, produce and present a written, viable, comprehensive plan for long-term solutions to unsheltered homelessness with presentation(s) to elected officials and planning groups
- Phase 1: Needs Assessment
 - Data Analysis
 - Stakeholder Interviews
 - Community Input
- Phase 2: Solution Definition & Feasibility Study
 - Multiple options for addressing needs
 - Including implementation plans & funding scenarios



Project Timeline

Deliverable	Key Milestones	Estimated Timeframe ¹
1. Needs Assessment	Qualitative System & Program Level Analysis	May-July 2022
	Quantitative System & Program Level Analysis	May-July 2022
	Development of Comprehensive Needs Assessment Report	July-September 2022
	Presentation of Needs Assessment findings to Community Stakeholders	September 2022
2. Solution Definition & Feasibility Study	Identification of Multiple Options/Recommendations based on Needs Assessment	September 2022
	Development of well-defined recommendations with accompanying staffing, services, facilities, budget requirements, funding sources, feasibility studies.,	Sept.-Nov. 2022
	Development of Findings and Recommendations Report	Nov.- Dec. 2022
	Presentation of Finding and Recommendations Report to Community Stakeholders	December 2022

Final deliverable
due by Dec 31





Buncombe County Board of Commissioners
Request for Board Action
Meeting Date: 5/19/2022

Old Business

Department: Finance

Presenter(s): Don Warn

Contact(s): Don Warn/Michael Frue

Subject: Introduce Bond Orders and Resolution Setting a Public Hearing on the Bond Orders

Brief Summary: The County intends pursue a referendum to issue General Obligation bonds for (1) acquisition and improvement of land or interests therein for conservation and protection of natural resources and preservation of farmland, including but not limited to, the development of greenways and trails for recreation purposes; and (2) to pay the capital costs of housing for the benefit of persons of low or moderate income, including construction of related infrastructure improvements and the acquisition of related land and rights-of-way in the amounts of \$30 million and \$40 million respectively.

For the issuance of General Obligation bonds, it is required to approve a resolution setting a public hearing for each of the Bond Orders.

Recommended Motion & Requested Action: Approve the resolutions as presented.

County Manager's comments and Recommendation: Approve the resolution as presented.

STATEMENT OF ESTIMATED INTEREST AMOUNT ON GENERAL OBLIGATION BONDS

The Board of Commissioners (the “*Board*”) of the County of Buncombe, North Carolina (the “*County*”) will consider the introduction of the following bond orders of the County at its May 19, 2022 meeting:

Open Space Bonds

\$30,000,000 of bonds to pay the capital costs of acquisition and improvement of land or interests therein for conservation and protection of natural resources and preservation of farmland, including but not limited to, the development of greenways and trails for recreation purposes.

Housing Bonds

\$40,000,000 of bonds to pay the capital costs of housing for the benefit of persons of low or moderate income, including construction of related infrastructure improvements and the acquisition of related land and rights-of-way.

Section 159-55 of the General Statutes of North Carolina requires the finance officer of the County to file with the Clerk to the Board of Commissioners at the time the bond orders are introduced a statement estimating the total amount of interest that will be paid on the general obligation bonds over the expected term of the bonds, if issued, and a summary of the assumptions on which the estimate is based.

The total estimated interest on the Open Space Bonds is \$15,750,000 based on the following assumptions:

The Open Space Bonds will be issued in an amount of \$30,000,000 at an estimated interest rate of 5.00% with level principal amortization beginning in the year after issuance for 20 years. The assumed interest rate is based on a 5.00% coupon rate that similar bonds would bear if issued currently.

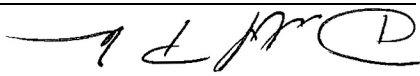
The total estimated interest on the Housing Bonds is \$21,000,000 based on the following assumptions:

The Housing Bonds will be issued in an amount of \$40,000,000 at an estimated interest rate of 5.00% with level principal amortization beginning in the year after issuance for 20 years. The assumed interest rate is based on a 5.00% coupon rate that similar bonds would bear if issued currently.

The total estimated interest amounts are preliminary and are for general informational purposes only. There is no assurance that the assumptions on which the estimates are based will occur, and the actual occurrence of certain of the facts on which the assumptions are based is beyond the County’s control. Differences between the actual circumstances at the time the bonds are issued from the assumptions included in the estimates could result in significant differences between the estimated interest and the actual interest on the bonds. The validity of the bonds authorized by the bond orders is not subject to challenge on the grounds that the actual interest cost of the bonds when issued is different than the amount set forth

in this statement. This statement will be filed with the North Carolina Local Government Commission and maintained by the Clerk to the Board of Commissioners.

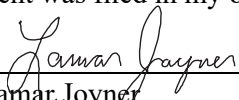
May 19, 2022



Finance Director
County of Buncombe, North Carolina

STATE OF NORTH CAROLINA)
)
COUNTY OF BUNCOMBE) SS:

I, Lamar Joyner, Clerk to the Board of Commissioners of the County of Buncombe, North Carolina, a political subdivision validly organized and existing under the Constitution and laws of the State of North Carolina, hereby certifies that the foregoing statement was filed in my office on the 19th day of May, 2022.



Lamar Joyner
Clerk to the Board of Commissioners
County of Buncombe, North Carolina

EXTRACTS FROM MINUTES OF BOARD OF COMMISSIONERS

* * *

A regular meeting of the Board of Commissioners (the “*Board*”) of the County of Buncombe, North Carolina was duly held on May 19, 2022 at 5:00 p.m. the Commission Chambers, 200 College Street, Room 326, Asheville, North Carolina. Chairman Brownie Newman presiding.

The following members were present: Newman, Pressley, Wells, Beach-Ferrara, Sloan, Whitesides, Edwards

The following members were absent:

* * * * *
* * *

Commissioner Newman introduced the following bond order, a summary of which had been provided to each Commissioner, a copy of which was available with the Clerk to the Board of Commissioners and which was read by title:

BOND ORDER AUTHORIZING THE ISSUANCE OF \$30,000,000 GENERAL OBLIGATION OPEN SPACE BONDS OF THE COUNTY OF BUNCOMBE, NORTH CAROLINA

WHEREAS, the Board of Commissioners of the County of Buncombe, North Carolina (the “*Board*”) has ascertained and hereby determines that it is necessary to pay the capital costs of acquisition and improvement of land or interests therein for conservation and protection of natural resources and preservation of farmland, including but not limited to, the development of greenways and trails for recreation purposes; and

WHEREAS, an application has been filed with the Secretary of the Local Government Commission of North Carolina requesting Commission approval of the General Obligation Open Space Bonds hereinafter described as required by the Local Government Bond Act, and the Clerk to the Board of Commissioners has notified the Board that the application has been accepted for submission to the Local Government Commission.

NOW, THEREFORE, BE IT ORDERED by the Board of Commissioners of the County of Buncombe, North Carolina, as follows:

Section 1. In order to raise the money required for the purposes described above, in addition to any funds which may be made available for such purpose from any other source, General Obligation Open Space Bonds of the County are hereby authorized and shall be issued pursuant to the Local Government Finance Act of North Carolina. The maximum aggregate principal amount of such General Obligation Open Space Bonds authorized by this order shall be \$30,000,000.

Section 2. Taxes will be levied in an amount sufficient to pay the principal and interest on the General Obligation Open Space Bonds.

Section 3. A sworn statement of the County's debt has been filed with the Clerk to the Board of Commissioners and is open to public inspection.

Section 4. This bond order will take effect when approved by the voters of the County at a referendum scheduled for November 8, 2022.

Commissioner Newman introduced the following bond order, a summary of which had been provided to each Commissioner, a copy of which was available with the Clerk to the Board of Commissioners and which was read by title:

**BOND ORDER AUTHORIZING THE ISSUANCE OF \$40,000,000 GENERAL OBLIGATION
HOUSING BONDS OF THE COUNTY OF BUNCOMBE, NORTH CAROLINA**

WHEREAS, the Board of Commissioners of the County of Buncombe, North Carolina (the "*Board*") has ascertained and hereby determines that it is necessary to pay the capital costs of housing for the benefit of persons of low or moderate income, including construction of related infrastructure improvements and the acquisition of related land and rights-of-way; and

WHEREAS, an application has been filed with the Secretary of the Local Government Commission of North Carolina requesting Commission approval of the General Obligation Housing Bonds hereinafter described as required by the Local Government Bond Act, and the Clerk to the Board of Commissioners has notified the Board that the application has been accepted for submission to the Local Government Commission.

NOW, THEREFORE, BE IT ORDERED by the Board of Commissioners of the County of Buncombe, North Carolina, as follows:

Section 1. In order to raise the money required for the purposes described above, in addition to any funds which may be made available for such purpose from any other source, General Obligation Housing Bonds of the County are hereby authorized and shall be issued pursuant to the Local Government Finance Act of North Carolina. The maximum aggregate principal amount of such General Obligation Housing Bonds authorized by this order shall be \$40,000,000.

Section 2. Taxes will be levied in an amount sufficient to pay the principal and interest on the General Obligation Housing Bonds.

Section 3. A sworn statement of the County's debt has been filed with the Clerk to the Board of Commissioners and is open to public inspection.

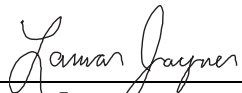
Section 4. This bond order will take effect when approved by the voters of the County at a referendum scheduled for November 8, 2022.

STATE OF NORTH CAROLINA)
)
COUNTY OF BUNCOMBE) ss:

I, LAMAR JOYNER, the Clerk to the Board of Commissioners of the County of Buncombe, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of the introduction of the bond orders entitled “**BOND ORDER AUTHORIZING THE ISSUANCE OF \$30,000,000 GENERAL OBLIGATION OPEN SPACE BONDS OF THE COUNTY OF BUNCOMBE, NORTH CAROLINA,**” and “**BOND ORDER AUTHORIZING THE ISSUANCE OF \$40,000,000 GENERAL OBLIGATION HOUSING BONDS OF THE COUNTY OF BUNCOMBE, NORTH CAROLINA**” by the Board of Commissioners of the County of Buncombe, North Carolina, at a meeting held on the 19th day of May, 2022, as recorded in the minutes of the Board of Commissioners of the County of Buncombe, North Carolina.

WITNESS my hand and the seal of the County of Buncombe, North Carolina, this the 19th day of May, 2022.

(SEAL)



Lamar Joyner
Clerk to the Board of Commissioners
County of Buncombe, North Carolina

RESOLUTION #22-05-16

EXTRACTS FROM MINUTES OF BOARD OF COMMISSIONERS

* * *

A regular meeting of the Board of Commissioners (the “*Board*”) of the County of Buncombe, North Carolina was duly held on May 19, 2022 at 5:00 p.m. the Commission Chambers, 200 College Street, Room 326, Asheville, North Carolina. Chairman Brownie Newman presiding.

The following members were present: Newman, Pressley, Wells, Beach-Ferrara, Sloan, Whitesides, Edwards

The following members were absent:

* * * * *
* * *

Commissioner Newman introduced the following resolution, a summary of which had been provided to each Commissioner, a copy of which was available with the Clerk to the Board of Commissioners and which was read by title:

RESOLUTION OF THE COUNTY OF BUNCOMBE, NORTH CAROLINA REGARDING BOND ORDERS AUTHORIZING THE ISSUANCE OF \$30,000,000 GENERAL OBLIGATION OPEN SPACE BONDS, AND AUTHORIZING THE ISSUANCE OF \$40,000,000 GENERAL OBLIGATION HOUSING BONDS, SETTING PUBLIC HEARINGS THEREON AND DIRECTING PUBLICATION OF NOTICES OF SAID PUBLIC HEARINGS

WHEREAS, bond orders entitled:

“BOND ORDER AUTHORIZING THE ISSUANCE OF \$30,000,000 GENERAL OBLIGATION OPEN SPACE BONDS OF THE COUNTY OF BUNCOMBE, NORTH CAROLINA;” and

“BOND ORDER AUTHORIZING THE ISSUANCE OF \$40,000,000 GENERAL OBLIGATION HOUSING BONDS OF THE COUNTY OF BUNCOMBE, NORTH CAROLINA;”

have been introduced at a meeting of the Board of Commissioners (the “*Board*”) of the County of Buncombe, North Carolina this 19th day of May, 2022; and

WHEREAS, the Board desires to provide for the holding of public hearings thereon on June 7, 2022 and the submission of a statement of debt in connection therewith as required by The Local Government Bond Act.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF BUNCOMBE, NORTH CAROLINA that the public hearings on said bond orders shall be held on the 7th day of June, 2022 at or about 5:00 p.m. in the Commission Chambers, 200 College Street, Room 326, Asheville, North Carolina.

BE IT FURTHER RESOLVED that the Clerk to the Board of Commissioners is hereby directed to cause a copy of said bond orders to be published with notice of such hearings in the form prescribed by law in a newspaper of general circulation in the County on or before the 1st day of June, 2022.

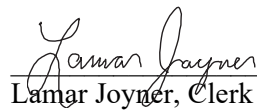
BE IT FURTHER RESOLVED that the finance officer is hereby directed to file with the Clerk to the Board of Commissioners, prior to publication of the bond orders, along with the notices of such public hearings, a statement setting forth the debt incurred or to be incurred, the net debt of the County, the assessed value of property subject to taxation by the County and the percentage that net debt of the County bears to the assessed value of property subject to taxation.

BE IT FURTHER RESOLVED that this Resolution shall become effective on the date of its adoption.

PASSED, ADOPTED AND APPROVED this 19th day of May, 2022.

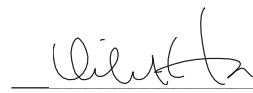
ATTEST

BOARD OF COMMISSIONERS FOR THE
COUNTY OF BUNCOMBE


Lamar Joyner, Clerk

By: 
Brownie Newman, Chairman

APPROVED AS TO FORM


County Attorney


Lamar Joyner
Clerk to the Board of Commissioners
County of Buncombe, North Carolina

NOTICE OF PUBLIC HEARING

**BOND ORDER AUTHORIZING THE ISSUANCE OF \$30,000,000 GENERAL OBLIGATION
OPEN SPACE BONDS OF THE COUNTY OF BUNCOMBE, NORTH CAROLINA**

WHEREAS, the Board of Commissioners of the County of Buncombe, North Carolina (the “Board”) has ascertained and hereby determines that it is necessary to pay the capital costs of acquisition and improvement of land or interests therein for conservation and protection of natural resources and preservation of farmland, including but not limited to, the development of greenways and trails for recreation purposes; and

WHEREAS, an application has been filed with the Secretary of the Local Government Commission of North Carolina requesting Commission approval of the General Obligation Open Space Bonds hereinafter described as required by the Local Government Bond Act, and the Clerk to the Board of Commissioners has notified the Board that the application has been accepted for submission to the Local Government Commission.

NOW, THEREFORE, BE IT ORDERED by the Board of Commissioners of the County of Buncombe, North Carolina, as follows:

Section 1. In order to raise the money required for the purposes described above, in addition to any funds which may be made available for such purpose from any other source, General Obligation Open Space Bonds of the County are hereby authorized and shall be issued pursuant to the Local Government Finance Act of North Carolina. The maximum aggregate principal amount of such General Obligation Open Space Bonds authorized by this order shall be \$30,000,000.

Section 2. Taxes will be levied in an amount sufficient to pay the principal and interest on the General Obligation Open Space Bonds.

Section 3. A sworn statement of the County’s debt has been filed with the Clerk to the Board of Commissioners and is open to public inspection.

Section 4. This bond order will take effect when approved by the voters of the County at a referendum scheduled for November 8, 2022.

The foregoing bond order has been introduced and a sworn statement of debt has been filed under the Local Government Bond Act showing the appraised value of the County of Buncombe, North Carolina to be \$47,455,289,903 and the net debt thereof, including the proposed bonds, to be \$405,675,956. The finance officer of the County has filed a statement estimating that the total amount of interest that will be paid on the bonds over the expected term of the bonds, if issued, is \$15,750,000. The estimate is preliminary, is for general informational purposes only, and may differ from the actual interest paid on the bonds. A tax will be levied to pay the principal and interest on the bonds if they are issued. Anyone who wishes to be heard on the questions of the validity of the bond order and the advisability of issuing the bonds may appear at a public hearing or an adjournment thereof to be held on the 7th day of June, 2022 at or about 5:00 p.m. in the Commission Chambers, 200 College Street, Room 326, Asheville, North Carolina.

/s/ Lamar Joyner

Clerk to the Board of Commissioners
County of Buncombe, North Carolina

NOTICE OF PUBLIC HEARING

**BOND ORDER AUTHORIZING THE ISSUANCE OF \$40,000,000 GENERAL OBLIGATION
HOUSING BONDS OF THE COUNTY OF BUNCOMBE, NORTH CAROLINA**

WHEREAS, the Board of Commissioners of the County of Buncombe, North Carolina (the “Board”) has ascertained and hereby determines that it is necessary to pay the capital costs of housing for the benefit of persons of low or moderate income, including construction of related infrastructure improvements and the acquisition of related land and rights-of-way; and

WHEREAS, an application has been filed with the Secretary of the Local Government Commission of North Carolina requesting Commission approval of the General Obligation Housing Bonds hereinafter described as required by the Local Government Bond Act, and the Clerk to the Board of Commissioners has notified the Board that the application has been accepted for submission to the Local Government Commission.

NOW, THEREFORE, BE IT ORDERED by the Board of Commissioners of the County of Buncombe, North Carolina, as follows:

Section 1. In order to raise the money required for the purposes described above, in addition to any funds which may be made available for such purpose from any other source, General Obligation Housing Bonds of the County are hereby authorized and shall be issued pursuant to the Local Government Finance Act of North Carolina. The maximum aggregate principal amount of such General Obligation Housing Bonds authorized by this order shall be \$40,000,000.

Section 2. Taxes will be levied in an amount sufficient to pay the principal and interest on the General Obligation Housing Bonds.

Section 3. A sworn statement of the County’s debt has been filed with the Clerk to the Board of Commissioners and is open to public inspection.

Section 4. This bond order will take effect when approved by the voters of the County at a referendum scheduled for November 8, 2022.

The foregoing bond order has been introduced and a sworn statement of debt has been filed under the Local Government Bond Act showing the appraised value of the County of Buncombe, North Carolina to be \$47,455,289,903 and the net debt thereof, including the proposed bonds, to be \$415,675,956. The finance officer of the County has filed a statement estimating that the total amount of interest that will be paid on the bonds over the expected term of the bonds, if issued, is \$21,000,000. The estimate is preliminary, is for general informational purposes only, and may differ from the actual interest paid on the bonds. A tax will be levied to pay the principal and interest on the bonds if they are issued. Anyone who wishes to be heard on the questions of the validity of the bond order and the advisability of issuing the bonds may appear at a public hearing or an adjournment thereof to be held on the 7th day of June, 2022 at or about 5:00 p.m. in the Commission Chambers, 200 College Street, Room 326, Asheville, North Carolina.

/s/ Lamar Joyner

Clerk to the Board of Commissioners
County of Buncombe, North Carolina



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/19/2022

New Business

Department: General Services

Presenter(s): Scott Metcalf

Contact(s): Scott Metcalf

Subject: Fleet Building Complex Life Cycle Cost Analysis

Brief Summary: On 9-15-20, the BOC approved the High-Performance Building Resolution, which requires staff to bring forward life cycle costs for construction projects that meet the policy threshold. The new Fleet Facility was approved as part of the FY22 CIP and meets the threshold of the policy. Therefore, staff is presenting life cycle options to the Board for direction.

The option that the Board chooses will be used to create final design documents. Design documents should be complete by Fall of 2022. Construction is anticipated to begin in the Spring of 2023.

Recommended Motion & Requested Action: Provide staff with feedback for final design option to create construction documents.

County Manager's comments and Recommendation: Approve as presented

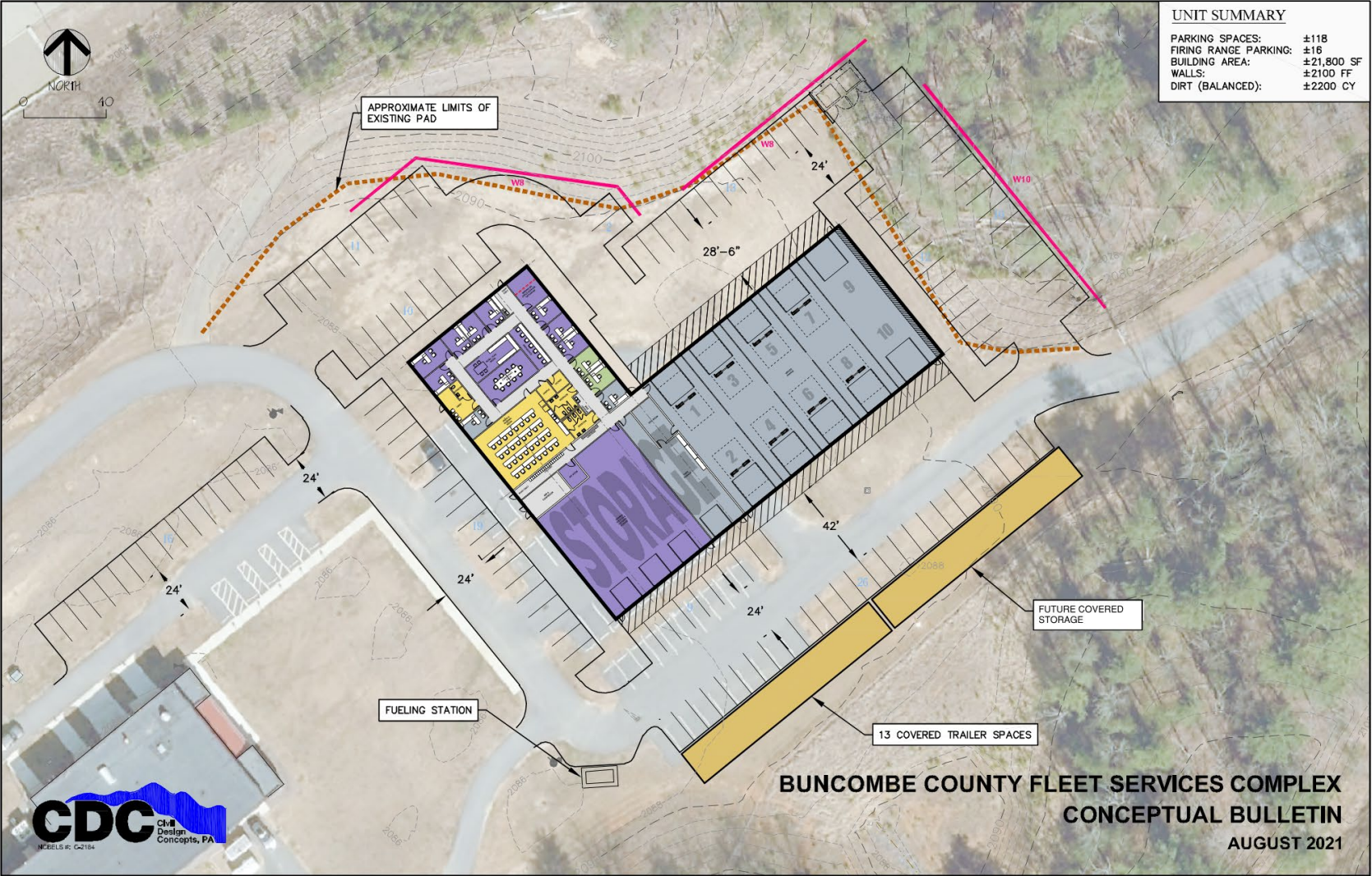


Fleet Building Life Cycle Cost Analysis

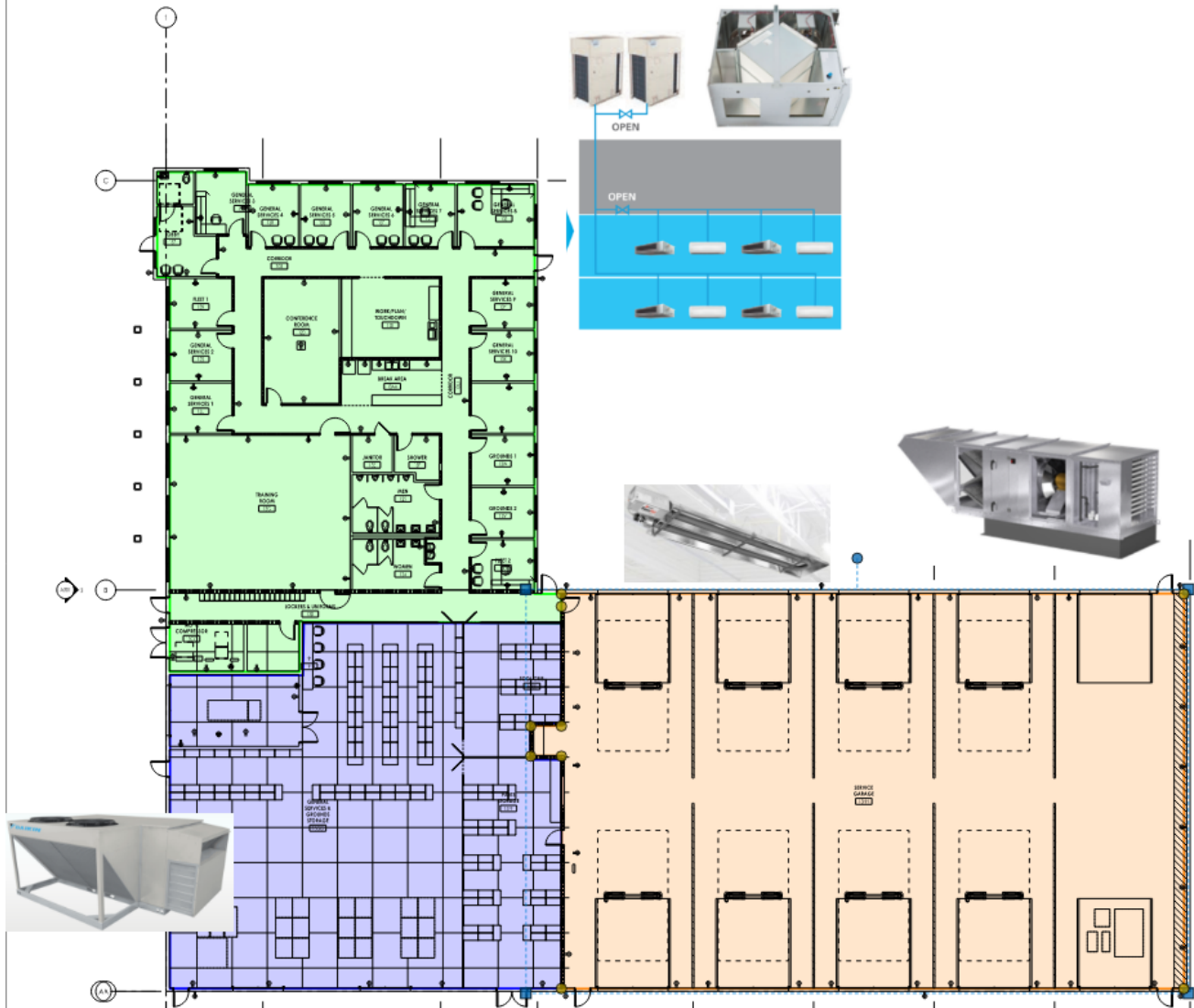
Presented by
Scott Metcalf



Fleet Services Building



Fleet Services Building – HVAC Systems Overview



Office Area

VRF/VRV with energy recovery ventilator.

Storage Area

Heated, ventilated and cooled by ground mounted air handling unit.

- DX heat pump for efficient heating and cooling.
- Natural gas backup for low ambient conditions and redundancy. Potentially utilize electric resistance heat in place of natural gas.

Garage Area

- Vehicle exhaust detection system.
- Gas-fired AHU, no cooling.
- Reduced ventilation rates unless makeup is needed for vehicle exhaust or ventilation is required to disperse vehicle exhaust.
- Vehicle exhaust capture systems.
- Gas-fired infrared heaters.
- **Potentially utilize electric resistance heat in place of natural gas.**

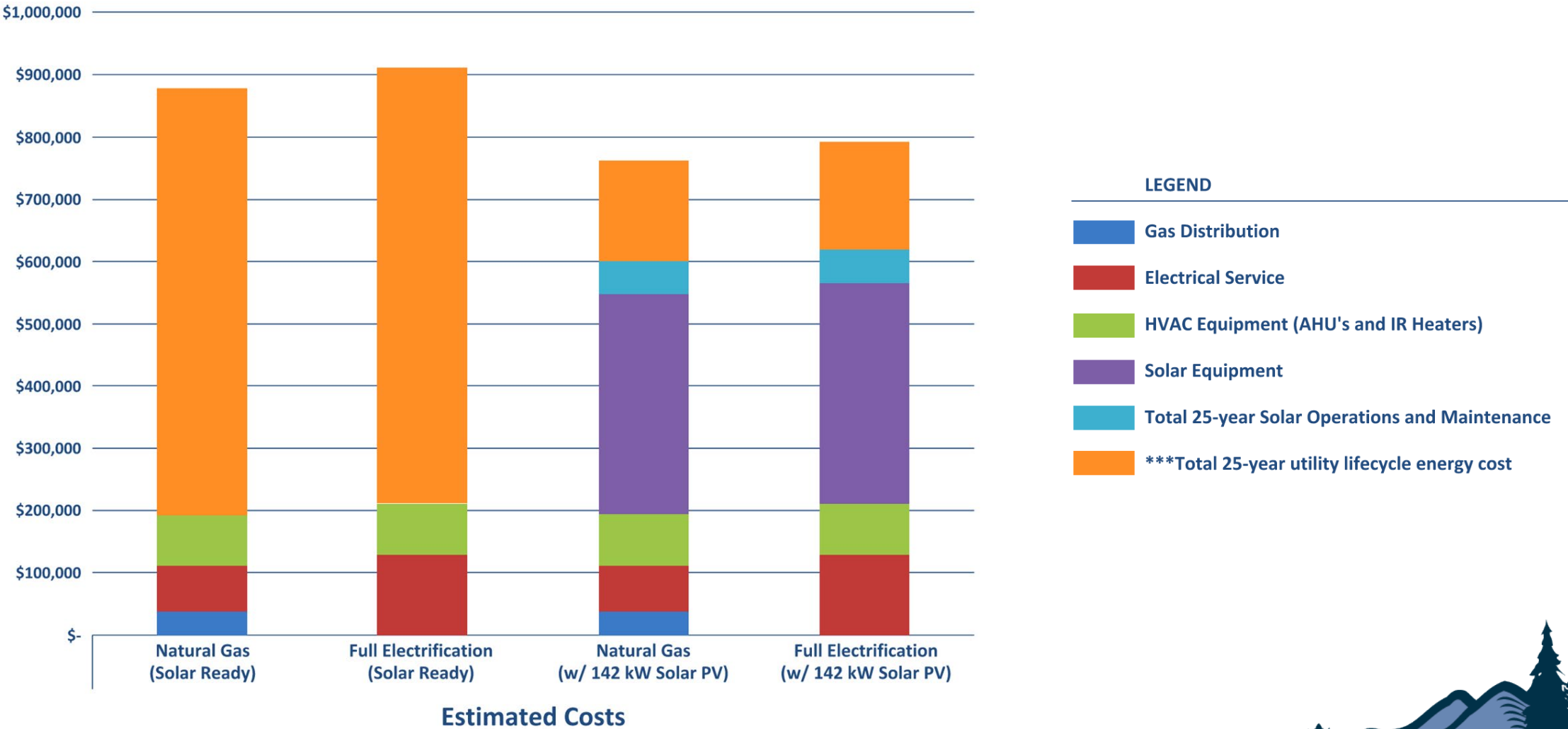
Fleet Services Building – Life Cycle Cost Analysis

*25-YEAR LIFECYCLE COST ANALYSIS				
Item	Estimated Costs			
	NG (Solar Ready)	Full Electrification (Solar Ready)	NG (w/142 kW Solar PV)	Full Electrification (w/142 kW Solar PV)
UPFRONT COSTS				
Gas Distribution	\$ 35,389	\$ -	\$ 35,389	\$ -
Electrical Service	\$ 75,000	\$ 128,000	\$ 75,000	\$ 128,000
HVAC Equipment (AHU's and IR Heaters)	\$ 82,585	\$ 83,173	\$ 82,585	\$ 83,173
Solar Equipment	\$ -	\$ -	\$ 355,000	\$ 355,000
Upfront Subtotal	\$ 192,974	\$ 211,173	\$ 547,974	\$ 566,173
OPERATING COSTS				
****Annual Solar Operations And Maintenance	\$ -	\$ -	\$ 2,107	\$ 2,107
Total 25-year Solar Operations And Maintenance	\$ -	\$ -	\$ 52,682	\$ 52,682
**Annual Utility Energy	\$ 18,800	\$ 19,200	\$ 3,301	\$ 4,921
-Electricity Component	\$ 16,900	\$ 19,200	\$ 2,500	\$ 4,800
-Natural Gas Component	\$ 1,900	\$ -	\$ 1,900	\$ -
***Total 25-year utility lifecycle energy cost	\$ 685,434	\$ 700,018	\$ 160,421	\$ 175,004
Operating Cost Subtotal	\$ 685,434	\$ 700,018	\$ 213,103	\$ 227,686
TOTAL 25-YEAR LIFECYCLE COST COMPARISON				
Total 25-Year Lifecycle Costs	\$ 878,408	\$ 911,191	\$ 761,077	\$ 793,859
*Building Owners and Managers Association (BOMA) Preventative Maintenance Guidebook Average Useful Life of Solar Panels is 20-years. Typical performance warranty of 25-30 years. **Based on Medium General Service rates from Duke Progress and Dominion. 3% annual escalation. ***Includes 3% annual escalation. ****Based on the National Renewable Energy Laboratory's 2020 study rate of \$18.55/kWdc/yr for roof mounted commercial solar.				



Fleet Services Building – Life Cycle Cost Analysis

25-YEAR LIFECYCLE COMPARISON





Buncombe County Board of Commissioners
Request for Board Action
Meeting Date: 5/19/2022

New Business

Department: Planning & Development

Presenter(s): Matthew Cable, AICP

Contact(s): Matthew Cable

Subject: FY2023 ART Leicester Highway Transit Extension and Route 170 Funding Request

Brief Summary: The City of Asheville is requesting, for its FY23 (July 1, 2022, through June 30, 2023), funding in the amount of:

- \$78,108 to support the WE1 route and associated paratransit services; and
- \$82,623 to support the Route 170 route and associated paratransit services

The County supported the WE1 route in FY22 by rescinding grant funding to the City in the amount of \$70,909. The County has historically not provided funding support to Route 170; however, the City is seeking funding support from the Town of Black Mountain (\$25,000) and the County (\$82,623) to continue operations of this route where it extends beyond the City limits. The City will continue to provide all necessary funding support for the route operations within the City limits.

Tables detailing stop usage and maps illustrating service areas and referenced stops are attached.

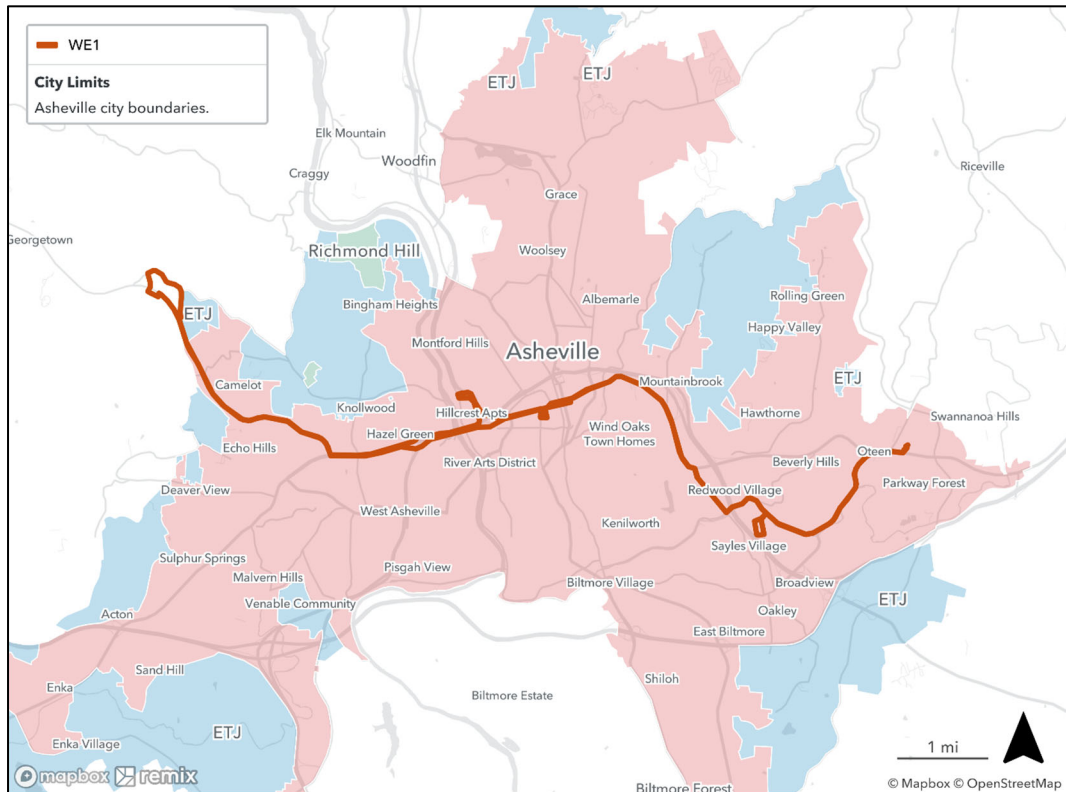
Recommended Motion & Requested Action: Rescind a \$160,731 portion of the suballocated Federal Transit Administration Section 5307 Program grant funds to support the WE1 route and Route 170 route for the period of July 1, 2022, through June 30, 2023.

County Manager's Comments and Recommendation: County Manager recommends as presented.

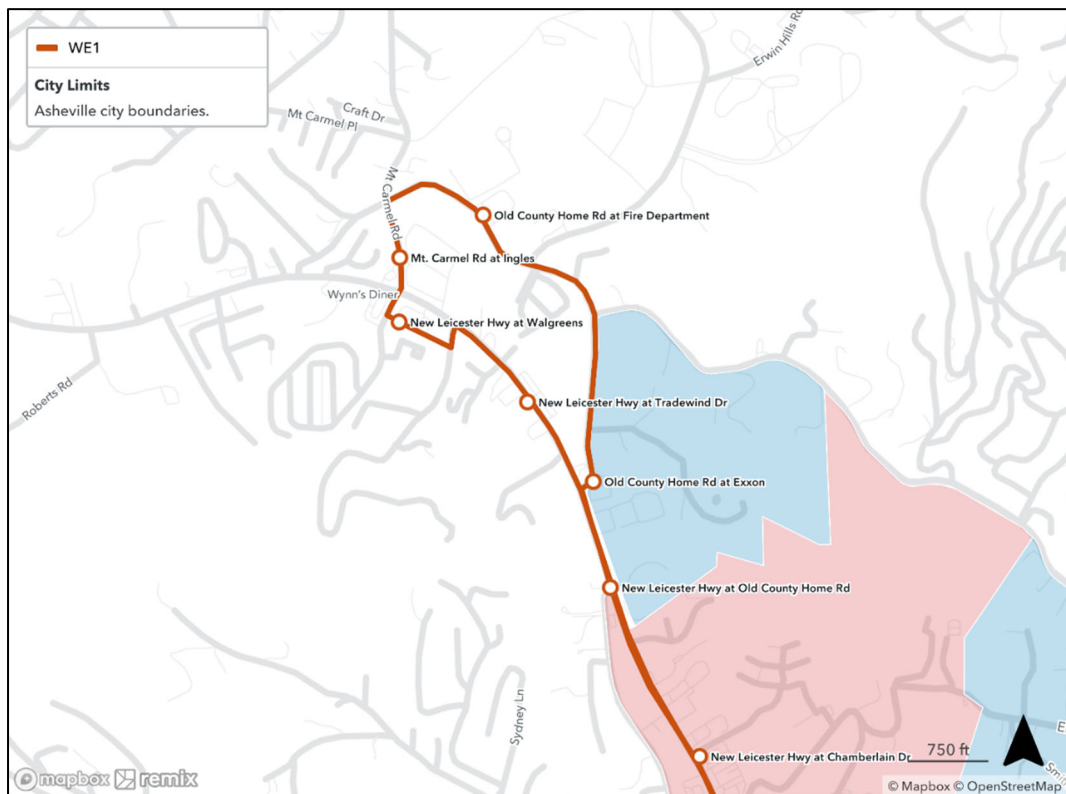
Route WE1 Support Request Ridership

Table 1. Route WE1 Extension Average Daily Ridership at Stops		
Stop	Stop ID	Total Average Daily Ridership
Old County Home Rd at Exxon	115	1.01
Old County Home Rd at Fire Department	116	1.56
Mt. Carmel Rd at Ingles	117	17.3
New Leicester Hwy at Walgreens	118	0
New Leicester Hwy at Tradewind Dr	119	40.92
	Total	60.79

Map 1: Route WE1



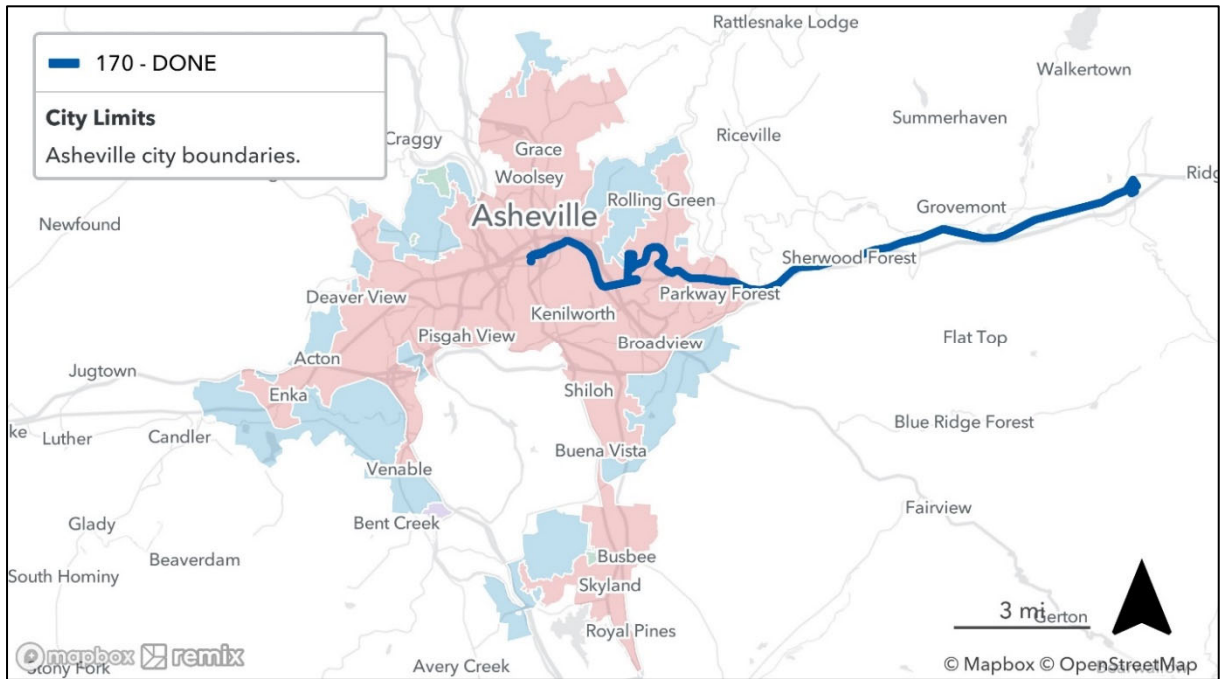
Map 2: Route WE1 County Portion with Referenced Stops



Route 170 Support Request Ridership

Table 2. Route 170 Average Daily Ridership at Stops		
Stop	Stop ID	Total Average Daily Ridership
US 70 E at ABCCM	539	4.57
US 70 E at Porters Cove Rd	540	1.3
US 70 E at Jims Branch Rd	560	0.73
US 70 E at Warren Wilson	552	0.68
US 70 E at Buckey Cove Rd	564	0.44
US 70 E at New Salem Rd	565	1.14
US 70 E at Riverwood Rd	566	7.34
US 70 E at Patton Cove Rd	567	1.08
US 70 E at Whitson Ave	568	2.63
US 70 E at Avery Wood Dr	593	0.11
US 70 E at Lytle Cove Rd	569	0.86
US 70 E at Grovestone Rd	570	0.06
US 70 E at Ingles Warehouse	571	0.49
US 70 E at Hopey & Co	572	3.64
US 70 E at Blue Ridge Rd	573	1.61
W State St at Old US 70 Hwy	574	2.29
W State St at Cragmont Rd	575	1.22
W State St at S Dougherty St	576	4.93
Broadway St at Sutton Ave	577	20.1
W State St at N Dougherty St	578	1.57
W State St at Cragmont Rd	579	0.89
W State St at Old US 70 Hwy	580	2.08
US 70 W at Blue Ridge Rd	581	1.13
US 70 W at Hopey & Co	582	4.64
US 70 W at Grovestone Rd	583	1.11
US 70 W at Lytle Cove Rd	584	0.61
US 70 W at AveryWood Dr	594	0.07
US 70 W at Whitson Ave	585	2.07
US 70 W at Patton Cove Rd	586	1.17
US 70 W at Riverwood Rd	587	7.12
US 70 W at New Salem Rd	588	1.29
US 70 W at Reger Ave	589	0.37
US 70 W at Warren Wilson	563	1.01
US 70 W at Jims Branch Rd	590	0.75
US 70 W at Moffitt Branch	541	2.54
US 70 W at ABCCM	542	4.98
	Total	88.62

Map 1: Route 170



Map 2: Route 170 County Portion with Referenced Stops





Buncombe County Board of Commissioners
Request for Board Action
Meeting Date: 5/19/2022

New Business

Department: Human Resources

Presenter(s): Sharon Burke

Contact: Sharon Burke, Human Resources Director

Subject: Compensation Study

Brief Summary: Human Resources was asked to conduct a Comprehensive Salary Study review which focused on collecting market data of similarly situated public employers and normalizing data received; review and or create job descriptions for all positions; identify and fix any position compensation equity issues; creating a new compensation structure and salary plan and identify and fix any employee whose compensation is not in alignment with the new salary structure.

Recommended Motion & Requested Action:

- Authorize the County Manager to implement the aforementioned Compensation Study recommendations, effective May 21, 2022.
- Approve the new Compensation Plan recommendations.
- Approve the new living wage of \$17.00 per hour for all full and part time regular positions.

County Manager's comments and Recommendation: County Manager recommends approval.

Class Title	Min	Mid	Max	Grade	FLSA
Accountant	\$ 52,897.04	\$ 67,443.74	\$ 81,990.41	3004	Exempt
Accounting and Reporting Manager	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
Accounting Specialist	\$ 46,202.32	\$ 58,907.98	\$ 71,613.60	3002	Exempt
Accounting Supervisor	\$ 49,436.48	\$ 63,031.54	\$ 76,626.55	3003	Exempt
Accounting Technician I	\$ 17.79	\$ 21.36	\$ 24.91	2003	Non-Exempt
Accounting Technician II	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Accounting Technician III	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Administrative Assistant	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Administrative Coordinator I	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Administrative Coordinator II	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Administrative Coordinator III	\$ 52,897.04	\$ 67,443.74	\$ 81,990.41	3004	Exempt
Administrative Coordinator IV	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Administrative Officer	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Administrative Support Associate I	\$ 15.54	\$ 18.66	\$ 21.76	2001	Non-Exempt
Administrative Support Associate II	\$ 16.63	\$ 19.97	\$ 23.28	2002	Non-Exempt
Administrative Support Associate III	\$ 17.79	\$ 21.36	\$ 24.91	2003	Non-Exempt
Administrative Support Associate IV	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Advanced Practice Clinician	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
Air Quality Coordinator	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Air Quality Director	\$ 90,886.96	\$ 115,880.89	\$ 140,874.79	3012	Exempt
Air Quality Field Services Program Manager	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Air Quality Permitting Program Manager	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Air Quality Specialist	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Appraisal Supervisor	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Arson Investigator	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Assistant County Manager	\$ 119,134.26	\$ 151,896.21	\$ 184,658.11	3016	Exempt
Assistant Finance Director	\$ 84,941.08	\$ 108,299.90	\$ 131,658.68	3011	Exempt
Assistant Fire Marshal	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Assistant Investigations Administrator	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Non-Exempt
Attorney I	\$ 79,384.19	\$ 101,214.86	\$ 123,045.50	3010	Exempt
Attorney II	\$ 84,941.08	\$ 108,299.90	\$ 131,658.68	3011	Exempt
Attorney Supervisor	\$ 97,249.05	\$ 123,992.56	\$ 150,736.02	3013	Exempt
Audit Manager	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt

Benefits Administrator	\$ 69,337.23	\$ 88,404.98	\$ 107,472.70	3008	Exempt
Benefits Specialist	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Budget Analyst I	\$ 69,337.23	\$ 88,404.98	\$ 107,472.70	3008	Exempt
Budget Analyst II	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
Building Maintenance Supervisor	\$ 52,897.04	\$ 67,443.74	\$ 81,990.41	3004	Exempt
Business Administrator I	\$ 69,337.23	\$ 88,404.98	\$ 107,472.70	3008	Exempt
Business Administrator II	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
Business Administrator III	\$ 79,384.19	\$ 101,214.86	\$ 123,045.50	3010	Exempt
Business Property Appraiser	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Captain	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Care Coordinator	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Care Coordinator Supervisor	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Case Manager	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Cataloger	\$ 16.63	\$ 19.97	\$ 23.28	2002	Non-Exempt
Centralized Data Entry Supervisor	\$ 49,436.48	\$ 63,031.54	\$ 76,626.55	3003	Exempt
Chief Information Security Officer	\$ 96,340.18	\$ 122,833.74	\$ 149,327.27	3110	Exempt
Civil Process Administrator	\$ 64,801.15	\$ 82,621.48	\$ 100,441.78	3007	Exempt
Civil Process Supervisor	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Clerk to the Board	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
Code Enforcement Officer I	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Code Enforcement Officer II	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Code Enforcement Officer III	\$ 26.70	\$ 32.05	\$ 37.38	2009	Non-Exempt
Commercial Appraiser	\$ 52,897.04	\$ 67,443.74	\$ 81,990.41	3004	Exempt
Communication and Outreach Coordinator	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Communication Supervisor	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Community Development Specialist I	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Community Development Specialist II	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Community Health Assistant	\$ 15.54	\$ 18.66	\$ 21.76	2001	Non-Exempt
Community Paramedic	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Community Paramedic Program Manager	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Community Services Consultant	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Compensation and Classification Analyst	\$ 64,801.15	\$ 82,621.48	\$ 100,441.78	3007	Exempt
Compliance Officer	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Control Room Operator	\$ 16.63	\$ 19.97	\$ 23.28	2002	Non-Exempt

County Attorney	#N/A	#N/A	#N/A	NG	Exempt
County Manager	#N/A	#N/A	#N/A	NG	Exempt
County Social Services Program Administrator I	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
County Social Services Program Administrator II	\$ 84,941.08	\$ 108,299.90	\$ 131,658.68	3011	Exempt
Courthouse Security	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Crime Prevention Supervisor	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Crime Scene Analyst	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Customer Service Specialist	\$ 17.79	\$ 21.36	\$ 24.91	2003	Non-Exempt
Deputy	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Deputy Clerk to the Board	\$ 49,436.48	\$ 63,031.54	\$ 76,626.55	3003	Exempt
Deputy Fire Marshal	\$ 64,801.15	\$ 82,621.48	\$ 100,441.78	3007	Exempt
Deputy Register of Deeds I	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Deputy Register of Deeds II	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Deputy Register of Deeds Supervisor	\$ 26.70	\$ 32.05	\$ 37.38	2009	Non-Exempt
Detective	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Detention Deputy	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Detention Officer	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Director I	\$ 90,886.96	\$ 115,880.89	\$ 140,874.79	3012	Exempt
Director II	\$ 97,249.05	\$ 123,992.56	\$ 150,736.02	3013	Exempt
Director III	\$ 104,056.48	\$ 132,672.03	\$ 161,287.54	3014	Exempt
Director IV	\$ 111,340.43	\$ 141,959.07	\$ 172,577.67	3015	Exempt
Director of Elections	\$ 97,249.05	\$ 123,992.56	\$ 150,736.02	3013	Exempt
Disbursements Manager	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
Division Manager I	\$ 69,337.23	\$ 88,404.98	\$ 107,472.70	3008	Exempt
Division Manager II	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
Division Manager III	\$ 79,384.19	\$ 101,214.86	\$ 123,045.50	3010	Exempt
Elections Coordinator	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Elections Technical Specialist	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Electrical Specialist	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Emergency Management Specialist	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Emergency Services Specialist	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Employee Relations Investigator	\$ 64,801.15	\$ 82,621.48	\$ 100,441.78	3007	Exempt
Employee Relations Manager	\$ 69,337.23	\$ 88,404.98	\$ 107,472.70	3008	Exempt
EMS Medical Director	\$ 127,473.66	\$ 162,528.94	\$ 197,584.18	3017	Exempt

EMS Operations Supervisor	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
EMT - Advanced I	\$ 16.63	\$ 19.97	\$ 23.28	2002	Non-Exempt
EMT - Advanced II	\$ 17.79	\$ 21.36	\$ 24.91	2003	Non-Exempt
EMT - Basic	\$ 15.54	\$ 18.66	\$ 21.76	2001	Non-Exempt
EMT - Paramedic I	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
EMT - Paramedic II	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Environmental Educator	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Environmental Enforcement Specialist	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Environmental Health Administrator	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
Environmental Health Program Specialist	\$ 26.70	\$ 32.05	\$ 37.38	2009	Non-Exempt
Environmental Health Specialist I	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Environmental Health Specialist II	\$ 26.70	\$ 32.05	\$ 37.38	2009	Non-Exempt
Environmental Health Specialist III	\$ 28.57	\$ 34.30	\$ 40.00	2010	Non-Exempt
Environmental Health Supervisor	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Equity and Inclusion Specialist	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Erosion Control Officer	\$ 64,801.15	\$ 82,621.48	\$ 100,441.78	3007	Exempt
Erosion Control Technician	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Evidence & Property Technician	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Executive Assistant to the County Manager	\$ 46,202.32	\$ 58,907.98	\$ 71,613.60	3002	Exempt
Executive Lieutenant	\$ 28.57	\$ 34.30	\$ 40.00	2010	Non-Exempt
Exemption Specialist	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Facilities and Construction Coordinator	\$ 64,801.15	\$ 82,621.48	\$ 100,441.78	3007	Exempt
Facilities Coordinator	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Field Investigator	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Finance Business Analyst	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
Finance Director	\$ 111,340.43	\$ 141,959.07	\$ 172,577.67	3015	Exempt
Financial Analyst	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Fiscal Support Specialist	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Fleet Manager	\$ 26.70	\$ 32.05	\$ 37.38	2009	Non-Exempt
Foreign Language Interpreter I	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Foreign Language Interpreter II	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
General Services Facilities/Project Manager	\$ 79,384.19	\$ 101,214.86	\$ 123,045.50	3010	Exempt
GIS and Land Records Manager	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
GIS Technician	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt

Grants Manager	\$ 52,897.04	\$ 67,443.74	\$ 81,990.41	3004	Exempt
Grounds Maintenance Supervisor	\$ 49,436.48	\$ 63,031.54	\$ 76,626.55	3003	Exempt
Grounds Techician I	\$ 17.79	\$ 21.36	\$ 24.91	2003	Non-Exempt
Grounds Techician II	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Health Services Coordinator	\$ 64,801.15	\$ 82,621.48	\$ 100,441.78	3007	Exempt
Heavy Equipment Mechanic Operator	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Heavy Equipment Operator	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
HRIS Manager	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
Human Resources Coordinator	\$ 24.96	\$ 29.96	\$ 34.94	2008	Exempt
Human Resources Manager	\$ 69,337.23	\$ 88,404.98	\$ 107,472.70	3008	Exempt
Human Resources Operations Specialist	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Human Resources Technician I	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Human Resources Technician II	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
HVAC Specialist	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Identification Supervisor	\$ 49,436.48	\$ 63,031.54	\$ 76,626.55	3003	Exempt
Identification Technician I	\$ 15.54	\$ 18.66	\$ 21.76	2001	Non-Exempt
Identification Technician II	\$ 16.63	\$ 19.97	\$ 23.28	2002	Non-Exempt
Identification Technician III	\$ 17.79	\$ 21.36	\$ 24.91	2003	Non-Exempt
Income Maintenance Administrator I	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Income Maintenance Administrator II	\$ 64,801.15	\$ 82,621.48	\$ 100,441.78	3007	Exempt
Income Maintenance Caseworker I	\$ 17.79	\$ 21.36	\$ 24.91	2003	Non-Exempt
Income Maintenance Caseworker II	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Income Maintenance Caseworker III	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Income Maintenance Investigator	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Income Maintenance Supervisor II	\$ 52,897.04	\$ 67,443.74	\$ 81,990.41	3004	Exempt
Income Maintenance Supervisor III	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Information & Communication Manager	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Information and Communication Specialist I	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Information and Communication Specialist II	\$ 52,897.04	\$ 67,443.74	\$ 81,990.41	3004	Exempt
Information and Communication Specialist III	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Information Technology Administrator I	\$ 59,995.82	\$ 76,494.69	\$ 92,993.52	3103	Exempt
Information Technology Administrator II	\$ 64,195.53	\$ 81,849.32	\$ 99,503.06	3104	Exempt
Information Technology Administrator III	\$ 68,689.21	\$ 87,578.77	\$ 106,468.28	3105	Exempt
Information Technology Analyst I	\$ 56,070.86	\$ 71,490.37	\$ 86,909.83	3102	Exempt

Information Technology Analyst II	\$ 59,995.82	\$ 76,494.69	\$ 92,993.52	3103	Exempt
Information Technology Developer I	\$ 59,995.82	\$ 76,494.69	\$ 92,993.52	3103	Exempt
Information Technology Developer II	\$ 64,195.53	\$ 81,849.32	\$ 99,503.06	3104	Exempt
Information Technology Developer III	\$ 68,689.21	\$ 87,578.77	\$ 106,468.28	3105	Exempt
Information Technology Division Manager	\$ 90,037.55	\$ 114,797.89	\$ 139,558.20	3109	Exempt
Information Technology Engineer I	\$ 64,195.53	\$ 81,849.32	\$ 99,503.06	3104	Exempt
Information Technology Engineer II	\$ 68,689.21	\$ 87,578.77	\$ 106,468.28	3105	Exempt
Information Technology Management Analyst	\$ 68,689.21	\$ 87,578.77	\$ 106,468.28	3105	Exempt
Information Technology Manager I	\$ 73,497.46	\$ 93,709.28	\$ 113,921.06	3106	Exempt
Information Technology Manager II	\$ 78,642.28	\$ 100,268.93	\$ 121,895.53	3107	Exempt
Information Technology Project Manager	\$ 68,689.21	\$ 87,578.77	\$ 106,468.28	3105	Exempt
Information Technology Security Analyst I	\$ 64,195.53	\$ 81,849.32	\$ 99,503.06	3104	Exempt
Information Technology Security Analyst II	\$ 68,689.21	\$ 87,578.77	\$ 106,468.28	3105	Exempt
Information Technology Security Analyst III	\$ 73,497.46	\$ 93,709.28	\$ 113,921.06	3106	Exempt
Information Technology Technician I	\$ 22.37	\$ 26.85	\$ 31.31	2101	Non-Exempt
Information Technology Technician II	\$ 23.93	\$ 28.73	\$ 33.51	2102	Non-Exempt
Information Technology Technician III	\$ 25.61	\$ 30.74	\$ 35.85	2103	Non-Exempt
Internal Auditor	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Internal Audit Director	\$ 90,886.96	\$ 115,880.89	\$ 140,874.79	3012	Exempt
Investigation, Assessment, and Treatment Social Work	\$ 26.70	\$ 32.05	\$ 37.38	2009	Non-Exempt
Investigations Administrator	\$ 30.57	\$ 36.70	\$ 42.80	2011	Non-Exempt
Laboratory Technician	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Laborer	\$ 15.54	\$ 18.66	\$ 21.76	2001	Non-Exempt
Land Records Technician I	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Land Records Technician II	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Landfill Manager	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Landfill Operations Assistant Manager	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Language Access Coordinator	\$ 52,897.04	\$ 67,443.74	\$ 81,990.41	3004	Exempt
Lead Electrical Specialist	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Librarian I	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Librarian II	\$ 49,436.48	\$ 63,031.54	\$ 76,626.55	3003	Exempt
Librarian III	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Librarian IV	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Library Assistant	\$ 15.54	\$ 18.66	\$ 21.76	2001	Non-Exempt

Library Page	#N/A	#N/A	#N/A	NG	Non-Exempt
Library Specialist	\$ 17.79	\$ 21.36	\$ 24.91	2003	Non-Exempt
Library Substitute	#N/A	#N/A	#N/A	NG	Non-Exempt
Lieutenant	\$ 26.70	\$ 32.05	\$ 37.38	2009	Non-Exempt
Local Health Director I	\$ 90,886.96	\$ 115,880.89	\$ 140,874.79	3012	Exempt
Maintenance Coordinator	\$ 46,202.32	\$ 58,907.98	\$ 71,613.60	3002	Exempt
Maintenance Technician I	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Maintenance Technician II	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Maintenance Technician III	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Major	\$ 79,384.19	\$ 101,214.86	\$ 123,045.50	3010	Exempt
Management Analyst	\$ 69,337.23	\$ 88,404.98	\$ 107,472.70	3008	Exempt
Management Analyst Supervisor	\$ 79,384.19	\$ 101,214.86	\$ 123,045.50	3010	Exempt
Mechanic I	\$ 17.79	\$ 21.36	\$ 24.91	2003	Non-Exempt
Mechanic II	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Medical Billing and Coding Specialist	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Medical Lab Technologist	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Medical Office Assistant	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Nutrition Program Manager	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Nutritionist I	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Nutritionist II	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Nutritionist Supervisor	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Operations and Facilities Coordinator	\$ 17.79	\$ 21.36	\$ 24.91	2003	Non-Exempt
Operations and Facilities Supervisor	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Organizational Development Manager	\$ 69,337.23	\$ 88,404.98	\$ 107,472.70	3008	Exempt
Paralegal	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Park Ranger I	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Park Ranger II	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Park Ranger Supervisor	\$ 46,202.32	\$ 58,907.98	\$ 71,613.60	3002	Exempt
Patrol Administrator	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Payroll Specialist	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Personnel and Training Officer	\$ 26.70	\$ 32.05	\$ 37.38	2009	Non-Exempt
Pharmacist	\$ 84,941.08	\$ 108,299.90	\$ 131,658.68	3011	Exempt
Physician Director II-A	\$ 127,473.66	\$ 162,528.94	\$ 197,584.18	3017	Exempt
Physician III-A	\$ 119,134.26	\$ 151,896.21	\$ 184,658.11	3016	Exempt

Planner I	\$ 49,436.48	\$ 63,031.54	\$ 76,626.55	3003	Exempt
Planner II	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Planner III	\$ 64,801.15	\$ 82,621.48	\$ 100,441.78	3007	Exempt
Planning Technician	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Plans Reviewer	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Plumbing Specialist	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Power Plant Operator	\$ 49,436.48	\$ 63,031.54	\$ 76,626.55	3003	Exempt
Preparedness Officer	\$ 69,337.23	\$ 88,404.98	\$ 107,472.70	3008	Exempt
Preservation Specialist	\$ 17.79	\$ 21.36	\$ 24.91	2003	Non-Exempt
Pre-Trial Release Coordinator	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Pre-Trial Release Supervisor	\$ 52,897.04	\$ 67,443.74	\$ 81,990.41	3004	Exempt
Pre-Trial Services Screener	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Principal Planner	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
Procurement Coordinator	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Procurement Manager	\$ 64,801.15	\$ 82,621.48	\$ 100,441.78	3007	Exempt
Procurement Specialist	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Program Coordinator	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Program Manager I	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Program Manager II	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Program Supervisor	\$ 52,897.04	\$ 67,443.74	\$ 81,990.41	3004	Exempt
Property Appraiser I	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Property Appraiser II	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Property Appraiser III	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Public Health Nurse Administrator	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
Public Health Nurse I	\$ 52,897.04	\$ 67,443.74	\$ 81,990.41	3004	Exempt
Public Health Nurse II	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Public Health Nurse III	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Public Health Nurse Supervisor I	\$ 64,801.15	\$ 82,621.48	\$ 100,441.78	3007	Exempt
Public Health Nurse Supervisor II	\$ 69,337.23	\$ 88,404.98	\$ 107,472.70	3008	Exempt
Public Information Assistant	\$ 17.79	\$ 21.36	\$ 24.91	2003	Non-Exempt
Public Relations Coordinator	\$ 26.70	\$ 32.05	\$ 37.38	2009	Non-Exempt
Public Safety Training Facility Manager	\$ 64,801.15	\$ 82,621.48	\$ 100,441.78	3007	Exempt
Public Safety Training Facility Technician	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Quality Assurance Manager	\$ 69,337.23	\$ 88,404.98	\$ 107,472.70	3008	Exempt

Quality Assurance Specialist I	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Quality Assurance Specialist II	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Reassurance Coordinator	\$ 16.63	\$ 19.97	\$ 23.28	2002	Non-Exempt
Recreation Planner	\$ 26.70	\$ 32.05	\$ 37.38	2009	Non-Exempt
Recreation Program Assistant	\$ 15.54	\$ 18.66	\$ 21.76	2001	Non-Exempt
Recreation Services Program Coordinator	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Recreation Services Program Manager	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Recruiter	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Register of Deeds	#N/A	#N/A	#N/A	NG	Exempt
Risk Manager	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Safety Officer	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Safety, Preparedness, and Security Officer	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
Scale House Supervisor	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Security Guard	\$ 15.54	\$ 18.66	\$ 21.76	2001	Non-Exempt
Senior Accountant	\$ 69,337.23	\$ 88,404.98	\$ 107,472.70	3008	Exempt
Senior Air Quality Specialist	\$ 26.70	\$ 32.05	\$ 37.38	2009	Non-Exempt
Senior Attorney I	\$ 97,249.05	\$ 123,992.56	\$ 150,736.02	3013	Exempt
Senior Attorney II	\$ 104,056.48	\$ 132,672.03	\$ 161,287.54	3014	Exempt
Senior Attorney III	\$ 111,340.43	\$ 141,959.07	\$ 172,577.67	3015	Exempt
Senior Citizens Affairs	\$ 15.54	\$ 18.66	\$ 21.76	2001	Non-Exempt
Sergeant	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Sergeant Detective	\$ 26.70	\$ 32.05	\$ 37.38	2009	Non-Exempt
Service and Continuity Manager	\$ 68,689.21	\$ 87,578.77	\$ 106,468.28	3105	Exempt
Sheriff	#N/A	#N/A	#N/A	NG	Exempt
Sheriff's Data Technician	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Social Services Program Coordinator	\$ 64,801.15	\$ 82,621.48	\$ 100,441.78	3007	Exempt
Social Work Program Manager	\$ 69,337.23	\$ 88,404.98	\$ 107,472.70	3008	Exempt
Social Work Supervisor II	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Social Work Supervisor III	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Social Worker I	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Social Worker II	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Social Worker III	\$ 26.70	\$ 32.05	\$ 37.38	2009	Non-Exempt
Soil Conservationist	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Soil Scientist	\$ 26.70	\$ 32.05	\$ 37.38	2009	Non-Exempt

Solid Waste Coordinator	\$ 49,436.48	\$ 63,031.54	\$ 76,626.55	3003	Exempt
Solid Waste Manager (Engineering)	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
Solid Waste Manager (Operations)	\$ 74,190.83	\$ 94,593.33	\$ 114,995.79	3009	Exempt
Solid Waste Scale Operator	\$ 15.54	\$ 18.66	\$ 21.76	2001	Non-Exempt
Solid Waste Utility Worker	\$ 15.54	\$ 18.66	\$ 21.76	2001	Non-Exempt
Staff Development Specialist	\$ 49,436.48	\$ 63,031.54	\$ 76,626.55	3003	Exempt
Stormwater Engineer/Hydrologist	\$ 69,337.23	\$ 88,404.98	\$ 107,472.70	3008	Exempt
Systems Specialist	\$ 17.79	\$ 21.36	\$ 24.91	2003	Non-Exempt
Tax Assessor	\$ 97,249.05	\$ 123,992.56	\$ 150,736.02	3013	Exempt
Tax Collections Clerk	\$ 16.63	\$ 19.97	\$ 23.28	2002	Non-Exempt
Tax Collections Supervisor	\$ 52,897.04	\$ 67,443.74	\$ 81,990.41	3004	Exempt
Tax Collector	\$ 97,249.05	\$ 123,992.56	\$ 150,736.02	3013	Exempt
Tax Data Collector	\$ 16.63	\$ 19.97	\$ 23.28	2002	Non-Exempt
Tax Revenue Collector I	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Tax Revenue Collector II	\$ 21.80	\$ 26.17	\$ 30.52	2006	Non-Exempt
Tax Systems Analyst	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Tax Systems Technician	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Telecommunications Supervisor	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Telecommunicator I	\$ 17.79	\$ 21.36	\$ 24.91	2003	Non-Exempt
Telecommunicator II	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Telecommunicator III	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Training Officer	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Transfer Station Assistant Manager	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Transfer Station Manager	\$ 60,561.82	\$ 77,216.34	\$ 93,870.82	3006	Exempt
Transfer Station Operator	\$ 15.54	\$ 18.66	\$ 21.76	2001	Non-Exempt
Transfer Truck Driver I	\$ 19.04	\$ 22.86	\$ 26.65	2004	Non-Exempt
Transfer Truck Driver II	\$ 20.37	\$ 24.46	\$ 28.52	2005	Non-Exempt
Vehicle Maintenance Supervisor	\$ 52,897.04	\$ 67,443.74	\$ 81,990.41	3004	Exempt
Veterans Service Officer I	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt
Veterans Service Officer II	\$ 24.96	\$ 29.96	\$ 34.94	2008	Non-Exempt
Veterans Service Officer Supervisor	\$ 56,599.83	\$ 72,164.80	\$ 87,729.74	3005	Exempt
Warrant Officer	\$ 15.54	\$ 18.66	\$ 21.76	2001	Non-Exempt
Website Administrator	\$ 64,195.53	\$ 81,849.32	\$ 99,503.06	3104	Exempt
Zoning and Code Compliance Officer	\$ 23.32	\$ 28.00	\$ 32.65	2007	Non-Exempt

SALARY	1ST	QUARTILE	2ND	QUARTILE	3RD	QUARTILE	4TH	QUARTILE
GRADE	minimum	maximum	minimum	maximum	minimum	maximum	minimum	maximum
2001	\$ 15.54	\$ 17.10	\$ 17.11	\$ 18.65	\$ 18.66	\$ 20.21	\$ 20.22	\$ 21.76
2002	\$ 16.63	\$ 18.29	\$ 18.30	\$ 19.96	\$ 19.97	\$ 21.63	\$ 21.64	\$ 23.28
2003	\$ 17.79	\$ 19.57	\$ 19.58	\$ 21.35	\$ 21.36	\$ 23.14	\$ 23.15	\$ 24.91
2004	\$ 19.04	\$ 20.94	\$ 20.95	\$ 22.85	\$ 22.86	\$ 24.76	\$ 24.77	\$ 26.65
2005	\$ 20.37	\$ 22.41	\$ 22.42	\$ 24.45	\$ 24.46	\$ 26.49	\$ 26.50	\$ 28.52
2006	\$ 21.80	\$ 23.98	\$ 23.99	\$ 26.16	\$ 26.17	\$ 28.35	\$ 28.36	\$ 30.52
2007	\$ 23.32	\$ 25.66	\$ 25.67	\$ 27.99	\$ 28.00	\$ 30.33	\$ 30.34	\$ 32.65
2008	\$ 24.96	\$ 27.45	\$ 27.46	\$ 29.95	\$ 29.96	\$ 32.45	\$ 32.46	\$ 34.94
2009	\$ 26.70	\$ 29.37	\$ 29.38	\$ 32.04	\$ 32.05	\$ 34.72	\$ 34.73	\$ 37.38
2010	\$ 28.57	\$ 31.43	\$ 31.44	\$ 34.29	\$ 34.30	\$ 37.15	\$ 37.16	\$ 40.00
2011	\$ 30.57	\$ 33.63	\$ 33.64	\$ 36.69	\$ 36.70	\$ 39.75	\$ 39.76	\$ 42.80
2101	\$ 22.37	\$ 24.60	\$ 24.61	\$ 26.84	\$ 26.85	\$ 29.09	\$ 29.10	\$ 31.31
2102	\$ 23.93	\$ 26.33	\$ 26.34	\$ 28.72	\$ 28.73	\$ 31.12	\$ 31.13	\$ 33.51
2103	\$ 25.61	\$ 28.17	\$ 28.18	\$ 30.73	\$ 30.74	\$ 33.30	\$ 33.31	\$ 35.85
3001	\$ 43,179.74	\$ 49,116.95	\$ 49,116.96	\$ 55,054.18	\$ 55,054.19	\$ 60,991.40	\$ 60,991.41	\$ 66,928.60
3002	\$ 46,202.32	\$ 52,555.14	\$ 52,555.15	\$ 58,907.97	\$ 58,907.98	\$ 65,260.80	\$ 65,260.81	\$ 71,613.60
3003	\$ 49,436.48	\$ 56,234.00	\$ 56,234.01	\$ 63,031.53	\$ 63,031.54	\$ 69,829.05	\$ 69,829.06	\$ 76,626.55
3004	\$ 52,897.04	\$ 60,170.38	\$ 60,170.39	\$ 67,443.73	\$ 67,443.74	\$ 74,717.09	\$ 74,717.10	\$ 81,990.41
3005	\$ 56,599.83	\$ 64,382.31	\$ 64,382.32	\$ 72,164.79	\$ 72,164.80	\$ 79,947.28	\$ 79,947.29	\$ 87,729.74
3006	\$ 60,561.82	\$ 68,889.07	\$ 68,889.08	\$ 77,216.33	\$ 77,216.34	\$ 85,543.59	\$ 85,543.60	\$ 93,870.82
3007	\$ 64,801.15	\$ 73,711.30	\$ 73,711.31	\$ 82,621.47	\$ 82,621.48	\$ 91,531.64	\$ 91,531.65	\$ 100,441.78
3008	\$ 69,337.23	\$ 78,871.10	\$ 78,871.11	\$ 88,404.97	\$ 88,404.98	\$ 97,938.85	\$ 97,938.86	\$ 107,472.70
3009	\$ 74,190.83	\$ 84,392.07	\$ 84,392.08	\$ 94,593.32	\$ 94,593.33	\$ 104,794.57	\$ 104,794.58	\$ 114,995.79
3010	\$ 79,384.19	\$ 90,299.52	\$ 90,299.53	\$ 101,214.85	\$ 101,214.86	\$ 112,130.19	\$ 112,130.20	\$ 123,045.50
3011	\$ 84,941.08	\$ 96,620.48	\$ 96,620.49	\$ 108,299.89	\$ 108,299.90	\$ 119,979.30	\$ 119,979.31	\$ 131,658.68
3012	\$ 90,886.96	\$ 103,383.92	\$ 103,383.93	\$ 115,880.88	\$ 115,880.89	\$ 128,377.85	\$ 128,377.86	\$ 140,874.79
3013	\$ 97,249.05	\$ 110,620.79	\$ 110,620.80	\$ 123,992.55	\$ 123,992.56	\$ 137,364.30	\$ 137,364.31	\$ 150,736.02
3014	\$ 104,056.48	\$ 118,364.25	\$ 118,364.26	\$ 132,672.02	\$ 132,672.03	\$ 146,979.80	\$ 146,979.81	\$ 161,287.54
3015	\$ 111,340.43	\$ 126,649.74	\$ 126,649.75	\$ 141,959.06	\$ 141,959.07	\$ 157,268.38	\$ 157,268.39	\$ 172,577.67
3016	\$ 119,134.26	\$ 135,515.23	\$ 135,515.24	\$ 151,896.20	\$ 151,896.21	\$ 168,277.17	\$ 168,277.18	\$ 184,658.11
3017	\$ 127,473.66	\$ 145,001.29	\$ 145,001.30	\$ 162,528.93	\$ 162,528.94	\$ 180,056.57	\$ 180,056.58	\$ 197,584.18
3101	\$ 52,402.67	\$ 59,608.04	\$ 59,608.05	\$ 66,813.42	\$ 66,813.43	\$ 74,018.79	\$ 74,018.80	\$ 81,224.14

3102	\$ 56,070.86	\$ 63,780.60	\$ 63,780.61	\$ 71,490.36	\$ 71,490.37	\$ 79,200.11	\$ 79,200.12	\$ 86,909.83
3103	\$ 59,995.82	\$ 68,245.24	\$ 68,245.25	\$ 76,494.68	\$ 76,494.69	\$ 84,744.11	\$ 84,744.12	\$ 92,993.52
3104	\$ 64,195.53	\$ 73,022.41	\$ 73,022.42	\$ 81,849.31	\$ 81,849.32	\$ 90,676.20	\$ 90,676.21	\$ 99,503.06
3105	\$ 68,689.21	\$ 78,133.98	\$ 78,133.99	\$ 87,578.76	\$ 87,578.77	\$ 97,023.53	\$ 97,023.54	\$ 106,468.28
3106	\$ 73,497.46	\$ 83,603.36	\$ 83,603.37	\$ 93,709.27	\$ 93,709.28	\$ 103,815.18	\$ 103,815.19	\$ 113,921.06
3107	\$ 78,642.28	\$ 89,455.59	\$ 89,455.60	\$ 100,268.92	\$ 100,268.93	\$ 111,082.24	\$ 111,082.25	\$ 121,895.53
3108	\$ 84,147.24	\$ 95,717.49	\$ 95,717.50	\$ 107,287.74	\$ 107,287.75	\$ 118,858.00	\$ 118,858.01	\$ 130,428.22
3109	\$ 90,037.55	\$ 102,417.71	\$ 102,417.72	\$ 114,797.88	\$ 114,797.89	\$ 127,178.05	\$ 127,178.06	\$ 139,558.20
3110	\$ 96,340.18	\$ 109,586.95	\$ 109,586.96	\$ 122,833.73	\$ 122,833.74	\$ 136,080.52	\$ 136,080.53	\$ 149,327.27
3111	\$ 103,083.99	\$ 117,258.04	\$ 117,258.05	\$ 131,432.09	\$ 131,432.10	\$ 145,606.15	\$ 145,606.16	\$ 159,780.18



Salary Study 2019-22

Presented by

Human Resources



PROJECT TIMELINE

Phase 1

Job Analysis and Descriptions

- Review job analysis information and write Q1-Q4 job descriptions
- Define Market Peers and prepare survey

Deadline: 11/1/20

Phase 2

Job Evaluation and Market Study

- Survey market peers for salary data
 - Identify job family structure
 - Define compensable factors
- Create data models for reviewing salary results and internal pay

Deadline: 12/31/20

Phase 3

Internal Equity Analysis

- Analyze internal classification and pay disparities and identify opportunities to improve equity
 - Provide CM with recommendations for addressing pay inconsistencies

Deadline: 1/30/21

Phase 4

Compensation Planning and Salary Administration

- Establish Compensation Grading System
 - Finalize pay calculations taking into consideration the new grading system, market data, compression and budget constraints

Deadline: 12/31/21



WORK PERFORMED – COMPENSATION PLAN

- Surveyed 16 agencies for 177 benchmark job classifications
 - Used salary survey data to establish salary grade midpoint
 - Normalized data by applying the Regional Price Parity reported by the US Bureau of Economic Analysis
- Created new salary grades & structure using compensable factor analysis
 - Separates exempt & non-exempt positions
 - New salary grades & structure for Information Technology positions



CLASSIFICATION EVALUATION

Using Compensable Factors and Categories

Complexity	Scope of Knowledge	Problem Solving	Contact with Others	Leadership
1	2	3	4	5
This factor refers to the scope, variety and difficulty of the duties, responsibilities, and skills required to perform the work. The level of decision making taken solely by the jobholder and the risk or degree of damage which may result if a wrong decision is taken.	This factor includes job requirements in terms of knowledge needed and can be related to the education and experience level required of a position.	This factor encompasses the extent of mental effort required to use independent judgement in problem solving. Judgement exercised, availability of rules and guidelines to assist in problem solving, the degree of analysis and research required to arrive at a solution are all considered.	This factor appraises the responsibility for working with or through other people, to get results.	This factor refers to the responsibility for development of people, including supervision, training, and coaching; as well as non-supervisory efforts such as leading a project team and /or serving in a project management role.

Score Range by Category

Support

177 - 650

Professional

412.5 - 1650

Management

525 - 3150



SALARY EVALUATION

Salary Placement using Grade Quartiles

	First Quartile Placement: <i>Intended for employees who are new the job, are in a learning situation, and/or do not have substantial experience in the job.</i>		Second Quartile Placement: <i>Intended for employees who have demonstrated some to most of the skills, knowledge, and experience to handle their job proficiently.</i>			Third Quartile Placement: <i>Intended for employees who are fully proficient and experienced in their job and possesses the required knowledge and skills to tackle the more complex aspects of the job.</i>			Fourth Quartile Placement: <i>Intended for employees who are considered the subject matter expert in their position with a depth of knowledge that extends beyond their primary responsibilities.</i>	
<i>Quartile</i>	<i>0 – 5 Years</i>		<i>6 – 15 Years</i>			<i>16 – 25 Years</i>			<i>26+ Years</i>	
<i>Sub-Quartile</i>	<i>0 – 2</i>	<i>2.1 – 5.9</i>	<i>6 – 8.9</i>	<i>9 - 11.9</i>	<i>12 -15.9</i>	<i>16 – 18.9</i>	<i>19 – 21.9</i>	<i>22 – 25.9</i>	<i>26 – 28.9</i>	<i>29+</i>
SALARY	1ST	QUARTILE	2ND	QUARTILE		3RD	QUARTILE		4TH	QUARTILE
GRADE	minimum	maximum	minimum	maximum		minimum	maximum		minimum	maximum
68	\$ 44,794.73	\$ 52,073.86	\$ 52,073.87	\$ 59,353.00		\$ 59,353.01	\$ 66,632.15		\$ 66,632.16	\$ 73,911.30
69	\$ 46,801.92	\$ 54,407.22	\$ 54,407.23	\$ 62,012.53		\$ 62,012.54	\$ 69,617.85		\$ 69,617.86	\$ 77,223.17
70	\$ 48,858.08	\$ 56,797.50	\$ 56,797.51	\$ 64,736.95		\$ 64,736.96	\$ 72,676.39		\$ 72,676.40	\$ 80,615.82
71	\$ 51,110.04	\$ 59,415.42	\$59,415.43	\$ 67,720.81		\$ 67,720.82	\$ 76,026.19		\$ 76,026.20	\$ 84,331.58
	Minimum – Midpoint of Grade					Midpoint – Maximum of Grade				



SALARY ASSIGNMENT

Total Qualifications above Job Requirements with Sub-Quartile Placement

- ✓ Assign # of years' experience to each sub-quartile using a 30yr spread
- ✓ Review employee qualifications to identify yrs. of applicable experience above job requirements
- ✓ Ensure pay is in appropriate sub-quartile – if not, move to the bottom of the correct sub-quartile for salary grade



QUICK FACTS

- 1199 Full and part-time regular employees were reviewed
 - 649 identified for salary changes
 - 550 were identified that they did not need a salary adjustment
- Every regular full or part time position will earn a minimum of \$17.00 per hour
- Departments where we see our lowest earners are seeing the greatest impact



BUDGET IMPACT

- The compensation study identified a need to adjust employee's compensation to align with the new grades and ranges.
 - 1199 Full and Part time regular positions reviewed



RECOMMENDATIONS



REQUESTED COMPENSATION PLAN APPROVAL

- Living Wage minimum -\$17.00 per hour for any regular full or part time position.
- Approve the new compensation model that uses compensable factors to assign proper grades for each County classification
- Approve the new salary structure
- Approve the salary adjustments
 - FY22. Changes can be absorbed through remaining salary budget
 - Changes to be effective in the pay period following adoption



NEXT STEPS

Request that the Board of Commissioners vote for:

- The approval of the new Compensation Plan
- Recommended effective date of May 21st





Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/19/2022

New Business

Department: Governing Body

Presenter(s): Commissioners Terri Wells,
Parker Sloan, Brownie Newman

Contact(s): Jennifer Harrison, Ag and Land Resources Director

Ariel Zijp, Farmland Preservation Manager

Subject: Buncombe County Land Conservation Goal

Brief Summary:

Using data provided by staff, the Buncombe County Commissioner's Environment & Energy Stewardship Subcommittee voted to support the land conservation goal that "Buncombe County will help initiate the conservation of 20% of the county's total acres by 2030." At the May 2nd Briefing, Commissioners Newman, Wells, and Sloan presented information to the full Board about the goal.

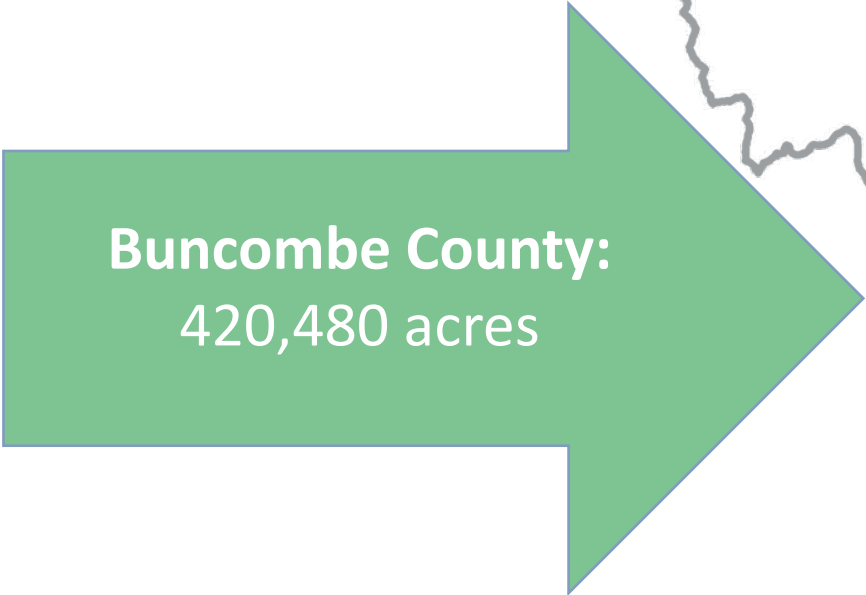
This aligns with the 2025 Strategic Plan Goal: Preserve farmland and environmentally sensitive tracts.

Recommended Motion & Requested Action: Adopt the Land Conservation goal

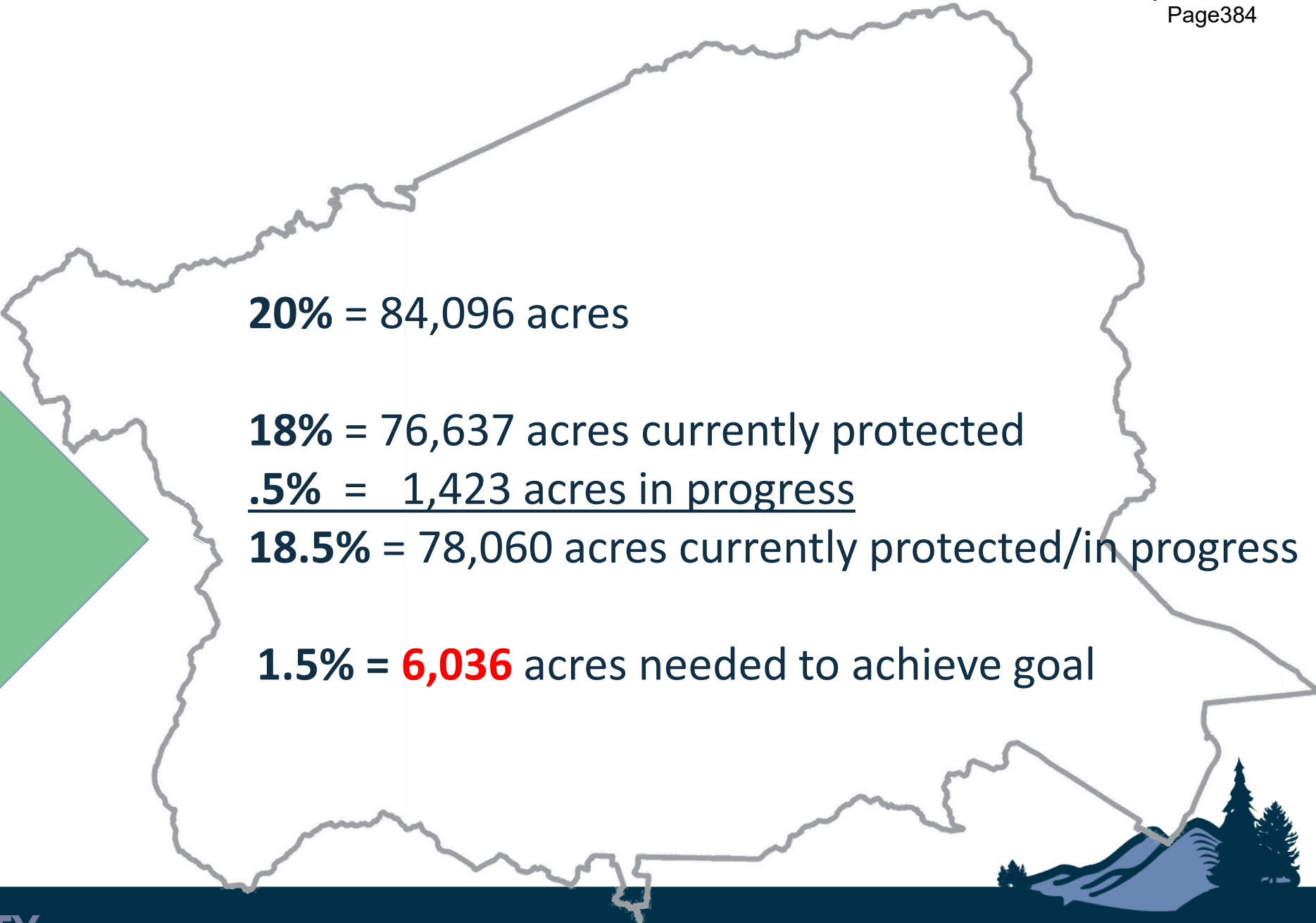
County Manager's comments and Recommendation: County Manager recommends as presented

"Buncombe County will help initiate the conservation of 20% of the county's total acres by 2030."





Buncombe County:
420,480 acres



20% = 84,096 acres

18% = 76,637 acres currently protected

.5% = 1,423 acres in progress

18.5% = 78,060 acres currently protected/in progress

1.5% = 6,036 acres needed to achieve goal



Funding

Acres Needed	Year	Additional Investment
6,036	2030	\$9,500,200*





Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/19/2022

New Business

Department: Commissioners

Presenter(s): Brownie Newman

Contact(s): Brownie Newman

Subject: Resolution Supporting the Reform of Occupancy Tax in Buncombe County

Brief Summary: Commissioners Newman, Beach-Ferrara, and Wells requested to add item to the agenda.

Recommended Motion & Requested Action: Discussion

RESOLUTION NO. 22-05-17

RESOLUTION SUPPORTING REFORM OF THE ROOM OCCUPANCY TAX

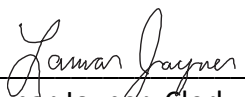
- WHEREAS, pursuant to Part VI of Chapter 908 of the 1983 Session Laws, as amended by Section 1 of Chapter 942 of the 1985 Session Laws, S.L. 2001-162, Section 60(a) of S.L. 2013-414, and Section 8, S.L. 2015-128 the net proceeds of the Buncombe County Occupancy Tax is distributed to the Tourism Development Authority (the "TDA") with Three-Fourths to be used only for travel and tourism advertising and promotion and the balance to Tourism Product Development Fund generally for tourism capital projects for entities that are not for-profit;
- WHEREAS, it is the understanding of this Board that occupancy tax funds in other North Carolina jurisdictions are divided with at least two-thirds of the funds to promote travel and tourism in the jurisdiction and the remainder for tourism-related expenditures, which includes general tourism-related capital expenditures; and, further, funds collected and disbursed through this method is consistent with the Occupancy Tax Guidelines established by the North Carolina House of Representatives in 1993;
- WHEREAS, this Board would like to see more flexibility in the authorized uses of local occupancy tax funds;
- WHEREAS, the current Buncombe County Occupancy Tax is six percent (6%); and
- WHEREAS, and this Board is of the opinion that it is in the best interests of the residents of Buncombe County as follows.

NOW, THEREFORE, BE IT RESOLVED BY THE BUNCOMBE COUNTY BOARD OF COMMISSIONERS:

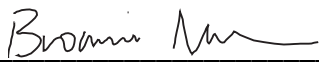
1. That this Board intends to seek amendments to the statutory authorities for uses of the net proceeds of the Buncombe County Occupancy Tax, while adhering to the North Carolina House of Representatives' Occupancy Tax Guidelines, to accomplish the following:
 - a. To increase the percentage of funding that can be invested in tourism related expenditures such as community infrastructure and related priorities.
 - b. To decrease the percentage allocated to advertising.
 - c. To increase the flexibility in the utilization of the non-advertising portion of the funding.
2. That this resolution is effective upon its adoption.

This the 19th day of May, 2022.

ATTEST


Lamar Joyner, Clerk

BOARD OF COMMISSIONERS FOR THE
COUNTY OF BUNCOMBE

By: 
Brownie Newman, Chairman

APPROVED AS TO FORM


County Attorney