

Board of Commissioners' Agenda

May 20, 2025

Commissioners' Briefing

Prior to the Regular Meeting, the Commission will hold a Briefing starting at 3:00 p.m. in the Commission Chambers, located at 200 College Street.

The Commission does not vote at the Briefing and there public comment is not taken.

May 20, 2025 Briefing Materials:

[AGENDA](#)

1. [Helene Update](#)
2. [FCC Update](#)
3. [Comprehensive Plan Update](#)
4. [Website Transition](#)
5. [CDBG-NR Quarterly Report](#)

Regular Meeting

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.

Call To Order

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Discussion / Adjustment / Approval To Follow Agenda

[▲top](#)

Consent Agenda [▲top](#)

1. [Approval of May 6, 2025 Combined Briefing and Regular Meeting Minutes](#)
2. [Agreement with Native Forms Architecture PLLC for the Asheville High School Culinary Kitchen Classroom Renovation](#)
 - [Agreement](#)
3. [Affordable Housing Services Program Description, Requirements and Guidelines](#)
 - [Affordable Housing Services Program Guidelines](#)
4. [Budget Amendment for NC Urban Search and Rescue Task Force 2 Reimbursement](#)
 - [Budget Amendment](#)
5. [Amendment to Memorandum of Understanding for Air Quality Monitoring Site Expansion at AB Tech](#)
 - [Amendment](#)
6. [Budget Amendment for the ICMA Economic Mobility and Opportunity Grant](#)
 - [Budget Amendment](#)
7. [Rate Adjustment for Purchased Transportation Services](#)
 - [More Information](#)

- 8. [Resolution Approving Pyrotechnic Experts for Firework Displays](#)
 - [Resolution](#)

Public Comment

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Good News [▲top](#)

- 1. [Mountain Mobility Recognized as NCPTA Transit System of the Year](#)
- 2. [Angie Lee Appointed to NC Floodplain Managers Board](#)
- 3. [Statewide Recognition for 911 Team Member](#)
 - [More Information](#)
- 4. [Election Services Honored for Excellence in Administration](#)

Presentations [▲top](#)

- 1. [Older Americans Month Proclamation](#)
- 2. [3rd Quarter Financial Report for FY2025](#)
 - [Report](#)
 - [More Information](#)

Public Hearings [▲top](#)

- 1. [Public Hearing to Consider Amendments to the Personnel Ordinance](#)
 - [Personnel Ordinance – for Board Adoption](#)
 - [Personnel Ordinance Crosswalk](#)
 - [Ordinance](#)
 - [Resolution Amending Benefit Policy](#)
 - [Resolution Amending Benefits and Classification Policies](#)
 - [Benefits Policy – for Board Adoption](#)
 - [Benefits Policy Crosswalk](#)
 - [Position Classification Policy – for Board Adoption](#)
 - [Recruiting and Selection Policy – for Board Awareness](#)
 - [Workplace Violence Policy – for Board Awareness](#)
 - [More Information](#)
- 2. [Public Hearing to Consider the Manager’s Proposed FY26 Budget](#)
 - [Budget in Brief](#)
 - [Fee Schedule](#)

- [FY Class and Compensation Plan](#)
- [FY Salary Schedule](#)
- [Budget Explorer](#) (link to online dashboard)
- [More Information](#)

County Manager's Report

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Old Business

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New Business [▲top](#)

1. [Resolution to Delegate Authority to Approve Reimbursement Resolutions](#)
 - [Resolution](#)
 - [More Information](#)
2. [Resolution forming the Swannanoa Small Area and Resilience Plan Steering Committee](#)
 - [Resolution](#)
 - [More Information](#)
3. [Helene Household Assistance Program](#)
 - [Budget Amendment](#)
 - [More Information](#)

Board Appointments [▲top](#)

[May 20 Board Appointements](#)

- Home & Community Care Block Grant Advisory Committee - 5 reappointments
- Juvenile Crime Prevention Council - 2 appointments

Board Updates

Announcements [▲top](#)

- The next Briefing and Regular meeting will be held on June 3, 2025 starting at 3:00 p.m.

Closed Session / Open Session

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Adjournment

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Buncombe County Government

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

Buncombe County Government
Commissioner Briefing
May 20th, 2025
3 pm
Commissioner's Chambers, 3rd floor

- | | | | |
|------|--|---------|------------------|
| I. | Meeting called to order | | Chair Edwards |
| II. | Review the Board's May 20 th agenda | | Chair Edwards |
| III. | Staff updates | | |
| | a) Helene Update | 30 mins | Avril Pinder |
| | b) FCC Update | 15 mins | Dane Pedersen |
| | c) Comprehensive Plan Update | 15 mins | Gillian Phillips |
| | d) Website Transition | 10 mins | Lillian Govus |
| | e) CDBG-NR Quarterly Report | 5 mins | Nancy Williams |
| IV. | Open Discussion | All | |



MINUTES OF THE BUNCOMBE COUNTY BOARD OF COMMISSIONERS'

BRIEFING MEETING OF MAY 6, 2025.

BE IT REMEMBERED: That the Board of Commissioners met to hold a Briefing Meeting on May 6, 2025, in the Commission Chamber at 200 College Street in downtown Asheville, North Carolina at 3:00 p.m.

Present: Chair Amanda Edwards; Vice-Chair Martin Moore; Commissioner Terri Wells, Commissioner Al Whitesides; Commissioner Parker Sloan; Commissioner Jennifer Horton; Commissioner Drew Ball.

The following updates were provided by staff:

1. Helene Update

Dane Pedersen provided an update on debris removal. He explained that the Right of Way Debris Removal Mission is complete and that County & NCDOT actively inspecting each zone to determine debris remaining & resources that may be required to collect remaining debris. He explained that the application deadline for Private and Commercial Property Debris Removal is April 15 and that all PPDR debris removals are completed by June 30th. He further explained that demolition will begin mid May and that all waterway debris removal ends June 1st.

Allison Daines provided an update on Parks. She explained that Park assessments were completed by staff at all Park locations. Staff took inventory of all damage including pictures and identified short term vs long term projects for opening parks including vegetative and construction debris removal. Tree assessments were also completed at all parks to help maintain the health of trees and the safety of all park visitors. Daines provided an in-depth review of each of the damaged parks and their timeline for reopening.

Matthew Cable provided an update on Residential and Commercial Rebuilding. He explained that FEMA has completed the reported damaged units with 12,235 damaged and destroyed units. He explained that 187 zoning permits have been issued for temporary residential use with Helene Tag and 72 FEMA permits. He further explained that 276 floodplain development permits in since Helene including: 200 Helene related floodplain development permits and 76 floodplain development permits not associated with Helene.

Tyler Henry provided an update on Helene Household Assistance Program. He explained that on November 1, 2024, the Board of Commissioners approved the reallocation of \$1.597M in ARPA funds for Helene Relief Household Assistance Programs with \$300K to Grace Covenant, serving 122 households and \$1.297M to Buncombe County Economic Services. BC Economic Services announced an application for Household Assistance grants receiving 5,826 applications. On January 21, 2025, the Board of Commissioners approved the execution of an interlocal agreement to receive \$624,000 in CDBG-DDRF from the City of Asheville. He reported that there is currently a proposed new Interlocal Agreement with City of Asheville for a total amount of additional funds of \$135,000. If accepted, the CDBG funds would go toward rental assistance for City of Asheville households with incomes at 80% AMI or less with an administrative fee of 10%. He explained that the program will be administered by Economic Services.

Stacey Wood provided an update on the Helene Resource Center (HRC). She explained the hours and availability for community members. Services of the HRC include Housing assistance • Mental health services • Disaster case management • Debris removal • Roads and

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bridges information. The HRC is open to everyone and services are available in multiple languages. She noted that the center is located near the bus station, on the bus line and that there is free parking across the street. Wood said that the HRC served 95 survivors on the first day of opening in April 2025. To date, 512 survivors have been served.

2. Community Engagement Update

Lillian Govus, Communications Director provided an update on community engagement. She touched on the five County plans: Five-year strategic plan; Long-term recovery plan; Parks & Rec master plan; Pedestrian plan and the Swannanoa Small Area plan. She further explained the engagement strategy to learn more and provide input on all on-going plans. She explained that ongoing engagements will be trauma-informed; meet the community where they are; utilize existing meetings; and use existing input from the community.

3. Personnel Ordinance and HR Policies Update

Karen Marshall, Interim HR Director, provided an update on HR policies updates. She explained that in 2021 the County began a multi-year project to update the Personnel Ordinance. She explained that the updates have been designed to eliminate conflicting language, align language with practice, and increase transparency by providing employees with greater detail on HR operations. She provided a preview of three new updates that will be coming before the Board on May 20 for approval: 1) Personnel Ordinance (Revised); 2) Benefits (Revised); and 3) Position Classification (New).

4. Authorization of Officers for Tax-Exempt Bond Proceeds

Melissa Moore, Finance Director, provided an update on tax-exempt bond proceeds. She explained that she would be coming before the Board on May 20 for approval to update the delegation of authority to County Manager and Finance Officer. She explained that reimbursement resolutions which are required to reimburse capital expenditures from tax-exempt bond proceeds which include County capital projects, vehicles, and equipment and School capital projects. The Commissioners asked about the current process and how this would change the process. Moore explained that approval would delegate the Manager and Finance Officer to sign and not have to go on to the Board agenda. Manager Pinder further explained that this would not lose oversight from the Board or the LGC. The Board discussed approval for delegation and then reporting to the Board to keep the board aware.

MINUTES OF THE BUNCOMBE COUNTY BOARD OF COMMISSIONERS'

REGULAR MEETING OF MAY 6, 2025.

BE IT REMEMBERED: That the Board of Commissioners met to hold a Regular Meeting on May 6, 2025, in the Commission Chamber at 200 College Street in downtown Asheville, North Carolina at 5:00 p.m.

Present: Chair Amanda Edwards; Vice-Chair Martin Moore; Commissioner Terri Wells, Commissioner Al Whitesides; Commissioner Parker Sloan; Commissioner Jennifer Horton; Commissioner Drew Ball.

Chair Edwards opened the meeting and provided opening remarks.. Vice-Chair Moore made the motion to approve the consent agenda and to move the proclamations and all presentations other than the Manager's proposed Budget to be heard before Public Comment. The motion was seconded by Commissioner Whitesides and carried unanimously.

1. Approval of the April 1, 2025 Combined Briefing and Regular Meeting Minutes
2. Approval of the April 8, 2025 Special Meeting Minutes
3. Approval of the March 2025 Tax Collection Report
4. Adoption of Municipal Agreements for Tax Collection Agreement Addendums

The City of Asheville approved an additional taxing district within their budget ordinance for fiscal year 2025, the Downtown Business Improvement District (BID). The property tax for the BID is included on regular property tax bills processed within Buncombe County Tax Collections, requiring an adjustment to the Tax Collection Agreement with the City of Asheville. Beginning with fiscal year 2025, the General Assembly approved an amendment to NCGS 160A-314(a1)(4) allowing Town of Woodfin Stormwater Fees to be billed and collected in the same manner as regular property tax. Beginning with fiscal year 2025 the stormwater fees for the Town of Woodfin are included on the property tax bills processed within Buncombe County Tax Collections, requiring and adjustment to the Tax Collection Agreement with the Town of Woodfin. The City of Asheville and the Town of Woodfin have approved the addendum to their Tax Collection Agreements.

5. Adoption of a Resolution Approving Pyrotechnic Experts for Firework Displays

Request from Joshua Caleb Webb and Pyrotecnico, Inc. to conduct a fireworks show on May 30,2025 and May 31, 2025 at The Biltmore House, 1 Approach Rd. Asheville, N.C. 28803 • Request from Steve Sandman and Camp Rockmont to conduct fireworks shows on June 26,2025, July 5,2025, and August 7,2025 at Camp Rockmont for Boys, 375 Lake Eden Rd. Black Mtn., N.C. 28711 • Request from James Wright and PyroWright LLC to conduct a fireworks show on July 4, 2025, at Lake Julian Park, 37 Lake Julian Rd., Arden, N.C. 28704

6. Adoption of a Resolution Supporting NCDOT Project on NC-63 at the Intersection of South Turkey Creek Road

The North Carolina Department of Transportation (NCDOT) is planning to construct a turning lane for northbound traffic on NC-63 at the intersection of South Turkey Creek Road. The project will expand the existing right-of-way and is expected to cost \$1,000,000. No

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financial match of County funds will be required. N.C.G.S. § 136-11.1 requires NCDOT to notify municipalities and counties affected by a planned transportation project and request a written resolution expressing the county's view on the project. Accordingly, NCDOT notified the County by and through Planning and Development and is requesting that the Board of Commissioners support this project.

7. Budget Amendment for the FY25 StreamFlow Rehabilitation Assistance Program

The Agriculture and Land Resources Department has been awarded \$76,531 from the NC Department of Agriculture and Consumer Services under the StreamFlow Rehabilitation Assistance Program. The funds will be used for the removal of storm-related stream debris. The period of performance is July 1, 2024 through December 31, 2026.

8. Approval of Interment of Remains of Unclaimed Bodies Interlocal Agreement

Per statute, The County is responsible for the disposition of unclaimed bodies, which includes cremation and interment. The County does not however have cemetery space and remains must be handled by a licensed cemetery for final interment. HHS has had an informal agreement with Riverside Cemetery and the City of Asheville in the past to assist with interment of the remains of unclaimed bodies, however an interlocal agreement has been requested from our City partners to formalize the relationship to inter remains only for the foreseeable future.

9. Approval to designate Buncombe County as the "Local Team" to Complete Child Fatality Reviews

N.C.G.S. 7B-1406 mandated the establishment of a Community Child Protection Team (CCPT) and a Child Fatality Prevention Team (CFPT) in each county as part of the NC Child Fatality Prevention System. The duties of these teams are to review the records of child deaths from birth to age 18 that occurred in their county; identify any gaps or deficiencies in the delivery of services to children and their families; and make recommendations for changes to laws, rules, and policies that will prevent future child abuse, neglect, and death. NC Session Law 2023-134 (the Appropriations Act of 2023) revised this statute, changing it to read, "each county in the state shall have its own Local Team or participate in a multi-county Local Team, as determined" by the county's local board of county commissioners after consultation with the local Health Director and the local HHS Director. This reorganization into either a single county or multicounty Local Team is to take effect on 05/31/2025. The Buncombe County Health Director and HHS Director, as well as the BCHHS Board, recommend that Buncombe County continue as a single county "Local Team" for child fatality reviews and request that the Buncombe County Board of Commissioners confirm this operational model.

10. Budget Amendment for Justice Assistance Grant (JAG) program funding

Justice Assistance Grant (JAG) program funding for law enforcement operations has been awarded to the City of Asheville, of which Buncombe County Sheriff's Office is a sub recipient. The 2024 funding to Buncombe County is \$13,310, to be used to purchase First Aid Responder Kits with AEDs for sworn personnel. No new County funds are required.

Presentations

1. Nurses Week Proclamation

Commissioner Horton read the Proclamation to Public Health staff. Ampora thanked the Board for championing public health and all nurses who make a difference everyday.

2. Air Quality Awareness Week Proclamation

Commissioner Sloan read the Proclamation to Ashley Featherston, Director of the Air Quality Agency. Featherston thanked the Board for their recognition and support for their work.

3. Annual Airport Report

Lew Blewies, CEO and President of the Asheville Regional Airport provided an update. He noted the airport surpassed two million passengers for two years in a row, despite a 3% dip following storm-related disruptions.

4. Annual Report of the Buncombe County Community Child Protection Team/Child Fatality Prevention Team

Dr. Mullendore provided an update on the Child Protection Team. She explained that N.C.G.S. 7B-1406 establishes a Community Child Protection Team (CCPT) and a Child Fatality Prevention Team (CFPT) in each county. These teams review the records of child deaths from birth to age 18 that occurred in their county to understand the causes and contributing factors of childhood deaths; identify any gaps or deficiencies in the delivery of services to children and their families; and make recommendations for changes to laws, rules, and policies that will support the safe and healthy development of children and prevent future child abuse, neglect, and death. The CCPT/CFPT is to submit a report annually to the board of county commissioners with their findings and any recommendations for system improvements and needed resources where gaps and deficiencies may exist.

Public Comment

1. Susan Schiemer – support for supplemental aging funds and requested the budget be restored and increased in future budgets.
2. Matt Barker –thanked the Board for showing up at community events and invited the Board members to keep showing up. And asked the Board to encourage Ingel's supermarket to reopen in Swannanoa.
3. Roy Harris – thanked the Board for the services provided in Buncombe County
4. Rachel Murdang – spoke about I-16 connector project on behalf of citizens coalition. The negative effects of the proposed NCDOT I-26 plan that was updated without community engagement. She explained that the coalition will be holding a community design charette with the goal to arrive at a design that will meet community needs.
5. Cindy Wilson – spoke about the Beech Community license agreement and requested clarity and transparency on chain of ownership. And asked why the process changed.

6. Sonia Marcus – spoke about the I-26 recent changes and the negative neighborhood impacts. She requested the Board attend upcoming community listening events.
7. Ellen Girardi- spoke about IC Imagine Public Charter needs for an SRO assigned to the charter school.
8. Meg Turner – spoke about IC Imagine Public Charter needs for an SRO assigned to the charter school to help ensure safety for students, teachers and parents.
9. Jenn Townley - spoke about IC Imagine Public Charter needs for an SRO assigned to the charter school to help ensure safety for students, teachers and parents.
10. Eleanor S –advocated for teachers and schools in support for school funding
11. Ashni Rhodes – advocated for teachers and schools in support for school funding
12. Maya M – advocated for teachers and schools in support for school funding
13. Kam M – advocated for teachers and schools in support for school funding
14. Tim Loyd – presented a petition for maintain for staff services and programs for students and to fully fund school request
15. Christina Shimrou- support for school funding and support for community petition
16. Christina Mason- support for school funding and support for community petition
17. Franklin Keel – support for school funding
18. Dori Darras – I-26 Citizen Coalition, concerns of current design of the I-26 Connector
19. Gerry Nugent – support for school funding
20. Laina Stapleton – support for school funding
21. Samantha Gallman – Support for school funding
22. Joan Hoffman – Support for school funding
23. Shanna Peele – support for school funding

5. Manager's Recommended FY26 Budget

Avril Pinder, County Manager presented the Manger's proposed FY26 budget. She outlined a \$435 million General Fund plan shaped by recovery from Tropical Storm Helene and a shifting economic landscape. The proposal includes a 3.26-cent property tax increase, resulting in an estimated additional \$114 annually for a home valued at \$350,000. This adjustment is projected to generate \$17.1 million to close the County's budget gap without using reserves. Pinder explained that Education remains the County's largest funding priority, with \$121.8 million allocated—nearly 28% of total expenditures. Over the past four years, education funding has increased \$23.5 million. The FY2026 recommended education budgets are each reduced by the unrestricted revenue rate, which is down 3.49% from the FY2025 adopted budget. Additionally, Pinder noted that Recommended General Fund budgets also include:

- Public Safety (including Sheriff's Office, detention center, community paramedics, EMS, and more) - \$99 million
- Human Services (including Medicaid, child support, aging & adult services, public health, veterans services, and more) - \$97 million
- General Government (including elections, Register of Deeds, tax collection, information technology, and more) - \$66 million
- Debt - \$18 million
- Cultural and Recreational (including parks, libraries, and more) - \$12 million
- Interfund Transfers - \$9 million (including Early Childhood Education funding, Transportation, and Conservation Easements)

Additionally, the recommended budget provides \$624,058,019 in total expenditure across all operating funds. Other annual funds include:

- 911 Special Revenue Fund budget of \$728,900
- Opioid Settlement Fund budget of \$3,218,194
- Tax Reappraisal Reserve Fund budget of \$703,280
- Solid Waste Enterprise Fund budget of \$16,237,293
- Insurance and Benefits Fund budget of \$48,242,165

Pinder concluded with noting that the full recommended budget can be accessed using the [Buncombe County Budget Explorer](#) and that the Public Hearing for the

New Business

1. Consideration of the Reduce to Rebuild Program

Rafael Baptista provided background information. He explained that the Reduce to Rebuild would reduce certain planning and inspection permit fees by 50% through December 31st, 2025, for repair and renovation work on residential structures damaged by Tropical Storm Helene. This proposal was shared with the Board of Commissioners at their April 1st Briefing. This program would reduce the range of planning and inspection permit fee costs per project from \$305-\$1890 to \$152-\$945. The anticipated revenue impact of this program would be approximately ~\$641,000-\$843,000 spread over two fiscal years.

Commissioner Wells made a motion for a fee reduction of 50% for Buncombe County residential permits associated with documented Helene damaged or destroyed primary residences beginning June 1st, 2025, and continuing until December 31st, 2025. Commissioner Horton seconded the motion. The motion passed 6-1 with Chair Edwards voting no.

2. Budget Amendments for Project/Grant Closures

John Hudson provided background information. He explained that the attached ordinances close projects and grants across seven funds as follows: - In the Special Projects Fund (224), 10 projects budgeted at \$4.0M are closed. Savings total \$101K and will cover future costs. - In the School Capital Fund (326), 11 projects budgeted at \$6.7M are closed. Total LOBS savings is \$1,526 and will be returned for future use. - In the Grant Projects Fund (327), 20 grants budgeted at \$21.5M are closed. Two grant overages require coverage (total \$49K) and this amendment accounts for those. - In the AB Tech Capital Fund (333), one project budgeted at \$150K are closed. There are no savings. - In the School Lottery & ADM Fund (335), three projects budgeted at \$1.9M are closed. Additionally, a portion of the previous years' Articles 40 & 42 sales tax revenues that are required to be sent to schools are closed, totaling \$49M. - In the Capital Projects Fund (341), six projects budgeted at \$8.9M are closed. Savings from debt proceeds total \$158K and savings from interfund transfer total \$258K, which will remain in the fund for other projects. - In the Solid Waste Capital Fund (342), two projects budgeted at \$200K are closed. Savings total \$9,277 and will remain in the fund to offset future projects.

Commissioner Moore made the motion to approve the proposed budget amendments as stated. The motion was seconded by Commissioner Whitesides and approved unanimously.

3. Budget Amendment to Realize Insurance Rebates and Increase Budget for Health Claims

John Hudson provided background information. He explained that for the Health, Employment, Property & Casualty Fund: Each year, the process of reconciling estimated health claims prior to the budget year to projected health claims during the budget year must take place. Current projections show health claims in excess of about \$2.5M. Offsetting revenues are available thanks to unbudgeted stop loss credits, projected to be around \$1M, and rebates already \$1M in excess of budget with more to come. Therefore, this amendment will increase the budget expenditure by \$3M and balance against these projected revenues.

Commissioner Moore made the motion to approve the proposed budget amendments as stated. The motion was seconded by Commissioner Sloan and approved unanimously.

4. Budget Amendment to Appropriate Fund Balance for Inmate Medical Care

John Hudson provided background information. He explained that the Sheriff's Office is appropriating \$740,460 of fund balance in the Inmate Commissary and Welfare Fund to pay \$507,732 in medical care for Buncombe County inmates being housed at other locations, and \$232,728 for excess outside medical care for local inmates. The Sheriff's Office is appropriating \$740,460 of fund balance in the Inmate Commissary and Welfare Fund to pay \$507,732 in medical care for Buncombe County inmates being housed at other locations, and \$232,728 for excess outside medical care for local inmates.

Commissioner Whitesides made the motion to approve the proposed budget amendments as stated. The motion was seconded by Commissioner Ball and approved unanimously.

5. Budget Amendment to Increase Hurricane Helene Funding

John Hudson provided background information. He explained that this action is to approve an amendment that increases the current \$29,000,000 budget of the Hurricane Helene grant project by an additional \$8,449,311 to accommodate expenditures to include insurance claims, cost of replacement of insured property included in the FEMA Damage Inventory, contracting costs for Tetra Tech and address budget capacity for future permanent work.

Commissioner Wells requested details about the request for additional funds. Hudson explained that Tetra Tech had a recent increase in the contract and that insurance claims continue to fluctuate. Commissioner Wells requested more information related to the Tetra Tech task order, including information on what may/may not be reimbursed. Manager Pinder noted that Staff would follow up with more information.

Commissioner Ball made the motion to approve the proposed budget amendments as stated. The motion was seconded by Commissioner Sloan and approved unanimously.

6. Consideration of the FY2025 Audit Contract with Mauldin & Jenkins

Mason Scott provided background information. He explained that in April 2023, the Commission awarded a three-year engagement to Mauldin & Jenkins for the County's annual independent financial audit. The contract award was based on a competitive selection process and recommendation of the County's Audit Committee. In response to the County's 2023 RFP, Mauldin & Jenkins proposed base costs for the initial three-year term of the contract including a base cost for the FY2025 audit of \$199,000. The County's Audit Committee met on April 1, 2025, and considered the audit contract for the fiscal year ending June 30, 2025. The Audit Committee recommended approval of an FY2025 audit contract with Mauldin & Jenkins in an amount not to exceed \$226,000, including the base cost and audit of five major grant programs, and reduced pricing for audit of any additional major grant programs. Following the Audit Committee meeting and in recognition of the County's ongoing recovery efforts, Mauldin & Jenkins agreed to further reduce contract pricing for FY2025. The revised pricing maintains the FY24 base cost of \$192,000 and further reduces pricing for an additional major grant programs beyond the initial five. The Commission's approval of the FY2025 contract authorizes staff and the external auditor to begin audit work in May 2025. The majority of contract costs will be paid in fiscal year 2026 pursuant to budget adoption.

Commissioner Wells made the motion to approve the FY2025 audit contract with Mauldin & Jenkins in an amount not to exceed \$220,000. The motion was seconded by Commissioner Whitesides and was carried unanimously.

Board Appointments

- Planning Board – the Board voted to reappoint Ken Kahn to appoint Liza Schillo to the vacant seat. The Commissioner's expressed appreciation for the great applicants.
- Historic Resources Commission – the Board voted to appoint Bill Roberts and Robert Skouby to the two vacant county seats.
- Asheville Board of Adjustment – the Board voted to appoint Jeremy Plemmons.
- Agricultural Advisory Board for Farmland Preservation – the Board voted to reappoint Steve Duckett and Anne Grier to the board.
- Health & Human Services Board – the Board voted to appoint Donna Martin to the board.

Following appointments, Commissioner Moore requested a database of applications that could be accessible for the Board of the Commissioners to review past applications and suggested that applicants be able to check if they are interested in serving on more than one board in their application form. The Clerk said her office would discuss options.

Closed Session

Interim County Attorney Curt Euler explained the motion to go into closed session for the following reasons:

1. To consult with an attorney employed or retained by the public body to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged to consider and give instructions concerning the handling workers' compensation

claim N.C.I.C. File No. 22-048198. There will be no formal action taken at this time. The statutory authority is contained in G.S. 143-318.11(a)(3).

2. Pursuant to N.C. Gen. Stat. § 143-318.11(a)(4), to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body including economic development incentives that may be offered by the public body. This closed session will be to provide staff guidance. Any action authorizing payment of economic expenditure shall be taken in open session.

Commissioner Moore made the motion to go into closed session for the stated reasons. The motion was seconded by Commissioner Sloan and carried unanimously.

Adjourned at 7:55 p.m.



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/20/2025

Consent Agenda

Department: General Services

Presenter(s): Ronnie Lunsford

Contact(s): Ronnie Lunsford

Subject: Design services contract with Native Forms Architecture for the Asheville High School Culinary Kitchen Classroom Renovation.

Brief Summary: The School Capital Fund Commission and the Board of Commissioners previously approved the renovation of the Culinary Kitchen Classroom at Asheville High School. The project will consist of the following:

- Demolition of the existing kitchen.
- Provide new kitchen, dishwashing, storage, laundry, and classroom areas.
- Provide a new handwashing sink, three compartment sink, and hood venting system.

To facilitate this project, design services are needed. The services provided by the consultant include:

- Schematic Design
- Design Development
- Construction Documents
- Assistance with Permitting
- Bidding and Negotiations
- Construction Administration
- Compilation of Closeout Documents

General Services released a Request for Qualifications to solicit interested firms to provide the services needed. There were three statements of qualifications received, and they were scored by members of Buncombe County General Services and Asheville City Schools. Native Forms Architecture scored the highest of the three statements received. As a result, staff met and negotiated a design services contract for \$57,120. This is in line with expectations and no new funds are needed.

Recommended Motion & Requested Action: Recommend executing the design services contract with Native Forms Architecture.

County Manager's comments and Recommendation: Approve as presented

AGREEMENT FOR DESIGN CONSULTANT SERVICES

This Agreement for Design Consultant Services is made, and entered into this the 23rd day of April 2025, by and between the **COUNTY OF BUNCOMBE**, a political subdivision of the State of North Carolina, (hereinafter “OWNER”), Native Forms Architecture PLLC, (hereinafter “DESIGNER” or “DESIGN CONSULTANT”), whose principal place of business is: PO Box 8211, Asheville, NC 28814.

For Professional Services in connection with the Project known as:
Buncombe County Government
AHS CTE Kitchen Renovations

The Owner and the Design Consultant hereby agree as set forth below:

1. ARTICLE 1 DEFINITIONS

The following words and phrases where appearing in initial capitalization, shall for the purposes of this Agreement have the following meanings:

- 1.1. Project. The Project shall be as described above.
- 1.2. Services. The Services to be performed by the Design Consultant under this Agreement shall consist of the Basic Services described in Article 3 and Article 7 and any other services in the Contractor Documents as part of the Basic Services, and include normal structural, mechanical and electrical architectural design services.
- 1.3. Construction Contract Documents. The Construction Contract Documents shall consist of the plans and specifications prepared by the Design Consultant, and any addenda and change orders thereto, and the Construction Contract between Owner and Contractor, all of which shall be compatible and consistent with this Agreement.
- 1.4. Construction Costs. The Construction Costs shall be the total cost or estimated cost to the Owner of all elements of the Project designed or specified by the Design Consultant. The Construction Cost shall include the cost at current market rates of labor and materials furnished by the Owner and equipment designed, specified, selected or specially provided for by the Design Consultant, plus a reasonable allowance for the Contractor’s overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work during construction. Construction Costs do not include the compensation of the Design Consultant and its consultants, the costs of the land, rights-of-way, financing or other costs which are the responsibility of the Owner as provided in Article 6.
- 1.5. Contractor. The Contractor is the person or entity which enters into an agreement with the Owner to perform the construction of any or all of the Project, including, without limitation, the providing of labor, materials, and equipment incorporated or to be incorporated into the Project. The term “Contractor” means the Contractor or its authorized representative, but excludes the Owner’s Representative and the Design Consultant.

- 1.6. Basic Services Compensation. Basic Services Compensation shall be the lump sum fee designated in Article 4 to be paid by the Owner to the Design Consultant in connection with the performance of the Basic Services by the Design Consultant.

2. ARTICLE 2 RELATIONSHIP OF THE PARTIES

- 2.1. Design Consultant Services. The Design Consultant shall provide professional engineering services for the Project in accordance with the terms and conditions of this Agreement and all applicable codes and laws. The Design Consultant's performance of services shall be as professional consultant to the Owner to carry out the activities of Project design and construction administration and to provide the technical documents and supervision to achieve the Owner's Project objectives.
- 2.2. Owner Representation. The Owner shall designate a Project Manager to serve as the Owner's Representative. The Owner's Representative has no design responsibilities of any nature. None of the activities of the Owner's Representative supplant or conflict with the design, budget or any other services and responsibilities customarily furnished by the Design Consultant or sub-consultants in accordance with generally accepted architectural/engineering practices except as otherwise modified by this Agreement. Instructions by the Owner to the Design Consultant relating to services performed by the Design Consultant will be issued or made by or through and in accordance with procedural, organizational, and documentation standards established by the Owner's Representative. Communications and submittals of the Design Consultant to the Owner and Contractor shall be in writing and issued or made in accord with similar procedural and documentation standards established by the Owner's Representative. The Owner's Representative shall have the authority to establish procedures, consistent with this Agreement, to be followed by the Design Consultant and Contractor and to call periodic conferences to be attended by the Design Consultant, and his sub-consultants, throughout the term of this Agreement.
- 2.3. Other Consultants. The Owner may provide drawings, consultation, recommendations, suggestions, data and/or other information relating to the Project from other Consultants under separate contract with the Owner, including but not limited to: Surveyor, Utility Locating Service, Geo-technical Consultant, CMARs, and/or Materials Testing Consultant. The Design Consultant is responsible for the coordination of survey, existing utility location, geo-technical services, and/or material testing, including all coordination with surveyor, soils engineers, utility locating contractor, City and/or County officials, and CMARs, if any, required for Project.
- 2.4. Design Consultant Representation.
 - 2.4.1. The Design Consultant shall provide a list of all consultants (and sub-consultants if applicable) which the Design Consultant intends to utilize on the Project prior to commencing work on the Project. The list shall include such information on the qualifications of the consultants as may be requested by the Owner. The Owner will review the consultants proposed. The Design Consultant shall not retain a consultant to which the Owner has a reasonable objection. The Design Consultant shall use individuals or firms that are licensed and regularly engaged in the fields of expertise required for this Project.
 - 2.4.2. All agents and workers of the Design Consultant and its sub-consultants shall be prepared to provide identification at all times they are on the Owner's property including, at a minimum, the company name and telephone number and name. The County reserves the right to require identification badges that contain the information above.

- 2.4.3. The Design Consultant shall receive, compile and report all M/WBE participation of all of its sub-consultants and vendors of this project in a format acceptable to Owner at the commencement of design, and on a monthly basis, should any change from the preliminary submission occur.
- 2.5. Division of Responsibilities/Services. The Design Consultant understands and agrees that should the Owner's Representative or other consultant provide the Design Consultant with any estimating assistance, cost or time control recommendations or other consultation, recommendations or suggestions, any or all such activities on the part of the Owner's Representative, consultant, or any other representative of the Owner shall in no way relieve the Design Consultant of the responsibility of fulfilling its obligations and responsibilities under this Agreement.
- 2.6. Compliance with Laws. Design Consultant represents that it is in compliance with all applicable Federal, State, and local laws, regulations or orders, as amended or supplemented, including Chapter 64 Article 2 of the North Carolina General Statutes regarding the verification of work authorization. The implementation of this Contract shall be carried out in strict compliance with applicable Federal, State, or local laws.

3. ARTICLE 3 BASIC SERVICES

3.1. Scope of Services.

- 3.1.1. The Basic Services to be provided by the Design Consultant shall be performed in the phases described hereinafter which have as their objective design and construction administration of the Project. The Basic Services shall be performed in accordance with the standard of care set forth in this Agreement. The final product shall be suitable for the Owner's purposes, satisfy the Owner's requirements, comply with all applicable codes and laws, and be completed on a timely basis and within the approved budget.
- 3.1.2. The Design Consultant's services shall be performed as expeditiously as necessary for the orderly progress of the Work. The Design Consultant shall submit for the Owner's approval a schedule for the performance of the Design Consultant's services which may be adjusted as the Project proceeds, and shall include allowances for periods of time required for the Owner's review and for approval of submissions by authorities having jurisdiction over the Project. Time limits established by this schedule approved by the Owner shall not, except for reasonable cause, be exceeded by the Design Consultant.
- 3.1.3. Upon authorization from the Owner to proceed, and based on the approved Design Narrative, the Design Fee, and Preliminary Programming, the Design Consultant shall prepare **Schematic Design Documents** consisting of drawings and other documents illustrating the design concept, scale and relationship of the Project components, for approval by the Owner.

3.2. **Design Development Phase.**

- 3.2.1. Based on the approved Schematic Design Documents and any adjustments authorized by the Owner in the program, schedule or construction budget, the Design Consultant shall prepare, for approval by the Owner, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the project as to, structural, mechanical and electrical systems, materials and such other elements as may be appropriate.

- 3.2.2. The Design Consultant shall advise the Owner of any adjustments to the preliminary estimate of Construction Costs

3.3. **Construction Document Phase.**

- 3.3.1. Upon written authorization from the Owner to proceed, the Design Consultant shall prepare from the approved Design Documents, working drawings and Specifications setting forth in detail the requirements for the construction of the entire Project. The Design Consultant shall assist the owner in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the Owner and Contractor.
- 3.3.2. The Design Consultant shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.
- 3.3.3. The Design Consultant shall be responsible for, and shall hold the Owner harmless for, any and all claims or damages due to the negligence of the Design Consultant or his employees in the preparation of the Construction Documents.

3.4. **Permitting and Bidding/Negotiation.**

- 3.4.1. The Design Consultant, following the Owner's approval of the Construction Documents and of the latest preliminary estimate of Construction Costs, shall assist the Owner in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.
- 3.4.2. The Design Consultant shall coordinate and document the reproduction, distribution and retrieval of the bidding documents. Further, the Design Consultant shall coordinate and document the collection and return of deposits or payments. In addition to the bidders, documents shall be issued to all required code authorities, contractors, plan room, services, and others, as the Owner designates.
- 3.4.3. *Intentionally left blank for numbering purposes.*
- 3.4.4. The Design Consultant shall request, expedite and submit all information necessary to obtain all necessary permits, licenses and approvals, required for the Project.
- 3.4.5. The Design Consultant shall prepare such clarifications and addenda to the bidding documents as may be required. The Design Consultant will provide these to the Owner for review prior to issuance to all holders of bid documents.
- 3.4.6. The Design Consultant will schedule and conduct a Pre-Bid Conference with prospective bidders to review the Project. The Design Consultant shall provide knowledgeable representatives, including representatives of its consultants, to participate in these conferences to explain and clarify Bidding Documents. Within two (2) days after the Pre-bid Conference the Design Consultant shall deliver to the Owner, if needed, a final Addendum.

- 3.4.7. The Design Consultant shall prepare a certified bid tabulation and recommendation to the Owner concerning the Contract Award.
- 3.4.8. If the estimated Construction Costs are exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall, i) give written approval of an increase in such fixed limit, ii) authorize rebidding or renegotiating of the project within a reasonable time, iii) abandon the Project and terminate in accordance with Article 12, OR iv) participate with the Design Consultant in such re-bidding, re-negotiation, and re-design, at no additional expense to the Owner, as may be necessary to obtain price(s) within the approved budget or price(s) acceptable to the Owner. All re-design must be approved by the Owner. The Design Consultant, without additional charge, shall modify the Contract Documents as necessary to comply with the fixed limit, if established as a condition of this Agreement
- 3.4.9. Should the Design Consultant re-design or conduct re-bidding under its responsibilities set out in the preceding paragraph, its' Construction Phase and Post Construction Phase services shall be extended to take re-design/re-bid delays into account at no additional expense to the Owner.
- 3.4.10. The Design Consultant shall assist the Owner's Representative in the preparation of the Agreement(s) between Owner and Contractor(s) for the Owner's execution. The Owner's Representative will coordinate award(s) and Notice(s) to Proceed for the Owner.

3.5. Construction Phase.

- 3.5.1. The Construction Phase for each portion of the Project will commence with the award of the Construction Contract and will terminate when the Owner makes the Final Completion payment to the Contractor.
- 3.5.2. The Design Consultant shall consult with the Owner and participate in all decisions as to the acceptability of subcontractors and other persons and organizations proposed by the Contractor for various portions of the work.
- 3.5.3. The Design Consultant shall receive, compile, track and report all W/MBE participation of all contractors, sub-contractors and vendors of this project in a format acceptable to Owner. Reports will be made to the Owner on a monthly basis, utilizing a pay application cover sheet to be supplied and certified by the contractor (format to be provided by Owner).
- 3.5.4. The Design Consultant shall review and approve the Work performed by the Contractor(s) for conformance with Contract Documents.
- 3.5.5. The Design Consultant shall provide necessary Project drawings, in electronic format, to the electrical or data contractor for creation of data "as built" submittal and approval drawings, and to the general contractor for site layout/staking.
- 3.5.6. The Design Consultant shall conduct Pre-installation meetings to review the installation procedures prior to the placement of the work.
- 3.5.7. The Design Consultant shall, when requested by the Owner's Representative, prepare Change Order documentation.

- 3.5.8. The Design Consultant shall render to the Owner's Representative, within two (2) working days unless otherwise authorized by the Owner's Representative, interpretations of requirements of the Contract Documents. The Design Consultant shall make all interpretations consistent with the intent of and reasonably inferable from the Contract Documents.
- 3.5.9. Should errors, omissions or conflicts in the specifications or other Contract Documents by the Design Consultant be discovered, the Design Consultant will prepare and submit to the Owner's Representative, within two (2) working days unless otherwise authorized by the Owner's Representative, such amendments or supplementary documents and provide consultation as may be required, for which the Design Consultant shall make no additional charges to the Owner.
- 3.5.10. The Owner's Representative shall be the point of contact for the Owner, except when the Owner shall direct otherwise. All instructions to the Contractor(s) shall be issued by the Design Consultant except when is directed otherwise by the Owner's Representative.
- 3.5.11. The Design Consultant will have access to the Work at all times. All site visits, observations and other activities by the Design Consultant shall be coordinated with the Owner's Representative and written report of such visits made promptly to the Owner's Representative.
- 3.5.12. The Design Consultant shall make such periodic visits to the Project sites as may be necessary to familiarize themselves generally with the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents. On the basis of such on-site observations, the Design Consultant and its consultants shall take the appropriate steps to guard the Owner against defects and deficiencies in the Work of the Contractor. If the Design Consultant observes any work that does not conform to the Contract Documents, the Design Consultant shall immediately make an oral and written report of all such observations to the Owner's Representative. The Design Consultant shall not be required to make exhaustive or full-time on-site observations to check the quality or quantity of the Work, but shall make as many observations as may be reasonably required to fulfil their obligations to the Owner. The Design Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the Work.
- 3.5.13. The Design Consultant shall immediately notify the contractor and Owner in writing if the Project falls more than fourteen (14) days (or the number of days set by the County in the preconstruction meeting, which number shall be recorded in the minutes of said meeting) behind schedule. The Design Consultant shall immediately request a recovery plan from the contractor and make appropriate written recommendation to the Owner.
- 3.5.14. Based upon observations at the site and upon the Contractor's applications for payment, the Design Consultant shall determine the amount owing to the Contractor(s), pursuant to the terms of the Owner/Contractor Agreement, and shall issue Certificates for Payment to the Owner in such amounts. The Design Consultant's signing of a Certificate of Payment shall constitute a representation by the Design Consultant to the Owner, based upon the Design Consultant's observations at the site and the data comprising the Application for Payment, that the Work has progressed to the point indicated, that to the best of the Design Consultant's knowledge, information and belief, the quality of the Work appears to be in accordance with the Contract Documents (subject to: an evaluation of the Work for

conformance with the Contract Documents upon Substantial Completion; the results of any subsequent tests required by the Contract Documents; minor deviations from the Contract Documents correctable prior to completion; and to any specific qualifications stated in the Certificate for Payment), and that the Contractor is entitled to payment in the amount certified. By signing a Certificate for Payment to the Owner, the Design Consultant shall not be deemed to represent that it has made any examination to ascertain how and for what purpose the Contractor has used the monies paid on account of the Construction Contract Sum.

- 3.5.15. If, in accordance with its duty, the Design Consultant advises the Owner's Representative of non-conforming work as stated in subparagraph 3.5.12, the Design Consultant shall confirm the non-conformance in writing to the Owner's Representative within two (2) days of observation.
- 3.5.16. The Design Consultant and the Owner's Representative jointly shall have authority to condemn or reject Work on behalf of the Owner when in the Owner's Representative's or the Design Consultant's opinion the Work does not conform to the Contract Documents. Whenever in the Owner's Representative's or the Design Consultant's reasonable opinion it is considered necessary or advisable to insure the proper implementation of the intent of the Contract Documents, the Owner's Representative shall have the authority to require special inspection or testing of any Work in accordance with the provisions of the Contract Documents whether or not such Work is fabricated, installed or completed.

3.6. Final Completion of Design Services.

- 3.6.1. When the Contractor notifies the Design Consultant that the Work is substantially complete, the Design Consultant and its consultants shall inspect the Work and prepare and submit to the Owner's Representative lists of the Work of the Contractor(s) which is not in conformance with the Contract Documents. The Design Consultant shall transmit such lists to the Contractor(s). The Owner may request that the Design Consultant inspect and prepare a list on any portion of the Work.
- 3.6.2. The Design Consultant shall receive, compile, and report all W/MBE participation of all contractors, sub-contractors and vendors of this project, utilizing a pay application cover sheet to be supplied and certified by the contractor (format to be provided by Owner).
- 3.6.3. The Design Consultant and its consultants shall conduct up to two (2) comprehensive Final Completion inspections at the request of the Owner. If more than two (2) Final Completion inspections are required, through no fault of the Design Consultant, the additional inspections shall be deemed additional services.
- 3.6.4. The Design Consultant shall obtain from the Contractor(s) drawings, prints, and other data necessary for the accurate preparation of the record drawings.
- 3.6.5. The Design Consultant shall make a recommendation in writing to the Owner regarding liquidated damages for each contractor, as may be applicable.
- 3.6.6. Upon correction of the deficiency reports and acceptance of all other close-out submittals and certificates of the Contractor, the Owner's Representative and the Design Consultant shall review and approve the Application for Final Payment and forward it to the Owner

for execution. In addition, the Design Consultant shall certify in writing that the work conforms to the Contract Documents. The Design Consultant shall issue AIA Substantial Completion Certificates for each Contractor.

3.7. Serving as Witness.

3.7.1. The Design Consultant shall provide testimony in public hearings, arbitration proceedings, and legal proceedings, and such testimony shall be provided without additional fee or charge to the Owner unless said testimony is requested by the Owner and consists of expert testimony not related to this Project or Work.

3.8. Construction Warranty.

3.8.1. The Design Consultant and its consultants shall assist the Owner in resolution of warranty issues as may be required to determine responsibility for deficiencies. The Design Consultant and its consultants shall conduct an inspection of the project one (1) month prior to warranty expiration and provide to the Owner a written report specifying any warranty deficiencies which may exist.

**4. ARTICLE 4
COMPENSATION**

4.1. Basic Services Compensation.

The Owner shall compensate the Design Consultant in accordance with the terms and conditions of this Agreement, including the following:

4.1.1. For the Basic Services of the Design Consultant, Basic Services Compensation shall be in the amount of \$57,120.00.

4.1.2. In the event the Owner requests changes to the Project or elects not to complete the work or any portion thereof, which would decrease the most recently approved CCAP, basic compensation due the Design Consultant, as to such deletion or decrease, shall be adjusted downwards for remaining services to be performed but not for services already performed to the date of receipt by the Design Consultant of the written requested change or notice of the intent not to complete part or all of the work, in accordance with the basic payment schedule set forth in Paragraph 4.2 hereof.

4.1.3. The Basic Services Compensation stated in Paragraph 4.1.1 includes all compensation and other payments due the Design Consultant (manpower, overhead, profit, direct costs, travel, copies, postage, telephone and facsimile service, etc.) in the performance of the Basic Services.

4.2. Payments to the Design Consultant.

Payments on account of the Design Consultant shall be made as follows:

4.2.1. Payments for Basic Services, including any design phase change orders, shall be made in proportion to services performed so that the compensation at the completion of each Phase shall equal the following percentages of the Basic Services Compensation.

Payment shall be made upon presentation of the Design Consultant's statement of services, fully supported by invoices, time cards, and certifications that all sub-consultants have been paid, and other documentation as requested by the Owner.

Schematic Design Phase	15%
Design Development Phase	20%
Construction Documents Phase	40%
Permitting and Bidding/Negotiation Phase	5%
Construction Administration (to include Close Out Documents)	20%
Final Completion of Design Services Phase	100%

4.2.2. No deductions shall be made from the Design Consultant's Basic Services Compensation on account of penalty, liquidated damages, retainage or other sums withheld from payments to Contractor.

4.2.3. Deductions may be made from the Design Consultant's Basic Services Compensation on account of errors and omissions in the drawings, specifications and other documents prepared by the Design Consultant or in the Design Consultant's performance of its obligations under this Agreement.

4.3. Additional Services Compensation.

4.3.1. With respect to any Additional Services, as described in Article 7 herein, performed by the Design Consultant hereunder, the Design Consultant and Owner shall negotiate an equitable adjustment to the Basic Services Compensation. However, if negotiations are not successful prior to the time the additional services are needed, the Owner may direct the Design Consultant to proceed with the Additional Services on a time spent basis with Additional Services Compensation to be computed as follows:

4.3.2. Principals' time at the fixed rate as stated in the proposal submitted by the designer and attached as Exhibit A.

4.3.3. Payments for Additional Services of the Design Consultant shall be made upon presentation of the Design Consultant's statement of services, fully supported by invoices, time cards, and other documentation as requested by the Owner.

4.4. Accounting Records.

4.4.1. Records of the Design Consultant with respect to Additional Services and payroll, and consultant and other expenses (including Reimbursable Expenses) pertaining to the Project, shall be kept according to generally accepted accounting principles and shall be available to the Owner or its authorized representative for inspection and copying at mutually convenient times.

5. ARTICLE 5 PERIOD OF SERVICE

5.1. Unless earlier terminated as provided in Article 12 hereof, this Agreement shall remain in force for a period which may reasonably be required for the Basic Services and Additional Services hereunder. However, the provisions of the Agreement relating to Professional Responsibility

Construction Warranty; Professional Liability coverage; Indemnification; and Ownership of Documents/Confidential Information shall remain in effect after termination of the other provisions of the Agreement.

- 5.2. Time is of the essence in this Agreement.

6. ARTICLE 6 OWNER'S RESPONSIBILITIES

- 6.1. The Owner shall provide full information regarding the requirements for the Project.
- 6.2. The Owner shall examine documents submitted by the Design Consultant and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of the Design Consultant's Services.
- 6.3. If required for this Project, the Owner shall furnish a certified land survey of the Project sites, giving as applicable, grades and lines of streets, alleys, pavements and adjoining property; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and data pertaining to existing buildings, other improvements and trees; and full information concerning available service and utility lines, both public and private, above and below grade, including inverts and depths. All associated work will be coordinated by Design Consultant as part of the Basic Services.
- 6.4. The Owner shall pay for the services of a soils engineer or other consultant, when such services are deemed necessary by the Design Consultant or Owner's Representative, to provide reports, test borings, test pits, soil bearing values, percolation tests, air and water pollution tests, ground corrosion and resistivity tests and other necessary operations for determining subsoil, air and water conditions, with appropriate professional interpretations thereof. All associated work will be coordinated by Design Consultant as part of the Basic Services.
- 6.5. All services, information, surveys and reports required of the Owner shall be furnished at the Owner's expense.
- 6.6. If the Owner so directs, the Owner shall pay for and the Design Consultant shall request, expedite, and obtain all necessary permits, licenses, approvals, easements, assessments, and charges required for the construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

7. ARTICLE 7 ADDITIONAL SERVICES

- 7.1. If any of the following Additional Services are authorized in advance by the Owner in writing, the Design Consultant shall furnish or obtain from others the authorized Additional Services. If authorized in advance, in writing by the Owner, the Design Consultant shall be paid for these Additional Services by the Owner pursuant to Article 4.3, to the extent they exceed the Basic Services under this Agreement. Additional Services may include:
- 7.1.1. Providing fully detailed presentation models or presentation renderings, not included in Basic Services.
- 7.1.2. Providing financial feasibility or other special studies, not included in Basic Services.

- 7.1.3. Providing planning surveys or alternative site evaluations.
- 7.1.4. Providing services after payment by the Owner of the Final Payment to the Design Consultant other than services called for in the Basic Services.
- 7.1.5. Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural practices consistent with the terms of this Agreement.

8. ARTICLE 8 NOTICES

- 8.1. Any notice required by this Agreement or other communications to either party by the other shall be in writing and deemed given when delivered personally or when deposited in the United States Post Office, first class, postage prepaid, addressed as follows, or to such other address as shall be duly given by notice meeting the requirement of this Article.

To Owner: Buncombe County
Attn: General Services Department
40 McCormick Place
Buncombe, NC 28801

To Design Consultant: Native Forms Architecture, PLLC
PO Box 8211
Asheville, NC 28814

9. ARTICLE 9 INSURANCE

- ### 9.1. Insurance

9.1.1. Design Consultant agrees their insurance policies shall be endorsed evidencing the minimum insurance coverage and limits set forth below prior to the Owner's signing of this Agreement. The insurance coverage and limits set forth below shall be deemed minimum coverage limits and shall not be construed in any way as a limitation on Design Consultant's duty to carry adequate insurance. The insurance coverage and limits set forth below shall not act as, be construed, or deemed to be a limitation on the liability of Design Consultant, for losses or damages under this Agreement. The minimum insurance coverage which the Design Consultant shall procure and maintain at its sole cost and expense during the term of the Agreement is as follows:

Worker's Compensation. Coverage at the statutory limits in compliance with applicable State and Federal laws. Design Consultant shall ensure that any subcontractors also have workers compensation coverage at the statutory limits.

Employer's Liability. Coverage with minimum limits of \$1,000,000 each employee accident and \$1,000,000 each employee disease.

Commercial General Liability. Insurance covering all operations performed by the Design Consultant with a minimum limit of \$1,000,000 per occurrence with a \$2,000,000 aggregate.

Professional Liability. Insurance covering the Design Consultant for acts, errors, or omissions in performance of the Agreement with a minimum limit of \$1,000,000 per claim for projects under \$15,000,000 and a minimum limit of \$2,000,000 per claim for projects over \$15,000,000.

Business Automobile Liability. Insurance covering all owned, non-owned, and hired vehicles used in performance of this Agreement. The minimum combined single limit per occurrence shall be \$1,000,000 and shall include uninsured/underinsured motorist coverage per N.C. Gen. Stat. § 20-279.21.

Umbrella/Excess Liability. If the underlying liability policy limits are less than those required, Design Consultant may provide an excess or umbrella policy to meet the required limits of insurance. The excess or umbrella policy shall extend coverage over the underlying professional liability policy. Any additional insured under any policy of the underlying insurance will automatically be an additional insured under this insurance.

Additional Insurance Provisions.

If the Design Consultant maintains higher limits than the minimums shown above, the County requires and shall be entitled to coverage for the higher limits maintained by the Design Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

The Design Consultant shall provide the County with certificates of insurance evidencing the above amounts. Buncombe County and General Services Department shall be named as additional insureds under the commercial general liability and business automobile liability policy(s). Before commencing work and for any subsequent renewals, the Design Consultant shall furnish the County with certificates of insurance on an approved form.

Each insurance policy required above shall state that coverage shall not be canceled, except with written notice to the County, delivered in accordance with the policy provisions. All insurance shall be procured from reputable insurers authorized and qualified to do business in North Carolina and in a form acceptable to the County.

Design Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Design Consultant shall ensure that Buncombe County and General Services Department are additional insureds on insurance required from subcontractors.

The Design Consultant shall maintain in force during the performance of this contract and for six (6) years after final completion of the Project, the Professional Liability insurance coverage referenced above.

Waiver of Subrogation: Design Consultant hereby grants to County a waiver of any right to subrogation which any insurer of said Design Consultant may acquire against the County by virtue of payment of any loss under such insurance. Design Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

The limits of coverage under each insurance policy maintained by the Design Consultant shall not be interpreted as limiting the Design Consultant's liability and obligations under this Agreement.

- 9.2. Notwithstanding the foregoing, nothing contained in this Article 9, nor this Contract, shall be deemed to constitute a waiver of the sovereign immunity of the Owner, which immunity is hereby reserved by the Owner.

10. ARTICLE 10 INDEMNIFICATION

- 10.1. Notwithstanding anything to the contrary contained herein, the Design Consultant shall indemnify and hold harmless the Owner and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from (1) the Design Consultant's negligent performance or failure to perform its obligations under this Agreement and (2) any claim, damage, loss or expense attributable to bodily injury, sickness, disease or death, or to injury to or destruction of personal and/or real property including the loss of use resulting wherefrom and caused by any negligent act or omission of the Design Consultant, anyone directly or indirectly employed by the Design Consultant or anyone for whose acts the Design Consultant may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Article.
- 10.2. Except as otherwise set forth in this Agreement, the Design Consultant and the Owner shall not be liable to each other for any delays in the performance of their respective obligations and responsibilities under this Agreement which arise from causes beyond their control and without their fault or negligence, including but not limited to, any of the following events or occurrences: fire, flood, earthquake, epidemic, atmospheric condition of unusual severity, war, and strikes. Owner shall not be liable to the Design Consultant for acts or failures to act by the Contractor.

11. ARTICLE 11 DISPUTE RESOLUTION PROCEDURE

- 11.1. To prevent disputes and litigation, it is agreed by the parties that any claim or dispute between the Owner and the Design Consultant, that any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to voluntary non-binding mediation as a condition precedent to the institution of legal or equitable proceedings by either party. If the parties are unable to agree upon a certified mediator to hear their dispute, the President of the Buncombe County Bar Association shall name a mediator to hear the matter. During the pendency of any dispute and after a determination thereof, the parties to the dispute shall act in good faith to mitigate any potential damages including utilization of construction schedule changes and alternate means of construction. The costs of the process shall be divided equally between the parties to the dispute.
- 11.1.1. The mediation session shall be private and shall be held in Buncombe County, North Carolina or in another North Carolina County agreed upon by both parties. Mediation under this Article 11 shall not be the cause for a delay of the Project which is the focus of the dispute.
- 11.2. If, as a result of mediation, a voluntary settlement is reached and the parties to the dispute agree that such settlement shall be reduced to writing, the Mediator shall be deemed appointed and constituted an arbitrator for the sole purpose of signing the mediated settlement agreement. Such agreement shall be, and shall have the same force and effect as an arbitration award, and judgment may be entered upon it in accordance with applicable law in any court of competent jurisdiction.

- 11.3. If the disputed issue cannot be resolved in mediation or either party disagrees with the results of the mediation, the parties may seek resolution in the General Court of Justice in the County of Buncombe and the State of North Carolina. If a party fails to comply in strict accordance with the requirements of this Article, the non-complying party specifically waives all of its rights provided hereunder, including its rights and remedies under State law.

12. ARTICLE 12 TERMINATION, SUSPENSION OR ABANDONMENT

- 12.1. If either party shall substantially fail to perform in accordance with the terms of this Agreement through no fault of the other party, the non-breaching party may terminate this Agreement by delivering seven (7) days' written notice of termination.
- 12.2. If the project is suspended by the Owner for more than thirty (30) consecutive days, the Design Consultant shall be compensated for services performed prior to notice of such suspension.
- 12.3. This Agreement may be terminated by the Owner upon not less than seven (7) days' written notice to the Design Consultant in the event that the project is permanently abandoned. If the Project is abandoned by the Owner for more than ninety (90) consecutive days, the Design Consultant may terminate this Agreement by giving written notice.
- 12.4. If the Owner fails to make payment when due the Design Consultant for services and expenses, the Design Consultant may, upon seven (7) days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Design Consultant within seven days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the Design Consultant shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services.
- 12.5. In the event of termination not the fault of the Design Consultant, the Design Consultant shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due. This shall be the exclusive remedy for termination.
- 12.6. Owner shall have no liability to the Design Consultant for any delay or damage caused the Design Consultant due to suspension of the work, or due to any other delay, interruption, hindrance, or interference.
- 12.7. Should the Owner terminate this agreement for any reason under this Article, the Owner will acquire such drawings, including the ownership and use of all drawings, specifications, documents and materials relating to the Project prepared by or in the possession of the Design Consultant. The Design Consultant will turn over to the Owner in a timely manner and in good unaltered condition all original drawings, specifications, documents, materials, and computer files related to the project.

13. ARTICLE 13 SUCCESSORS/ASSIGNMENT

- 13.1. This Agreement shall inure to the benefit of and be binding on the heirs, successors, assigns, trustees and personal representatives of the Owner, as well as the permitted assigns and trustees of the Design Consultant.

- 13.2. The Design Consultant shall not assign, sublet or transfer its interest in this Agreement without the written consent of the Owner, except that the Design Consultant may assign accounts receivable to a commercial bank or financial institution for securing loans, without prior approval of the Owner.

14. ARTICLE 14 OWNERSHIP OF DOCUMENTS/CONFIDENTIAL INFORMATION

- 14.1. The Drawings, Specifications and other documents prepared by the Design Consultant for this Project are for use solely with respect to this Project, the Owner shall be the owner of these documents and shall have all common law, statutory and other reserved rights, including the copyright. The Design Consultant's Drawings, Specifications or other documents shall not be used by the Owner or others on other projects, except by agreement in writing by the Design Consultant.
- 14.2. Submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with the project is not to be construed as publication in derogation of the Owner's reserved rights.

15. ARTICLE 15 ADDITIONAL PROVISIONS

- 15.1. Unless otherwise provided in this Agreement, the Design Consultant shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.
- 15.2. The Design Consultant shall not discriminate against any employee or applicant for employment because of age, gender, race, creed, national origin, or disability. The Design Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event the Design Consultant is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Agreement may be canceled, terminated or suspended in whole or in part by Owner, and the Design Consultant may be declared ineligible for further Owner contracts.
- 15.3. The Design Consultant shall follow all applicable federal, state, and local laws.
- 15.4. The Owner and Design Consultant agree to endeavor to provide written notification and to negotiate in good faith prior to litigation concerning claims, disputes, and other matters in question arising out of or relating to this Agreement or the breach thereof.
- 15.5. The payment of any sums by the Owner shall not constitute a waiver of any claims for damages by the Owner for any breach of the Agreement by the Design Consultant.
- 15.6. This Agreement and its Exhibits and Attachments represent the entire and integrated agreement between the Owner and the Design Consultant and supersede all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Design Consultant.
- 15.7. This Agreement shall be governed by the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Buncombe and the State of North Carolina.

- 15.8. If any one or more of the provisions contained in this Agreement, for any reason, are held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions thereof and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
- 15.9. Except where specifically stated otherwise, all periods of time stated in terms of days shall be considered periods calculated in calendar days.
- 15.10. The headings or captions within this Agreement shall be deemed set forth in the manner presented for the purposes of reference only and shall not control or otherwise affect the information set forth therein or interpretation thereof.
- 15.11. For the purpose of this Agreement unless the context clearly indicates otherwise, the singular includes the plural, and the plural includes the singular.
- 15.12. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and the counterparts shall constitute one and the same instrument, which shall be sufficient evidence by any one thereof.
- 15.13. **E-VERIFY.** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the COUNTY.

In witness whereof, each individual executing this agreement acknowledges that he/she/it is authorized to execute this agreement and further acknowledges the execution of this agreement the day and year first written above.

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Buncombe County Chief Financial Officer

**DESIGN CONSULTANT:
NATIVE FORMS ARCHITECTS PLLC**

By:  dotloop verified
05/07/25 3:23 PM EDT
R8lj-G0HB-1YZF-UVS5

Title: _____

Date: 05/07/2025

**OWNER:
COUNTY OF BUNCOMBE**

By: _____

Title: _____

Date: _____

EXHIBIT A

Native Forms Architecture PLLC

PO Box 8211
Asheville NC, 28814
nativeformsarch@gmail.com

March 17, 2025

Design Services Proposal

Ronald Lunsford
Buncombe County General Services Department
Project Manager
40 McCormick Place
Asheville, NC 28801
(828)250-4235

AHS CTE Kitchen Renovations

Dear Mr. Lunsford,

Thank you so much for the opportunity to submit this proposal for your review. The following information outlines the general project scope for Architecture and Engineering services for the new renovations to the existing Kitchen facilities at the Asheville High School CTE building.

Project scope will include demolition of approximately 2,700 square feet of existing interior in and adjacent to the existing Kitchen to provide new Kitchen, Dishwashing, Storage, Laundry, and Classroom facilities with no additional area added to the existing envelope or footprint. The existing Locker Rooms will be renovated to accommodate Laundry functions and to expand the existing Classroom program space. Existing Kitchen and Landry equipment will be removed and reinstalled as part of the work, and new handwashing sink, three compartment sink, and new hood venting system with new roof penetrations will be installed. We anticipate this work to qualify as Level II Alterations per the NC Existing Building Code. Fee below is itemized by phase and includes full services for Architectural and Structural, Plumbing, Mechanical, and Electrical Engineering services. No Civil Engineering or Site work is contemplated in the scope of this agreement.

Architectural and Engineering Fee.....\$57,120
Schematic Design 15%
Design Development 20%
Construction Documents 40%
Bidding & Negotiations 5%
Construction Administration 20%

Please let me know if you have any questions regarding this info and I look forward to another successful collaboration with the team at Buncombe County and Asheville City Schools.

Sincerely,



Chip Howell, AIA, LEED AP
Native Forms Architecture PLLC
PO Box 8211
Asheville, NC 28814
nativeformsarch@gmail.com

Owner's Acceptance:

Name: _____ Date: _____

Project Site: Asheville High School
419 McDowell Street
Asheville, NC 28803

Schedule: For purposes of this Agreement, the schematic design phase may begin upon the Owner's execution of this Agreement. The Architect shall not be held responsible for delays in the schedule caused by unforeseen circumstances, regulatory reviews and approvals, decisions of the Owner, changes requested by the Owner beyond the scope of this agreement, or other circumstances beyond the Architect's control.

Compensation and Payments: The Architect's Services shall be invoiced monthly based on the progress of the work. Payments are due and payable upon receipt of the Architect's monthly invoice. Refer to schedules of fees included with this document for hourly billing rates of team members.

Additional Services: May be provided by the design team at the request of the Owner for additional compensation at the rates noted below. All Additional Services must be approved in advance, and in writing by the Owner and Architect. Additional Services could include, but would not be limited to the following: drawings or renderings beyond those necessary for the Project; coordination or review of changes in the work or the contractor's substitution of materials and system; extra work required due to historical preservation requirements; other applicable regulations beyond normal zoning and code requirements; additional design work related to changes in scope, schedule or budget after the 100% schematic design milestone; revisions to drawings after the final construction documents have been prepared; or other services or solicitations for services outside the scope of this agreement.

Architect:	\$160 per hour
Architectural Draftsman:	\$80 per hour
Architectural Administrative Support:	\$45 per hour
Structural Senior Engineer:	\$175 per hour
Structural Project Engineer:	\$150 per hour
Structural Senior CAD/Field Technician:	\$100 per hour
Structural CAD/Field Technician:	\$75 per hour
Structural Clerical Support:	\$50 per hour
PME Principal Engineer:	\$250 per hour
PME Engineer:	\$175 per hour
PME Senior Designer:	\$115 per hour
PME Designer:	\$85 per hour
PME Drafter:	\$70 per hour
PME Clerical:	\$60 per hour
PME Field Technician:	\$115 per hour



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/20/2025

Consent Agenda

Department: Planning, Community Development Division

Presenter(s): Jonathon Jones

Contact(s): Jonathon Jones, Matthew Cable

Subject: Affordable Housing Services Program Description, Requirements and Guidelines Revisions

Brief Summary:

Buncombe County developed an Affordable Housing Services Program (AHSP) in 2004. The AHSP's Description, Requirements and Guidelines are amended, reviewed, and approved by the Board of Commissioners as needed. At its regularly scheduled meeting on May 6, 2025 the Affordable Housing Subcommittee recommended the Board of Commissioners adopt a revised AHSP Description, Requirements, and Guidelines. The revisions reflect the expansion of the Affordable Housing Subcommittee to a five-member body with three Commission and two resident members and the associated changes in Subcommittee authority as the result of this expansion. These changes would be in place at this point forward to ensure the Board has full authority to finalize loan deferral and interest rate determinations.

Recommended Motion & Requested Action:

Recommend the Board of Commissioners adopt the attached Affordable Housing Services Program (AHSP) Description, Requirements, and Guidelines.

County Manager's Comments and Recommendation:

County Manager recommends as presented.



BUNCOMBE COUNTY

AFFORDABLE HOUSING SERVICES PROGRAM (AHSP)

PROGRAM DESCRIPTION

I. PRIORITY

Ensure comprehensive opportunities for affordable and safe housing as a foundation for healthy and thriving families and neighborhoods.

II. BACKGROUND

Buncombe County's Affordable Housing Services Program (AHSP) is intended to ensure comprehensive opportunities for affordable and safe housing are available. AHSP supports the:

- Construction Loan Program (Loan);
- Downpayment Assistance Program (Loan);
- Tenant-Based Rental Assistance Program (Grant);
- Construction Grant Program (Grant);
- Emergency Repair Program (Grant);
- New Start Program (Grant); and
- Administrative Support Program (Grant).

III. ADMINISTRATION

The Affordable Housing Subcommittee (the Subcommittee) may review AHSP applications and make recommendations regarding funding allocations including contract terms, loan interest rates and loan deferral to the Board of Commissioners.

The CD Division is authorized to:

- Administer funds budgeted by the Board of Commissioners for the AHSP;
- Contract with community partners, including AHSP applicants and recipients, on behalf of Buncombe County consistent with the spirit and intent of the guidelines contained herein and after consideration of the recommendations from the Subcommittee; and
- Finalize scope, lien position, and/or other specific aspects of AHSP agreements consistent with the spirit and intent of the guidelines contained herein.

Agreements for the expenditure of AHSP funds may be executed and/or amended as follows:

- \$0 - \$29,999 Planning Director or Designee;
- \$30,000 - \$499,999 Assistant County Manager or Designee; and
- \$500,000 or greater County Manager or Designee with the Board of Commissioners Notified.

IV. APPLICATION PROCESS

CD Division staff will advertise a request for proposals (RFP) to solicit project applications from qualified entities and organizations to administer and deliver AHSP supported affordable housing projects. CD Division staff will contact applicants who have requested notification and notify them of the AHSP funding opportunity.

The AHSP application will be made available online with a prescribed deadline for submittal. CD Division staff will review applications and prepare a summary report for each project, which will be provided to the

Subcommittee for review. The Subcommittee will make recommendations to the Board of Commissioners to approve, through the budget process, funding allocations.

V. AFFORDABLE HOUSING GOALS

- Increase the supply of Affordable Housing for rent
- Increase the supply of Affordable Housing for homeownership, especially for BIPOC households
- Preserve the supply of Naturally Occurring Affordable Housing (NOAH)
- Support activities that achieve functional zero Homelessness
- Support activities that encourage the use of all vouchers

VI. AFFORDABLE HOUSING OBJECTIVES

Buncombe County will impact 2,800-3,150 affordable housing units by 2030.

- 1,500-1,850 rental units for households at $\leq 80\%$ AMI
 - average at $\leq 60\%$ AMI across all households
 - 1,200-1,480 units should leverage the LIHTC program
 - 200 units for $< 30\%$ AMI
- 400 ownership units for households at $< 80\%$ AMI
- 500 repair units for households at $< 80\%$ AMI
- 400 ownership or rental units for households at $> 80\%$ to $< 120\%$ AMI (noting that funding available through the AHSP may not be used to accomplish this goal)

VII. PROJECT PRIORITIES & PREFERENCES

Funding constraints, individual project merits, and achievement of the desired mix of project types will all factor into project prioritization.

Strong preference will be given to projects that:

- Demonstrate intent to leverage other sources of debt, equity, or other funding prior to and beyond the AHSP request.
- Include deferred developer fees.
- Accept rent vouchers.
- Accept housing referrals from the Continuum of Care for households experiencing homelessness.
- Include renewable energy systems, install all electric appliances and equipment, participate in local utility efficiency programs, and/or demonstrate compliance with energy efficiency standards including but not limited to ENERGY STAR.

Applicants seeking only program administrative support or applications where the proportion of administrative support is high relative to project costs are less preferred.

PROGRAM REQUIREMENTS AND GUIDELINES

I. APPLICANTS

Applicants may be:

- For-profit corporations, partnerships, or sole proprietors;
- Private incorporated non-profit agencies with IRS 501(c)(3) or similar designation; or
- Public non-profit agencies and governmental agencies, including Buncombe County (which may directly operate AHSP projects).

Applicants may not be individuals seeking to build an individual unit for their family.

II. INSTRUCTIONS FOR SUBMITTING APPLICATIONS

Applicants may apply online at www.buncombecounty.org/apply. Applicants should be familiar with all program requirements and guidelines described below at the time of application.

III. ACTIVITIES

The following activities are eligible:

- Construction (including site work and soft costs) of new affordable single-family or multifamily housing units for sale or rent (or non-revenue generating) which must meet state and local building codes and must be stick-built or system-built (modular);
- Conversion of existing non-residential structure(s) for affordable single-family or multifamily housing units for sale or rent (or non-revenue generating) which must meet state and local building codes and must be stick-built or system-built (modular);
- Rehabilitation of existing affordable single-family or multifamily housing units for sale or rent (or non-revenue generating) which must meet state and local building codes and must be stick-built or system built (modular);
- Downpayment assistance for income eligible homebuyers;
- Tenant-based rental assistance in connection with homelessness prevention;
- Emergency repair of single-family units for income eligible clients; and
- New start programs which provide opportunities for affordable and safe housing for healthy and thriving families and neighborhoods which are innovative in approach.
- Administrative support programs that have a measurable and identifiable impact on County affordable housing goals.

Eligible activities must take place within Buncombe County.

IV. DEFINITION OF AFFORDABILITY

To be considered affordable units, units for sale must be:

- Sold as affordable (not to exceed 30% of the buyer's income);
- Sold to an eligible homebuyer (a household income at or below 80% of Area Median Income (AMI) adjusted for household size as described in HUD's Income Limits Summary Table in effect at the time of sale); and
- Have a maximum sales price as described in HUD's HOME and Housing Trust Fund Homeownership Sales Price Limits Table in effect at the time of sale or sell at a higher price but only the first mortgage is affordable to the buyer based on their income.

To be considered affordable rental units, units for rent must be:

- Rented at a rate not to exceed HUD's Fair Market Rent as described in HUD's Fair Market Rent Documentation System in effect at the time the lease is signed); and
- Rented to eligible tenants (a household income at or below 80% of Area Median Income (AMI) adjusted for household size as described in HUD's Income Limits Summary Table in effect at the time the lease is signed).

To be considered income eligible, once an initial income verification is completed, a re-examination is not required unless 12 months have elapsed before assistance is provided.

V. PROJECT AND REIMBURSEMENT TIMEFRAME

Construction and conversion projects must be scheduled to break ground by June 30 of the calendar year following the year of application and begin requesting reimbursement by July 31 of the calendar year following the year of application. All other projects must complete expenditures and request reimbursement by July 31 of the calendar year following the year of application.

VI. CONSTRUCTION LOAN PROGRAM

TERMS APPLICABLE TO ALL CONSTRUCTION LOANS

- Eligible Applicants: For-profit corporations, partnerships, or sole proprietors; private incorporated non-profit agencies with IRS 501(c)(3) or similar designation; or public non-profit agencies.
- Maximum Loan Amount: Maximum. Applicants may request:
 - 10% of the cost per affordable unit (for conversion construction the cost per unit shall be based on a licensed contractor's estimate of required repairs to bring the units up to building code and including service delivery and administrative costs in the estimates);
 - 20% of the cost per unit for 4% low-income housing tax credit projects (for conversion construction the cost per unit shall be based on a licensed contractor's estimate of required repairs to bring the units up to building code and including service delivery and administrative costs in the estimates);
 - Loans exceeding the maximum amounts listed above (10%/20% of cost per affordable unit) where the project solely targets households at $\leq 30\%$ AMI;
 - Loans exceeding the maximum amounts listed above (10%/20% of cost per affordable unit) where the project includes on-site renewable generation for residential benefit, achieves Leadership in Environmental and Energy Design (LEED) certification, or follows the Department of Energy's Zero Energy Ready Home (ZERH) program provided the applicant indicates program cost to support any request beyond maximum loan amount (10%/20%).
- Uses: Affordable unit construction, infrastructure improvements, professional services, and costs of permitting.
- Form: Loan secured by a lien on the property being assisted, provided the County takes or shares a first lien position, or where the County accepts a lower lien position subject to the amount of loan funds financed.

ADDITIONAL LOAN TERMS APPLICABLE TO NEW AND CONVERSION CONSTRUCTION AND REHABILITATION: UNITS FOR SALE

- Term and Interest Rate: Five (5) years or until the property is transferred or sold, whichever occurs first. Fully amortizing at an interest rate of 2.00%.

ADDITIONAL LOAN TERMS APPLICABLE TO NEW AND CONVERSION CONSTRUCTION AND REHABILITATION: UNITS FOR RENT

- Term and Interest Rate:

Standard terms and interest rates are considered to be the default term and interest rates offered. An applicant may request from among the following standard terms and interest rates:

- 7 year term, fully amortizing at an interest rate of 2.50%, annual principal and interest payment;
- 10 year term, fully amortizing at an interest rate of 2.75%, annual principal and interest payment;
- 15 year term, fully amortizing at an interest rate of 3.25%, annual principal and interest payment;
- or
- 20 year term, fully amortizing at an interest rate of 3.75%, annual principal and interest payment.

An applicant may request the *option* of annual payments from cashflow with principal balloon provided the applicant indicates such at the time of application and demonstrates a need for such terms for project viability. An applicant may request from among the following interest only payments with principal balloon:

- 7 year term, at an interest rate of 3.00%, annual interest payment and principal balloon;
- 10 year term, at an interest rate of 3.25%, annual interest payment and principal balloon;
- 15 year term, at an interest rate of 3.75%, annual interest payment and principal balloon; or
- 20 year term, at an interest rate of 4.25%, annual interest payment and principal balloon.

An applicant may request the *option* of interest only payments from cashflow with principal balloon provided the applicant: (1) is pursuing low-income housing tax credits and/or is a project targeting households at $\leq 30\%$ AMI; (2) indicates that such terms are desired at the time of application; and (3) demonstrates a need for such terms for project viability. An applicant may request the following interest only payments from cashflow with principal balloon:

- 20 year term, at an interest rate of 2.00%, annual payment from cashflow with principal balloon.

Requests for payments from cashflow with principal balloon does not guarantee award of a loan on those terms. Applicants should have a willingness to consider various approaches that support project viability including, but not limited to, deferring developer fees as appropriate.

CONSTRUCTION, CONVERSION AND REHABILITATION LOAN AGREEMENTS

Loan agreements shall be executed between the County and applicant with specific conditions dependent on the project type.

Loan agreements shall include the following requirements:

- Submittal of regular progress reports;
- Provision of record access to Buncombe County staff;
- Abidance by Fair Housing and Equal Rights Opportunity principles adherence requirements (which prohibit discrimination based on race, color, age, sex, sexual orientation, gender, religion, national origin, disability, or family status);
- Provision of open marketing to ensure fair housing choices;
- Description of income limits of occupants/owners;
- Annual verification of affordable rent levels for the lifetime of the loan (where constructed for rent);
- Acceptance of rental subsidies, including housing vouchers directly or indirectly funded by the federal government, and other provable and lawful sources of income (where constructed for rent).
Prohibition against disqualifying residents and prospective tenants from renting a housing unit based on sources of income (where constructed for rent);
- Provision of statements of project cashflows with the annual repayment (where constructed for rent) consistent with those provided to all other investors;
- Provision of a detailed project scope including project completion time limits;

- May apply for a property tax exemption with Buncombe County or the State of North Carolina regarding property associated with the project (where the applicant is eligible to seek property tax exemption); and
- Prohibitions of conflict of interest.

VII. DOWNPAYMENT ASSISTANCE PROGRAM

- Eligible Applicants: For-profit corporations, partnerships, or sole proprietors; private incorporated non-profit agencies with IRS 501(c)(3) or similar designation; or public non-profit agencies. The applicant must either coordinate homebuyer's education classes or require participants complete a homebuyer's education course. An applicant who is also seeking a construction loan may submit a single application that includes both the construction loan and downpayment assistance loan budgets.
- Maximum Loan Amount: 10% of the cost per affordable unit
- Uses: Downpayment assistance must:
 - Benefit an eligible homebuyer (a homebuyer with a household income at or below 80% of Area Median Income (AMI) adjusted for household size);
 - Benefit a homebuyer that has completed a homebuyer's education course; and
 - Be for an affordable unit for sale, as defined above.
- Form: Non-forgivable loan, secured with a lien on the property being assisted, provided the County takes or shares a first lien position, or where the County accepts a second lien position, subject to the amount of loan funds financed.
- Term: Due in the event the homeowner no longer lives in the unit, sells the unit, or refinances the unit
- Interest Rate: 0%
- Loan Agreements: Loan agreements shall be executed between the County and applicant for the project

VIII. TENANT BASED RENTAL ASSISTANCE PROGRAM

- Eligible Applicants: Private incorporated non-profit agencies with IRS 501(c)(3) or similar designation; or public non-profit agencies. The applicant must specialize in working with homeless families or those at risk of homelessness and must provide housing stabilization services and after placement follow up for clients.
- Maximum Assistance: \$2,500 per household. Where assistance exceeds \$1,500 per household, such assistance shall be for the purposes of eviction prevention.
- Uses: Security and utility deposits, moving expenses, first month's rent, and eviction prevention.

IX. CONSTRUCTION GRANT PROGRAM

- Eligible Applicants: Private incorporated non-profit agencies with IRS 501(c)(3) or similar designation; or public non-profit agencies. The applicant must specialize in working with homeless families or those at risk of homelessness and must provide housing stabilization services and after placement follow up for clients.
- Maximum Assistance: \$25,000 per non-revenue generating unit.
- Uses: Unit construction

X. EMERGENCY REPAIR PROGRAM

- Eligible Applicants: For-profit corporations, partnerships, or sole proprietors; private incorporated non-profit agencies with IRS 501(c)(3) or similar designation; or public non-profit agencies. The applicant must have no financial interest in the unit(s) to be repaired.
- Maximum Assistance: \$25,000 per unit
- Repairs Under \$15,000:

- Must benefit an eligible homeowner (a homeowner with a household income at or below 80% of Area Median Income (AMI) adjusted for household size as described in HUD's Income Limits Summary Table in effect at the time assistance is provided);
- Must be performed on units where the applicant has no financial interest;
- May include repairs for life safety issues; and
- May be used for retrofitting units for needs of individuals with disabilities.
- Repairs at \$15,000 and up to \$25,000:
 - Must be forgivable loan, secured with a Note and Deed of Trust which reduces \$15,000 in year one and by \$5,000 each successive year until such time as the loan is forgiven. The forgivable loan may be transferred to a new and verified income qualified household. If the eligible homeowner sells to a non-income qualified household or no longer occupies the unit during the repayment period, the balance of the note shall be due;
 - Must benefit an eligible homeowner (a homeowner with a household income at or below 80% of Area Median Income (AMI) adjusted for household size as described HUD's Income Limits Summary Table in effect at the time assistance is provided);
 - Must be performed on units where the applicant has no financial interest;
 - May include repairs for life safety issues; and
 - May be used for retrofitting units for needs of individuals with disabilities.

XI. NEW START PROGRAM

- Eligible Applicants: Private incorporated non-profit agencies with IRS 501(c)(3) or similar designation; or public non-profit agencies. The applicant may only request funding a single time for a specific new start program.
- Maximum Assistance: \$50,000
- Uses: Costs associated with the development and implementation of a new program which provides opportunities for affordable and safe housing for healthy and thriving families and neighborhoods and which is innovative in approach. Funding may include administrative and program implementation costs.

XII. ADMINISTRATIVE SUPPORT PROGRAM

- Eligible Applicants: Private incorporated non-profit agencies with IRS 501(c)(3) or similar designation; or public non-profit agencies.
- Maximum Assistance: \$50,000
- Uses: Costs associated with administrative activities including specific project management, oversight, and coordination and may be for personnel, non-personnel, direct or indirect expenses. Administrative activities should support affordable and safe housing for healthy and thriving families and neighborhoods and have a measurable and identifiable impact on affordable housing goals and objectives.



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: May 20, 2025

Consent Agenda

Department:
Emergency Services

Presenter(s):
John Hudson, Budget Director

Contact(s): Taylor Jones, Emergency Services Director
Brittany Robinson, Emergency Management Division Manager

Subject: NC USAR Task Force 2 Reimbursement - Tropical Storm Debby

Brief Summary:

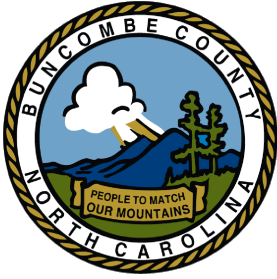
The North Carolina Urban Search and Rescue Task Force 2 (NCUSAR TF2) is hosted by Buncombe County Emergency Management and includes membership from Fire Departments throughout the County. NCUSAR TF2 deployed on Mission #307823 in response to Tropical Storm Debby. \$156,402 has been received to reimburse costs associated with this Mission. Of this amount \$83,897 was for County personnel, travel, and equipment, and \$72,505 was for Fire Department personnel that deployed for this mission. The \$72,505 that is reimbursement to Fire Departments is being realized so that reimbursement payments can be made to them.

Recommended Motion & Requested Action:

Approve budget amendment

County Manager's Comments & Recommendation:

County Manager recommends as presented



BUNCOMBE COUNTY, NORTH CAROLINA
General Fund

BOARD MEETING DATE: May 20, 2025

WHEREAS, the Budget Director recommends and the Board now desires to amend the FY2024-2025 General Fund as outlined below in Exhibit "A" to the budget,

NOW THEREFORE,

BE IT ORDAINED by the Board of Commissioners for the County of Buncombe as follows:

1. That the FY2024-2025 amendments listed in Exhibit A below be hereby adopted.
2. That this ordinance shall be effective upon adoption.

ADOPTED this 20th day of May, 2025

Requesting Department: Emergency Services
Budget Amendment Item: NC USAR Task Force 2 Reimbursement - Tropical Storm Debby

Description: NCUSAR TF2 deployed on Mission #307823 in response to Tropical Storm Debby. \$156,402 has been received to reimburse costs associated with this Mission. Of this amount \$83,897 was for County personnel, travel, and equipment, and \$72,505 was for Fire Department personnel that deployed for this mission. The \$72,505 that is reimbursement to Fire Departments is being realized so that reimbursement payments can be made to them.

Funding Source: FEMA - No new County dollars required

Exhibit A: Account Description	Increase (Decrease)	
	Revenues	Expenditures
Emergency Services - Revenue	\$ 72,505	
Emergency Services - Program Support		\$ 72,505
TOTAL	\$ 72,505	\$ 72,505

ATTEST:

Sarah Gross
Clerk to the Board

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

By: *Amanda Edwards*
Chairman of the Board



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: May 20, 2025

Consent Agenda

Department: Air Quality **Presenter(s):** Steve Ensley

Contact(s): Steve Ensley and Ashley Featherstone, Air Quality

Subject: Air Quality Monitoring Site Expansion at AB Tech

Brief Summary:

Asheville-Buncombe Air Quality Agency (AB Air Quality) operates air pollution monitoring equipment that is part of the national ambient air quality monitoring network. EPA oversees the network and state and local air quality agencies operate the equipment in accordance with EPA regulations.

EPA requires a Metropolitan Statistical Area (MSA) of our size to operate two ozone samplers. The recent revision to the Asheville MSA removed Haywood County which contained one of these samplers. As a result, we no longer meet this requirement. AB tech has been identified as a suitable location for this second sampler. AB Air Quality has maintained a presence there for many years monitoring for air toxics. We would like to replace the existing toxics shelter with a larger one that could house both the toxics sampler and the new ozone sampler. The new 8' x 12' building requires a concrete pad to support the structure. DEQ has offered the use of a new metal building and AB Air Quality will purchase and operate the equipment.

This site has been approved by administration at AB Tech (Amendment No. One to MOU regarding use of A-B Tech Facilities) and would be the most expedient and logical location given our existing presence. We would like to ask the Buncombe County Board of Commissioners to approve this action in order to meet our obligations to EPA.

Recommended Motion & Requested Action:

Motion to approve the Amendment No. One to MOU Regarding Use of A-B Tech Facilities which allows the expansion of the existing small monitoring enclosure at AB Tech with an 8' x 12' building.

County Manager's Comments & Recommendations:

County Manager recommends as presented.

**AMENDMENT NO. ONE TO MOU REGARDING
USE OF A-B TECH FACILITIES**

WHEREAS, pursuant to G.S. § 166A-19.61, any corporation who grants a license or privilege or otherwise permits or allows the designation or use of the whole or any part of real or personal property "for the purpose of activities or functions relating to emergency management as provided for in this Chapter or elsewhere in the General Statutes shall not be civilly liable for the death of or injury to any person or the loss of or damage to the property of any persons where such death, injury, loss, or damage resulted from, through, or because of the use of the said real or personal property for any of the above purposes, provided that the use of said property is subject to the order or control of or pursuant to a request of the State government or any political subdivision thereof.";

WHEREAS, based on Hurricane Helene, on September 26, 2024, Buncombe County declared a Local State of Emergency in an effort to promote safety and responsibility during Hurricane Helene and its aftermath;

WHEREAS, said Buncombe County declaration activated the Emergency Management Plan adopted by Buncombe County along with all applicable mutual assistance compacts and agreements, and all Emergency Management personnel have been ordered to cooperate in the implementations of the provisions of the County's Emergency Management Plan;

WHEREAS, per the Emergency Management Plan, Buncombe County requested the assistance of the College, by and through its President, with providing emergency providers space and other related emergency use as necessary;

WHEREAS, the College agreed to offer such assistance by providing the County with a license to use certain portions of the Ferguson Center for Allied Health and Workforce Development, A-B Tech / Mission Health Conference Center, and the Coman Gym, (collectively referred to as "College facilities") all located on the College's main Buncombe County campus;

WHEREAS, the Board of Trustees of Asheville-Buncombe Technical Community College, ("College") and the County of Buncombe, North Carolina, ("County") are parties to a Memorandum of Understanding ("MOU") regarding the County's use of College facilities, dated October 10, 2024;

WHEREAS, the College and the County wish to amend their MOU, allowing the County a limited non-exclusive license to erect an 8'x10' structure with concrete pad underneath as a monitoring station adjacent to parking lot A-12 on Facilities Way, where a current storm water project is taking place under EPA regulations;

WHEREAS, the College and the County have determined to enter into this Amendment No. 1 to allow the County's limited use as described more fully below; and

WHEREAS, the Parties hereto each acknowledge they are authorized to execute and enter into this Amendment No. One.

NOW, THEREFORE, the Parties do hereby agree as follows:

1. The MOU is hereby extended to include a period up to June 1, 2025.
2. The list of the College's facilities subject to the MOU is hereby increased to include a limited non-exclusive license to the County to erect an 8'x10' structure with concrete pad underneath as a monitoring station adjacent to parking lot A-12 on Facilities Way, where a current storm water project is taking place under EPA regulations.
3. The College's primary point of contact for all contractual and legal issues related to this Amendment No. One and MOU is hereby Mrs. Beth Green, Director of Facilities Support.
4. All other provisions of the MOU remain in force and effect.

IN WITNESS WHEREOF, the parties hereto have executed and attested this Agreement by their officers thereunto duly authorized as of the day and year first written above.

County of Buncombe

**The Board of Trustees of Asheville-
Buncombe Technical Community College**

By: _____
(Signature)

By: 
(Signature)

(Printed Name)

Dr. John Gossett

(Printed Name)

Buncombe County Manager

President

(Date) _____

(Date) 4/10/25



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: May 20, 2025

Consent Agenda

Department:

Health and Human Services

Presenter(s):

John Hudson, Budget Director

Contact(s):

Matthew Baker, Strategy and Innovation

Subject:

ICMA 2025 Economic Mobility and Opportunity Grant

Brief Summary:

Buncombe County has been selected as one of 15 local governments to join the International City/County Management Association's (ICMA) Economic Mobility Opportunity (EMO) Cohort for 2025. In addition to professional development and networking opportunities, the County has been awarded a \$24,000 grant. The grant will enhance the Skills, Training, and Education Program (STEP) run through Buncombe County Health & Human Services' Economic Services Division.

Recommended Motion & Requested Action:

Approve budget amendment

County Manager's Comments & Recommendation:

County Manager recommends as presented



BUNCOMBE COUNTY, NORTH CAROLINA

Grant Projects Ordinance

BOARD MEETING DATE: May 20, 2025

WHEREAS, the Budget Director recommends and the Board now desires to amend the FY2024-2025 Grants Projects outlined below in Exhibit "A" to the budget,

NOW THEREFORE,

BE IT ORDAINED by the Board of Commissioners for the County of Buncombe as follows:

1. That the FY2024-2025 amendments listed in Exhibit A below be hereby adopted.
2. That this ordinance shall be effective upon adoption.

ADOPTED this 20th day of May, 2025

Granting Agency:	Gates Foundation through the International City/County Management Association (ICMA)
Grant Name:	ICMA EMO Cohort

Description:

Buncombe County has been selected as one of 15 local governments to join the International City/County Management Association's (ICMA) Economic Mobility Opportunity (EMO) Cohort for 2025. In addition to professional development and networking opportunities, the County has been awarded a \$24,000 grant. The grant will enhance the Skills, Training, and Education Program (STEP) run through Buncombe County Health & Human Services' Economic Services Division.

Funding Source:	Gates Foundation through the International City/County Management Association (ICMA)
Award ID:	INV-064910
CFDA Listing:	N/A

Exhibit A:	Increase (Decrease)	
Account Description	Revenues	Expenditures
ICMA EMO Cohort	\$ 24,000	\$ 24,000
TOTAL	\$ 24,000	\$ 24,000

ATTEST:

Sarah Gross

Clerk to the Board

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

By: *Amanda Edwards*

Chair of the Board



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/20/2025

New Business

Department: Planning & Development **Presenter(s):** William High, AICP

Contact(s): William High

Subject: Rate Adjustment for Purchased Transportation Services Provided under the Transportation Agreement between Buncombe County and the City of Asheville

Brief Summary:

Buncombe County provides ADA Complementary Paratransit Services for the City of Asheville under an automatically renewing Transportation Agreement which originated July 1, 2013. The Agreement currently includes a contract billing rate of \$3.37 per shared service mile. The Agreement allows for the billing rate to be adjusted provided it is less than the operating contract rate per mile paid by the County to the operating contractor (RATP Dev USA, Inc.). County staff proposes increasing the contract billing rate to \$3.49 per shared service mile in line with the Agreement.

The County will continue to subsidize the ADA Complementary Paratransit service by not seeking City cost participation in administrative, fuel, and capital vehicle costs associated with the provision of City of Asheville ADA Complementary Paratransit Services.

The FY26 projected cost to the City, with anticipated service volumes at the billing rate of \$3.49, would be \$1,312,650. Projected costs have been communicated to the City of Asheville's Transportation Department throughout the budget cycle for inclusion in the City's FY 2025-2026 annual budget.

Recommended Motion & Requested Action:

Approve the \$3.49 per shared service mile rate effective July 1, 2025.

County Manager's comments and Recommendation:

County Manager recommends as presented.



CITY OF ASHEVILLE ADA PARATRANSIT CONTRACT RATE

Presented by

William High, AICP

Community Development Division, Planning & Development



BUNCOMBE COUNTY



5/14/2025

TRANSPORTATION AGREEMENT

Section 1: Duties of the County

B. Billing and Establishing Rates.

- (2) Submit to City, a notice of any rate change at least thirty (30 days) prior to the rate change;*
- (3) Establish rates no greater than needed to defray the fully allocated cost of providing services through Mountain Mobility*

- February 13, 2025: City's Transportation Department was notified of the proposed rate of \$3.49 per mile on
- Anticipated cost to the City of Asheville \$1.3M for FY26



QUESTIONS?





Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/20/2025

Consent Agenda

Department: Emergency Services

Presenter(s): Kevin Tipton, Fire Marshal

Contact(s): Kevin Tipton, Fire Marshal

Subject: Resolution Approving Pyrotechnic Experts for Firework Displays

Brief Summary: Request from Joel McCrary and Joey's Fireworks Inc. to conduct a fireworks show on July 4th, 2025 at The Cliff's Walnut Cove 158 Walnut Valley Pkwy. Arden, N.C. 28704.

Request from Thomas Knott and Pyrotecnico Inc. to conduct a fireworks show on July 4th, 2025 at The Inn on Biltmore 1 Antler Hill Rd. Asheville, N.C. 28803

Request from John Adair and Pyrotecnico Inc. to conduct a fireworks show on July 4th, 2025 at The Town of Weaverville 39 S. Main Street Weaverville, N.C. 28787

Request from Frank Terzino Jr. and Pyrostar Entertainment to conduct a fireworks show on July 4th, 2025 at The Omni-Grove Park Inn 290 Macon Ave. Asheville, N.C. 28804

Recommended Motion & Requested Action: Approve Resolution.

RESOLUTION APPROVING PYROTECHNICS EXPERTS FOR CONDUCTING
FIREWORKS DISPLAYS

WHEREAS, pursuant to NCGS §§ 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 Pyrotecnico Fireworks, Inc. for pyrotechnic displays;

WHEREAS, the Fire Marshal has reviewed and determined that the application meets the standards set forth in the general statutes and the required proof of insurance has been provided; and

WHEREAS, this Board is of the opinion that the application received to conduct firework 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:

NAME	LOCATION	DATE
Joel McCrary & Joey's Fireworks, Inc.	The Cliff's Walnut Cove 158 Walnut Valley Pkwy Arden, N.C. 28704	July 4, 2025
Thomas Knott & Pyrotecnico, Inc.	The Inn on Biltmore 1 Antler Hill Rd Asheville, N.C. 28803	July 4, 2025
John Adair & Pyrotecnico, Inc.	The Town of Weaverville 39 S. Main Street Weaverville, N.C. 28787	July 4, 2025
Frank Terzino Jr. & Pyrostar Entertainment	The Omni-Grove Park Inn 290 Macon Ave Asheville, N.C. 28804	July 4, 2025

That should inclement weather prevent the presentation of said display on said date(s), then the pyrotechnics display may be rescheduled to a postponement date with the consent of the fire Marshal or designee.

2. That pursuant to NCGS §§ 14-410 and 14-413 this Board finds that the above-named individual/company is a qualified pyrotechnic expert for the purpose of conducting fireworks displays.

ADOPTED this 3rd day of June, 2025.

ATTEST

Sarah Gross
Sarah Gross, Clerk to the Board

BOARD OF COMMISSIONERS FOR THE
COUNTY OF BUNCOMBE

By: Amanda Edwards
Amanda Edwards, Chair

APPROVED AS TO FORM

Antis V. Eubly
County Attorney



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/20/2025

Good News

Department: Planning & Development

Presenter(s): Nate Pennington, CFM

Contact(s): Nate Pennington, William High

Subject: Recognition of Buncombe County's Mountain Mobility Program

Brief Summary:

Buncombe County's Community Transportation System, Mountain Mobility, achieved three noteworthy accomplishments in recent months.

1. Mountain Mobility was recognized with the Transit System of the Year award by the North Carolina Public Transportation Association (NCPTA) at its Annual Conference on April 29. Western North Carolina transit systems impacted by Helene were recognized. Mountain Mobility's commitment to providing accessible and efficient transportation services responsive to the needs of Buncombe County residents were highlighted. In the immediate aftermath of the storm, Mountain Mobility vehicle operators performed over 12,000 miles of service which included delivering meals to emergency responders while also transporting residents to dialysis, life-sustaining medical treatments, and various trips connecting residents to vital resources.
2. Mountain Mobility was subject to a Proficiency Review, a triennial review, by the North Carolina Department of Transportation (NCDOT) Integrated Mobility Division (IMD). The Proficiency Review was culminated in an on-site visit and audit of records to confirm a desk audit conducted in the preceding months. On February 25, 2025, the NCDOT issued a formal letter regarding Mountain Mobility's Proficiency Review, finding Buncombe County's system to be deficiency free and in full compliance with State and Federal requirements. The collective efforts of County staff and our contracted operating and administrative partners are reflected in the deficiency free review.
3. Mountain Mobility was subject to the Federal Transit Administration (FTA) National Transit Database (NTD) requirement that each 10 years an independent auditor complete an Independent Auditor Statement for Financial Data (IAS-FD). The IAS-FD is required to verify and confirm that financial reporting complies with NTD's Uniform System of Accounts (USOA). On March 6 Maudlin & Jenkins issued its IAS-FD indicating that the County's reporting of Mountain Mobility financial were without exception. The collective effort of County staff ensured the accuracy of our financial reporting to remain compliant with Federal requirements.

Please join us in congratulating Mountain Mobility on its recognition.

Recommended Motion & Requested Action:

None

County Manager's comments and Recommendation: N/A



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/20/2019

Good News

Department: Planning

Presenter(s): Nathan Pennington, CFM

Contact(s): Nathan Pennington

Subject: Recognition of the appointment of Angela Lee, CFM to the Executive Board of North Carolina Association of Floodplain Managers (NCAFPM)

Brief Summary:

Angela Lee is Buncombe County's designated floodplain administrator. She was recently appointed to serve as the Western Regional Representative (Region F) of the NCAFPM. Buncombe County has a long history of representation on the board, prior members include Cynthia Fox Clark, CFM, Brad Burton, CFM and Nathan Pennington, CFM.

The Association was created in 1989 to bring together local, state and private sector professionals to share knowledge and disseminate information about the National Flood Insurance Program. The Board works closely with the NC Division of Emergency Management and FEMA and was instrumental in the creation of the Floodplain Mapping Program and the designation of NC as a Cooperating Technical State with FEMA.

Recommended Motion & Requested Action: None noted

County Manager's comments and Recommendation: None noted



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/6/2025

Consent Agenda

Department: Public Safety Communications

Presenter(s): Dr. Osiris Carter

Contact(s): Dr. Osiris Carter

Subject: Recognition of 911 Telecommunicators and the Critical Role They Play in Public Safety

Brief Summary:

We are proud to share that Amy Padilla-Cortes, a dedicated member of Buncombe County Public Safety Communications, has been awarded the 2025 Peer Team Member of the Year by the North Carolina Chapter of the Association of Public-Safety Communications Officials International (APCO) and National Emergency Number Association (NENA).

This honor recognizes Amy's outstanding contributions to public safety service, the 911 profession, and her Buncombe County Teammates. This includes her meritorious service, life-saving actions, and unwavering commitment to supporting all First Responders across North Carolina. Amy's dedication reflects the excellence, heart, and soul of the Buncombe County 911 First Responder team, and we are incredibly proud to have her represent our Team.

During the week of April 13th through 19th, 2025, our Team celebrated National Public Safety Telecommunicators Week. Since 1981, this week has been a time set aside to celebrate and thank Telecommunication professionals across the nation who serve our communities, citizens, and public safety personnel 24 hours a day, seven days a week. Our team was recognized by several county vendors, our stakeholders, our partner agencies, and the community at large for the stellar service that we provide day in and day out.

During the week of May 5th, 2025 we had the distinct pleasure of attending the North Carolina Public Safety Conference held in Wilmington. As a result of our participation, we were asked to host the next upcoming bi-monthly Chapter Meeting for APCO/NENA; a distinction that's a first for our County. We will leverage this amazing opportunity to further spread the beauty of Buncombe County all the while, celebrating the amazing accomplishments of our Team.

Recommended Motion & Requested Action: None.

County Manager's Comments & Recommendations: N/A



Statewide Recognition for Buncombe County 911

Presented by

Dr. Osiris Carter, D.B.A., CMCP

Public Safety Communications



BUNCOMBE COUNTY



Good News

- Amy Padilla-Cortes has been awarded the 2025 Peer Team Member of the Year by NENA
- Amy has been a dedicated member of Buncombe County Public Safety Communications for three years
- This honor recognizes Amy's outstanding contributions to public safety service, the 911 profession, and her Buncombe County Teammates
- Amy's dedication reflects the excellence, heart, and soul of the Buncombe County 911 First Responder team





Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/20/2025

Good News

Department: Election Services

Presenter(s): Neggy Fox

Contact(s): Corinne Duncan

Subject: Election Services Recognized for Excellence in Election Administration

Brief Summary:

In the wake of Tropical Storm Helene, Buncombe County Election Services was able to activate an incident accident plan to be flexible, adapt, and work together to make sure Buncombe County residents had the opportunity to securely vote in the 2024 election. On April 16 the [U.S. Election Assistance Commission](#) (EAC) recognized that effort with a Clearinghouse Award in **Contingency Planning: Exemplary Contingency Planning and Emergency Response Efforts**.

Election Services and Emergency Services staff began working together in 2022 on an Incident Action Plan (IAP) for implementation in the event of an emergency during an election and that plan proved critical in compassionately overcoming problems never encountered before.

Election Services also garnered a second Clearinghouse award in **Communications: Distinguished Voter Education and Communications Initiatives** for a Buncombe County Communications and Public Engagement (CAPE) department-produced [video project "NC Together."](#)

The NC Together video project was a collaborative effort between the North Carolina State Board of Elections, Buncombe County CAPE, and Buncombe County Election Services. This three-part video series was designed to build trust by connecting voters to their local election officials in a personal and relatable way. The clips were woven together, creating a vibrant, statewide tapestry of election officials reassuring voters: *We are here to help. NC Together.*

The [Clearinghouse Awards](#) recognize best practices in election administration and celebrate programs that took place during the 2024 presidential election year. Winning jurisdictions range from counties with less than 25,000 registered voters to states with over 22.9 million.

The Clearies play an essential role in fulfilling the EAC's mission to serve as a clearinghouse for election administration information under the [Help America Vote Act](#). Submissions were judged on innovation, sustainability, outreach, cost-effectiveness, replicability, and the generation of positive results.

More information on the Clearies and each awardee is available on the [EAC's website](#).

OLDER AMERICANS MONTH MAY 2025

WHEREAS, Buncombe County is home to 78,892 older Americans over the age of sixty, who contribute their time, wisdom, and life experiences to our community, thus benefiting the economic, social, and cultural well-being of Buncombe County, 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 an age-friendly community that provides the services and supports older Americans' need to thrive and live independently and safely, with dignity, for as long as possible, and;

WHEREAS, Buncombe County is working to build an even better community for our older residents by:

- Planning programs that encourage participation and promote social connections in work, civic, and community life
- Ensuring activities are responsive to individual needs and preferences
- Increasing access to services that support aging in place
- Preventing abuse, neglect, and exploitation
- Embracing the diversity of older Americans in our community
- Emphasizing the positive views of aging and acknowledging that all of us are aging,

NOW THEREFORE, the Buncombe County Board of Commissioners hereby proclaim **May 2025** as **Older Americans Month** in Buncombe County. The 2025 theme, *Flip the Script on Aging*, focuses on transforming how society perceives, talks about, and approaches aging. It encourages individuals and communities to challenge stereotypes and dispel misconceptions.

We urge every resident to join us to celebrate and recognize the contributions of our older citizens who are redefining what it means to age. By working together to help create an inclusive community and supporting our older residents in aging well in Buncombe County, we can build a healthier and more meaningful future for all.

This 20th day of May, 2025



Amanda Edwards, Chair
Buncombe County Board of Commissioners



Buncombe County Board of Commissioners
Request for Board Action
Meeting Date: 5/20/2025

Presentations

Department: Finance

Presenter(s): Melissa Moore, Finance Director

Contact(s): Melissa Moore, Finance Director

Subject: FY2025 3rd Quarter Financial Update

Brief Summary: Staff will provide the Board with an update on financials for the third quarter of fiscal year 2025.

Recommended Motion & Requested Action: No action is required

County Manager's comments and Recommendation: None

BUNCOMBE COUNTY, NORTH CAROLINA

Quarterly Financial Report

FOR THE QUARTER ENDING
March 31, 2025

BOARD OF COMMISSIONERS

Amanda Edwards, Chair
Martin Moore, Vice Chair
Drew Ball
Jennifer Horton
Parker Sloan
Terri Wells
Al Whitesides

COUNTY MANAGER

Avril Pinder

FINANCE DIRECTOR

Melissa Moore

PREPARED BY

Finance Department



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BUNCOMBE COUNTY

QUARTERLY FINANCIAL REPORT

Fiscal Year 2025
Quarter 3

March 31, 2025

Executive Summary

I am pleased to present you with Buncombe County's Quarterly Financial Report for the quarter ended March 31, 2025. This report includes General Fund budget versus actual, Q3 FY2025 year to date actuals versus Q3 FY2024 year to date actuals, a summary of major revenue sources, current net county cost actuals, Solid Waste summary, Capital Project overview, Investments and donation activity.

General Fund Revenues:

- Budget of \$444.2 million, which includes \$14.8 million of appropriated fund balance.
- Actuals year to date total \$357.9 million, which is 80.6% of the amended budget and 4.1% more than the same time prior year.
- Prior year actuals totaled \$343.8 million.
- Ad Valorem and Intergovernmental revenues are up by 6.1% and 14.5% respectively.
- Sales tax revenues are down by 4.1%.
- Property tax makes up \$264.1 million, or 73.8% of Quarter 3 revenues.

General Fund Expenditures:

- Budget of \$444.2 million.
- Actuals year to date total \$302.8 million, which is 68.2% of the amended budget and 1.1% greater than the same time prior year.
- Prior year actuals totaled \$299.3 million.

Solid Waste Revenues:

- Budget of \$18.5 million, which includes \$4.4 million in appropriated fund balance.
- Actuals year to date total \$10.2 million, which is 55.2% of the amended budget and 7.5% greater than the same time prior year.
- Prior year actuals totaled \$9.5 million.
- The largest drive of revenues for the Solid Waste fund is Sales and Services which had a 6.3% growth from the same time prior year.

Solid Waste Expenditures:

- Budget of \$18.5 million.
- Actuals year to date total \$8.9 million, which is 47.9% of the amended budget and 5.5% greater than the same time prior year.
- Prior year actuals totaled \$8.4 million.
- Current year increase in expenditures is driven by interfund transfers related to current year capital outlay, Solid Waste Disposal Taxes remitted to the State of North Carolina, increases in equipment leases, and indirect costs charged to the Solid Waste Fund.

County Capital Projects:

- Budget of \$155.4 million.
- Life to date expenditures total \$62.6 million, or 40.2% of budget.
- Due to the long-term nature of capital projects, a significant portion of expenditures may not occur in the year the budget was established.

The information following this summary will give a more in-depth look at the County's overall standing at the end of this quarter.

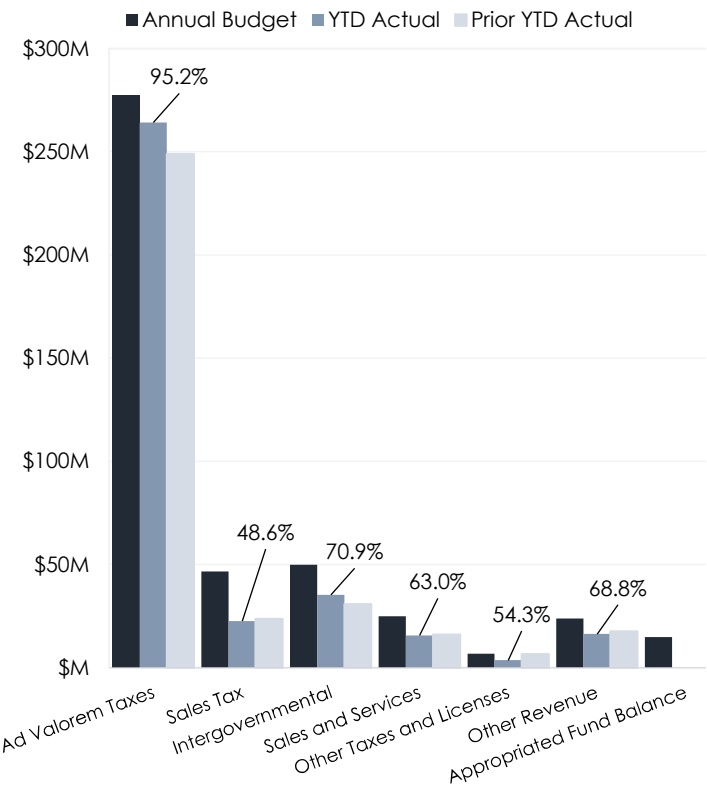
Melissa Moore
Finance Director

General Fund Overview

FY25 Quarter 3 General Fund revenues are approximately 80.6% of the budgeted amount. Ad valorem taxes are largely collected between November-January, and collections through March are 95.2%, which trails last year same time collection of 97.6%. Local option sales tax is received on a three-month lag, where Quarter 3 accounts for October, November, and December sales. Local option sales tax to revenues to date are approximately 48.6% of budget and are slightly behind prior year revenues by \$957,791, or 4.1%. Intergovernmental revenues include grant revenue which is dependent on grant spending and reimbursement timing. See “General Fund Major Revenue Sources” for additional information.

Q3 FY2025 Revenues

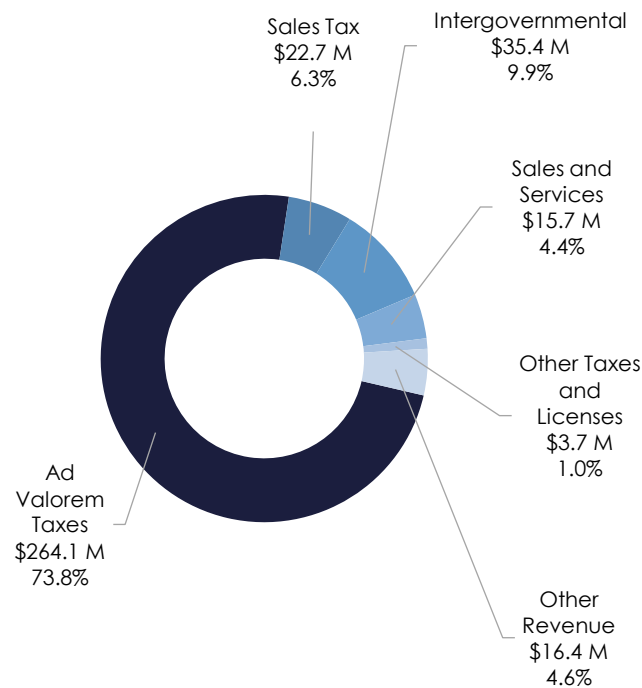
General fund revenues budgeted, YTD actual, and prior year YTD actual*



*Percentage labels represent actual revenues as a percent of budget

Q3 FY2025 Revenues by Type

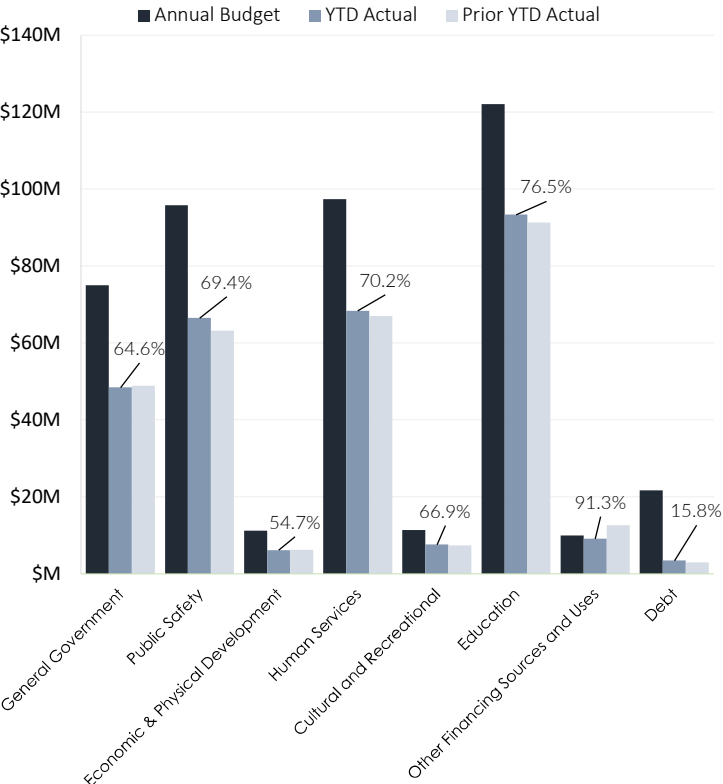
General fund YTD actual revenues



As of March 31, 2025, expenditure actuals are approximately 68.2% of the budgeted amount, which is approximately 1.1% greater than the prior year. Debt Service is approximately 16.2% higher, due to the addition of 2024 Limited Obligation Bonds and General Obligation Bonds, where interest payments started in December. Capital Outlay is approximately 9.0% lower than the previous year actuals. This is attributed to the completion of voting system improvements in FY24. Salaries and Benefits are approximately 7.3% higher than same time last year actuals but remain in line with budget expectations at 70.3% of budget spent. Program Support is consistent to the same time last year actuals, where education funding makes up 87.2% of the total Program Support expenditures to date.

Q3 FY2025 Expenditures by Function

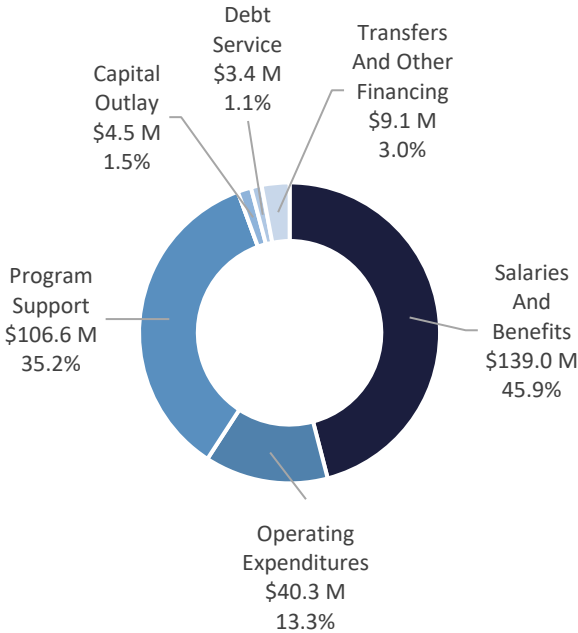
General fund expenditures budgeted, YTD actual, and prior YTD actual*



*Percentage labels represent actual expenditures as a percent of budget

Q3 FY2025 Expenditures by Type

YTD Actual General fund expenditures by major expenditure categories



Solid Waste Overview

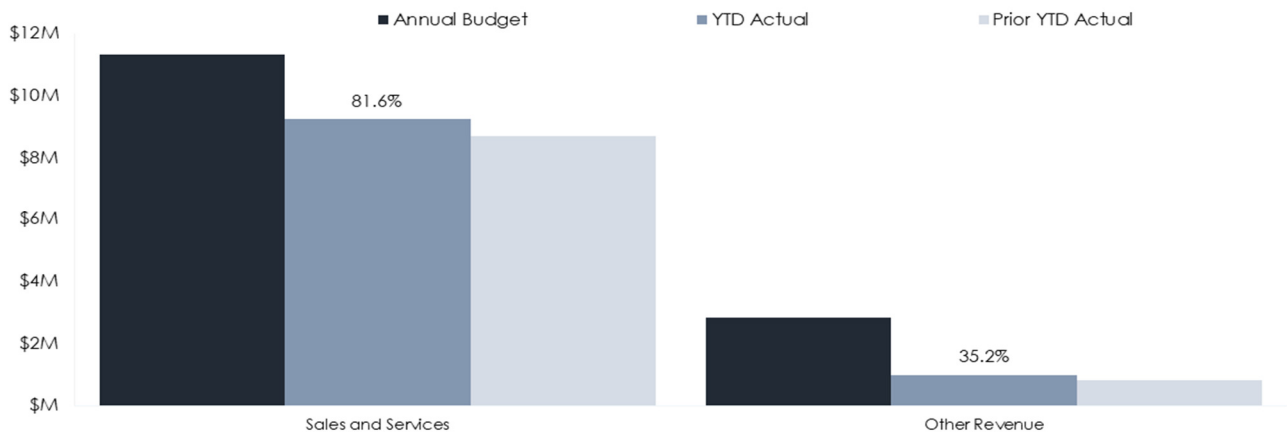
Solid Waste is made up of the Landfill and Transfer Station. The Transfer Station serves as a drop-off location for residential and commercial waste, which is then transferred to the Landfill.

The largest driver of revenues for the Solid Waste fund is Sales and Services. Year to date Sales and Services revenues as of Q3 FY2025 are ahead of prior year revenues, showing 6.3% growth. Disposal rates are \$45/ton at the Landfill and \$52/ton at the Transfer Station.

Q3 FY2025 expenditures are approximately 5.5% greater than prior year expenditures. Indirect Cost charges, costs assigned for General Fund support, to the Solid Waste Fund in the current year account for the largest year-over-year increase, at 45.1%. This is attributed to the FY25 Transfer Station Expansion project. The second largest increase in expenditures are Operating Expenditures at 14.2%. Capital Outlay and Debt Service spending are lower than same time last year, at 29.0% and 41.6% lower, respectively. Salaries and Benefits had a small increase of .9%.

Q3 FY2025 Revenues

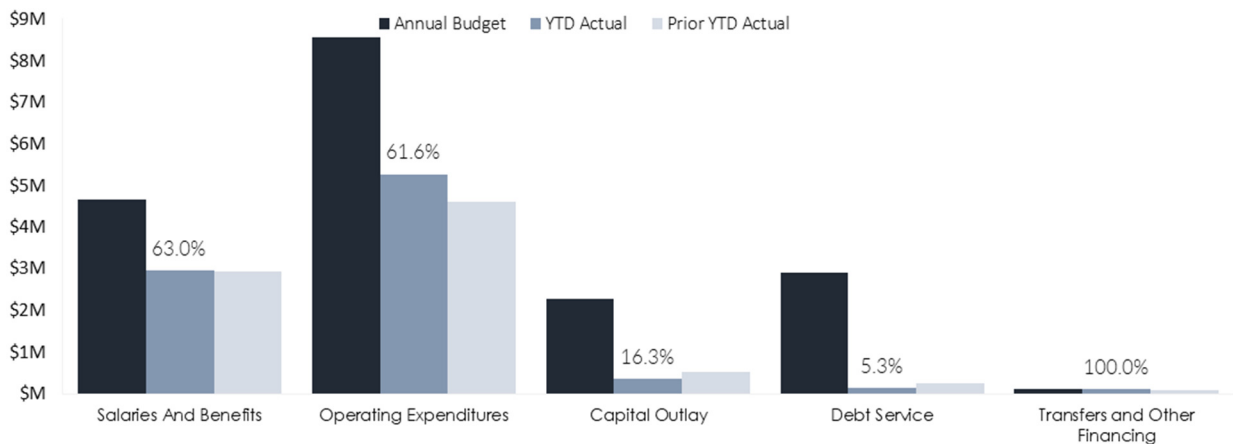
Solid Waste fund revenues budgeted, YTD actual, and prior YTD actual*



*Percentage labels represent actual revenues as a percent of budget

Q3 FY2025 Expenditures by Category

Solid Waste fund expenditures budgeted, YTD actual, and prior YTD actual*

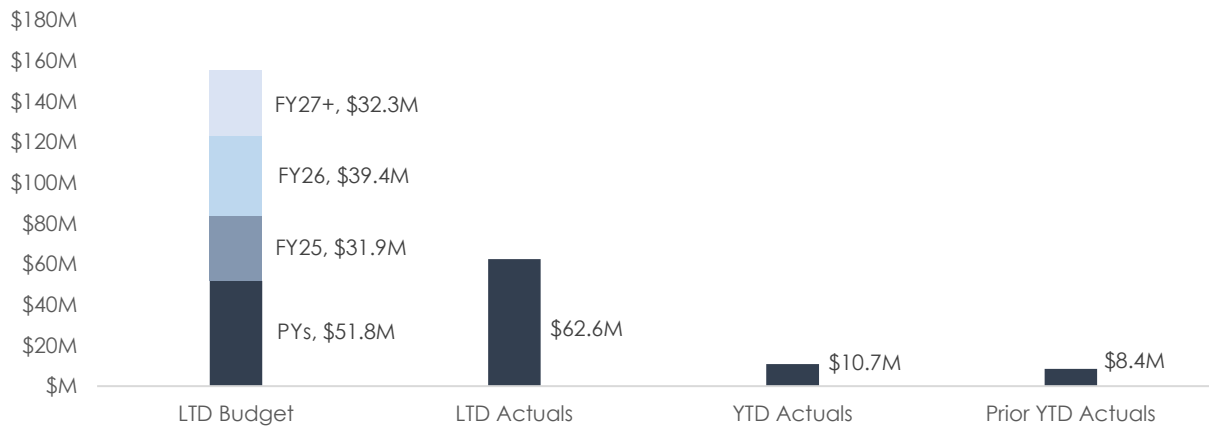


*Percentage labels represent actual expenditures as a percent of budget

Capital Projects

Capital projects are typically owned and funded by the County. Capital projects include construction, renovation, demolition projects, major maintenance, or acquisition of land or other assets. On an annual basis, capital projects are presented to the Board for approval. Capital projects typically take years to complete due to the extensive amount of work that must go into planning, procuring goods and services, designing, and construction. Life to date budget below depicts the estimated future spend. See Appendix C for more information.

Capital Project Expenditures



Investments Overview

	NCCMT	NCIP	NC Class	Other Investments	Invested Unspent Bond Proceeds	Total
Average Maturity (days)	39	43	48	216	N/A	
Average Modified Duration	N/A	N/A	N/A	0.58	N/A	
Average S&P/Moody Rating	AAAm / AAA-mf	AAAm / N/A	AAAm / N/A	AA+ / Aaa	N/A	
Income Earned QTD	\$0.67M	\$0.92M	\$1.44M	\$1.30M	\$0.60M	\$4.93M
Income Earned YTD	\$1.90M	\$1.75M	\$3.52M	\$3.63M	\$1.44M	\$12.24M
Assets Under Management	\$84.70M	\$49.97M	\$124.53M	\$103.03M	\$53.49M	\$415.72M

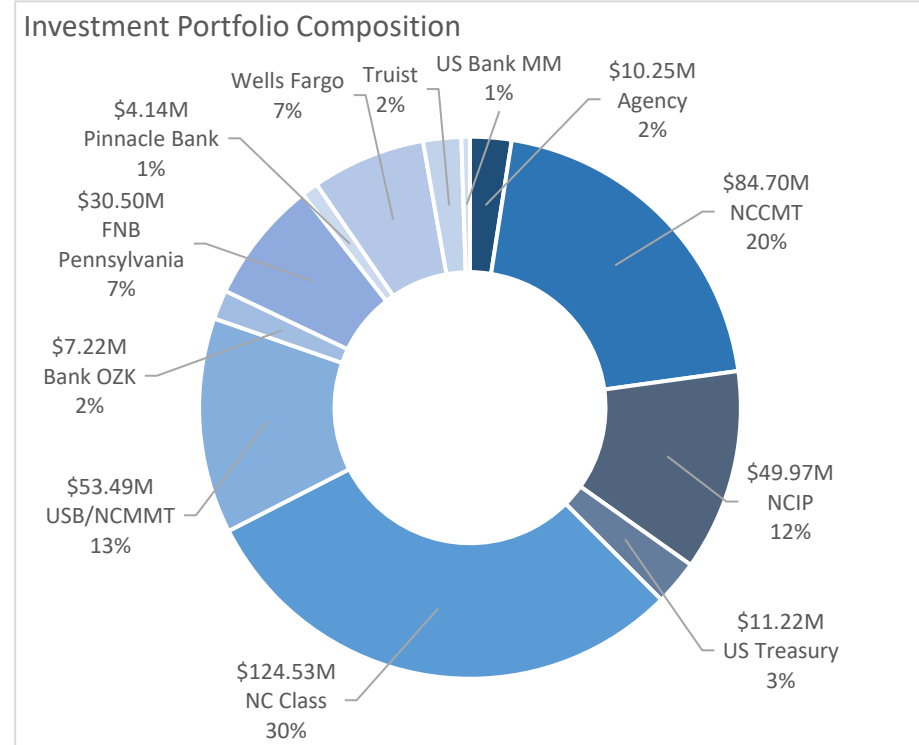
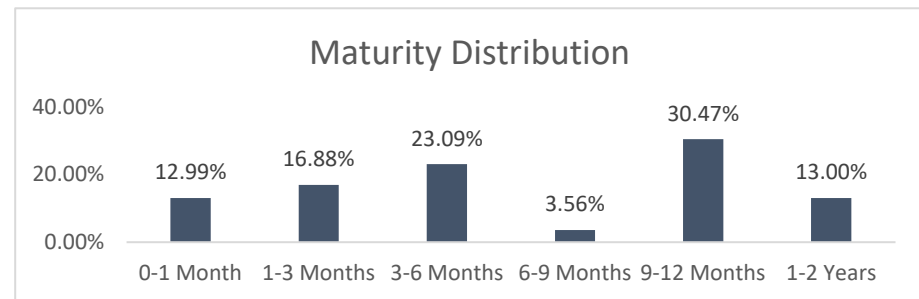
	YTD Investment Earnings*	Cash Invested**	Unspent Bond Proceeds
General	5,564,296	140,544,249	208,146
Air Quality	21,451	764,407	-
BCSF Operating	-	504,909	-
911	44,901	1,342,514	-
Special Programs	49,677	20,980,612	-
ROD Automation	15,797	568,264	-
Opioid Settlement	138,418	4,346,809	-
Woodfin PDF	-	-	290
Forfeitures	26,674	955,093	-
Sondley Estate Trust Fund	26,183	940,560	-
Representative Payee	-	161,516	-
Public School Capital Needs	933,368	20,249,014	32,145,912
Grant Projects	90,839	34,707,369	-
AB Tech	523,436	22,395,598	2,732
Capital Projects	588,917	-	25,517,395
Landfill	-	439,820	1,186,045
Housing/Open Space Bonds	561,917	-	15,683,413
Solid Waste	541,410	19,050,972	809
Real-Time Intelligence Center	-	14,606	-
Inmate Commissary	26,445	1,032,255	-
Inmate Trust	-	77,844	-
Total	9,153,729	269,076,412	74,744,742

*Difference from income earned YTD is due to accrual accounting

** Estimate based off of equity in pooled cash

Total Rate of Return:	1 Month	3 Months	12 Months	Since Inception
Other Investments	0.25%	0.78%	3.52%	4.55%
Benchmark*	0.44%	1.43%	5.34%	1.57%
NCIP	4.41%	4.47%	5.00%	N/A
NCCMT	4.23%	N/A	4.93%	3.74%
NC Class	4.40%	N/A	4.41%	5.37%

*ICE BofA 0-3 Yr US Treasury Index



Donations

The Board-adopted Donation Policy identifies cash, cash equivalent, or real or personal property as acceptable donations. Donations may only be accepted when they have a purpose consistent with Buncombe County's goals and objectives. Buncombe County may choose to reject donations with an implied or express condition of advocacy or discrimination based on political, religious, or other group affiliation.

DONATIONS MADE TO BUNCOMBE COUNTY - FY25 - FOR THE QUARTER ENDING MAR 31		Total
Monetary:		\$117,589
Division of Social Services		41,070
Emergency Services		21,595
Family Justice Center		5,000
General Revenues		100
Library		16,810
Public Health		20
Recreation Services		150
Sheriff's Office		30,109
Transportation		2,735
Grand Total		\$117,589

Appendix A

General Fund Major Revenue Sources

Property Tax

Property taxes are the single largest source of revenue for counties in North Carolina, accounting for 62.4% of Buncombe County's General Fund budgeted revenues for FY2025. Both real property and personal property are subject to taxation unless specifically exempted or excluded. Property values are assessed January 1st of each year, are due September 1st, and are payable without interest at any time through the following January 5th. This results in the largest portion of property taxes being received in December and early January of the fiscal year.

FY2025 Estimated Property Tax Revenue		
Assessed Valuation		\$ 53,646,145,354
Tax Rate <i>per \$100 of Assessed Valuation</i>	x	\$ 0.5176
Tax Levy		\$ 277,672,448
Estimated Collection Rate	x	99.75%
Estimated Revenue		\$ 276,978,267
Value of 1 Cent		\$ 5,351,203

At the end of the third quarter, \$264.1 million of property tax revenues were received, which is 95.2% of the budgeted amount. Last year same time collection rate was 97.6%. The decrease in collection rate is largely attributed to the impact of Tropical Storm Helene. The storm caused severe damage to residential units, heavily impacted tourist activity, and caused a decline in new construction.

Sales Tax

The County levies four local-option retail sales and use taxes that total 2.25%. Approximately 65% of the 2.25% levied by the County impacts the General Fund:

Amount	State Legislation G.S. 105 -	Local Legislation/ Commission Action	Distribution and Use Restrictions
1%	Article 39	Senate Bill 888 Ratified June 21, 2016	50% School Capital Commission Fund Remaining proceeds distributed to other taxing districts and County General Fund.
0.50%	Article 40		30% Public Schools ADM Capital Projects Fund Remaining proceeds distributed to other taxing districts and County General Fund.
0.50%	Article 42		60% Public Schools ADM Capital Projects Fund Remaining proceeds distributed to other taxing districts and County General Fund.
0.25%	Article 46	Resolution #17-06-03 Adopted June 6, 2017	100% Article 46 Capital Projects Fund (currently designated for AB-Tech capital and operating needs).

Sales tax is tracked closely throughout the year given its unpredictable and volatile nature. Economic trends such as consumer spending, inflation, and unemployment rates correlate with sales tax revenues. Sales tax proceeds are collected by retailers and remitted to the NC Department of Revenue (DOR). The DOR allocates a portion of the revenues to counties on either a point-of-origin or per capita basis based on statutes governing each article of sales tax. The remittance and distribution schedule results in a three-month lag in sales tax receipts.

General Fund Sales Tax revenues represent July through December sales. At the end of the third quarter, \$22.7 million, or 48.6%, of estimated sales tax revenues were received. Prior Year sales tax revenues showed \$23.6 million. The main contributor to the decreased sales tax revenue is due to the impact of Hurricane Helene which greatly affected the month of October, typically the highest earning sales tax month out of the year.

Intergovernmental

Intergovernmental revenues include grants and programmatic payments from federal, state, and other local government units. These revenues account for 11.2% of General Fund budgeted revenues. The majority of these revenues are generated from the County's Health and Human Services function, which is comprised of Public Health, Social Services, and other Youth and Aging Services. These services generate approximately 83.9% of all intergovernmental revenues. These revenues are often received on a reimbursement basis. At the end of the third quarter, \$35.4 million, or 70.9%, of estimated intergovernmental revenues were received.

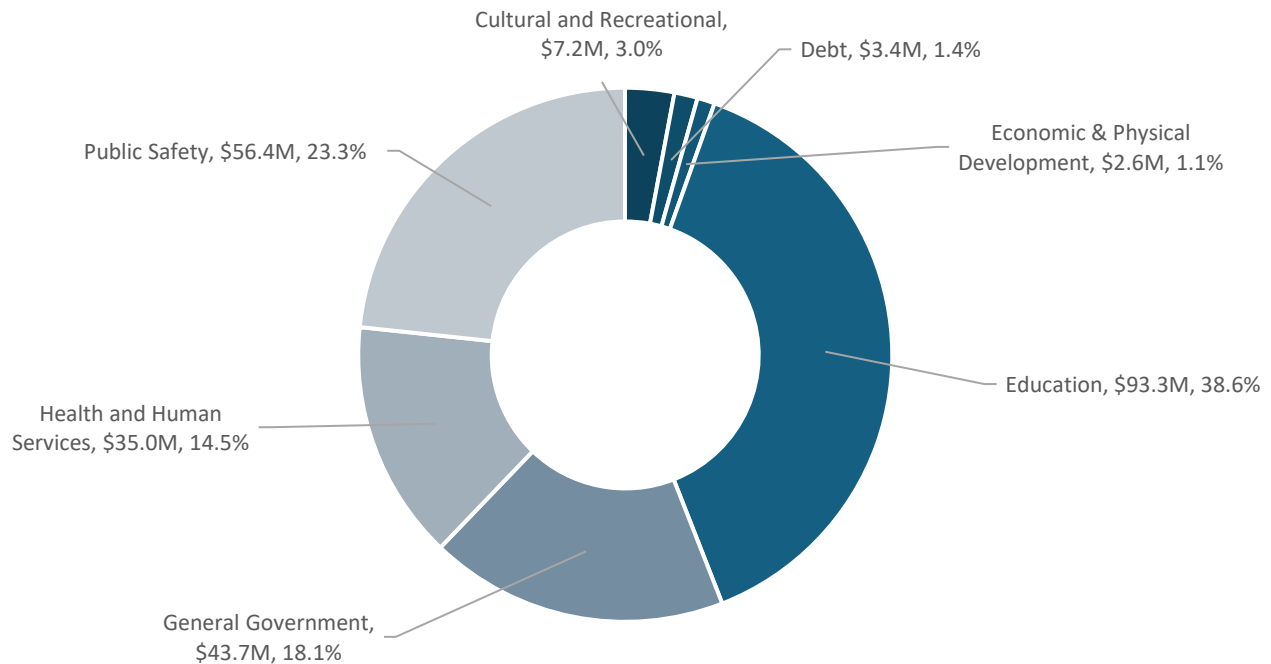
Appendix B

Net County Cost

The net county cost breakdown of General Fund expenditures provides information on the functions that are supported by general purpose revenues such as property tax and sales tax. This breakdown nets out other revenues such as state and federal allocations and program generated revenues, creates a more precise way to view direct cost impact to property taxpayers, and shifts the ranking of functions by expenditures in notable ways. For example, the total expenditures budget for Health and Human Services is higher than the budgeted amount for Public Safety but as shown below, this relationship is reversed after intergovernmental and other Health and Human Services-specific revenues are considered.

Q3 FY2025 Net County Cost

YTD actual net cost after function-specific revenues are subtracted from expenditures.



Appendix C Capital Projects

COUNTY CAPITAL PROJECTS						Projected Spend*			
EXPENDITURE BY PROJECT	Project Complete/Notes	Budget	Q3 FY2025 YTD Actual	LTD Actual	% of Expended	FY2025	FY2026	FY2027	FY2028
Debt									
Fund 341 Administration		4,663,994		4,702,714	100.83%	-	-	-	-
Emergency Services									
FY20 Garren Creek Tower Retrofit	X	884,825		637,249	72.0%	-	-	-	-
FY25 Shelter Resiliency Generator		2,301,000		-	0.0%	100,000	1,500,000	701,000	
FY23-24 Ambulances		854,640	554,495	554,495					
General Services									
Detention Center Cooling Tower Replacement	X	376,940		338,128	89.7%	-	-	-	-
FY20 Fleet and General Services Complex		10,227,532	3,480,973	6,391,169	62.5%	3,836,363	-	-	-
FY20 Interchange Building		468,641	15,000	32,400	6.9%	100,000	351,241	-	-
FY20 Parking Lot Improvements Countywide	X	946,523	18,500	945,084	99.8%	1,439	-	-	-
FY21 Courthouse Repairs		596,239	100,143	478,963	80.3%	117,276	-	-	-
FY21 Jail Repairs		786,358	8,905	75,160	9.6%	355,599	355,599	-	-
FY21 Solar on Public Facilities		10,592,728	(43,535)	10,408,152	98.3%	247,666	-	-	-
FY22 40 Coxe Interior Renovation	X	1,213,615	4,393	1,204,587	99.3%	9,028	-	-	-
FY22 Administration Building Envelope Repair	Consolidated into FY24 200 College St. Renovation Project	-	(124,801)	-	0.0%	-	-	-	-
FY22 BAS System for Detention Center		174,052		-	0.0%	174,052	-	-	-
FY22 Lake Julian Bathroom Additions		674,160	46,315	529,244	78.5%	167,854	-	-	-
FY22 New Restroom Facility for Sports Park	X	159,000		152,061	95.6%	-	-	-	-
FY22 Planning for Forward Facing Building		200,000		186,000	93.0%	14,000	-	-	-
FY22 Solar Panel Installation Phase 2	X	400,000		330,237	82.6%	-	-	-	-
FY23 Electric Vehicle Charging Infrastructure		120,000		78,100	65.1%	31,000	-	-	-
FY23 EMS East Base Construction		6,600,000	40,188	595,881	9.0%	250,000	5,760,360	-	-
FY23 Facility Assessment - Renovation		4,010,000	126,612	408,497	10.2%	516,253	972,183	2,113,067	-
FY23 Library Renovation		691,654		-	0.0%	30,000	207,496	454,158	-
FY23 Solar on Schools & Public Buildings	X	5,587,850		1,329,850	23.8%	125,000	-	-	-
FY23 West Asheville EMS Base Design	X	650,000	2,552	47,809	7.4%	-	-	-	-
FY24 200 College St. Renovation		4,958,869	164,630	863,390	17.4%	1,500,000	2,595,479	-	-
FY24 35 Woodfin Renovation for Forward Facing Facility		6,847,480	2,875,087	3,208,707	46.9%	3,638,773	-	-	-
FY24 Comprehensive Facility Assessment Renovation & Repair		1,235,625	71,300	144,683	11.7%	200,000	890,942	-	-
FY24 County Courthouse Renovation & Repair		15,096,571	316,642	512,424	3.4%	2,000,000	12,584,147	-	-
FY24 Countywide Paving (includes Lake Julian Park)		3,033,350	6,817	6,817	0.2%	1,000,000	2,033,350	-	-
FY24 Detention Center Facility Assessment Renovation & Repair		1,325,492	600,827	1,210,731	91.3%	47,312	100,000	-	-
FY24 New Storage Facility - Design		4,212,000	75,816	108,108	2.6%	176,530	1,500,000	2,493,350	-

Appendix C Capital Projects

COUNTY CAPITAL PROJECTS						Projected Spend*			
EXPENDITURE BY PROJECT	Project Complete/Notes	Budget	Q3 FY2025 YTD Actual	LTD Actual	% of Expended	FY2025	FY2026	FY2027	FY2028
FY25 205 College St. Renovation & Repair		1,231,217		-	0.0%	130,000	1,101,217	-	
FY25 35 Woodfin 911 Backup Center Renovation		3,814,670	1,666,037	1,666,037	43.7%	2,148,633	-	-	-
FY25 Comprehensive Facility Assessment Renovation & Repair		251,683		-	0.0%	83,894	83,894	83,894	-
FY25 Countywide Roofing & Parking Decks Renovation & Repair		2,512,926	29,315	29,315	1.2%	900,000	1,583,611	-	-
FY25 Detention Center Dryer Installation		300,000	208,064	208,064	69.4%	300,000	-	-	-
FY25 Detention Center Facility Assessment Renovation & Repair		1,852,576	282,307	282,307	15.2%	267,507	237,806	532,478	532,478
FY25 EMS Local Base - Design		750,000		-	0.0%	-	525,000	225,000	-
FY25 EMS Regional Base - Land & Design		1,760,000		-	0.0%	-	1,200,000	560,000	-
FY25 New Parks and Recreation Facility - Design		217,084		-	0.0%	217,084	-	-	-
Sidewalks - General		207,000		-	0.0%	-	207,000	-	-
Warren Wilson Pool		300,000		-	0.0%	-	-	-	-
Governing Body									
BOC Contingency		23,435		-	0.0%	-	-	-	-
Information Technology									
FY21 Broadband Projects	X	200,442	21,839	161,611	80.6%	-	-	-	-
FY24 Fire Station Alerting/Paging		2,000,000	320	320	0.0%	2,000,000	-	-	-
FY25 PSIP Core System Replacement		10,000,000	46,512	46,512	0.5%	200,000	2,000,000	2,000,000	750,000
Interfund Transfers									
Fund 341 Administration		15,602,759		15,538,049	99.6%	-	-	-	-
Library									
East Asheville Library	X	6,977,466		6,901,091	98.9%	-	-	-	-
Recreation Services									
FY20 Grading and Paving of Old Playground at Lake Julian		-		-	0.0%		-	-	-
FY20 Lake Julian Shelter Replacements	X	100,000	27,533	99,869	99.9%	-	-	-	-
FY22 Buncombe County Sports Park Dog Park	X	80,500		77,479	96.2%	-	-	-	-
FY23 Recreation Services Master Plan		315,175	66,093	180,878	57.4%	8,227	126,070	-	-
Greenways Contingency		148,849		-	0.0%	-	-	-	-
Hominy Creek Greenway		-		-	0.0%	-	-	-	-
Orchard Street Park	Pending proposal	150,000		-	0.0%	-	90,000	51,000	-
Reems Creek Greenway	X	600,000	94	94	0.0%	-	-	-	-
Silverline Park	X	650,000		650,000	100.0%	-	-	-	-
Woodfin Greenway: Beaverdam Creek		4,060,557	37,678	222,392	5.5%	-	995,775	2,842,390	-
Woodfin Greenway: Highway 251		10,992,444	6,126	1,006,212	9.2%	-	2,291,522	7,694,711	-
Sustainability									
FY25 Electric Vehicle Charging Infrastructure		425,930		-	0.0%	300,000	125,930	-	-
Total Capital Projects		155,413,851	10,732,778	62,550,870	40.2%	21,193,490	39,418,623	19,751,048	1,282,478

* Projections subject to change

Appendix D

Investments

The Board-adopted Investment Policy identifies safety of principal as the foremost objective of the investment program. Steps are taken to ensure the safety of principal including limiting investments to the safest types of securities and diversifying the investment portfolio so any potential risk is insignificant.

Investment Descriptions

North Carolina Capital Management Trust: Government Portfolio: The North Carolina Capital Management Trust is a SEC registered money market mutual fund. Shares of the portfolio are offered exclusively to local governments, public authorities, and similar entities. The investment objective of the Government Portfolio is to obtain as high a level of current income as is consistent with the preservation of capital and liquidity and to maintain a constant net asset value (NAV) of \$1.00 per share.

North Carolina Investment Pool: This is a commingled local government investment pool (LGIP) established to invest idle funds in various short-term investments in accordance with North Carolina General Statutes. It operates similarly to a money market mutual fund, although it is not registered with the SEC. This pool combines the cash of participating jurisdictions and invests the cash in securities allowed under North Carolina's laws. This pool's goal objective is to maintain a constant NAV of \$1.00 per share.

North Carolina CLASS: Buncombe County invested in this pool in January 2024. The purpose of North Carolina CLASS is to provide a commingled investment pool established by interlocal agreement in accordance with North Carolina law permitting Local Government Units to pool idle funds in order to invest such funds and earn interest in accordance with, and as permitted by, the provisions of Section 159-30 of Article 3 of Chapter 159 of the General Statutes of North Carolina, as amended and as may be further amended from time to time ("N.C.G.S.") entitled "The Local Government Budget and Fiscal Control Act". This pool's goal objective is to maintain a constant NAV of \$1.00 per share.

Compliance Statement

This is a statement of compliance with the Investment Policy of Buncombe County. The Investment Policy outlines the objectives, guidelines, and procedures for the management of the County's funds. The Investment Policy is reviewed annually and updated as necessary to reflect changes in the County's financial situation, risk tolerance, and market conditions. The Investment Policy is intended to ensure that the company's funds are invested prudently, diversely, and ethically, in accordance with all relevant laws and with the County's mission and values.

The undersigned hereby certifies that, to the best of their knowledge and belief, all investments made by or on behalf of Buncombe County during the period from July 1, 2024 to March 31, 2025 were in compliance with the Investment Policy. The undersigned also certifies that they have exercised due diligence and care in selecting, monitoring, and evaluating the performance of the investment managers and custodians. The undersigned further certifies that they have reported any deviations from the Investment Policy by including a schedule of such deviations herein along with justification and timetable for resolution.

☒ All transactions and holdings are in compliance with County Policy and North Carolina General Statutes

☐ Not all transactions and holdings are in compliance with County Policy and North Carolina General Statutes. Deviations have been listed below along with justification and resolution details:

Transaction/Holding	Justification	Resolution
N/A	N/A	N/A

X 

Melissa Moore
Finance Director

Appendix D
Investments: Asset Listing

INVESTMENT HOLDINGS 3/31/2025

INVESTMENT DESCRIPTION	Issuer	Investment Type	Par Amount	Cost	Book Value	Market Value	Source of Valuation	Maturity	Interest Rate
North Carolina Capital Management Trust (NCCMT) N/A	N/A	NCCMT	84,695,085	84,695,085	84,695,085	84,695,085	Amortized Cost	N/A	4.230%
North Carolina Investment Pool (NCIP)	N/A	NCIP	49,973,508	49,973,508	49,973,508	49,973,508	Amortized Cost	N/A	4.410%
NC Class	N/A	NC Class	124,527,806	124,527,806	124,527,806	124,527,806	Amortized Cost	N/A	4.406%
Unspent Bond Proceeds	N/A	Unspent Bond Proceeds	53,492,200	53,492,200	53,492,200	53,492,200	N/A	N/A	4.230%
Bank OZK 4.39 4/25/2025	Bank OZK	Compound CD	7,224,505	7,224,505	7,224,505	7,224,505		4/25/2025	4.390%
FNB Pennsylvania 4.55 9/4/2025	FNB Pennsylvania	Certificate of Deposit	7,500,000	7,500,000	7,500,000	7,500,000		9/4/2025	4.550%
FNB Pennsylvania 4.7 6/5/2025	FNB Pennsylvania	Compound CD	7,692,041	7,692,041	7,692,041	7,692,041		6/5/2025	4.700%
FNB Pennsylvania 4.068 3/6/2026	FNB Pennsylvania	Compound CD	15,304,081	15,304,081	15,304,081	15,304,081		3/6/2026	4.068%
Pinnacle Bank 5.05 7/31/2025	Pinnacle Bank	Compound CD	4,136,759	4,136,759	4,136,759	4,136,759		7/31/2025	5.050%
FFCB 2.51 4/1/2025	Federal Farm Credit Bank	Agency	1,000,000	995,490	1,000,000	1,000,000	IDC	4/1/2025	2.510%
FFCB 4 4/28/2026	Federal Farm Credit Bank	Agency	1,000,000	1,002,120	1,000,761	999,270	IDC	4/28/2026	4.000%
FFCB 4.125 2/26/2026	Federal Farm Credit Bank	Agency	1,000,000	995,400	998,467	999,920	IDC	2/26/2026	4.125%
FFCB 4.5 8/14/2026	Federal Farm Credit Bank	Agency	1,000,000	994,500	997,486	1,006,650	IDC	8/14/2026	4.500%
FFCB 4.75 3/9/2026	Federal Farm Credit Bank	Agency	1,000,000	997,920	999,350	1,006,210	IDC	3/9/2026	4.750%
FHLB 5.125 6/13/2025	Federal Home Loan Bank	Agency	1,000,000	1,000,510	1,000,055	1,001,460	IDC	N/A	5.125%
FHLB 4.5 12/12/2025	Federal Home Loan Bank	Agency	1,250,000	1,264,863	1,253,627	1,252,663	IDC	12/12/2025	4.500%
FHLB 4.5 3/13/2026	Federal Home Loan Bank	Agency	1,000,000	992,020	997,474	1,003,670	IDC	3/13/2026	4.500%
FHLB 4.625 9/11/2026	Federal Home Loan Bank	Agency	1,000,000	995,480	997,813	1,008,770	IDC	9/11/2026	4.625%
FHLB 4.75 6/12/2026	Federal Home Loan Bank	Agency	1,000,000	1,006,970	1,002,873	1,008,120	IDC	6/12/2026	4.750%
T-Note 2.75 5/15/2025	Department of Treasury	US Treasury	1,000,000	998,164	999,926	998,160	IDC	5/15/2025	2.750%
T-Note 2.875 6/15/2025	Department of Treasury	US Treasury	1,000,000	991,211	999,394	996,980	IDC	6/15/2025	2.875%
T-Note 3 7/15/2025	Department of Treasury	US Treasury	1,000,000	958,281	995,611	996,220	IDC	7/15/2025	3.000%
T-Note 3.125 8/15/2025	Department of Treasury	US Treasury	1,000,000	964,453	993,286	995,680	IDC	8/15/2025	3.125%
T-Note 3.5 9/15/2025	Department of Treasury	US Treasury	1,000,000	981,875	997,203	996,880	IDC	9/15/2025	3.500%
T-Note 4.25 10/15/2025	Department of Treasury	US Treasury	1,000,000	999,570	999,919	1,000,220	IDC	10/15/2025	4.250%
T-Note 3.875 1/15/2026	Department of Treasury	US Treasury	1,000,000	990,898	997,461	998,340	IDC	1/15/2026	3.875%
T-Note 3.75 4/15/2026	Department of Treasury	US Treasury	1,000,000	1,000,000	1,000,000	996,880	IDC	4/15/2026	3.750%
T-Note 3.625 5/15/2026	Department of Treasury	US Treasury	1,250,000	1,230,127	1,242,467	1,244,488	IDC	5/15/2026	3.625%
T-Note 4.125 6/15/2026	Department of Treasury	US Treasury	1,000,000	994,844	997,928	1,001,520	IDC	6/15/2026	4.125%
T-Note 4.5 7/15/2026	Department of Treasury	US Treasury	1,000,000	990,859	995,755	1,006,290	IDC	7/15/2026	4.500%
Truist Bank Cash	Truist Bank	Cash	9,380,792	9,380,792	9,380,792	9,380,792		N/A	0.010%
US Bank Money Market Account	US Bank	Money Market	2,156,875	2,156,875	2,156,875	2,156,875		N/A	0.000%
FNB Pennsylvania Money Market Account	FNB Pennsylvania	Money Market	5,000	5,000	5,000	5,000		N/A	4.450%
Wells Fargo Bank Money Market Accounts	Wells Fargo Bank	Money Market	28,286,017	28,286,017	28,286,017	28,286,017		N/A	Various
Total Investments			415,874,667	415,720,223	415,841,522	415,893,057			

Appendix D
Investments: Transaction Summary
(10/01/2024-3/31/2025)

Type	Account Description	Trade Date	Face Amount/Shares	Price	Interest/Dividends	Total
Buy	Bank OZK 4.39 4/25/2025	1/25/2025	26,695	100		26,695
Buy	FNB Pennsylvania 4.7 6/5/2025	1/31/2025	28,135	100		28,135
Buy	Pinnacle Bank 5.05 7/31/2025	1/31/2025	17,560	100		17,560
Buy	Bank OZK 5.315 1/25/2025	10/24/2024	17,653	100		17,653
Buy	Bank OZK 4.39 4/25/2025	10/25/2024	7,094,490	100		7,094,490
Buy	Bank OZK 5.312 12/1/2024	10/31/2024	45,806	100		45,806
Buy	FNB Pennsylvania 4.7 6/5/2025	10/31/2024	25,112	100		25,112
Buy	Pinnacle Bank 5.05 7/31/2025	10/31/2024	17,337	100		17,337
Buy	FNB Pennsylvania 4.068 3/6/2026	10/5/2024	152,113	100		152,113
Buy	Bank OZK 5.315 1/25/2025	11/24/2024	18,322	100		18,322
Buy	Bank OZK 4.39 4/25/2025	11/25/2024	26,499	100		26,499
Buy	FNB Pennsylvania 4.7 6/5/2025	11/29/2024	28,782	100		28,782
Buy	Bank OZK 5.312 12/1/2024	11/30/2024	44,526	100		44,526
Buy	Pinnacle Bank 5.05 7/31/2025	11/30/2024	16,849	100		16,849
Buy	Bank OZK 4.39 4/25/2025	12/24/2024	25,739	100		25,739
Buy	Bank OZK 5.315 1/25/2025	12/24/2024	17,810	100		17,810
Buy	FNB Pennsylvania 4.7 6/5/2025	12/31/2024	28,518	100		28,518
Buy	Pinnacle Bank 5.05 7/31/2025	12/31/2024	17,485	100		17,485
Buy	Bank OZK 4.39 4/25/2025	2/25/2025	26,794	100		26,794
Buy	FNB Pennsylvania 4.7 6/5/2025	2/28/2025	25,548	100		25,548
Buy	Pinnacle Bank 5.05 7/31/2025	2/28/2025	15,925	100		15,925
Buy	Bank OZK 4.39 4/25/2025	3/25/2025	24,287	100		24,287
Buy	FNB Pennsylvania 4.7 6/5/2025	3/31/2025	28,381	100		28,381
Buy	Pinnacle Bank 5.05 7/31/2025	3/31/2025	17,703	100		17,703
Buy	FNB Pennsylvania 4.068 3/6/2026	3/5/2025	151,967	100		151,967
Buy Total						7,940,038
Deposit	FNB Pennsylvania MM	1/31/2025	19	100		19
Deposit	NC CLASS / 2024 GO LGIP	1/31/2025	58,736	100		58,736
Deposit	NC CLASS LGIP	1/31/2025	130,225	100		130,225
Deposit	NC CLASS LGIP	1/31/2025	339,400	100		339,400
Deposit	NC CLASS LGIP	1/31/2025	37,000,000	100		37,000,000
Deposit	NCCMT Article 39 LGIP	1/31/2025	46,399	100		46,399
Deposit	NCCMT Article 39 LGIP	1/31/2025	1,873,594	100		1,873,594
Deposit	NCCMT General LGIP	1/31/2025	142,541	100		142,541
Deposit	NCCMT General LGIP	1/31/2025	8,097,241	100		8,097,241
Deposit	NCIP LGIP	1/31/2025	341,436	100		341,436
Deposit	NCIP LGIP	1/31/2025	37,000,000	100		37,000,000
Deposit	USB / NCCMT LGIP	1/31/2025	28,582	100		28,582
Deposit	USB / NCCMT LGIP	1/31/2025	102	100		102
Deposit	USB / NCCMT LGIP	1/31/2025	37	100		37
Deposit	USB / NCCMT LGIP	1/31/2025	15	100		15
Deposit	USB / NCCMT LGIP	1/31/2025	49	100		49
Deposit	USB / NCCMT LGIP	1/31/2025	167,536	100		167,536
Deposit	USB / NCCMT LGIP	1/31/2025	7	100		7
Deposit	USB / NCCMT LGIP	1/31/2025	5	100		5
Deposit	USB / NCCMT LGIP	1/31/2025	52	100		52
Deposit	USB / NCCMT LGIP	1/31/2025	4,584	100		4,584
Deposit	USB / NCCMT LGIP	1/31/2025	15	100		15
Deposit	USB / NCCMT LGIP	1/31/2025	1	100		1
Deposit	USB / NCCMT LGIP	1/31/2025	6,100	100		6,100
Deposit	USB / NCCMT LGIP	1/31/2025	106	100		106
Deposit	USB / NCCMT LGIP	1/31/2025	10	100		10
Deposit	USB / NCCMT LGIP	1/31/2025	26	100		26
Deposit	USB / NCCMT LGIP	1/31/2025	14,267	100		14,267
Deposit	USB / NCCMT LGIP	1/31/2025	205	100		205
Deposit	USB / NCCMT LGIP	1/31/2025	2	100		2
Deposit	Wells Fargo Bank DSS MM	1/31/2025	14	100		14
Deposit	Wells Fargo Bank Trust MM	1/31/2025	98	100		98
Deposit	USB / NCCMT LGIP	10/15/2024	3736831.06	100		3736831.06
Deposit	USB / NCCMT LGIP	10/15/2024	401.13	100		401.13
Deposit	USB / NCCMT LGIP	10/15/2024	145.59	100		145.59
Deposit	USB / NCCMT LGIP	10/15/2024	1907.77	100		1907.77
Deposit	USB / NCCMT LGIP	10/15/2024	182.12	100		182.12
Deposit	USB / NCCMT LGIP	10/15/2024	42259035.24	100		42259035.24
Deposit	USB / NCCMT LGIP	10/15/2024	1856.42	100		1856.42
Deposit	USB / NCCMT LGIP	10/15/2024	1204.59	100		1204.59
Deposit	USB / NCCMT LGIP	10/15/2024	13542.61	100		13542.61
Deposit	USB / NCCMT LGIP	10/15/2024	0.23	100		0.23
Deposit	USB / NCCMT LGIP	10/15/2024	1198505.04	100		1198505.04
Deposit	USB / NCCMT LGIP	10/15/2024	51.83	100		51.83

Deposit	USB / NCCMT LGIP	10/15/2024	317.56	100	317.56
Deposit	USB / NCCMT LGIP	10/15/2024	1595103.9	100	1595103.9
Deposit	USB / NCCMT LGIP	10/15/2024	401.29	100	401.29
Deposit	USB / NCCMT LGIP	10/15/2024	37.63	100	37.63
Deposit	USB / NCCMT LGIP	10/15/2024	3452.93	100	3452.93
Deposit	USB / NCCMT LGIP	10/15/2024	3730479.36	100	3730479.36
Deposit	USB / NCCMT LGIP	10/15/2024	795.11	100	795.11
Deposit	NC CLASS LGIP	10/30/2024	34120043.94	100	34120043.94
Deposit	FNB Pennsylvania MM	10/31/2024	19.96	100	19.96
Deposit	NC CLASS / 2024 GO LGIP	10/31/2024	65510.19	100	65510.19
Deposit	NC CLASS LGIP	10/31/2024	4650.63	100	4650.63
Deposit	NC CLASS LGIP	10/31/2024	157699.13	100	157699.13
Deposit	NCCMT Article 39 LGIP	10/31/2024	68634.46	100	68634.46
Deposit	NCCMT General LGIP	10/31/2024	109894.74	100	109894.74
Deposit	NCCMT General LGIP	10/31/2024	322856.5	100	322856.5
Deposit	NCIP LGIP	10/31/2024	93267.92	100	93267.92
Deposit	US Bank Custodian MM	10/31/2024	1080050	100	1080050
Deposit	Wells Fargo Bank DSS MM	10/31/2024	15.31	100	15.31
Deposit	Wells Fargo Bank Inmate MM	10/31/2024	66232.22	100	66232.22
Deposit	Wells Fargo Bank Trust MM	10/31/2024	127.74	100	127.74
Deposit	USB / NCCMT LGIP	11/1/2024	591.74	100	591.74
Deposit	USB / NCCMT LGIP	11/27/2024	1443776.39	100	1443776.39
Deposit	FNB Pennsylvania MM	11/30/2024	18.36	100	18.36
Deposit	NC CLASS / 2024 GO LGIP	11/30/2024	60774.82	100	60774.82
Deposit	NC CLASS LGIP	11/30/2024	134744.63	100	134744.63
Deposit	NC CLASS LGIP	11/30/2024	164451.65	100	164451.65
Deposit	NC CLASS LGIP	11/30/2024	13000000	100	13000000
Deposit	NCCMT Article 39 LGIP	11/30/2024	34860.98	100	34860.98
Deposit	NCCMT General LGIP	11/30/2024	89445.94	100	89445.94
Deposit	NCCMT General LGIP	11/30/2024	3778560.48	100	3778560.48
Deposit	NCIP LGIP	11/30/2024	108330.46	100	108330.46
Deposit	NCIP LGIP	11/30/2024	27000000	100	27000000
Deposit	USB / NCCMT LGIP	11/30/2024	15125.93	100	15125.93
Deposit	USB / NCCMT LGIP	11/30/2024	1.62	100	1.62
Deposit	USB / NCCMT LGIP	11/30/2024	811898.87	100	811898.87
Deposit	USB / NCCMT LGIP	11/30/2024	0.59	100	0.59
Deposit	USB / NCCMT LGIP	11/30/2024	293436.91	100	293436.91
Deposit	USB / NCCMT LGIP	11/30/2024	7.72	100	7.72
Deposit	USB / NCCMT LGIP	11/30/2024	0.74	100	0.74
Deposit	USB / NCCMT LGIP	11/30/2024	391492.88	100	391492.88
Deposit	USB / NCCMT LGIP	11/30/2024	98708.4	100	98708.4
Deposit	USB / NCCMT LGIP	11/30/2024	7.52	100	7.52
Deposit	USB / NCCMT LGIP	11/30/2024	4.87	100	4.87
Deposit	USB / NCCMT LGIP	11/30/2024	54.81	100	54.81
Deposit	USB / NCCMT LGIP	11/30/2024	1172922.95	100	1172922.95
Deposit	USB / NCCMT LGIP	11/30/2024	4851.3	100	4851.3
Deposit	USB / NCCMT LGIP	11/30/2024	0.21	100	0.21
Deposit	USB / NCCMT LGIP	11/30/2024	118523.17	100	118523.17
Deposit	USB / NCCMT LGIP	11/30/2024	1.29	100	1.29
Deposit	USB / NCCMT LGIP	11/30/2024	6456.65	100	6456.65
Deposit	USB / NCCMT LGIP	11/30/2024	1.62	100	1.62
Deposit	USB / NCCMT LGIP	11/30/2024	849279.97	100	849279.97
Deposit	USB / NCCMT LGIP	11/30/2024	0.15	100	0.15
Deposit	USB / NCCMT LGIP	11/30/2024	78875.82	100	78875.82
Deposit	USB / NCCMT LGIP	11/30/2024	13.98	100	13.98
Deposit	USB / NCCMT LGIP	11/30/2024	15100.22	100	15100.22
Deposit	USB / NCCMT LGIP	11/30/2024	3.22	100	3.22
Deposit	USB / NCCMT LGIP	11/30/2024	1637329.89	100	1637329.89
Deposit	USB / NCCMT LGIP	11/30/2024	2.39	100	2.39
Deposit	Wells Fargo Bank DSS MM	11/30/2024	15.2	100	15.2
Deposit	Wells Fargo Bank DSS MM	11/30/2024	2829	100	2829
Deposit	Wells Fargo Bank Inmate MM	11/30/2024	70720.22	100	70720.22
Deposit	Wells Fargo Bank Operating MM	11/30/2024	19449344.61	100	19449344.61
Deposit	Wells Fargo Bank Trust MM	11/30/2024	110.51	100	110.51
Deposit	Wells Fargo Bank Trust MM	11/30/2024	13695.65	100	13695.65
Deposit	FNB Pennsylvania MM	12/31/2024	19.51	100	19.51
Deposit	NC CLASS / 2024 GO LGIP	12/31/2024	60877.5	100	60877.5
Deposit	NC CLASS LGIP	12/31/2024	134972.29	100	134972.29
Deposit	NC CLASS LGIP	12/31/2024	222974.13	100	222974.13
Deposit	NC CLASS LGIP	12/31/2024	9000000	100	9000000
Deposit	NCCMT Article 39 LGIP	12/31/2024	40397.15	100	40397.15
Deposit	NCCMT Article 39 LGIP	12/31/2024	2076896.94	100	2076896.94
Deposit	NCCMT General LGIP	12/31/2024	121233.25	100	121233.25
Deposit	NCCMT General LGIP	12/31/2024	5525895.24	100	5525895.24
Deposit	NCIP LGIP	12/31/2024	221700.26	100	221700.26
Deposit	NCIP LGIP	12/31/2024	9000000	100	9000000
Deposit	US Bank Custodian MM	12/31/2024	1121250	100	1121250
Deposit	USB / NCCMT LGIP	12/31/2024	14154.99	100	14154.99
Deposit	USB / NCCMT LGIP	12/31/2024	203.49	100	203.49

Deposit	USB / NCCMT LGIP	12/31/2024	73.55	100	73.55
Deposit	USB / NCCMT LGIP	12/31/2024	7.23	100	7.23
Deposit	USB / NCCMT LGIP	12/31/2024	98.08	100	98.08
Deposit	USB / NCCMT LGIP	12/31/2024	167253.62	100	167253.62
Deposit	USB / NCCMT LGIP	12/31/2024	7.03	100	7.03
Deposit	USB / NCCMT LGIP	12/31/2024	4.56	100	4.56
Deposit	USB / NCCMT LGIP	12/31/2024	51.3	100	51.3
Deposit	USB / NCCMT LGIP	12/31/2024	4539.9	100	4539.9
Deposit	USB / NCCMT LGIP	12/31/2024	29.68	100	29.68
Deposit	USB / NCCMT LGIP	12/31/2024	12	100	12
Deposit	USB / NCCMT LGIP	12/31/2024	6042.2	100	6042.2
Deposit	USB / NCCMT LGIP	12/31/2024	212.79	100	212.79
Deposit	USB / NCCMT LGIP	12/31/2024	19.76	100	19.76
Deposit	USB / NCCMT LGIP	12/31/2024	13.08	100	13.08
Deposit	USB / NCCMT LGIP	12/31/2024	14130.93	100	14130.93
Deposit	USB / NCCMT LGIP	12/31/2024	410.33	100	410.33
Deposit	USB / NCCMT LGIP	12/31/2024	2.24	100	2.24
Deposit	Wells Fargo Bank DSS MM	12/31/2024	14.63	100	14.63
Deposit	Wells Fargo Bank Inmate MM	12/31/2024	88032.94	100	88032.94
Deposit	Wells Fargo Bank Operating MM	12/31/2024	35232454.26	100	35232454.26
Deposit	Wells Fargo Bank Trust MM	12/31/2024	103.77	100	103.77
Deposit	Wells Fargo Bank Trust MM	12/31/2024	5261.14	100	5261.14
Deposit	FNB Pennsylvania MM	2/28/2025	17.07	100	17.07
Deposit	NC CLASS / 2024 GO LGIP	2/28/2025	53070.73	100	53070.73
Deposit	NC CLASS LGIP	2/28/2025	117663.8	100	117663.8
Deposit	NC CLASS LGIP	2/28/2025	277705.55	100	277705.55
Deposit	NCCMT Article 39 LGIP	2/28/2025	47855.74	100	47855.74
Deposit	NCCMT Article 39 LGIP	2/28/2025	2517699	100	2517699
Deposit	NCCMT General LGIP	2/28/2025	155953.67	100	155953.67
Deposit	NCCMT General LGIP	2/28/2025	10748242.42	100	10748242.42
Deposit	NCIP LGIP	2/28/2025	308751.39	100	308751.39
Deposit	Truist Bank Cash	2/28/2025	9380476.39	100	9380476.39
Deposit	US Bank Custodian MM	2/28/2025	1067500	100	1067500
Deposit	USB / NCCMT LGIP	2/28/2025	13779.18	100	13779.18
Deposit	USB / NCCMT LGIP	2/28/2025	1.11	100	1.11
Deposit	USB / NCCMT LGIP	2/28/2025	0.4	100	0.4
Deposit	USB / NCCMT LGIP	2/28/2025	7.04	100	7.04
Deposit	USB / NCCMT LGIP	2/28/2025	0.53	100	0.53
Deposit	USB / NCCMT LGIP	2/28/2025	161643.62	100	161643.62
Deposit	USB / NCCMT LGIP	2/28/2025	6.85	100	6.85
Deposit	USB / NCCMT LGIP	2/28/2025	4.44	100	4.44
Deposit	USB / NCCMT LGIP	2/28/2025	49.94	100	49.94
Deposit	USB / NCCMT LGIP	2/28/2025	4419.37	100	4419.37
Deposit	USB / NCCMT LGIP	2/28/2025	0.16	100	0.16
Deposit	USB / NCCMT LGIP	2/28/2025	1.17	100	1.17
Deposit	USB / NCCMT LGIP	2/28/2025	5881.78	100	5881.78
Deposit	USB / NCCMT LGIP	2/28/2025	1.16	100	1.16
Deposit	USB / NCCMT LGIP	2/28/2025	0.11	100	0.11
Deposit	USB / NCCMT LGIP	2/28/2025	12.73	100	12.73
Deposit	USB / NCCMT LGIP	2/28/2025	13755.76	100	13755.76
Deposit	USB / NCCMT LGIP	2/28/2025	2.23	100	2.23
Deposit	USB / NCCMT LGIP	2/28/2025	2.18	100	2.18
Deposit	Wells Fargo Bank DSS MM	2/28/2025	12.22	100	12.22
Deposit	Wells Fargo Bank Inmate MM	2/28/2025	2378.29	100	2378.29
Deposit	Wells Fargo Bank Trust MM	2/28/2025	86.85	100	86.85
Deposit	Wells Fargo Bank Trust MM	2/28/2025	3447.28	100	3447.28
Deposit	FNB Pennsylvania MM	3/31/2025	18.9	100	18.9
Deposit	NC CLASS / 2024 GO LGIP	3/31/2025	58453.31	100	58453.31
Deposit	NC CLASS LGIP	3/31/2025	129597.6	100	129597.6
Deposit	NC CLASS LGIP	3/31/2025	276067.44	100	276067.44
Deposit	NCCMT Article 39 LGIP	3/31/2025	63058.28	100	63058.28
Deposit	NCCMT Article 39 LGIP	3/31/2025	2800562.43	100	2800562.43
Deposit	NCCMT General LGIP	3/31/2025	214461.98	100	214461.98
Deposit	NCCMT General LGIP	3/31/2025	12398024.24	100	12398024.24
Deposit	NCIP LGIP	3/31/2025	267127.66	100	267127.66
Deposit	Truist Bank Cash	3/31/2025	392.35	100	392.35
Deposit	US Bank Custodian MM	3/31/2025	1089375	100	1089375
Deposit	USB / NCCMT LGIP	3/31/2025	12425.39	100	12425.39
Deposit	USB / NCCMT LGIP	3/31/2025	1.01	100	1.01
Deposit	USB / NCCMT LGIP	3/31/2025	0.36	100	0.36
Deposit	USB / NCCMT LGIP	3/31/2025	6.34	100	6.34
Deposit	USB / NCCMT LGIP	3/31/2025	0.49	100	0.49
Deposit	USB / NCCMT LGIP	3/31/2025	146314.13	100	146314.13
Deposit	USB / NCCMT LGIP	3/31/2025	6.17	100	6.17
Deposit	USB / NCCMT LGIP	3/31/2025	4.01	100	4.01
Deposit	USB / NCCMT LGIP	3/31/2025	45.03	100	45.03
Deposit	USB / NCCMT LGIP	3/31/2025	3985.17	100	3985.17
Deposit	USB / NCCMT LGIP	3/31/2025	0.15	100	0.15
Deposit	USB / NCCMT LGIP	3/31/2025	1.06	100	1.06

Deposit	USB / NCCMT LGIP	3/31/2025	5303.9	100	5303.9
Deposit	USB / NCCMT LGIP	3/31/2025	1.05	100	1.05
Deposit	USB / NCCMT LGIP	3/31/2025	0.1	100	0.1
Deposit	USB / NCCMT LGIP	3/31/2025	11.48	100	11.48
Deposit	USB / NCCMT LGIP	3/31/2025	12404.27	100	12404.27
Deposit	USB / NCCMT LGIP	3/31/2025	2.03	100	2.03
Deposit	USB / NCCMT LGIP	3/31/2025	1.97	100	1.97
Deposit	Wells Fargo Bank DSS MM	3/31/2025	13.55	100	13.55
Deposit	Wells Fargo Bank Inmate MM	3/31/2025	6407.13	100	6407.13
Deposit	Wells Fargo Bank Operating MM	3/31/2025	12824024.78	100	12824024.78
Deposit	Wells Fargo Bank Trust MM	3/31/2025	98.4	100	98.4
Deposit Total					362,978,998
Interest	T-Note 1.125 1/15/2025	1/15/2025		0	5625
Interest	T-Note 3 7/15/2025	1/15/2025		0	15000
Interest	T-Note 3.875 1/15/2026	1/15/2025		0	19375
Interest	T-Note 4.5 7/15/2026	1/15/2025		0	22500
Interest	Bank OZK 4.39 4/25/2025	1/25/2025		0	26694.6
Interest	Bank OZK 5.315 1/25/2025	1/25/2025		0	18485.73
Interest	FNB Pennsylvania 4.7 6/5/2025	1/31/2025		0	28134.85
Interest	FNB Pennsylvania MM	1/31/2025		0	18.9
Interest	NC CLASS / 2024 GO LGIP	1/31/2025		0	58736.31
Interest	NC CLASS LGIP	1/31/2025		0	130225.05
Interest	NC CLASS LGIP	1/31/2025		0	339399.64
Interest	NCCMT Article 39 LGIP	1/31/2025		0	46398.92
Interest	NCCMT General LGIP	1/31/2025		0	142540.58
Interest	NCIP LGIP	1/31/2025		0	341436.36
Interest	Pinnacle Bank 5.05 7/31/2025	1/31/2025		0	17559.58
Interest	USB / NCCMT LGIP	1/31/2025		0	28582.4
Interest	USB / NCCMT LGIP	1/31/2025		0	101.79
Interest	USB / NCCMT LGIP	1/31/2025		0	36.79
Interest	USB / NCCMT LGIP	1/31/2025		0	14.6
Interest	USB / NCCMT LGIP	1/31/2025		0	49.08
Interest	USB / NCCMT LGIP	1/31/2025		0	167536.2
Interest	USB / NCCMT LGIP	1/31/2025		0	7.1
Interest	USB / NCCMT LGIP	1/31/2025		0	4.61
Interest	USB / NCCMT LGIP	1/31/2025		0	51.79
Interest	USB / NCCMT LGIP	1/31/2025		0	4583.58
Interest	USB / NCCMT LGIP	1/31/2025		0	14.86
Interest	USB / NCCMT LGIP	1/31/2025		0	1.21
Interest	USB / NCCMT LGIP	1/31/2025		0	6100.34
Interest	USB / NCCMT LGIP	1/31/2025		0	106.48
Interest	USB / NCCMT LGIP	1/31/2025		0	9.89
Interest	USB / NCCMT LGIP	1/31/2025		0	26.42
Interest	USB / NCCMT LGIP	1/31/2025		0	14266.9
Interest	USB / NCCMT LGIP	1/31/2025		0	205.28
Interest	USB / NCCMT LGIP	1/31/2025		0	2.26
Interest	Wells Fargo Bank DSS MM	1/31/2025		0	13.53
Interest	Wells Fargo Bank Trust MM	1/31/2025		0	97.82
Interest	FFCB 4.5 8/14/2026	2/14/2025		0	22500
Interest	T-Note 3.125 8/15/2025	2/15/2025		0	15625
Interest	Bank OZK 4.39 4/25/2025	2/25/2025		0	26794.31
Interest	FFCB 1.75 2/25/2025	2/25/2025		0	8750
Interest	FFCB 4.125 2/26/2026	2/26/2025		0	20625
Interest	FNB Pennsylvania 4.7 6/5/2025	2/28/2025		0	25548.21
Interest	FNB Pennsylvania MM	2/28/2025		0	17.07
Interest	NC CLASS / 2024 GO LGIP	2/28/2025		0	53070.73
Interest	NC CLASS LGIP	2/28/2025		0	117663.8
Interest	NC CLASS LGIP	2/28/2025		0	277705.55
Interest	NCCMT Article 39 LGIP	2/28/2025		0	47855.74
Interest	NCCMT General LGIP	2/28/2025		0	155953.67
Interest	NCIP LGIP	2/28/2025		0	308751.39
Interest	Pinnacle Bank 5.05 7/31/2025	2/28/2025		0	15925.1
Interest	USB / NCCMT LGIP	2/28/2025		0	13779.18
Interest	USB / NCCMT LGIP	2/28/2025		0	1.11
Interest	USB / NCCMT LGIP	2/28/2025		0	0.4
Interest	USB / NCCMT LGIP	2/28/2025		0	7.04
Interest	USB / NCCMT LGIP	2/28/2025		0	0.53
Interest	USB / NCCMT LGIP	2/28/2025		0	161643.62
Interest	USB / NCCMT LGIP	2/28/2025		0	6.85
Interest	USB / NCCMT LGIP	2/28/2025		0	4.44
Interest	USB / NCCMT LGIP	2/28/2025		0	49.94
Interest	USB / NCCMT LGIP	2/28/2025		0	4419.37
Interest	USB / NCCMT LGIP	2/28/2025		0	0.16
Interest	USB / NCCMT LGIP	2/28/2025		0	1.17
Interest	USB / NCCMT LGIP	2/28/2025		0	5881.78
Interest	USB / NCCMT LGIP	2/28/2025		0	1.16
Interest	USB / NCCMT LGIP	2/28/2025		0	0.11
Interest	USB / NCCMT LGIP	2/28/2025		0	12.73
Interest	USB / NCCMT LGIP	2/28/2025		0	13755.76

Interest	USB / NCCMT LGIP	2/28/2025	0	2.23	2.23
Interest	USB / NCCMT LGIP	2/28/2025	0	2.18	2.18
Interest	Wells Fargo Bank DSS MM	2/28/2025	0	12.22	12.22
Interest	Wells Fargo Bank Trust MM	2/28/2025	0	86.85	86.85
Interest	FHLB 4.625 9/11/2026	3/11/2025	0	23125	23125
Interest	FHLB 4.5 3/13/2026	3/13/2025	0	22500	22500
Interest	T-Note 3.5 9/15/2025	3/15/2025	0	17500	17500
Interest	FNB Pennsylvania 4.7 6/5/2025	3/31/2025	0	28380.84	28380.84
Interest	FNB Pennsylvania MM	3/31/2025	0	18.9	18.9
Interest	NC CLASS / 2024 GO LGIP	3/31/2025	0	58453.31	58453.31
Interest	NC CLASS LGIP	3/31/2025	0	129597.6	129597.6
Interest	NC CLASS LGIP	3/31/2025	0	276067.44	276067.44
Interest	NCCMT Article 39 LGIP	3/31/2025	0	63058.28	63058.28
Interest	NCCMT General LGIP	3/31/2025	0	214461.98	214461.98
Interest	NCIP LGIP	3/31/2025	0	267127.66	267127.66
Interest	Pinnacle Bank 5.05 7/31/2025	3/31/2025	0	17703.49	17703.49
Interest	T-Note 0.5 3/31/2025	3/31/2025	0	2500	2500
Interest	Truist Bank Cash	3/31/2025	0	392.35	392.35
Interest	USB / NCCMT LGIP	3/31/2025	0	12425.39	12425.39
Interest	USB / NCCMT LGIP	3/31/2025	0	1.01	1.01
Interest	USB / NCCMT LGIP	3/31/2025	0	0.36	0.36
Interest	USB / NCCMT LGIP	3/31/2025	0	6.34	6.34
Interest	USB / NCCMT LGIP	3/31/2025	0	0.49	0.49
Interest	USB / NCCMT LGIP	3/31/2025	0	146314.13	146314.13
Interest	USB / NCCMT LGIP	3/31/2025	0	6.17	6.17
Interest	USB / NCCMT LGIP	3/31/2025	0	4.01	4.01
Interest	USB / NCCMT LGIP	3/31/2025	0	45.03	45.03
Interest	USB / NCCMT LGIP	3/31/2025	0	3985.17	3985.17
Interest	USB / NCCMT LGIP	3/31/2025	0	0.15	0.15
Interest	USB / NCCMT LGIP	3/31/2025	0	1.06	1.06
Interest	USB / NCCMT LGIP	3/31/2025	0	5303.9	5303.9
Interest	USB / NCCMT LGIP	3/31/2025	0	1.05	1.05
Interest	USB / NCCMT LGIP	3/31/2025	0	0.1	0.1
Interest	USB / NCCMT LGIP	3/31/2025	0	11.48	11.48
Interest	USB / NCCMT LGIP	3/31/2025	0	12404.27	12404.27
Interest	USB / NCCMT LGIP	3/31/2025	0	2.03	2.03
Interest	USB / NCCMT LGIP	3/31/2025	0	1.97	1.97
Interest	Wells Fargo Bank DSS MM	3/31/2025	0	13.55	13.55
Interest	Wells Fargo Bank Trust MM	3/31/2025	0	98.4	98.4
Interest	FNB Pennsylvania 4.068 3/6/2026	3/5/2025	0	151967.39	151967.39
Interest	FFCB 4.75 3/9/2026	3/9/2025	0	23750	23750
Interest Total					4,207,628
Maturity	Bank OZK 5.315 1/25/2025	1/25/2025	17652.9	0	17652.9
Maturity	Bank OZK 5.315 1/25/2025	1/25/2025	17810.24	0	17810.24
Maturity	Bank OZK 5.315 1/25/2025	1/25/2025	18078.84	0	18078.84
Maturity	Bank OZK 5.315 1/25/2025	1/25/2025	18160.55	0	18160.55
Maturity	Bank OZK 5.315 1/25/2025	1/25/2025	18322.42	0	18322.42
Maturity	Bank OZK 5.315 1/25/2025	1/25/2025	4000000	0	4000000
Maturity	FFCB 1.75 2/25/2025	2/25/2025	1000000	0	1000000
Maturity	T-Note 0.5 3/31/2025	3/31/2025	1000000	0	1000000
Maturity	T-Note 1.125 1/15/2025	1/15/2025	1000000	0	1000000
Maturity Total					7,090,025
Withdraw	FNB Pennsylvania MM	1/31/2025	18.9	0	18.9
Withdraw	US Bank Custodian MM	1/31/2025	2180156.25	0	2180156.25
Withdraw	Wells Fargo Bank Inmate MM	1/31/2025	196730.93	0	196730.93
Withdraw	Wells Fargo Bank Operating MM	1/31/2025	51792651.79	0	51792651.79
Withdraw	Wells Fargo Bank Trust MM	1/31/2025	8817.23	0	8817.23
Withdraw	Regions Bank / NC CLASS LGIP	10/11/2024	42259035.17	0	42259035.17
Withdraw	Regions Bank / NCCMT LGIP	10/11/2024	11023.26	0	11023.26
Withdraw	Regions Bank / NCCMT LGIP	10/11/2024	13506.42	0	13506.42
Withdraw	Regions Bank / NCCMT LGIP	10/11/2024	3455001.7	0	3455001.7
Withdraw	Regions Bank / NCCMT LGIP	10/11/2024	2629523.59	0	2629523.59
Withdraw	FNB Pennsylvania MM	10/31/2024	19.96	0	19.96
Withdraw	NC CLASS LGIP	10/31/2024	8000000	0	8000000
Withdraw	NCCMT Article 39 LGIP	10/31/2024	10552812.89	0	10552812.89
Withdraw	Regions Bank / Trust Escrow MM	10/31/2024	5798710.48	0	5798710.48
Withdraw	Wells Fargo Bank Operating MM	10/31/2024	6396605.58	0	6396605.58
Withdraw	Wells Fargo Bank Trust MM	10/31/2024	869.76	0	869.76
Withdraw	FNB Pennsylvania MM	11/30/2024	18.36	0	18.36
Withdraw	NCCMT Article 39 LGIP	11/30/2024	5604735.2	0	5604735.2
Withdraw	Regions Bank / NCCMT LGIP	11/30/2024	2269.61	0	2269.61
Withdraw	Regions Bank / NCCMT LGIP	11/30/2024	1588485.86	0	1588485.86
Withdraw	Regions Bank / NCCMT LGIP	11/30/2024	260000	0	260000
Withdraw	Regions Bank / NCCMT LGIP LGIP	11/30/2024	1200407.47	0	1200407.47
Withdraw	US Bank Custodian MM	11/30/2024	2196143.75	0	2196143.75
Withdraw	FNB Pennsylvania MM	12/31/2024	19.51	0	19.51
Withdraw	USB / NCCMT LGIP	12/31/2024	812300	0	812300
Withdraw	USB / NCCMT LGIP	12/31/2024	293582.5	0	293582.5
Withdraw	USB / NCCMT LGIP	12/31/2024	391675	0	391675

Withdraw	USB / NCCMT LGIP	12/31/2024	1172922.95	0	1172922.95
Withdraw	USB / NCCMT LGIP	12/31/2024	118575	0	118575
Withdraw	USB / NCCMT LGIP	12/31/2024	849681.26	0	849681.26
Withdraw	USB / NCCMT LGIP	12/31/2024	78913.45	0	78913.45
Withdraw	USB / NCCMT LGIP	12/31/2024	1443776.39	0	1443776.39
Withdraw	USB / NCCMT LGIP	12/31/2024	1638125	0	1638125
Withdraw	FNB Pennsylvania MM	2/28/2025	17.07	0	17.07
Withdraw	NC CLASS LGIP	2/28/2025	23000000	0	23000000
Withdraw	NCIP LGIP	2/28/2025	6000000	0	6000000
Withdraw	USB / NCCMT LGIP	2/28/2025	13.21	0	13.21
Withdraw	Wells Fargo Bank Operating MM	2/28/2025	2930518.47	0	2930518.47
Withdraw	FNB Pennsylvania MM	3/31/2025	18.9	0	18.9
Withdraw	NCIP LGIP	3/31/2025	40500000	0	40500000
Withdraw	Truist Bank Cash	3/31/2025	76.89	0	76.89
Withdraw	Wells Fargo Bank Trust MM	3/31/2025	5314.99	0	5314.99
Withdraw Total					223,383,075
Grand Total					605,599,764

Appendix E

General Fund Budget Amendments

Adopted General Fund Budget:	7/1/2024	\$440,025,235
First Quarter Amendments:		
County Match related to Broadband Infrastructure (Economic Development)	September	411,408
Second Quarter Amendments:		
Acceptance of Donations (Libraries)	October	16,560
Budget Carryfowards	October	3,976,304
North Carolina Disaster Rental Assistance Program (HHS)	December	199,296
Third Quarter Amendments*:		
Reduction in General Fund Transfers	January	(921,342)
DSS Disaster Related Funding	March	494,409
Amended General Fund Budget	3/31/2025	\$444,201,870

*At the January 21, 2025, meeting, the Board of Commissioners adopted a Budget Amendment reducing education funding by \$4,690,451. This amendment shifted funds to the General Government function, outside of any department's operational budgets.

Appendix F Fund Report

SUMMARY ANNUAL FUNDS		Annual Budget		Revenue		Expenditures	
Fund				YTD Actual	% of Budget	YTD Actual	% of Budget
100 General		\$444,201,870.00		\$357,900,058.93	80.6%	\$302,761,976.62	68.2%
120 Air Quality		\$1,349,960.00		\$966,997.21	71.6%	\$956,090.68	70.8%
220 Occupancy Tax		\$40,000,000.00		\$17,498,835.51	43.7%	\$17,498,835.56	43.7%
221 Reappraisal Reserve Fund		\$591,550.00		\$395,000.00	66.8%	\$439,654.91	74.3%
223 911		\$1,736,815.00		\$157,549.79	9.1%	\$782,353.74	45.0%
225 ROD Automation		\$153,000.00		\$105,352.78	68.9%	\$69,663.81	45.5%
226 Register of Deeds		\$320,000.00		\$168,678.80	52.7%	\$146,388.80	45.7%
228 Special Taxing Districts		\$68,348,257.00		\$54,630,587.14	79.9%	\$45,705,277.70	66.9%
229 Opioid Settlement		\$3,314,860.00		\$314,854.99	9.5%	\$2,044,897.16	61.7%
230 Transportation		\$8,677,457.00		\$1,439,449.89	16.6%	\$4,455,287.57	51.3%
231 Woodfin PDF		\$794,058.00		\$209.83	0.0%	\$147,112.62	18.5%
270 Forfeitures		\$208,000.00		\$111,777.90	53.7%	\$41,520.59	20.0%
272 Sondley Estate Trust Fund		\$0.00		\$17,741.94	0.0%	\$0.00	0.0%
273 School Fines and Forfeitures		\$2,000,000.00		\$555,559.40	27.8%	\$477,033.91	23.9%
276 Representative Payee		\$700,000.00		\$437,823.88	62.5%	\$377,348.21	53.9%
466 Solid Waste		\$18,535,710.00		\$10,224,255.94	55.2%	\$8,870,802.79	47.9%
467 Real-Time Intelligence Center		\$210,000.00		\$68,081.00	32.4%	\$126.94	0.1%
469 Inmate Commissary		\$453,411.00		\$359,403.44	79.3%	\$287,902.02	63.5%
480 Health and Dental Insurance		\$39,318,854.00		\$29,357,807.81	74.7%	\$30,669,048.11	78.0%
481 LGERS Stabilization		\$357,422.00		\$0.00	0.0%	\$0.00	0.0%
482 Medicare Benefits		\$1,064,417.00		\$940,412.00	88.3%	\$711,499.85	66.8%
483 Workers' Compensation		\$1,874,957.00		\$1,347,394.12	71.9%	\$810,219.60	43.2%
484 Property and Liability Insurance		\$2,606,866.00		\$3,978,815.48	152.6%	\$2,445,243.43	93.8%
Total		\$636,817,464.00		\$480,976,647.78	75.5%	\$419,698,284.62	65.9%

SUMMARY MULTI-YEAR FUNDS		Annual Budget		Revenue		Expenditures	
Fund				YTD Actual	% of Budget	YTD Actual	% of Budget
224 Special Programs		\$63,369,320.00		\$42,013,284.90	66.3%	\$26,063,079.91	41.1%
326 Public School Capital Needs Fund		\$395,197,095.00		\$367,360,099.60	93.0%	\$315,068,756.26	79.7%
327 Grant Projects		\$171,538,652.00		\$152,913,417.68	89.1%	\$118,222,086.61	68.9%
333 AB Tech		\$222,822,822.00		\$219,346,082.31	98.4%	\$196,947,761.45	88.4%
335 Public School ADM Sales Tax and Lottery Projects		\$109,332,585.00		\$90,184,901.00	82.5%	\$90,426,325.49	82.7%
341 Capital Project		\$155,413,851.00		\$84,993,757.79	54.7%	\$62,550,870.44	40.2%
342 Landfill Capital Projects		\$15,211,211.00		\$14,961,210.81	98.4%	\$13,335,345.32	87.7%
343 Housing/Open Space Bond Projects		\$47,970,832.00		\$15,730,214.45	32.8%	\$404,510.50	0.8%
Total		\$1,180,856,368.00		\$987,502,968.54	83.6%	\$823,018,735.98	69.7%

Appendix G

General Fund by Function

SUMMARY GENERAL FUND		Revenue			Expenditures		
Summary General Fund	Annual Budget	YTD Actual	% of Budget	Annual Budget	YTD Actual	% of Budget	
Cultural and Recreational	\$644,940.00	\$394,703.59	61.2%	\$11,323,089.00	\$7,577,960.25	66.92%	
Debt	\$3,955,294.00	\$5,792.95	0.1%	\$21,656,974.00	\$3,416,592.98	15.78%	
Economic & Physical Development	\$5,470,054.00	\$3,554,424.33	65.0%	\$11,161,938.00	\$6,107,009.45	54.71%	
General Government	\$10,791,848.00	\$4,720,440.34	43.7%	\$122,034,016.00	\$93,340,258.83	76.49%	
General Revenues	\$339,470,885.00	\$300,697,660.40	88.6%	\$74,949,798.00	\$48,429,558.41	64.62%	
Health and Human Services	\$47,049,235.00	\$33,371,437.06	70.9%	\$97,357,176.00	\$68,357,420.73	70.21%	
Other Financing Sources and Uses	\$19,874,919.00	\$5,080,143.72	25.6%	\$9,924,232.00	\$9,057,129.09	91.26%	
Public Safety	\$16,944,695.00	\$10,075,456.54	59.5%	\$95,794,647.00	\$66,476,046.88	69.39%	
Total	\$444,201,870.00	\$357,900,058.93	80.6%	\$444,201,870.00	\$302,761,976.62	68.16%	

Relevant Financial Policies

[Fund Balance Policy](#)

[Debt Policy](#)

[Debt Transparency Dashboard](#)

[Investment Policy](#)



Buncombe County FY2025 3rd Quarter Financial Report

Presented by

Melissa Moore



FY2025 3rd Quarter Items for Review

- ✓ General Fund Budget to Actual Summary
- ✓ Solid Waste Fund- Enterprise Fund Budget to Actual Summary
- ✓ County Capital Projects Overview
- ✓ Cash & Investment Overview



FY2025 General Fund Budget to Actual

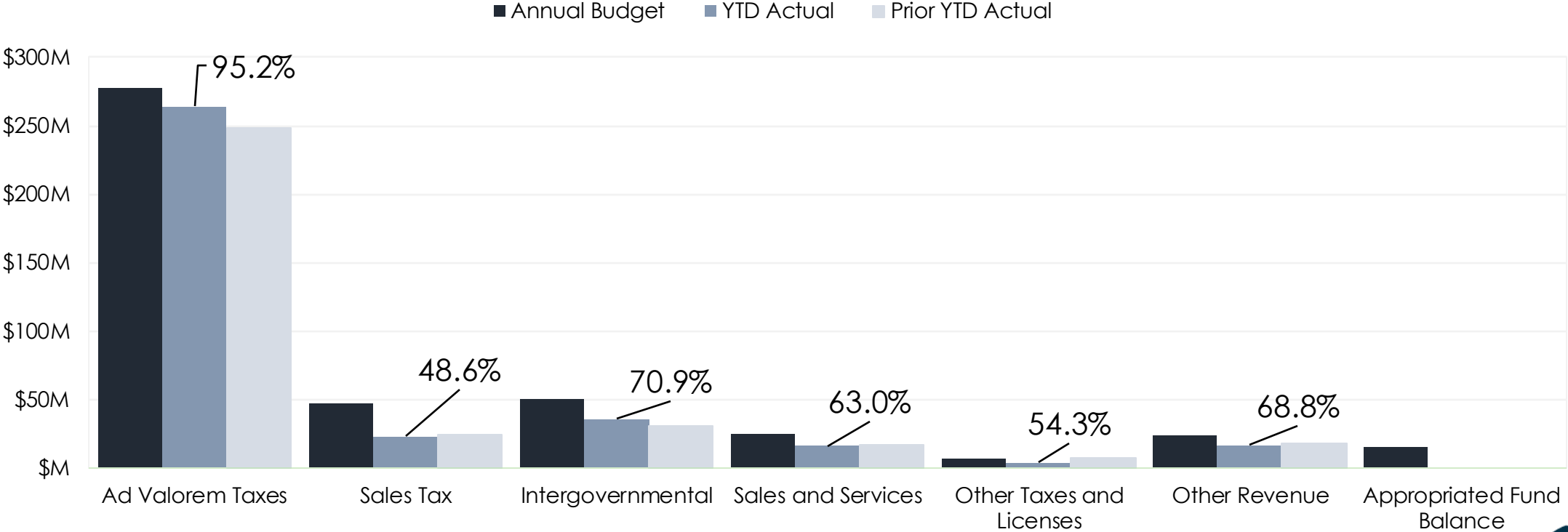
Revenue by Type

(in millions)

Q3 = 75% of the fiscal year

*Amended Budget = \$444.2M
YTD Actual = \$357.9M
PY YTD Actual = \$343.8M

80.6% of budget, 4.1% increase from PY



*Includes Appropriated Fund Balance of \$14.8M

FY2025 General Fund Budget to Actual Expenditure by Function

(in millions)

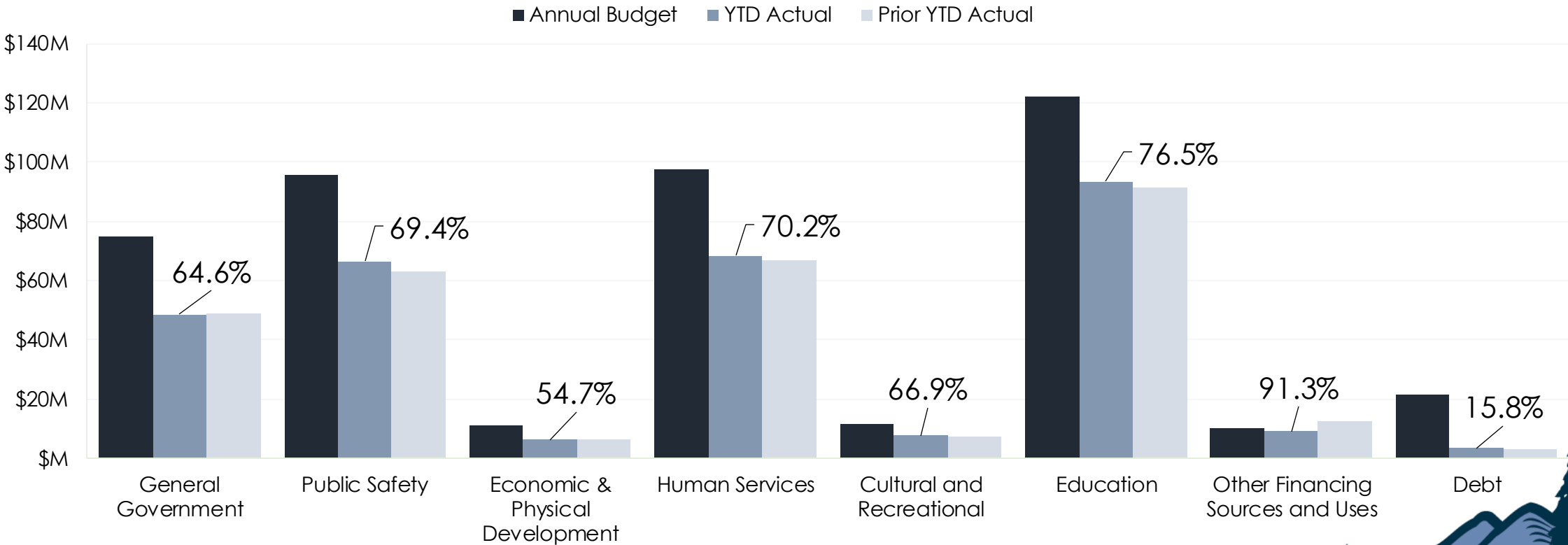
Q3 = 75% of the fiscal year

Amended Budget = \$444.2M

YTD Actual = \$302.8M

PY YTD Actual = \$299.3M

68.2% expended, 1.1% increase from PY



* Percentage labels represent actual expenditures as a percent of budget

FY2025 General Fund Budget to Actual Expenditure by Category

(in millions)

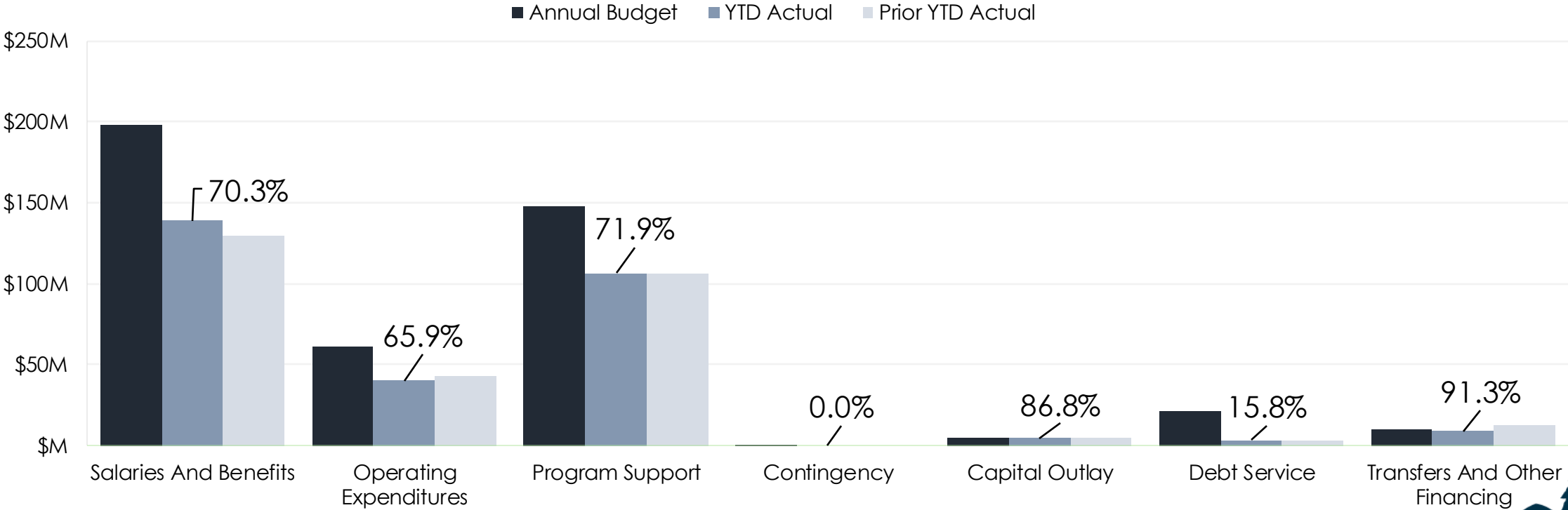
Q3 = 75% of the fiscal year

Amended Budget = \$444.2M

YTD Actual = \$302.8M

PY YTD Actual = \$299.3M

68.2% expended, 1.1% increase from PY



* Percentage labels represent actual expenditures as a percent of budget

FY2025 Solid Waste Fund Budget to Actual

Revenue by Type

(in millions)

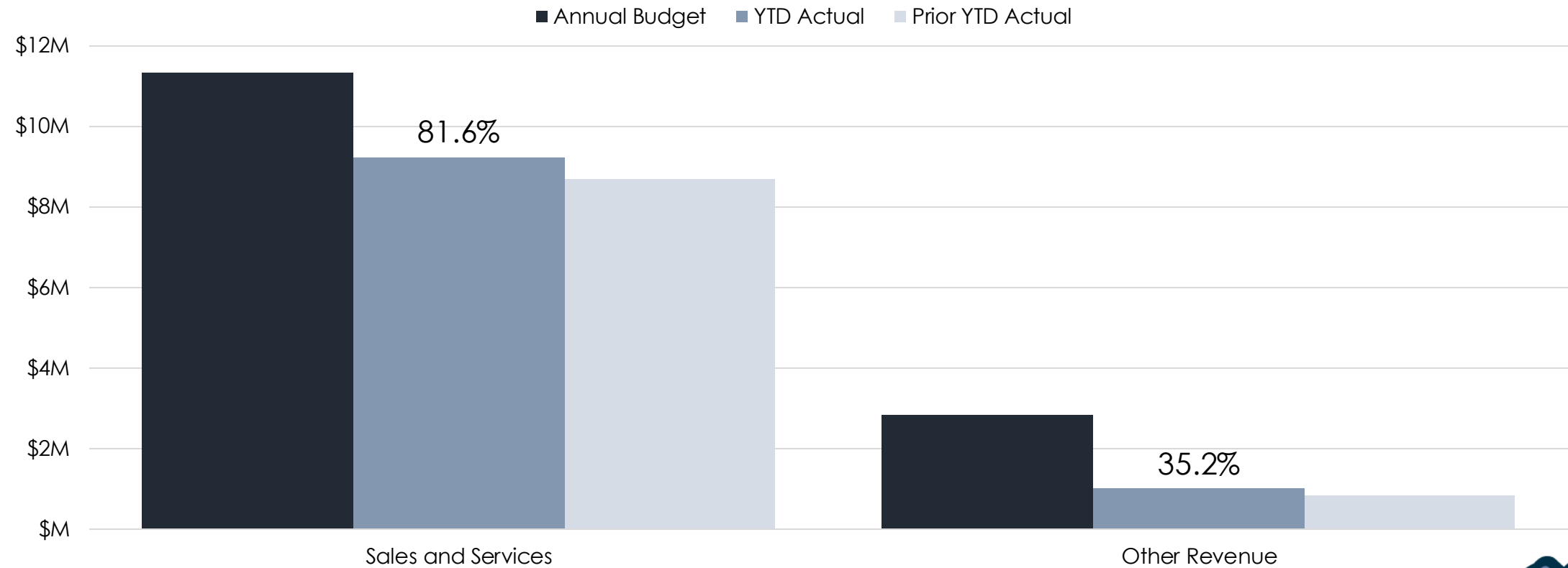
Q3 = 75% of the fiscal year

Amended Budget = \$18.5M

YTD Actual = \$10.2M

PY YTD Actual = \$9.5M

55.2% of budget, 7.5% increase from PY



*Includes Appropriated Fund Balance of \$4.4M



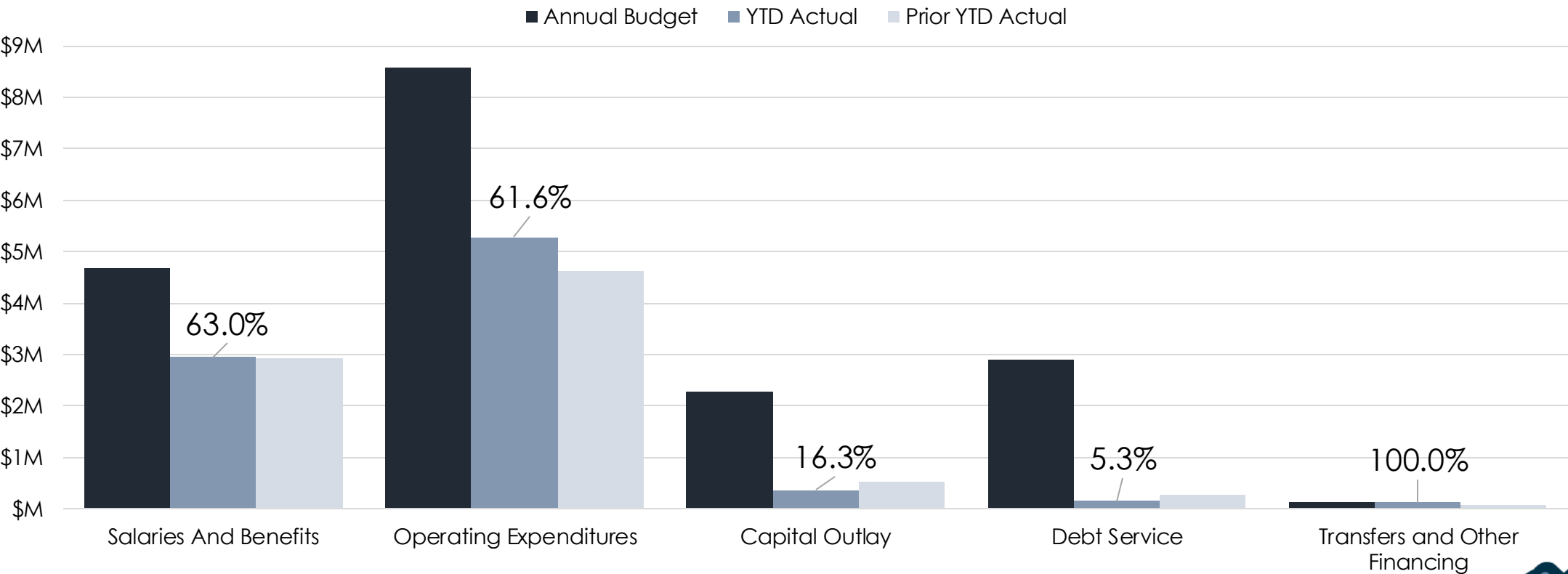
FY2025 Solid Waste Fund Budget to Actual Expenditure by Category

(in millions)

Q3 = 75% of the fiscal year

Amended Budget = \$18.5M
YTD Actual = \$8.9M
PY YTD Actual = \$8.4M

47.9% expended, 5.5% increase from PY



* Percentage labels represent actual expenditures as a percent of budget



FY2025 County Capital Projects

(in millions)

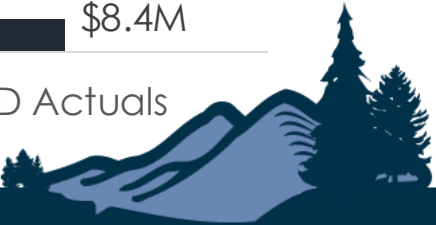
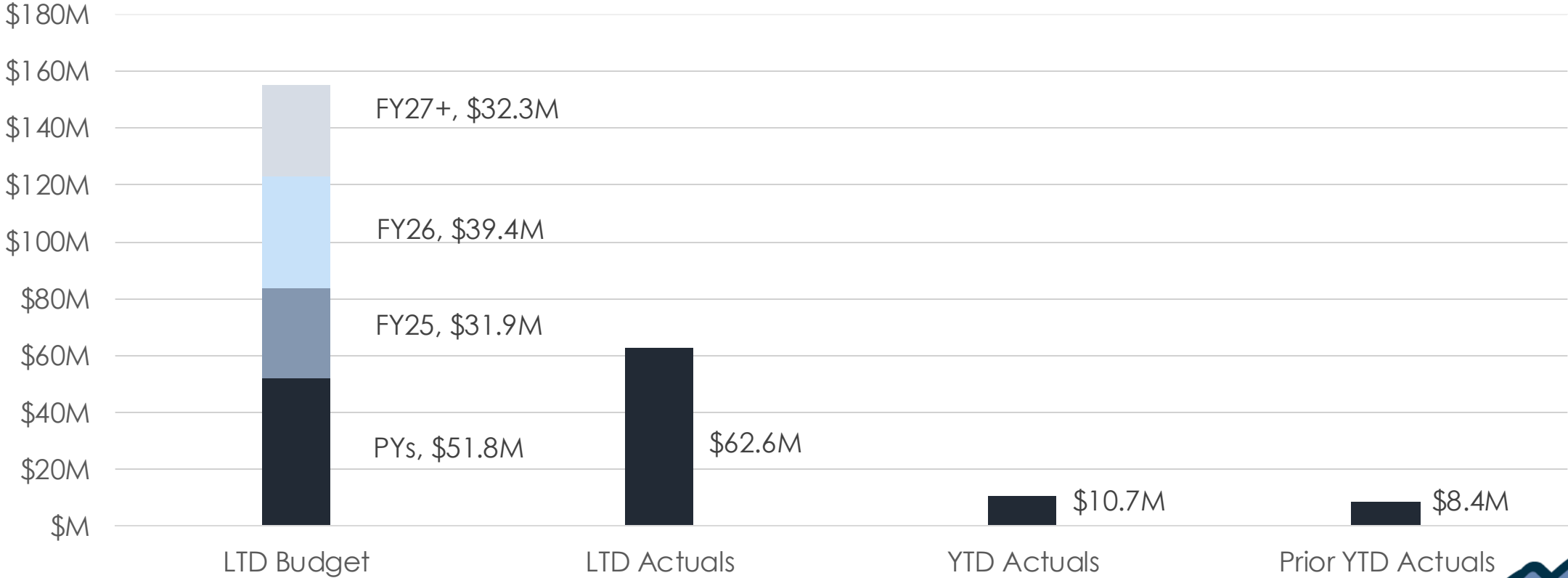
LTD Budget = \$155.4M

LTD Actuals = \$62.6M

YTD Actuals = \$10.7M

PY YTD Actuals = \$8.4M

40.3% of Budget (LTD), 25.3% increase from PY (YTD)



Cash & Investment Portfolio Summary

	NCCMT	NCIP	NC Class	Other Investments	Invested Unspent Bond Proceeds	Total
Average Maturity (days)	39	43	48	216	N/A	
Average Modified Duration	N/A	N/A	N/A	0.58	N/A	
Average S&P/Moody Rating	AAAm / AAA-mf	AAAm / N/A	AAAm / N/A	AA+ / Aaa	N/A	
Income Earned QTD	\$0.67M	\$0.92M	\$1.44M	\$1.30M	\$0.60M	\$4.93M
Income Earned YTD	\$1.90M	\$1.75M	\$3.52M	\$3.63M	\$1.44M	\$12.24M
Assets Under Management	\$84.70M	\$49.97M	\$124.53M	\$103.03M	\$53.49M	\$415.72M

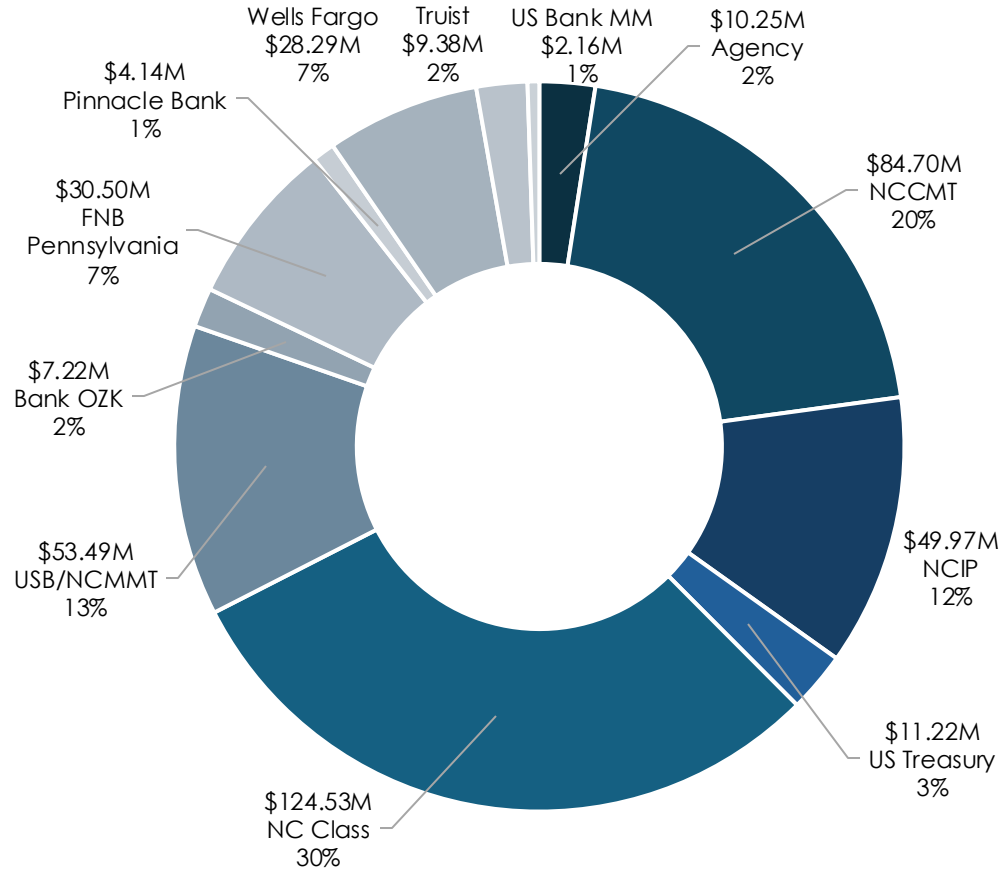
Cash and Investments Overview

Cash and investments:	\$415.72M
Total investments:	\$375.89M
Percentage of investments to cash:	90%



Cash & Investment Portfolio Summary cont.

Cash & Investment Portfolio Composition



Total Rate of Return:	1 Month	3 Months	12 Months	Since Inception
Other Investments	0.25%	0.78%	3.52%	4.55%
Benchmark*	0.44%	1.43%	5.34%	1.57%
NCIP	4.41%	4.47%	5.00%	N/A
NCCMT	4.23%	N/A	4.93%	3.74%
NC Class	4.40%	N/A	4.41%	5.37%

*ICE BofA 0-3 Yr US Treasury Index

Note: Wells Fargo, Truist, and US Bank MM represent cash accounts



Questions?





Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/20/2025

New Business

Department: Human Resources

Presenter(s): Karen Marshall

Contact(s): Karen Marshall, Interim Human Resources Director

Subject: Amendments to the County Personnel Ordinance and Benefits Policy, approval of the Position Classification Policy, and awareness of the Workplace Violence and Recruiting and Selection policies.

Brief Summary:

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

- Position Classification – for Board Approval
- Recruiting and Selection – for Board Awareness
- Workplace Violence – for Board Awareness

This request also seeks to amend the Benefits Policy. This policy was edited to provide expanded access to the NC 401(k) Plan for all employees.

Recommended Motion & Requested Action:

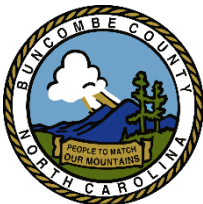
- Hold a public hearing for the Personnel Ordinance Updates
- Approve the resolution amending the Personnel Ordinance
- Approve the new Position Classification Policy and amended Benefits Policy
- Approve the changes regarding the applicability language in all board approved policies

County Manager's comments and Recommendation: Approve as presented.

Personnel Ordinance

BUNCOMBE COUNTY

North Carolina



Revised May 20, 2025

ARTICLE I. ORGANIZATION OF PERSONNEL SYSTEM

Section 1. Purpose

The purpose of this Personnel Ordinance is to establish a personnel system that will develop and maintain an effective and responsible work force; promote understanding, cooperation, equal treatment, and efficiency. 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.
- C. The County Manager, the County Attorney, the Internal Audit Director, the Finance Director and the Clerk to the Board are exempt from the provisions of this Personnel Ordinance which relate to hiring and disciplinary actions including but not limited to suspension without pay, demotion and dismissal.
- D. To the extent that this Personnel Ordinance relates to hiring, disciplinary actions including but not limited to suspension without pay, demotion, grievances, and dismissal, these provisions will not apply to the Sheriff's Office and all employees of the Sheriff's Office, 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.
- E. To the extent that this Personnel Ordinance relates to hiring, disciplinary action and County benefits, these provisions do not apply to alternate workforce members.
- 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. Position Type and Employee Status

- A. Each position in the County's classification plan will be designated as one of the following: Regular, Grant-Funded, or Alternate Workforce.
- B. An employee in a regular County position, either full-time or part-time, who has completed twelve (12) months of continuous employment will be considered in a covered status. If an employee has an absence of more than thirty consecutive workdays in their first 12 months of employment, the probationary period will be extended by the number

of consecutive days absent. This definition does not include employees in grant funded or alternate workforce positions.

Section 4. 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 5. 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 removal from office by the County Manager or by any department director 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 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.

Section 6. 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, or their designee, will make appointments, dismissals, and suspensions in accordance with N.C. Gen. Stat. § 153A-82 consistent with State law, County Ordinances, this Personnel Ordinance and all applicable policies.

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. If Department Directors have questions concerning the applicability or interpretation of the Personnel Ordinance's guidelines or rules, they should be directed to the County Manager, or their designee.

The County Manager shall create and adopt a code of conduct policy applicable to all County employees describing clear standards and expectations for employee conduct in alignment with our core values.

Section 8. Responsibility of Employees

All Buncombe County employees are expected to follow all County policies to the extent that they do not conflict with any Federal or State laws.

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 County Manager shall create and adopt a position classification policy applicable to County employees to reflect the current work assignments and other conditions and requirements which are factors in proper classification and allocation of positions.

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 County Manager, or their designee, 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 County Manager, or their designee, will conduct a comparative study of all factors affecting the level of salary ranges at least once every five years.

Section 3. Administration

The Pay Plan will be administered in a fair and systematic manner in accordance with job duties. 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, is outside their normal job duties and improves the efficiency and effectiveness of County operations. All bonuses and incentive payments will be reported to the Board of Commissioners at a regular meeting of the Board of Commissioners no later than sixty days from the award.

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 stated in the position classification policy.

Section 6. Overtime

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 non-exempt employee. The County Manager shall create and the Board of Commissioners will adopt an overtime policy applicable only to employees of Buncombe County who are “non-exempt” under the Fair Labor Standards Act.

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. 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.

When an overpayment of wages is identified, the employee will be notified by the County promptly to explain the error and the amount that was overpaid. A repayment schedule will be mutually agreed upon with a timeline for repaying the overpayment, which may involve deductions from future paychecks over a specified period or a lump sum repayment. Should the Employee leave employment with the County prior to repaying the debt, the Employee grants permission from the County to deduct the unpaid balance from the employee’s annual leave payment, banked holiday leave or comp time balances.

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, long-term temporary position, PRN (as-needed) position and to any grant-funded position for which the funding source allows. If a COLA increases an employee’s base pay rate above the maximum for their salary grade, the excess will be paid out as a one-time lump sum.

During the budget planning process of each year, the County Manager 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 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 Sheriff, Register of Deeds, and Director of Election Services have authority over and are responsible for the recruitment, application submission, selection, appointment, supervision, and discharge of employees in their respective departments with the County Manager, or their designee, approving the salary and classification of the new employees. The County Manager shall create and adopt a policy.

Section 2. Statement of Equal Employment Opportunity Policy

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.

ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 1. Unlawful workplace discrimination and harassment.

Buncombe County is committed to a work environment that is free from discrimination and harassment under federal, NC state law or the County's Ordinance Prohibiting Discrimination in Employment and Public Accommodations. Discrimination and harassment based on an individual's race, natural hair or hairstyles, ethnicity, creed, color, sex, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, veteran status, religious belief or non-belief, age, disability or any other legally protected class 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 discrimination and harassment in the workplace. Discrimination and harassment of employees by supervisors or co-workers is forbidden in any form.

The County Manager shall create and adopt a non-discrimination and anti-harassment policy applicable to County employees.

Section 2. Workplace violence.

- A. Buncombe County is committed to preventing workplace violence and to maintaining a safe work environment for all employees and customers.
- B. The County Manager shall create and adopt a policy applicable to the County employees.

Section 3. Employment of persons with disabilities.

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 individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment. Buncombe County will work with individuals with a disability requesting reasonable accommodation so that they can perform the essential functions of a job.

Section 4. No retaliation commitment.

- A. No employee 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 in accordance with County policy, or applicable State and federal laws.

- A. Other protected activity where retaliation is prohibited includes:
 - 1. Requesting accommodation for a disability or religious reasons.
 - 2. Filing a Workers' Compensation claim following a work-related injury.
 - 3. Requesting leave under the Family and Medical Leave Act.
 - 4. Filing a safety or environmental related complaint with state and/ or federal oversight agencies.
- B. Filing a complaint under the County's workplace violence policy.

Section 5. Drugs at the Workplace Prohibited

- A. County employees should not conduct County business while under the influence of any impairing substance.
- B. The County Manager shall create and adopt a policy applicable to all County employees.

Section 6. Tobacco Use at Work

- A. No employees 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 shall adopt a policy outlining the County holidays and various forms of leave available to County employees.

ARTICLE VII. ADDITIONAL EMPLOYEE BENEFITS

Section 1. Benefits Policy

The Board of Commissioners shall adopt a policy outlining the employee benefits available to County employees.

Section 2. Deferred Compensation

A. Longevity Compensation

Eligible 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 seasoned employees for continued employment and thereby avoid expenses involved in recruiting and training replacement workers.

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, workers' compensation and approved medical leave of absence without pay.
- d. Eligibility for payment will be based on full years of service with Buncombe County on the first pay period after December 1 of each year.
 - For employees hired on or after July 1, 2016, longevity payment is based on continuous years of service from the most recent date of hire. Previous years of service with Buncombe County will not be counted.
 - For employees hired before July 1, 2016, longevity payment is based on aggregate service.
- e. Employees working in a regular part-time position, but otherwise meeting eligibility requirements, will receive a pro-rata payment based on their scheduled weekly hours.
- 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. If deceased, pro rata payment will be made to the estate based on the date of death computed on the longevity pay scale in effect. For retirement, pro rata payment will be made based on the date of retirement computed on the longevity pay scale in effect. 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 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 EMS positions with 60 scheduled weekly hours, "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. Longevity Compensation for EMS positions with 60 scheduled weekly hours 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 of 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 service requirement will not be given for short-term temporary, PRN or internship positions.
- c. Upon change to an alternate workforce position, the employee is ineligible for continued longevity pay.
- d. Credit will not be given towards service time for any employment other than with Buncombe County.

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.

ARTICLE VIII. DISCIPLINARY ACTION AND SEPARATION FROM EMPLOYMENT

Section 1. Policy Statement

County employees are expected to meet performance standards and conduct themselves appropriately. The County Manager shall create and adopt a discipline policy applicable to County employees for addressing employee conduct and performance issues in a timely, fair, and equitable manner.

Section 2. Employee Discipline.

- A. An employee who has achieved Covered Status may only be disciplined when just cause exists and in accordance with the County's discipline policy and procedures.
- B. For the purposes of this Ordinance, "just cause" means that based on the facts and circumstances of the incident, there is sufficient evidence to show that the employee engaged in the unacceptable personal conduct, unsatisfactory job performance or grossly inefficient job performance and that the discipline imposed is fair and equitable in relation to the improper conduct.

Section 3. Separation.

The County Manager shall create and adopt a separation policy describing the different ways an employee can be separated from employment.

Section 4. Disciplinary actions involving the Internal Audit Director.

The Director of Internal Audit 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 Director of Internal Audit. If a majority of the Audit Committee votes in favor of disciplinary action up to and including dismissal, then such recommendation must be considered by the Board of Commissioners for the final disciplinary decision.

ARTICLE IX. GRIEVANCES

Section 1. Grievance

It is the policy of Buncombe County that employees may raise issues regarding matters affecting their employment with the County. The County Manager is instructed to create and adopt a grievance policy and procedures to provide an adequate and fair means for hearing and resolving matters of employment conditions of County employees. Nothing herein will prohibit the employee from filing complaints of unlawful discrimination, harassment, or retaliation in accordance with County policy, or applicable State and federal laws.

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 Human Resources Department. Pursuant to N.C. Gen. Stat. § 153A-98(b), 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.

For the purposes of this Personnel Ordinance, the term "salary" includes all compensation for services rendered by an employee, such as base pay, bonuses, longevity pay, and any other regular forms of compensation.

Section 2. Access to Personnel Records

As required by G. S. §153A-98, any person may have access to the information listed 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 3. Confidential Information

- A. All confidential information contained in a County employee's personnel file will be maintained in accordance with the requirement of G. S. §153A-98 and will be open to public inspection only in accordance with G. S. §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 4. Remedies of Employees Objecting to Material in File

An employee who objects to material in their personnel file may place in the file a statement relating to the material the employee considers to be inaccurate or misleading. An employee who has achieved Covered Status may seek the removal of such material in accordance with established grievance procedures.

Section 5. 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 6. 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. Definitions

Definitions (Listed Alphabetically)

Alternate Workforce. A just-in-time workforce engaged or under the direction of the County Manager, aside from traditional full-time or part-time regular positions.

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.

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, longevity for rehired employees is defined in the Longevity section of this document.

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.

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.

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.

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 and the positions within those classes to the appropriate pay grade.

Retaliation. Retaliation is where an adverse action is taken against an employee for engaging in a legally protected activity. An adverse action is any action which could dissuade a reasonable employee from engaging in a protected activity. Legally protected activities include, but are not limited to, filing a discrimination complaint, participating in an investigation, whistleblowing, reporting an OSHA violation, requesting an accommodation, using protected medical leave, filing a workers compensation claim, or reporting misconduct. Any conflict between this language and state or federal law, the state or federal law prevails.

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.

ARTICLE XII. 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 20 day of May 2025.

Personnel Ordinance Crosswalk

Location in Current Personnel Ordinance	Topic	Add/Edit/Move/Delete	Policy language moved to (if applicable):	Exact Language? If not, explain.
Article I, Section 1	Purpose	Deleted "promote a fair and effective means of employee recruitment and selection" and "provide the means for removal of unsatisfactory employees"	Recruiting and Selection Policy and Separation Policy	
Article I, Section 2B	Coverage	Removed: "except for Article VII, Additional Employee Benefits" since only longevity language is referenced		
Article I, Section 2C	Coverage	Removed Director of Elections as the position is listed in D		
Article I, Section 2D	Coverage	Added grievances; changed "Sheriff" to "Sheriff's Office"		
Article I, Section 2E	Coverage	Removed: performance evaluations		
Article I, Section 3	Employee Status	Added "Position Type" to section title; Edited language for clarification; Deleted reference to overtime	Overtime Pay Policy	Language was clarified to designate which employees receive overtime pay and which receive compensatory time.
Article I, Section 3A1	Alternate Workforce	Deleted section. The definition was moved to the Definitions section and the provisions were included in Article I, Section 2E	n/a	
Article I, Section 3A 2 & 3	Non-Exempt and Exempt Employees	Moved language	Definitions section and Overtime Pay Policy	
Article I, Section 6	Responsibility of County Manager	Added "or their designee" for County Manager appointments, dismissals and suspensions "consistent with State law, County Ordinances" and "all applicable policies"; Deleted "An official copy of the Personnel Ordinance and rules will be available in the County Manager's Office and/or Human Resources Department."		
Article I, Section 7	Responsibility of the Human Resources Director	Removed section as the responsibilities are listed in the job description	n/a	
Article I, Section 7, A4	Establishing and maintaining a roster	Edited "County services" to "persons who receive a paycheck through County Payroll"		
Article I, Section 7, A5	HR Director responsibility for recruiting programs	Moved language	Recruiting and Selection Policy	
Article I, Section 8	Responsibility of Employees	Added "to the extent that they do not conflict with any Federal or State laws."; " Deleted "including the Employee Code of Conduct Policy. The County Manager shall create and adopt a code of conduct policy applicable to all County employees describing clear standards and expectations for employee conduct in alignment with our core values."		
Article II, Section 1	Position Classification Plan Policy Statement	Added "County Manager shall create and adopt a position classification plan policy applicable to County employees" Moved reference of maintaining Position Classification Plan	Position Classification Policy	
Article II, Sections 2-6	Position Classification Plan	Moved language	Position Classification Policy	Language was edited for clarification and expanded upon in the new stand alone policy
Article III, Section 2	Pay Plan	Edited to "The County Manager" instead of "Human Resources Director"		
Article III, Section 5	Pay Rates in Salary Range Revision	Added reference to Position Classification Policy and moved A-C	Position Classification Policy	
Article III, Section 6A	Overtime	Added reference to creating and adopting an overtime policy.		
Article III, Section 6 B-F	Overtime	Moved language	Overtime Pay Policy	Edited language for clarification

Article III, Section 7	Payroll Deductions	Deleted "Credit Union deductions, insurance premiums and other deductions requested by the employee and not paid by the County may also be deducted." Added language to clarify the process when an overpayment of wages is identified.		
Article III, Section 9	Cost of Living Adjustment	Added "PRN position" and "If a COLA increase pushes increases an employee's base pay rate above the maximum for their salary grade, the excess will be paid out as a one-time lump sum." Edited from "County Budget and Human Resources staff will present" to "the County Manager will present"		
Article IV, Section 1	Recruitment and Selection Policy Statement	Added reference to creating and adopting a policy. Edited "... the County Manager and/or Human Resources Director" to "...the County Manager, or their designee,..."		
Article IV, Section 2 B-C	Statement of Equal Employment Opportunity Policy	Moved language Edited to remove county website.	Recruiting and Selection Policy	Expanded and clarified language to reflect current and best practices
Article IV, Sections 3-13	Recruiting information	Moved language	Recruiting and Selection Policy	Expanded and clarified language to reflect current and best practices
Article V, Section 1	Workweek	Moved language	Overtime Pay Policy	Edited shift language for clarification
Article V, Section 2	Unlawful workplace discrimination and harassment	Added referece to the County's Ordinance Prohibiting Discrimination in Employment		
Article V, New Section	Employment of Persons with Disabilities	Added language		
Article V, Section 4B1	No retaliation commitment	Added "religious reasons"		
Article V, Section 5A	Drugs at the Workplace Prohibited	Edited language to read "County employees should not conduct County business while under the influence of any impairing substance."		
Article VII, Section 2A-C	Longevity Compensation	Edited "regular employee" to "eligible employee"; clarified service time eligibility Deleted "Buncombe County does not have a merit pay system; instead,"		
Article VII, Section 2A 1e	Longevity Compensation	Edited "percentage of hours actually worked divided by full-time hours for the position" to "scheduled weekly hours" to align to the actual calculation that is used and minimize harm to employees		
Article VII, Section 2A 1d	Time and Method of Pay	Edited "as of December 1" to "the first pay period after December 1 of each year."; clarified continuous service and aggregate service		
Article VII, Section 2A 2	Amount of Longevity Pay	Edited "EMTs" to "EMS positions with 60 scheduled weekly hours"		
Article VII, Section 3c	Eligibility requirements	Removed "appointment" and edited "temporary part-time or less than half-time (twenty hours per week)" to "alternate workforce position"		
Article X, Section 1	Personnel Records	Clarified meaning of "salary" Deleted "appointing authority of.." in the first sentence		
Article X, Section 2	Personnel Records	Removed section 2 and references to that section since the information is listed in the statute		

Article XI	Definitions	Added definition of retaliation; Removed: reference to Aggregate Service for Longevity pay and "Covered Status" as this information is provided in Article 1, Section 3 Removed reference to Employee Protection Hotline as this is now in the Workplace Violence policy Removed reference to the Hatch Act as this is now in the Conflict of Interest policy		
Article XII, Section 1	Implementation of Personnel Ordinance	Removed "ordinances" as the Personnel Ordinance cannot supersede County ordinances		
Appendix A	Disability Policy	Moved language to Article V		
Appendix B	Workplace Violence Policy	Moved language	Workplace Violence Policy	Expanded and clarified language to reflect current and best practices

ORDINANCE NO. 25-05-19

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 May 19, 2022, 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 adopted a revised Personnel Ordinance for the regulation of employees of Buncombe County effective May 20, 2025. A copy of the revised Personnel Ordinance incorporated herein by reference dated May 20, 2025 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 7, 2023 is deleted in its entirety and replaced with the following:

See Attached Exhibit A "Revised Personnel Ordinance dated May 20, 2025."

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 upon adoption.

ADOPTED the 20th day of May 2025.

ATTEST

BOARD OF COMMISSIONERS FOR THE
COUNTY OF BUNCOMBE

Sarah Gross

Sarah Gross, Clerk to the Board

BY: Amanda Edwards

Amanda Edwards, Chair

APPROVED AS TO FORM

Walter V. Eubank

County Attorney

RESOLUTION NO. 25-05-20

RESOLUTION AMENDING BUNCOMBE COUNTY'S BENEFIT POLICY.

- WHEREAS, pursuant to N.C. Gen. Stat. § 153A-92, the Board of Commissioners (herein "Board") have the authority to provide health insurance and other fringe benefits for Buncombe County employees; and
- WHEREAS, pursuant to N.C. Gen. Stat. § 153A-93, the Board has the authority to provide retirement benefits for County employees; and
- WHEREAS, pursuant to N.C. Gen. Stat. § 153A-94, the Board has the authority to establish rules and regulations affecting the workplace; and
- WHEREAS, the Board finds that it is necessary to amend the Benefits Policy in order to expand eligibility for employees to participate in the State of North Carolina's 401K program.

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

1. That the Board of Commissioners adopt the Benefits Policy attached as Exhibit A to this Resolution.
2. That this resolution is effective upon adoption.

ADOPTED this the 20th day of May 2025.

ATTEST



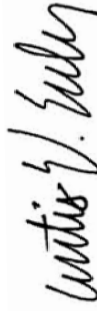
Sarah Gross, Clerk to the Board

BOARD OF COMMISSIONERS FOR THE
COUNTY OF BUNCOMBE

BY: 

Amanda Edwards, Chair

APPROVED AS TO FORM



County Attorney

RESOLUTION NO. 25-05-21

RESOLUTION AMENDING BUNCOMBE COUNTY'S BENEFIT AND POSITION
CLASSIFICATION POLICIES.

- WHEREAS, pursuant to N.C. Gen. Stat. § 153A-92, the Board of Commissioners (herein "Board") have the authority to provide health insurance and other fringe benefits for Buncombe County employees; and
- WHEREAS, pursuant to N.C. Gen. Stat. § 153A-93, the Board has the authority to provide retirement benefits for County employees; and
- WHEREAS, pursuant to N.C. Gen. Stat. § 153A-94, the Board has the authority to establish rules and regulations affecting the workplace; and
- WHEREAS, the Board finds that it is necessary to amend the Benefits Policy in order to expand eligibility for employees to participate in the State of North Carolina's 401K program.

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

1. That the Board of Commissioners adopt the Benefits Policy attached as Exhibit A to this Resolution.
2. That the Board of Commissioners adopt the Benefits Policy attached as Exhibit B to this Resolution.
3. That this resolution is effective upon adoption.

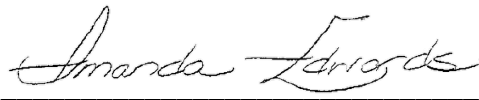
ADOPTED this the 20th day of May 2025.

ATTEST



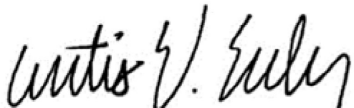
Sarah Gross, Clerk to the Board

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

BY: 

Amanda Edwards, Chair

APPROVED AS TO FORM



County Attorney

Benefits Policy Crosswalk

Section	Add/Edit/Remove
2	Edited applicability language
3.5.2.2	Added: "effective January 1, 2025 all employees, who receive a W2 from Buncombe County Government may participate in the Supplemental Retirement Income Plan of North Carolina..." Edited: 8 percent contribution is for "contributing members of the N.C. Local Governmental Employee's Retirement System"; Removed: references to "regular" employee and "In accordance with NC statute, Buncombe County Commissioners are not eligible to participate in the 401(k).



Position Classification Policy

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1. Purpose

The purpose of this policy is to establish a standardized framework for classifying positions within the Buncombe County Government (County). This policy ensures that positions are appropriately aligned with the organization's current needs, responsibilities, and market standards.

2. Applicability

This policy applies to all Buncombe County departments and employees unless there is a conflict with GS 153A-103 related to hiring, discharging, and supervising employees. Such exclusion is noted at the end of this policy. Otherwise, departments may adopt and enforce policies that are more restrictive than County Policy.

3. Policy

3.1. Administration of the Classification Plan

3.1.1. The Position Classification Plan serves as the foundation for developing competitive selection and compensation programs while supporting budgetary and organizational planning. The County will maintain a comprehensive Position Classification and Compensation Plan, which includes all established and approved classification (class) titles along with their assigned salary grade ranges. For each class title, a job description is maintained and made accessible to all employees via the County's intranet. These descriptions outline:

- The class title
- The primary purpose of the position
- Essential functions and responsibilities
- Required qualifications, including education, experience, and necessary knowledge, skills, and abilities.
- Organization conformance standards, and
- Other information applicable to the job.

- 3.1.2. Positions will be assigned the same class title and salary grade range when their duties are sufficiently similar, including:
- The job description accurately reflects the responsibilities of the positions sharing that title.
 - They require the same level of education, experience, knowledge, competencies, and other qualifications.

3.2. Roles and Responsibilities

- 3.2.1. The Human Resources Director, as designated by the County Manager, will be responsible for the administration and maintenance of the Position Classification Plan so that it accurately reflects the duties performed by employees in the classes to which their positions are allocated.
- 3.2.2. 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 County Commissioners upon the recommendation of the County Manager and/or the Human Resources Director.
- 3.2.3. With the recommendation of the County Manager and/or Human Resources Director, the Board of County Commissioners may create or delete a class from the Position Classification Plan.
- 3.2.4. Department Directors will be responsible for bringing to the attention of the County Manager and/or Human Resources Director (1) the request for new positions, and (2) significant changes in duties, responsibilities, working conditions, or other factors affecting the classification of any existing positions.
- 3.2.5. The Buncombe County Sheriff's Office (BCSO), in collaboration with County HR, will conduct and document a comprehensive review of all BCSO job descriptions at least once every four years to ensure they remain accurate and aligned with current responsibilities and requirements.

3.3. Position Classification Management

- 3.3.1. The position classification management process ensures that all job roles are defined, evaluated, and categorized based on objective criteria, including duties, responsibilities, required qualifications, and levels of authority. This process helps ensure consistency, fairness, and transparency.
- 3.3.2. The County Manager may reclassify or adjust vacant positions as needed, excluding positions within the Buncombe County Sheriff's Office.
- 3.3.3. Position Classification Review Process:
- 3.3.3.1. A position classification review request may be initiated at any time by the Department Director, County Managers' Office or Human Resources, when there has been a substantive, measurable change in job content and degree of responsibility or a restructuring of roles within a department.

- 3.3.3.2. Requests for a classification review must be submitted in writing and include detailed justification outlining the proposed changes and reasons for the request.
- 3.3.3.3. Each classification review will be evaluated based on factors such as significant changes in job duties, level of responsibility, required qualifications or skills, market data, and organizational needs.
- 3.3.3.4. Classification review requests will not be based on an individual employee's performance, tenure, or placement within the salary grade.
- 3.3.3.5. HR will review all reclassification requests in consultation with relevant stakeholders, which may include the employee and their supervisor. This evaluation will assess the request and make recommendations based on established criteria.
- 3.3.3.6. The evaluation process will include a thorough job analysis, which may include consultation with subject matter experts and benchmarking against similar positions in the industry.
- 3.3.4. Position Reclassification Review Timeline:
 - 3.3.4.1. Filled Positions: Excluding positions on a career ladder, approved position reclassifications will only occur annually as part of the Buncombe County budget request process, except with the permission of the County Manager.
 - 3.3.4.2. Vacant Positions: Approved position reclassifications may occur at any time.
 - 3.3.4.2.1. Should a reclassification of a vacant position occur outside the budget process, the Department will be required to find a budget off-set from their operating budget.
- 3.3.5. Employees do not have the right to appeal or file grievance based on classification and compensation determinations
- 3.3.6. Prior to posting a position, supervisors are expected to review a job description to address changes in job duties, responsibilities, or requirements that may warrant an update to a job description. Minor revisions to a job description between compensation study reviews are standard and would not require a position classification review.
- 3.3.7. Please reference the Position Classification Procedures.

3.4. Pay Rates for Reclassifications

- 3.4.1. This section applies countywide unless there is a separate pay policy that has been approved by the Buncombe County Board of Commissioners.
- 3.4.2. When a position classification is adjusted to a higher salary grade, employees in that class may receive a pay increase in accordance with the guidelines outlined in the Employee Pay Policy and is contingent upon the approval of the County Manager and/or Human Resources Director.
- 3.4.3. When a class of positions are assigned to a lower salary grade, the salaries of employees in that class will not be reduced unless the employee's pay is above the maximum of the salary grade for the new position per the Employee Pay Policy.

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. **Position:** A position is a specific job usually established by a budget action setting aside funds for salary and other costs. A position may be full-time or part-time.
- 6.2. **Position Classification:** A job or group of jobs 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.
- 6.3. **Position Classification Plan:** A systematic method used to categorize jobs into predefined classes or grades based on their duties, responsibilities, and required qualifications.
- 6.4. **Position Reclassification:** Reclassification is a change in class title and/or salary grade of an existing or previously classified position, due to substantive, measurable change in job content and degree of responsibility or a restructuring of roles within a department.

7. Approval and Revision History

Policy Origination Date:	April 1, 2025
Requires Board Approval:	☒ Yes ☐ No
Board Approval Date:	April 1, 2025
Policy Exclusions:	None
Revision History:	

8. Background

Prior to April 2025, the Position Classification policy existed in the Buncombe County Personnel Ordinance. That language has now been removed and the content lives within this policy document.



Recruiting and Selection Policy

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1. Purpose

The purpose of this policy is to govern the Recruiting and Selection of employees for Buncombe County Government (“the County.”) Buncombe County Government is committed to attracting, selecting and retaining a well-qualified workforce that encourages varied representation at all occupational levels. This policy provides a framework for County Hiring Managers, supervisors, and employees to navigate the recruiting and selection process. This policy will promote fairness, transparency, and compliance with laws and regulations.

2. Applicability

This policy applies to all Buncombe County departments and employees unless there is a conflict with GS 153A-103 related to hiring, discharging, and supervising employees. Such exclusion is noted at the end of this policy. Otherwise, departments may adopt and enforce policies that are more restrictive than County Policy.

3. Policy

Hiring qualified individuals to fill positions contributes to the County’s ability to fulfill its mission to be an organization that is responsive to the needs of our community. Each employee contributes to the County by performing assigned duties and conducting themselves in accordance with the County’s Core Values and Employee Code of Conduct.

3.1. Statement of Equal Employment Opportunity

- 3.1.1. Buncombe County is committed to the principles of equal employment opportunity.
- 3.1.2. It is the practice of the County to maintain a systematic, and consistent recruiting program, to promote equal employment opportunities, and to identify and attract qualified applicants from all different backgrounds for employment with the County.
- 3.1.3. All practices and employment decisions regarding recruiting, selection, assignment, promotion, and compensation will be in compliance with the County’s Ordinance Prohibiting Discrimination and will be aligned with the County’s Core Values.
- 3.1.4. Any person with concerns regarding the hiring process should contact a County recruiter or the Human Resources Director.

3.2. Position Vacancy Announcements

- 3.2.1. Approved and budgeted vacant positions are authorized for filling or refilling based on business need.
- 3.2.2. Hiring Managers can choose to post a position vacancy either internally only or both internally and externally and are encouraged to announce vacancies within existing departmental communication channels.
- 3.2.3. Positions that are posted only internally will be posted for a minimum of five (5) business days on the internal County jobs website.
- 3.2.4. Positions that are posted both internally and externally will be posted for a minimum of ten (10) business days. County recruiters can extend a posting at any time, with notice from the supervisor.
- 3.2.5. Position vacancies will contain, at a minimum:
 - 3.2.5.1. The position business title
 - 3.2.5.2. The salary hiring range
 - 3.2.5.3. Time type (Full- or Part-Time) and worker sub-type (regular or grant)
 - 3.2.5.4. Work location (In Office, Remote, or Hybrid)
 - 3.2.5.5. The closing date of the posting
 - 3.2.5.6. A summary of the job description
 - 3.2.5.7. A statement of equal employment opportunity
- 3.2.6. A job posting is not required when the Human Resources Director, or designee, determines that the County will not openly recruit. The decision must be based upon a bona fide business need and supported by the department director. Employees filling these positions are required to meet the minimum qualifications of the position.
- 3.2.7. The position of Internal Audit Department Director 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 a recommendation must be considered by the Board of Commissioners for final approval.

3.3. Recruiting or Search Firms

- 3.3.1. At the discretion of the County Manager, the County may use recruiting or search firms to help fill vacant positions, and the County may pay firms for those services.

3.4. Application Submission

- 3.4.1. An online application is the standard application accepted for all position listings.
- 3.4.2. A resume will not be accepted in lieu of a completed application.
- 3.4.3. Applications are accepted for currently posted positions only.
- 3.4.4. A separate application must be submitted for each position.
- 3.4.5. Human Resources will offer reasonable accommodation to any candidate who needs assistance in completing an application.
- 3.4.6. Applications are logged according to job classification and remain in active status for six months. Applications that are older than six months will be ineligible for interview or hire and the candidate must reapply for the position.

3.5. Internal Applicants

- 3.5.1. Internal applicants are encouraged to apply for vacant positions. A standard internal application must be submitted during the recruiting period

- 3.5.2. Employees who accept a new internal position in another department are required to provide a minimum of fourteen (14) calendar days' notice to their current department, unless both the current department and the receiving department agree upon a different timeline.

3.6. Qualification Standards

- 3.6.1. All applicants are considered based on the relevant education and experience listed in their application for the position.
- 3.6.2. Applicants must meet the minimum qualifications established in the position's job description with or without accommodation.
- 3.6.3. Applicants must also meet other minimum standards as to character, aptitude, and alignment with the County's Core Values as assessed via their application and interview process.
- 3.6.4. If the posting period has ended, and the candidate pool does not have any qualified candidates, the Hiring Manager may be granted permission by the Human Resources Director to repost the position at a "Trainee" level. (See Employee Pay Policy).
 - 3.6.4.1. Trainee status is only possible for positions which are not on a Career Progression Plan.
 - 3.6.4.2. Hiring for this new Trainee position will be considered a separate, standalone hiring process and will require a new job post.

3.7. Interview

- 3.7.1. Buncombe County will utilize objective and fair standardized interview questions that are reviewed for legal compliance and job-relatedness for all candidates.
- 3.7.2. Interview panels of at least three individuals will be utilized to conduct candidate interviews with a minimum of one round of interviews.
- 3.7.3. Human Resources will offer reasonable accommodation to any candidate who needs assistance with the interview process.
- 3.7.4. The purpose of the interview is to assess a candidate's skills and fit for the position via asking approved interview questions in a structured meeting.
- 3.7.5. Interviews will be conducted via phone call, virtual video meeting, or in-person meeting.
- 3.7.6. Interviews should either all be conducted virtually or in-person so that each candidate has the same interview experience. Any exceptions to this rule must be approved by the Recruiting Manager.
- 3.7.7. Assessment tools may be used for all applicants.
- 3.7.8. A minimum of three qualified applicants will be interviewed for each position.
- 3.7.9. Buncombe County will provide interview reimbursement for positions at the Director-level and above if the candidate is traveling from a location more than 2 hours away.
 - 3.7.9.1. Reimbursement will be applicable for mileage driven or economy flights, and a one-night hotel stay.
- 3.7.10. Interview will have a set time limit, and all candidates will have the same amount of time for their interviews.

3.8. Compensation

This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be verified with the electronic file version prior to use. For support related to this policy and procedures, contact the Human Resources Department.

- 3.8.1. The Human Resources Department will determine the pay rate for the selected candidate in accordance with the Employee Pay Policy.
- 3.8.2. If there are any questions regarding the relevance of a degree(s) or the applicability of a candidate's experience, HR will collaborate with the Hiring Department to provide clarification.
- 3.8.3. Human Resources is not authorized to negotiate candidate pay; this authority rests with the County Manager, who reserves the sole right to negotiate candidate offers.

3.9. Offer

- 3.9.1. The Hiring Manager will make the decision as to which candidate(s) moves forward in the offer process subject to the approval of the Department Director, Human Resources Director, and the County Manager.
- 3.9.2. Only Human Resources is authorized to make employment offers to candidates. Hiring Managers (or their designees) are not authorized to make employment offers to candidates.
- 3.9.3. The County reserves the right to rescind employment if pre-employment screening results are not favorable after an offer is made.

3.10. Hire

- 3.10.1. Positions at a director level and above are eligible for relocation assistance.
- 3.10.2. In accordance with the Equal Employment Opportunity Commission (EEO) regulations, a specific reason for non-selection of a candidate must be documented in the Human Resources Information System (HRIS) for every candidate who was not selected.

3.11. Background, Employment, and Education Records Check

- 3.11.1. 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 experience, and criminal record may be verified.
- 3.11.2. Applicants may be drug screened per the Drug-Free Workplace Policy. Any additional checks or verifications that are required by the department must be completed according to the department's policies or applicable laws.
- 3.11.3. The existence of a criminal record does not automatically disqualify a candidate from consideration. The Human Resources Director and the Department Director (if applicable) evaluate background check results.

3.12. Onboarding

- 3.12.1. New hires will start work on a New Employee Orientation (NEO) date determined by County recruiters with the approval of the Hiring Manager. This allows for time to get each new hire's computer and system access ready.
- 3.12.2. During NEO employees will obtain their login credentials, an identification badge, technology access, and access to appropriate County buildings and parking decks.
- 3.12.3. The employees will receive an overall orientation about organizational values and policies.
- 3.12.4. Current employees who have not attended a NEO in the last 12 months and do not receive benefits but are moving into a position which does receive benefits must attend the entire NEO. If they have attended a NEO within the past 12 months, they

are only required to attend the benefits portion to learn about the benefits they will start to receive.

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. **Interview:** An interview consists of a scheduled appointment with a candidate and an Interview Panel. The purpose of the interview is to assess candidates' skills and fit for the position via asking approved interview questions in a structured meeting.
- 6.2. **Job Description:** Job descriptions are essential for the recruiting and placement of candidates, and all job opportunities should have clearly written descriptions. Job descriptions provide candidates with a clear explanation of expectations and obligations.
- 6.3. **Recruiting:** The process of locating candidates who have the skills and interests to fill employment opportunities within the County.
- 6.4. **Reduction in Force:** An involuntary separation due to reduction in force is when an employee's position is eliminated due to lack of work, funding, organizational restructuring, or reorganization.

7. Approval and Revision History

Policy Origination Date:	May 6, 2025
Requires Board Approval:	☐ Yes ☒ No
Board Approval Date:	Click or tap to enter a date.
Policy Exclusions:	Buncombe County Sheriff's Office
Revision History:	

8. Background

Prior to April 2025, the Recruitment and Selection policy existed in the Buncombe County Personnel Ordinance. That language has now been removed and the content lives within this policy document.



Workplace Violence Policy

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1. **Purpose**

Buncombe County Government (County) is committed to establishing and promoting a safe and secure working environment for all staff and members of the public, free of workplace violence, intimidation, and harassment. It is further committed to proactively identifying circumstances and threats that may pose risks to the security of staff and clients within the community and safeguarding them and the physical resources of the County. The purpose of this policy is to codify and standardize efforts to help employees identify, report, assess, and mitigate security incidents and threats that impact the security of County staff.

2. **Applicability**

This policy applies to all Buncombe County departments and employees unless there is a conflict with GS 153A-103 related to hiring, discharging, and supervising employees. Such exclusion is noted at the end of this policy. Otherwise, departments may adopt and enforce policies that are more restrictive than County Policy.

3. **Policy**

3.1. **Zero Tolerance**

- 3.1.1. The County will not tolerate threats, intimidation, coercion, or acts of violence committed by or against County employees, or members of the public, while on Buncombe County property or while performing County business at other locations.
- 3.1.2. County resources may not be used to threaten, stalk, or harass anyone at the workplace or outside of the workplace.
- 3.1.3. Any employee found to be responsible for threats, actual violence, or other conduct that is in violation of these guidelines may be subject to disciplinary action up to and including termination of employment in accordance with the County's disciplinary policy and procedures.

This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be verified with the electronic file version prior to use. For support related to this policy and procedures, contact the Emergency Services Department.

3.2. Identification of Security Incidents

- 3.2.1. The appraisal of risk is done through the County's Threat Assessment Program (TAP), which focuses on actions, behaviors, communications, and specific circumstances that might suggest an individual's intent to or likelihood to engage in disruptive, destructive, or violent behavior. The TAP is dependent upon unbiased facts, evidence of behavior, and anticipated behavior relevant to specific situations.
- 3.2.2. The first component of the TAP is properly identifying and classifying a Security Incident. Significant disruptions of a workspace, anticipated points of escalation and direct or implied threats should all be reported as security incidents. The following is a list of warning signs, red flags, and threats that should automatically prompt staff to submit a Security Incident Report (SIR).
 - Excessive Yelling or disruption of a workspace
 - Threatening Body Language
 - Suspicious Activity
 - Death Threats
 - Direct and Implied Threats (both first-hand and second-hand)
 - Any reference to violence
 - Any display of a weapon, or allusion to a weapon
 - Hate Speech or prejudicial language
 - Stalking, both direct and virtual
 - Aggressive actions with a motor vehicle
 - Harassment via phone, email, or social media

3.3. Reporting of Security Incidents

- 3.3.1. If an employee witnesses or made aware of indirect or direct threats of violence, incidents of actual violence, or suspicious individuals or activities, the incident should be reported immediately to a supervisor and the Security Incident Report must be completed as soon as it is possible.
- 3.3.2. If there is reasonable suspicion that an employee, member of the public, or visitor is carrying a weapon or physically assaulting another individual, the employees should immediately call or text 911 and notify a supervisor. Only once the immediate threat has been addressed should staff contact the Buncombe County Security and Safety Team and complete an SIR.
- 3.3.3. De-escalation with or without the help of a supervisor or manager is permissible based on good judgement of the situation. Employees should not attempt to restrain the individual except to protect themselves or others from a life-threatening situation.
- 3.3.4. If an employee feels uncertain whether a situation should be reported, the incident should be reported out of an abundance of caution. There will be no penalty or retaliation against employees for making good-faith reports.
- 3.3.5. If an employee has a protective or restraining order that lists the workplace as a protected area, they are strongly encouraged to inform the Buncombe County Security and Safety Team as well as their supervisor as soon as possible.

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- 3.3.6. Employees are encouraged to report safety concerns regarding partner violence to law enforcement, their supervisor, Human Resources, and/or the Security and Safety Team. The County treats threats coming from personal relationships as it does other forms of violence.
- 3.3.7. Buncombe County encourages employees to bring any disputes to the attention of their supervisor, Human Resources, or the Buncombe County Security and Safety Team before the situation escalates.
- 3.3.8. When reporting a threat or incident of violence, employees should be as specific and detailed as possible and use the Security Incident Report form.
- 3.3.9. Buncombe County will not discipline or retaliate against employees making good-faith reports of violence, threats or suspicious individuals, or activities.
- 3.3.10. In instances where an employee is alleged to have engaged indirectly threatening, intimidating, or directing violent behavior towards another individual, an SIR should be completed, and the Buncombe County Security and Safety Team will consult with Legal and Human Resources prior to progressing with the investigation. Employee Relations will be consulted in these instances.

3.4. Investigation

- 3.4.1. Buncombe County will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities.
- 3.4.2. Upon submission of a SIR, the Buncombe County Security and Safety Team will decide whether it is necessary to convene a Threat Assessment Team (TAT) and what priority to give the TAT based upon the severity and urgency of the threat.
- 3.4.3. The objective of each TAT is to assess the threat, implement security restrictions and develop a comprehensive mitigation strategy. Team composition of a TAT will change for each incident. A TAT should be comprised of the following representatives, as deemed necessary by the Buncombe County Security and Safety Team:

- Public Safety Training and Security Manager
- Staff directly impacted
- Supervisor of staff directly impacted
- Law Enforcement Representative
- Legal and/or Risk Staff

The following representatives are not required in a TAT, but may be assigned to support the Threat Assessment Program by County leadership and be available for referral or consultation to the Buncombe County Security and Safety Team:

- County Human Resources representative
- County Resiliency Staff
- Appointed Departmental Security Liaison
- Equity and Human Right Office representative
- Communications and Public Engagement representative

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- 3.4.4. The identity of the individual making the report will be protected as much as possible.
- 3.4.5. To maintain workplace safety and the integrity of its investigation, Buncombe County may place employees on Administrative Paid Leave in accordance with the County's Leave policy and procedures.

3.5. Threat Mitigation and Management

- 3.5.1. A summary of the threat assessment team's narrative, with a classification of the threat, security restrictions, and mitigation strategy will be compiled and sent out by the Buncombe County Security and Safety Team to necessary individuals involved in a threat assessment.
- 3.5.2. The impacted staff and supervisor are responsible for distributing the summary information as soon as possible, but no later than 5 business days, to other staff who have a legitimate business need to know/awareness as well as ensuring the information is entered into any relevant case management systems. All employees are required to treat such information as confidential and protect the privacy of those involved.

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. Buncombe County Security and Safety Team – this refers to the following list of job titles: The Public Safety Training and Security Manager, the Safety, Preparedness, and Recovery Manager, and the Safety Officer.
- 6.2. Harassment/Intimidation – includes but is not limited to, stalking, or engaging in actions intended to frighten or coerce.
- 6.3. Threat – an expression or action showing intent to inflict harm. This includes the giving of signs or warnings of violence.
- 6.4. Workplace Violence – includes but is not limited to, verbal abuse, harassment, intimidation, threats, physical attack, possession of a prohibited weapon or inflicting property damage as a result of an intentional act that occurs in a location where County work is being conducted.

This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be verified with the electronic file version prior to use. For support related to this policy and procedures, contact the Emergency Services Department.

7. Approval and Revision History

Policy Origination Date:	April 1, 2025
Requires Board Approval:	☐ Yes ☒ No
Board Approval Date:	Click or tap to enter a date.
Policy Exclusions:	Buncombe County Sheriff's Office
Revision History:	Enter Dates and changes

8. Background

Prior to April 2025, the Workplace Violence policy existed as an appendix in the Buncombe County Personnel Ordinance. That appendix has now been removed and the content lives within this policy document.

This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be verified with the electronic file version prior to use. For support related to this policy and procedures, contact the Emergency Services Department.



PERSONNEL ORDINANCE AND HR POLICY UPDATES

Presented by

Karen Marshall, Interim Human Resources Director



Personnel Ordinance Updates

- In 2021 we began a multi-year project to update the Personnel Ordinance.
- The updates have been designed to eliminate conflicting language, align language with practice, and increase transparency by providing employees with greater detail on HR operations.
- Today marks the end of this specific project with 3 new policies.



Personnel Ordinance Multi-Year Updates

Fall 2021

- Conflict of Interest *
- Vehicle Usage *
- IT Acceptable Usage *
- Inclement Weather *
- Removed conflicts in Personnel Ordinance
- Personnel Ordinance updated and edited to remove new policy content

Spring 2022

- Benefits *
- Drug-Free Workplace *
- Grant-Funded Positions *
- Leave *
- Supplemental Pay *
- Personnel Ordinance edited to remove new policy content

Fall 2023

- Code of Conduct *
- Discipline *
- Separation *
- Non-Discrimination & Anti-Harassment *
- Grievance *
- Personnel Ordinance edited to remove new policy content

Spring 2025 (current request)

- Position Classification *
- Recruitment and Selection *
- Workplace Violence *
- Personnel Ordinance updated and edited to remove new policy content

* New stand-alone policy, removed from Personnel Ordinance



Policies for Approval on 05/20/2025

For Commissioner Approval

- Personnel Ordinance (Revised)
- Benefits (Revised)
- Position Classification (New)

For Commissioner Awareness

- Recruiting and Selection (New)
- Workplace Violence (New)



County Policy Applicability Section

- The Section 2 Applicability language will be updated in all policies to read:
 - *This policy applies to all Buncombe County departments and employees unless there is a conflict with GS 153A-103 related to hiring, discharging, and supervising employees. Such exclusion is noted at the end of this policy. Otherwise, departments may adopt and enforce policies that are more restrictive than County Policy.*
- This change was made to clarify policy adoption by elected officials as well as to allow departments to create more restrictive policies specific to their operations.



Benefits Policy (Revised)

- Revisions include:
 - Edited policy applicability language
 - Edited 3.5.2.2. Supplement Retirement Income Plan, 401(k) section:
 - Effective January 1, 2025, North Carolina House Bill 1020 allows part-time and full-time public servants, as well as re-hired employees who do not contribute TSERS or LGERS to have expanded access to the NC 401(k) Plan.
 - Updated to reflect this change allowing ALL employees, who receive a W2 from the County, to contribute their own funds if they so choose.
 - Clarified that Buncombe County contributes eight (8) percent amount of the regular employee's salary to the plan, if they are contributing members of the N.C Local Governmental Employee's Retirement System.
 - Removed the language that Buncombe County Commissioners are not eligible to participate in the 401(k).



Position Classification Policy *(New)*

- New stand-alone policy
- Removed existing language from Personnel Ordinance Article II
- Ensures positions are classified according to the duties, responsibilities, qualifications needed of incumbent employees, and other related factors.



Policy Overview - Key Concepts

- Discusses roles for maintaining the Position Classification Plan as adopted by the Board of Commissioners, according to class and salary grade, including for new positions or when positions change.
- Provides guidance for position managing process when a change in class title and/or salary grade of an existing or previously classified position is needed.
- Provides Board of Commissioners oversight for adding or deleting classes of positions.



Recruiting and Selection Policy *(New)*

- New stand-alone policy
- Removed existing language from Personnel Ordinance Article IV
- Provides a framework for County Hiring Managers, supervisors, and employees to navigate the recruitment and selection process to promote equity, transparency, and compliance with laws and regulations.



Policy Overview - Key Concepts

- Provides framework for:
 - Roles and Responsibilities
 - Position Vacancy Announcements
 - Recruiting or Search Firms
 - Application Submission
 - Internal Processes
 - Qualification Standards
 - Interview
 - Offer
 - Hire
 - Compensation
 - Background, Employment and Education Records Check



Workplace Violence Policy *(New)*

- New stand-alone policy
- Removed existing language from Personnel Ordinance Appendix B
- Codifies and standardizes efforts to help employees identify, report, assess, and mitigate security incidents and threats that impact the security of County staff.



Policy Overview - Key Concepts

- Provides framework for:
 - Zero Tolerance for threats, intimidation, coercion or acts of violence
 - Identification of Security Incidents
 - Reporting of Security Incidents
 - Investigation
 - Threat Mitigation and Management



Next Steps

- Public hearing for the Personnel Ordinance Updates on May 20, 2025
- Approve the resolution amending the Personnel Ordinance
- Approve the amended Benefits Policy and new Position Classification Policy





Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: May 20, 2025

Public Hearings

Department:

County Manager & Budget

Presenter(s):

John Hudson, Budget Director

Contact(s):

John Hudson, Budget Director

Subject:

FY2026 Recommended Budget Public Hearing

Brief Summary:

On May 6th, 2025, the County Manager presented her FY2026 Recommended Budget. This Public Hearing is now being held to hear public input on the FY2026 Recommended Budget and Economic Development incentives.

Recommended Motion & Requested Action:

Hold Public Hearing

County Manager's Comments & Recommendation:

County Manager recommends as presented

2026

RECOMMENDED ANNUAL BUDGET IN BRIEF



BUNCOMBE COUNTY
NORTH CAROLINA

FOR THE FISCAL YEAR ENDING JUNE 30, 2026

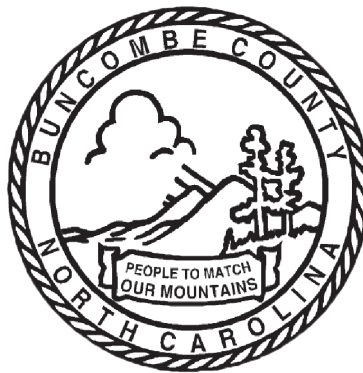
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Buncombe County, North Carolina

Recommended Budget Fiscal Year 2025-2026



Board of Commissioners

Amanda Edwards, Chair

Martin Moore, Vice-Chair

Al Whitesides

Drew Ball

Jennifer Horton

Parker Sloan

Terri Wells

County Manager

Avril M. Pinder, CPA, ICMA-CM

Prepared By:

Buncombe County Budget Office

John Hudson, Budget Director

Esther Lail, Budget Analyst

Heather Holsey, Budget Analyst

Jay Shih, 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 residents 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 residents succeed, thrive, and realize their potential.

OUR VALUES

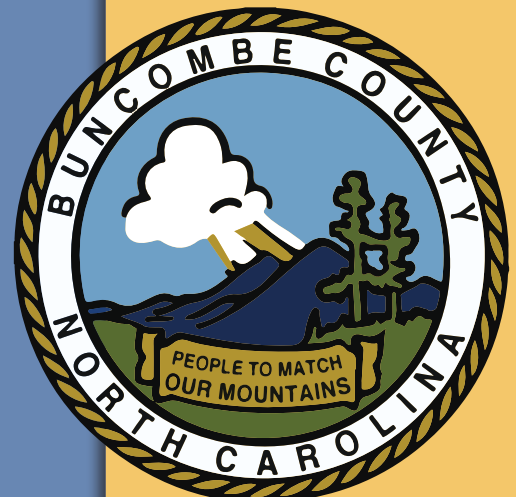
Respect

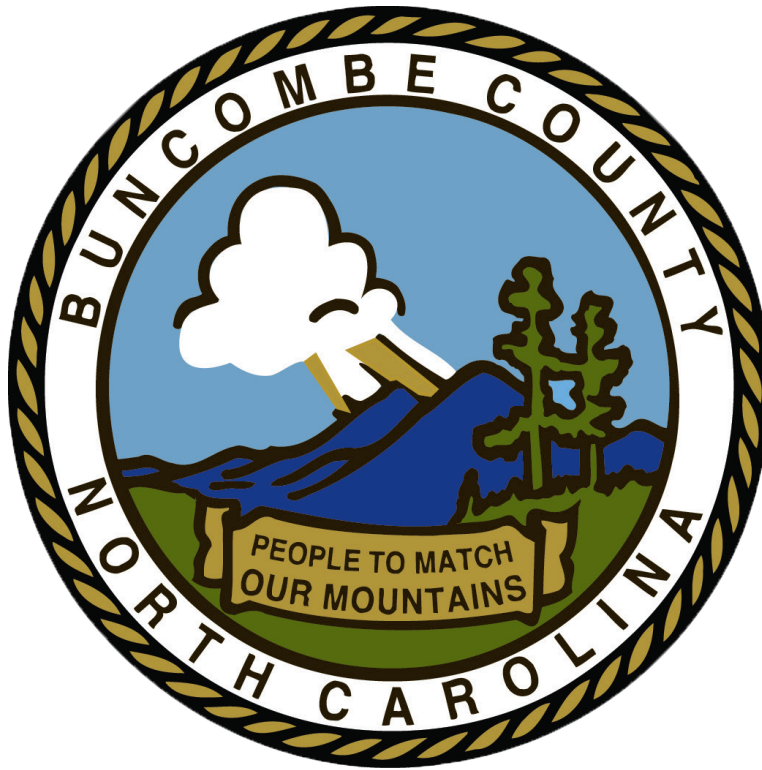
Integrity

Collaboration

Honesty

Equity



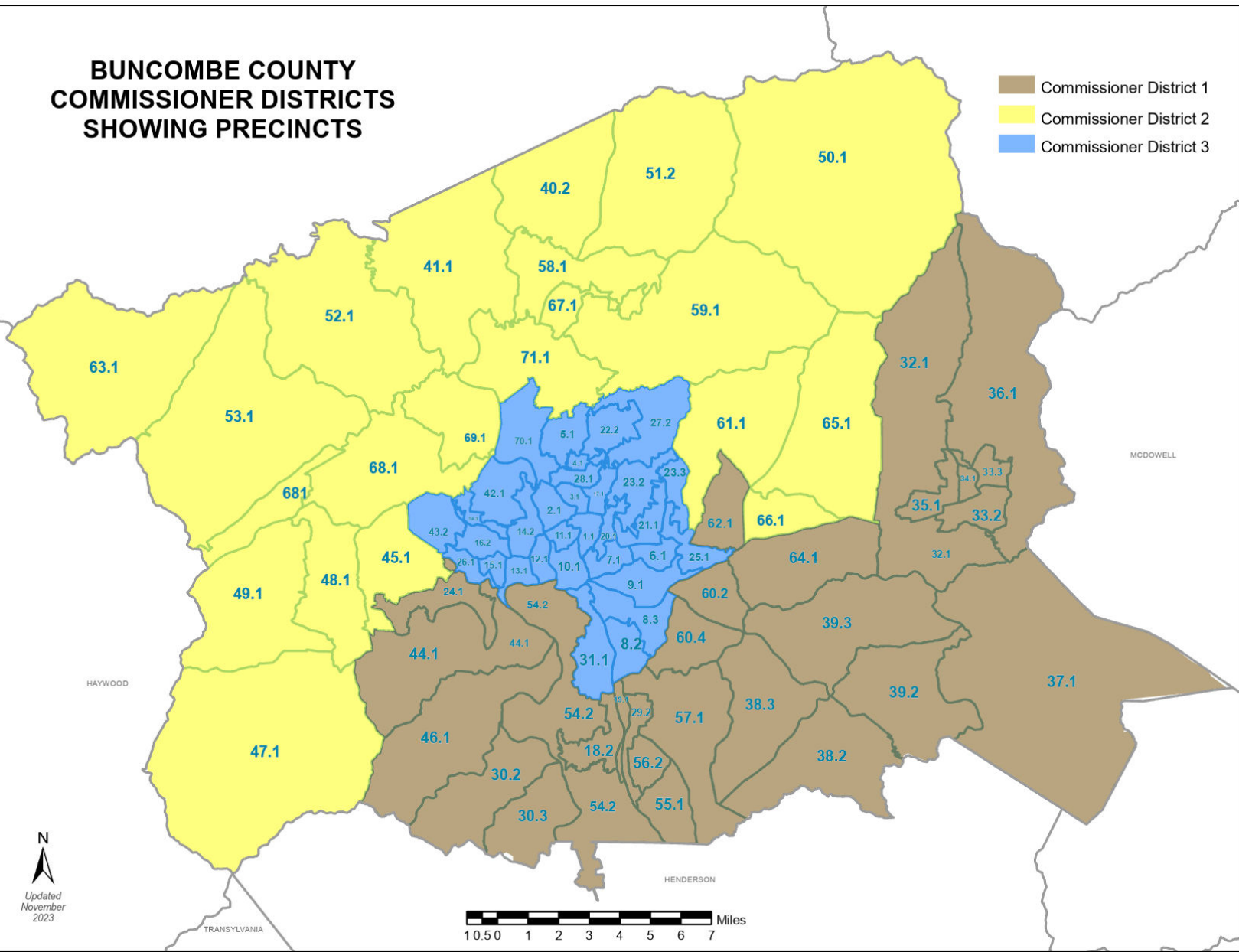


The Buncombe County Seal

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 residents.

Buncombe County North Carolina

BUNCOMBE COUNTY COMMISSIONER DISTRICTS SHOWING PRECINCTS



<i>Population</i>	275,901
<i>Area</i>	660 square miles
<i>Date Established</i>	January 14, 1792
<i>County Seat</i>	Asheville

A Brief History of Buncombe County

Archaeologists believe that for thousands of years various Indigenous peoples and cultures have made their homes in Western North Carolina (WNC). WNC was occupied primarily by the Cherokee People but was also home to other indigenous cultures like the Catawba People.

England's King George III issued the *Proclamation of 1763*, creating 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 into Cherokee land. Both Cherokees and white settlers began preparing for war. After the Rutherford massacre, there were virtually no Indigenous inhabitants left in the current Buncombe County region.

According to oral tradition, Samuel Davidson was the first white person to live permanently in what is now Buncombe County. 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. 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.

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, 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.

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 completed on the County's first turnpike road. Following the course of the French Broad River, the route passed through the center of Asheville.

The turnpike was a major catalyst for the continued economic growth in Buncombe County. Though the turnpike roads were far from perfect, they allowed for relatively safe and hassle-free travel. Due to these new roads, Buncombe residents began catering to travelers. Wealthy families shifted from primarily farming to hosting affluent tourists in hotels and boarding livestock drovers at roadside inns known as stock stands.

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.

By the 1850s, the American 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. WNC remained relatively

peaceful during the war, but Asheville saw the conflict just weeks before it reached the bitter end. The Battle of Asheville was a five-hour skirmish on the northern edge of the city in April 1865. Bad weather and misinformation saw the battle end without consequence. Peace was short-lived, however. Two weeks later, the 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.

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.

More than 3,000 incarcerated laborers primarily constructed the railroad. 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. 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 boon to the local economy. Only 10 years later, Asheville was among the most popular health tourism destinations in the United States.

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.

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. Across the County, rural farmers thrived on crops of burley tobacco.

As post-war euphoria subsided across the United States in the 1940s, 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. As manufacturing jobs became increasingly scarce, Buncombe County once again turned to the hospitality sector to create economic stability.

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. 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. As of the 2020 census, Buncombe County is home to more than 269,000 residents and continues to grow.

Buncombe County

Board of Commissioners

CHAIR



Amanda Edwards

DISTRICT 1 2022



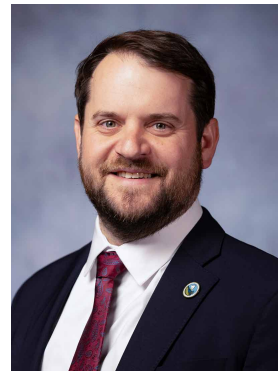
Al Whitesides

DISTRICT 2 2022



Martin Moore,
Vice-Chair

DISTRICT 3 2024



Parker Sloan

DISTRICT 1 2024



Jennifer Horton

DISTRICT 2 2024



Terri Wells

DISTRICT 3 2024



Drew Ball

County Officials

Quentin Miller
Drew Reisinger
Avril M. Pinder, CPA, ICMA-CM
Dakisha Wesley
Sybil Tate
Tim Love
Sarah Scarnecchia
Curt Euler
John E. Hudson
Melissa Moore

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



Organizational Chart

- ELECTED
- APPOINTED
- SEPARATE BOARD
- DEPARTMENT HEAD

Residents

Sheriff
Quentin Miller

Register of Deeds
Drew Reisinger

Board of Commissioners

Chairwoman
Amanda Edwards

District 1
Al Whitesides

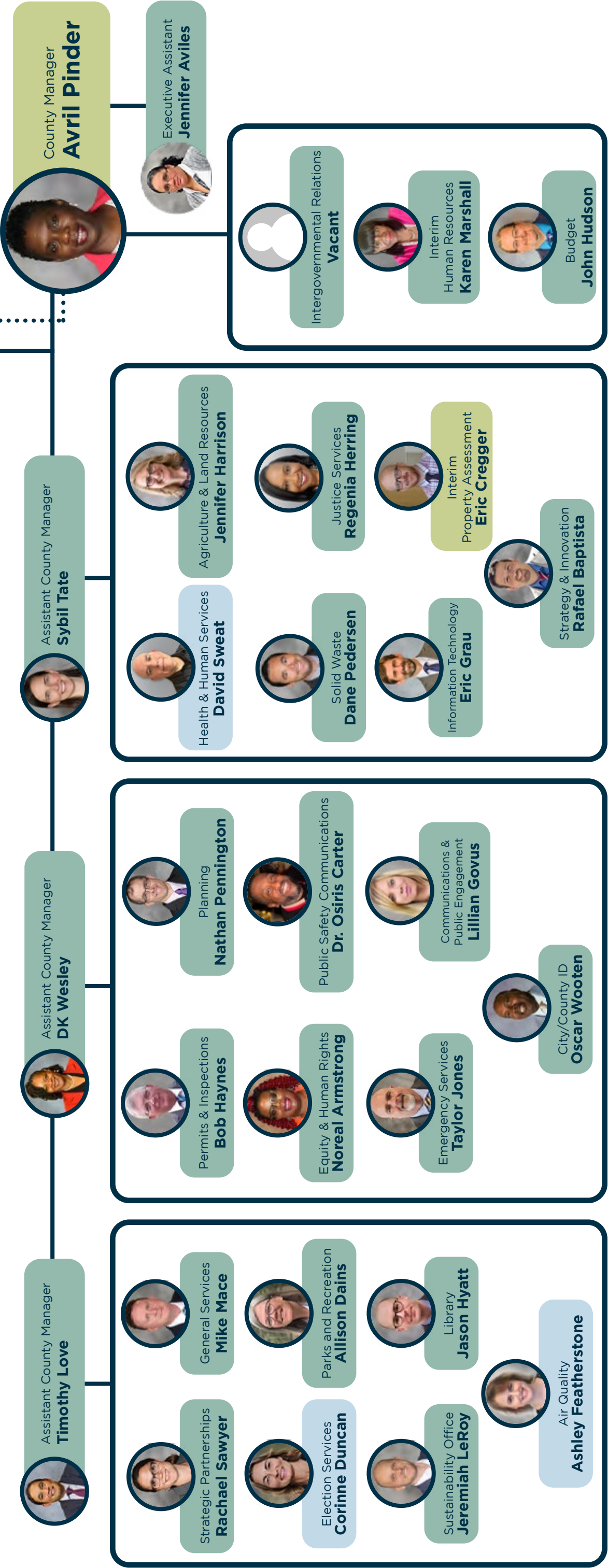
District 1
Jennifer Horton

District 2
Martin Moore
Vice Chair

District 2
Terri Wells

District 3
Parker Sloan

District 3
Drew Ball





Buncombe County Government

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

May 6, 2025



Dear Buncombe County Commissioners,

I submit for your review and consideration, the Buncombe County Fiscal Year (FY) 2026 recommended annual budget. The budget was prepared in accordance with The North Carolina Local Government Budget and Fiscal Control Act.

Tropical Storm Helene

In presenting this recommended budget to you, I must first acknowledge the devastation caused by Tropical Storm Helene which will impact the County and community well beyond the next fiscal year,

not only fiscally, but physically and emotionally as well. With over 300 residences destroyed, more than 350 bridges damaged or destroyed, almost 2,000 landslides, over 8,000 housing units in need of habitability repair, and countless lives affected by the disaster, we all must work together to reestablish the feelings of security and safety long known to our mountain community.

To that end, I cannot give enough thanks to the Buncombe County Commissioners, staff, residents who showed up for their neighbors, and those who came to our community to assist in our time of need. Thirty-eight states provided support, over 180,000 staff hours were worked in emergency response, and 18 Urban Search and Rescue teams responded from around the country. So many people were given shelter, food,



water, and other necessities. Nonprofits, County staff, active military, National Guardsmen, and volunteers were deployed throughout the area to assist in a myriad of ways. Buncombe County staff worked with those groups from 38 states to establish multiple Emergency Operations Centers (EOC) that coordinated and supported emergency response activities, points of distribution (POD) sites and warehouses across the County that provided essential supplies directly to residents in the community, and community care stations where residents found hot showers and a place to do laundry for the next several months. Emergency shelters were stood up in four locations with over 500 people utilizing these facilities in October.

We also mourn the lives lost from this disaster and express our condolences to their families. We must also acknowledge the collective trauma that has impacted our community as we get back up and begin the process of recovery.

Economic Environment

Tropical Storm Helene has had wide-ranging impacts on our residents, businesses, and local economy. After the storm, the unemployment rate for Buncombe County surged from 2.6% to nearly 11% in October 2024. Over the last several months, the unemployment rate has decreased from the October peak but is still close to double pre-storm levels, with the unemployment rate being a little over 5% as of



March 2025¹. Nearly 7,000 businesses in Buncombe County have applied for Small Business Administration (SBA) loans for disaster assistance. In addition, there were \$1.2M in agricultural crop losses in the County due to damage sustained during the storm.

Occupancy tax, which is charged on overnight stays within the County and is a key indicator for tourism-related economic activity, dropped 52% from September - January compared to the prior year and is projected to come in 25%, or \$9.0M, below prior year levels in FY2025 per the Buncombe County Tourism Development Authority (TDA)². Sales tax, which is a key indicator for overall economic activity in the County, dropped 14% from September – October compared to the prior year and is projected to come in approximately 2.2%, or \$1.0M, below prior year levels in FY2025.

Given the widespread damage and economic disruption caused by Helene, the property tax collection rate in FY2025 is anticipated to also fall short of levels seen previously, which has typically averaged 99.75% in recent years. Per state statute, the County may not budget a higher collection rate in FY2026 than what was collected in FY2025 – as such, this budget only assumes a 99.0% collection rate. In addition, with the impact of the storm on our residents, Commissioners voted to delay the anticipated 2025 property reappraisal until 2026.

Unfortunately, the realities of our economy, national and local, and our road to recovery make this a challenging budget. Not only are there local impacts to consider but recent developments at the federal level to include cuts to federal funding and tariffs require consideration and moderation. This recommended budget is balanced and as responsible of a spending plan as can be provided given the financial uncertainties ahead. While the work of establishing and prioritizing County recovery projects unfolds, the day-to-day needs of our residents and the mandated work of the County persist. I aim to provide stability for our residents and employees as they continue to recover from an event that has forever changed the lives and landscapes of our community.

In fiscal year 2020, the Board adopted a 5-year strategic plan that has guided our priorities and our spending over that period. Prior to the storm, staff across all departments were in the process of updating departmental goals and priorities in support of an updated strategic plan intended to cover fiscal years 2026–2030. In the wake of Helene, the updated strategic plan adoption was put on hold as staff were reassigned to response and recovery functions. The County plans to adopt an updated strategic plan in the fall of 2025 after reconsideration of the County’s goals and priorities post-Helene.

FY2026 Budget Summary

As the community begins the process of recovery, the FY2026 budget is a break-even budget that prioritizes our most essential operations. In FY2025 when we made mid-year decisions on how best to cut back in light of Helene, the degree of difficulty in planning for FY2026 was just as challenging. Due to

¹ U.S. Bureau of Labor Statistics, as of March 2025

² <https://www.ashevillecvb.com/wp-content/uploads/03.28.25-BCTDA-Meeting-Presentation.pdf>



use of fund balance in FY2024 and projected use of fund balance in FY2025, the available fund balance percentage will drop below the 15% policy. An appropriation of fund balance is not a financing source for FY2026. Therefore, this budget recommends a property tax rate of 55.02 cents, an increase of 3.26 cents above the current rate of 51.76 cents to generate \$17.1 million in additional revenue.

Despite the increased demand for services, I am recommending no new positions. We received 55 requests across 18 departments in the General Fund. While I cannot recommend any of those new positions, knowing our staff and community's urgent needs, this budget does include two reclassifications of existing, vacant positions to an Environmental Plan Reviewer, related to erosion control, stormwater and floodplain management, and a Recovery Officer, to help manage the ongoing recovery effort, including our work with the Federal Emergency Management Agency (FEMA) and North Carolina Emergency Management (NCEM).

Also, included in this budget is the annual Cost of Living Adjustment (COLA). Per the County's Personnel Ordinance formula of the two-year average annual change in the Consumer Price Index – Urban Wage Earners and Clerical Workers (CPI-W), the recommended budget includes a 3.09% COLA for all regular employees.

In 2019, the County established a sustainable rate as a guiding methodology to apply to education funding that represented the County's growth in revenues not restricted to specific purposes. With our prospective unrestricted revenue outlook that is calculated on March 15 of each year, this is the first time since inception that the figure is a reduction from the prior year, negative 3.49%. Therefore, the amount I am recommending that we provide is 3.49% below the FY2025 Adopted Budget, or \$4.4 million less. As per statute, this will be distributed to schools by their student membership shares.

While operating expenditures are \$5.4M below the FY2025 Amended Budget, some very important community-minded expenses are included in this budget. First, a small area plan will be developed for the Swannanoa Corridor, one of the areas hit hardest by the storm. Second, community investments for Early Childhood Education, Isaac Coleman Grants, and the Homeowner Grant program will remain in place. And, perhaps most importantly, all debt service obligations will continue to be met. We will strive to preserve, and utilize only as necessary, fund balance for the recovery effort. Again, fiscal responsibility and sustainability are paramount in circumstances such as these.

Expenditures

The General Fund total expenditure budget is recommended at **\$434,984,111**. The proposed tax rate needed to balance the FY2026 budget is 55.02 cents per \$100 of assessed valuation, an increase of 3.26 cents.

The value of a penny on the tax rate is \$5,243,036 at a collection rate of 99.00%.



General Fund recommended budget amounts by function include:

Education - \$121,804,421

Supporting the County's education partners: Buncombe County Schools, Asheville City Schools, and Asheville-Buncombe Technical Community College, the Education function represents the largest portion of the General Fund budget at 28%, increasing \$23.5 million over the last four years.

Public Safety - \$99,097,960

Supporting traditional services such as the Sheriff's Office and Detention Center but also including the County's Emergency Management, Emergency Medical Services, Community Paramedics, Fire Marshal, Centralized Data Entry, EMT and Firefighter Training, Family Justice Center, Treatment Courts, and Public Safety Communications and Radio Systems.

Human Services - \$97,279,899

Supporting services such as Medicaid, Child Support, Child Care Subsidy, Food and Nutrition Services, Work First Services, Aging and Adult Services, Adoptions, Child Protective Services, Foster Care, Public Health Clinic, Immunizations, Nutrition Services (WIC), Communicable Disease, Food & Lodging Inspections, Septic and Well Permitting, Behavioral Health, Veteran's Services, and the County's Animal Shelter Services.

General Government - \$66,306,741

Supporting services to include the County Manager, Budget Office, Community and Public Engagement, Elections, Equity and Human Rights, Finance, General Services & Fleet, Governing Body, Human Resources, Information Technology, Internal Audit, Legal & Risk, Register of Deeds, Strategic Partnerships, Strategy & Innovation, Sustainability, Tax Assessment, and Tax Collections.

Debt - \$18,332,933

Debt obligations that support the County's Capital Improvement Program, General Obligation (GO) Bond projects, and vehicle purchases

Cultural and Recreational - \$12,242,739

Supporting services to include the County's Libraries including Special Collections, Digital Libraries, Preschool Outreach, Summer Learning Programs, and the County's Parks & Recreation Services including Parks, River Parks, Hiking Trails, Boat Launches, Sporting Fields, and Recreation programming.

Interfund Transfers - \$9,073,617

Supporting transfers to the Special Programs Fund to include Early Childhood Education, Conservation Easements, and Economic Development Incentives, as well as transfers to the Transportation and Reappraisal Reserve Funds.



Economic and Physical Development - \$10,845,801

Supporting services such as the County's Environmental Education, Farmland Preservation, Farm Equipment Rental, NC Cooperative Extension, Zoning, Floodplain Management, Stormwater Management, Erosion Control, Building Permits & Inspections, and Economic Development initiatives. Planning will begin work on the Swannanoa Small Area Plan.

Revenues

General Fund Revenues totaled \$417,891,814, which was a 2.7% decrease from the FY2025 amended budget. The total of revenues is now **\$434,984,111** due to the proposed 3.26 cent tax rate increase.

Ad Valorem Taxes – Property taxes for FY2026 are budgeted at **\$288,471,850**, an increase of \$11,140,056 (3.9%) over the FY2025 amended budget, with the recommended tax rate increase of 3.26 cents, representing \$17,092,297. Last year's collection rate was budgeted at a rate of 99.75%. Due to the uncertainty we have seen with collections, we are budgeting at a 99% collection rate.

Sales Taxes – Sales tax receipts for FY2026 are budgeted at **\$45,534,597**, a decrease of \$1,094,869 (or 2.4%) below FY2025 amended budget. Given impacts from Helene, FY2025 sales tax is projected to come in 3.9% less than FY2025 amended budget and 1.4% less than FY2024 actuals. Prior to Helene, sales tax had been in a year's long trend of low to minimal growth with 1.7% growth in FY2024. While our regional economy will hopefully continue to recover in FY2026, there is also significant uncertainty with the broader U.S. economy given tariff concerns and weak consumer confidence, as such, we are projecting a little over 3% in growth (2.6% for point-of-sale articles and 4% for per capita articles) above our FY2025 projection, which is in-line with the County's 20-year average annual growth for sales tax.

Intergovernmental Revenue – Intergovernmental revenue is budgeted at **\$49,592,608**, a decrease of \$331,233 (or 0.7%) below FY2025 amended budget. Some of this loss is related to reimbursement from mandated social services and uncertainty around federal funding continues to create concern.

Fund Balance

In FY2024, the County used \$11.1M in fund balance in the General Fund, resulting in an ending unassigned fund balance of 16.4% of General Fund expenditures. In FY2025, we project using between \$7.8M to \$14.8M in fund balance, which would result in an estimated ending FY2025 unassigned fund balance of between 12.9% and 14.7% of projected General Fund expenditures.

In addition, though recovery spending that is budgeted in the County's Grants Fund is eventually anticipated to be largely reimbursed by federal funding, in the period between receiving reimbursement, the County's General Fund must cover the recovery spending, which is estimated at a little over \$19M at this time. When taking the Helene recovery spending into account for the County's



unassigned General Fund balance, that could result in an estimated ending FY2025 unassigned fund balance between 8.4% to 10.1% of projected General Fund expenditures.

To restore the County's General Fund above the County's minimum unassigned fund balance of 15% of expenditures, we are recommending a balanced budget with no fund balance use in FY2026 and to utilize the 2026 reappraisal for FY2027 to determine a sustainable tax rate for the County into FY2027 through the next reappraisal.

Capital Planning

For FY2026, given impacts from Helene, we are focusing on recovery and addressing essential maintenance projects related to our existing capital assets. Six capital projects are recommended, five of which are related to repair and replacement of existing capital or vehicle assets and one of which is related to storm recovery.

For FY2026, the following Capital and Information Technology amounts are recommended:

CIP projects and vehicles totaling **\$6,998,489**

- Debt Service Projects **\$4,021,383**
 - FY26 Ambulances **\$1,225,560**
 - Animal Shelter Renovation & Repair **\$438,397**
 - Courthouse Elevators Upgrade **\$1,103,460**
 - Detention Center Facility Assessment Renovation & Repair **\$560,170**
 - Lake Julian Bathroom Replacement – Fisherman's Trail **\$693,796**
- Other Funding Sources Projects **\$2,363,600**
 - Radio Tower Roads Repairs **\$2,363,600**
- Vehicles **\$614,106**
 - Debt-Financed - Sheriff's Vehicles **\$587,640**
 - Leased – General Government Vehicles **\$26,466**
- Recommended Information Technology (IT) projects requests in FY2026 total **\$61,000**.
 - Court Enforcement Turnstile Relocation **\$8,000**
 - Courthouse Cameras **\$16,000**
 - Detention Cameras & Monitors **\$22,000**
 - Warehouse Cellular & Radio Coverage **\$3,000**
 - EMS Inventory Management System (FY25 Request) **\$12,000**



Debt Service

In April 2025, the County engaged in debt refunding for its 2015 Limited Obligation Bonds. Much of the savings from the debt refunding will be realized in FY2026, with the County's General Fund debt service costs reduced from \$20M to \$18.3M, resulting in a savings of \$1.7M.

Other Annual Funds

The recommended budget provides \$624,058,019 in total expenditures across all operating funds.

The FY2026 recommended budget amounts for annual funds are as follows:

- General Fund budget of \$434,984,111
- Occupancy Tax Special Revenue Fund budget of \$40,000,000
- 911 Special Revenue Fund budget of \$728,900
- Register of Deeds Automation (ROD) Special Revenue Fund budget of \$135,000
- Register of Deeds Trust Fund budget of \$292,000
- Special Taxing Districts Fund budget of \$69,585,716
- Transportation Special Revenue Fund budget of \$5,722,612
- Opioid Settlement Fund budget of \$3,218,194
- Woodfin PDF (Project Development Financing) Special Revenue Fund budget of \$818,468
- School Fines and Forfeitures Fund budget of \$2,000,000
- Tax Reappraisal Reserve Fund budget of \$703,280
- Sheriff Forfeitures Fund budget of \$40,280
- Solid Waste Enterprise Fund budget of \$16,237,293
- Inmate Commissary and Welfare Fund budget of \$450,000
- Representative Payee Fund budget of \$900,000
- Insurance and Benefits Fund budget of \$48,242,165

Solid Waste Fund – Major accomplishments for this fund include the strategy and execution of the debris removal program for Helene and an upcoming compost facility. Furthermore, slight increases in tonnage fees will bring in new revenue in FY2026, estimated at approximately \$1.4 million, to help prepare for capital needs to increase cell capacity related to the use of landfill space capacity from Helene-related residential debris.



Reappraisal Reserve Fund – With the disaster, the reappraisal was moved from FY2025 to FY2026. In so doing, we were able to reduce the planned transfer of \$720,000 to \$395,000 in FY2025 and recommend a transfer of \$422,000 for FY2026. This will be \$97,000 more than the original planned amount. Based on our estimates, the FY2026 recommended transfer will cover anticipated expenses for FY2026 and finish out this reappraisal cycle with only a small amount of remaining fund balance for this fund. A new cycle of funding will begin in FY2027.

Insurance and Benefits Fund – The County experienced 97.7% of expected health claims for plan year 2024 (calendar year 2024). On a per employee basis, claims cost increased about 4.6% from the prior calendar year. FY2026 Internal Service Fund budget is built on the premise that costs will grow in the market, resulting in a 4.3% increase from the FY2025 amended budget.

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 FY2026 recommended budget is presented for your review and consideration. To reiterate, this budget provides \$624,058,019 in total expenditures across all operating funds, with a General Fund total of \$434,984,111. It includes a recommended tax rate increase of 3.26 cents. Our goal was to prepare a recommended budget that focuses on our core services, the community's needs, and financial sustainability in the face of our long recovery process.

As always, I am again thankful for the staff of Buncombe County Government and their commitment to public service and our community. Their day-to-day dedication, including services required during the disaster went well beyond the scope of normal duties and is the bedrock of our organization.

I wish to extend my gratitude for the efforts of the Budget Office in the development of this budget. I also extend my thanks to the Buncombe County Board of Commissioners for their support in preparation for the 2026 Fiscal Year.

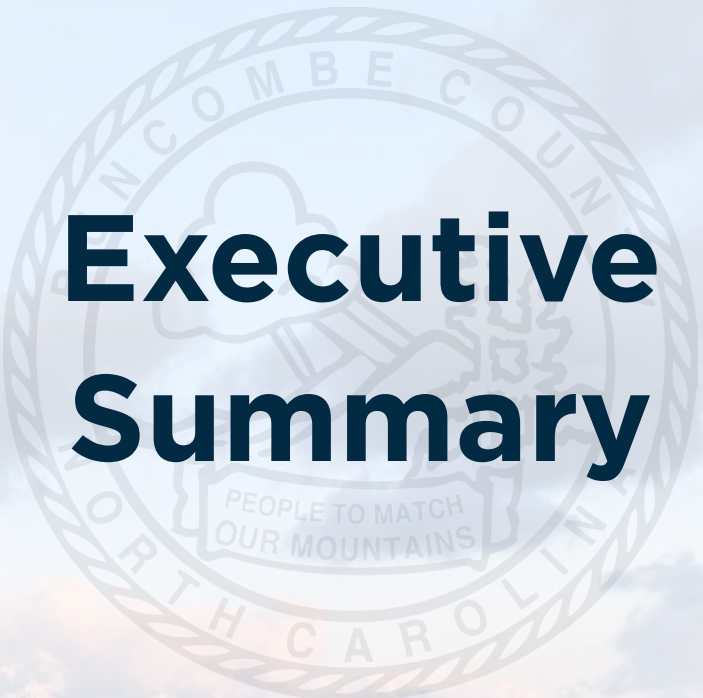
I welcome your feedback and support. I am optimistic about the conversation over the next several weeks to develop an adopted budget.

Respectfully submitted,



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



The seal of Watauga County, North Carolina, is a circular emblem. It features a central shield with a plow and a sheaf of wheat. Above the shield is a banner with the text "PEOPLE TO MATCH OUR MOUNTAINS". The outer ring of the seal contains the text "WATAGUA COUNTY" at the top and "NORTH CAROLINA" at the bottom.

Executive Summary

Total County Funds

The total recommended operating budget for Buncombe County in fiscal year 2026 is \$624,058,019. The largest fund is the General Fund, which is the County's main operating fund. The General Fund budget total is \$434,984,111, a decrease of 2.1% from the FY2025 amended budget.

The next largest group of funds is the Special Revenue Funds. The total operating expenditures for these funds are \$124,144,450, a decrease of 2.1% from the FY2025 amended budget.

The Enterprise Funds have recommended expenditures of \$16,687,293. This is a decrease of 13.1% from the FY2025 amended budget.

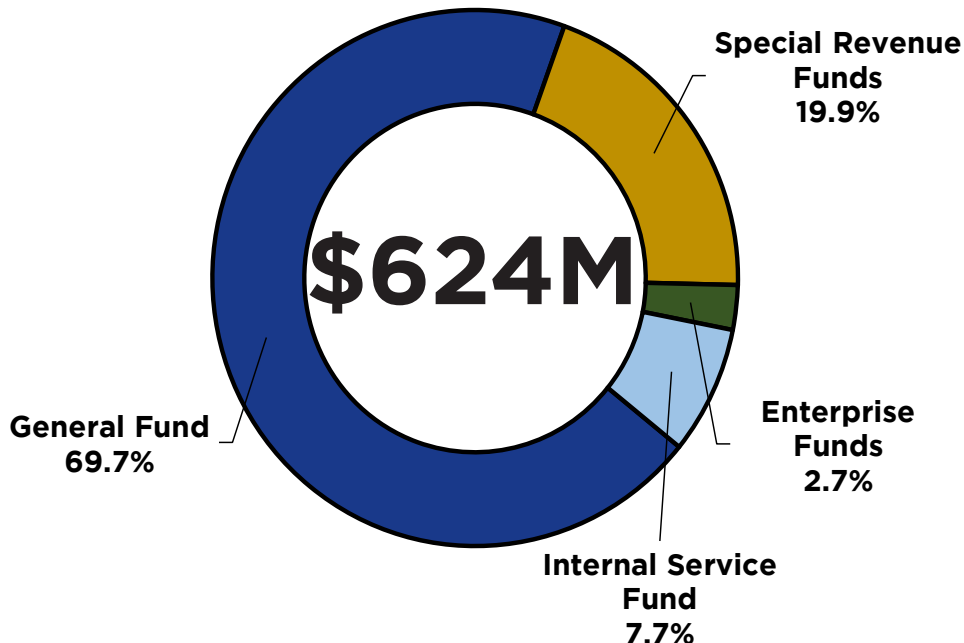
The recommended budget for the Internal Service Fund includes expenditures of \$48,242,165 which is for County commercial liability programs and the operations of its self-insurance, group health, dental, workers' compensation, unemployment, Local Government Employees Retirement System stabilization, and general liability programs.

General Fund
\$434,984,111

**Special
Revenue Funds**
\$124,144,450

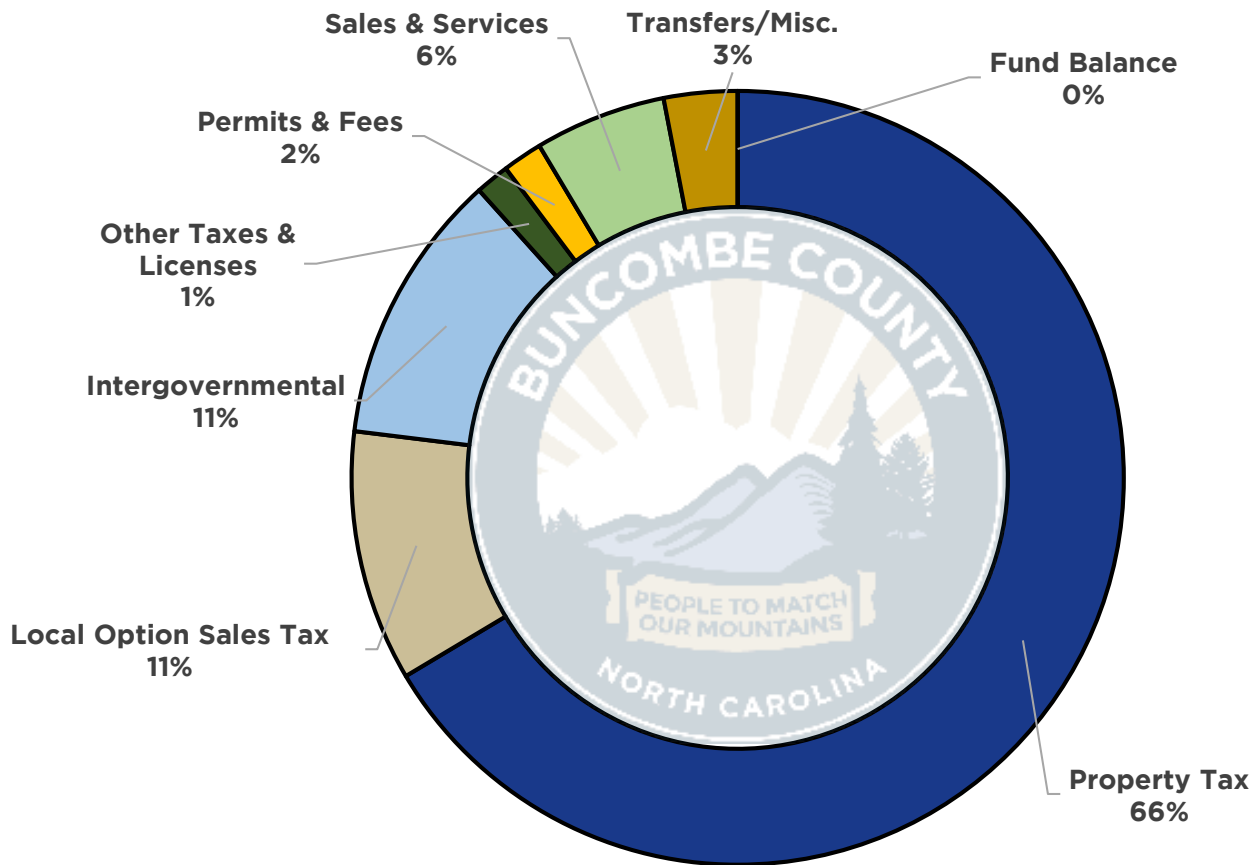
**Enterprise
Funds**
\$16,687,293

**Internal
Service Fund**
\$48,242,165



General Fund

Where Does the Funding Come From?



Fiscal Year: 2026

Tax Year: 2025

(Estimated Taxable Value as of 4/4/25)

Real Property	\$45,551,955,718
Personal Property	\$3,225,696,819
Public Service Companies	\$615,315,557
Registered Motor Vehicles	\$3,566,993,349

Total Basis \$52,959,961,443

Collection Rate 99.00%

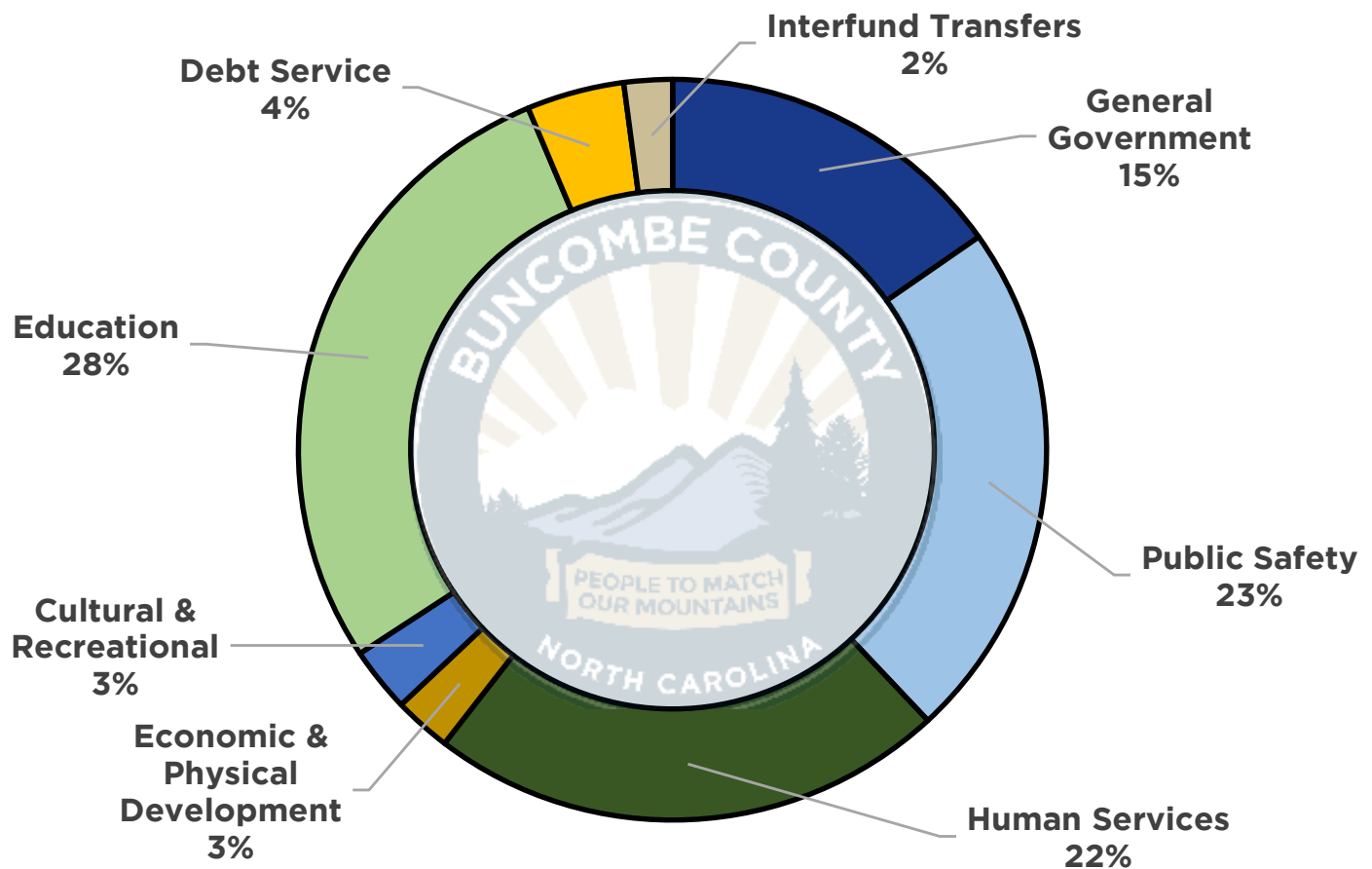
FY2026 Recommended Tax Rate

55.02¢

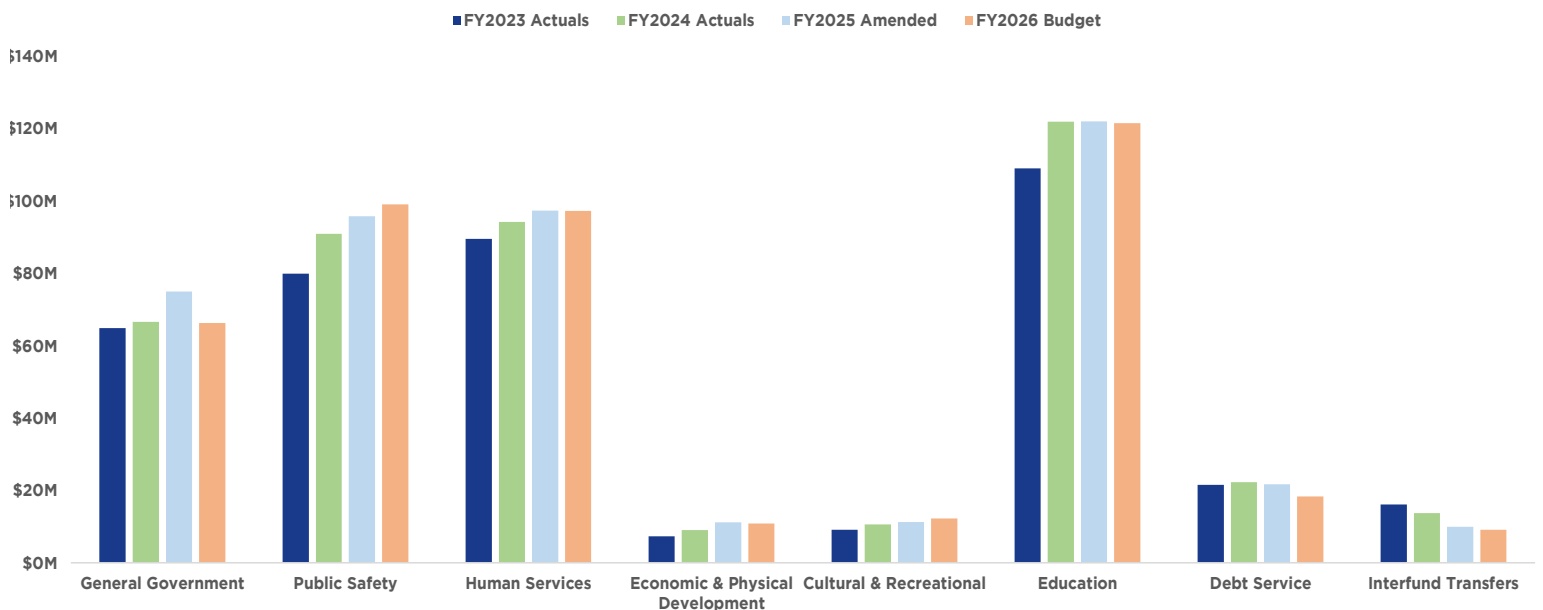
per \$100 of property value

General Fund

Where Does the Funding Go?



Expenditures by Function FY23 - FY26



Special Revenue Funds

Register of Deeds Automation Fund

\$135,000

Register of Deeds Trust Fund

\$292,000

Tax Reappraisal Reserve Fund

\$703,280

Occupancy Tax Fund

\$40,000,000

911 Fund

\$728,900

Special Taxing Districts Fund

\$69,585,716

Transportation Fund

\$5,722,612

PDF Woodfin Fund

\$818,468

Forfeiture Fund

\$40,280

School Fines & Forfeitures Fund

\$2,000,000

Representative Payee Fund

\$900,000

Opioid Settlement Fund

\$3,218,194

Special Revenue Funds rely on revenue sources that are legally restricted to specified purposes. The total \$124,144,450 represents 20% of the County's recommended budget.

The **Register of Deeds Automation Fund** covers expenditures related to automation of Register of Deeds processes.

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

The **Tax Reappraisal Fund** sets aside dollars to be expended on cyclical County property evaluations.

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

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

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).

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

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

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

The **School Fines & Forfeitures Fund** acts as a pass-through of state-collected fines and forfeitures for our K-12 education partners, per NCGS 115C-452.

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

The **Opioid Settlement Fund** represents the County's distribution from the State's settlements with pharmaceutical manufacturers and distributors.

Enterprise Funds

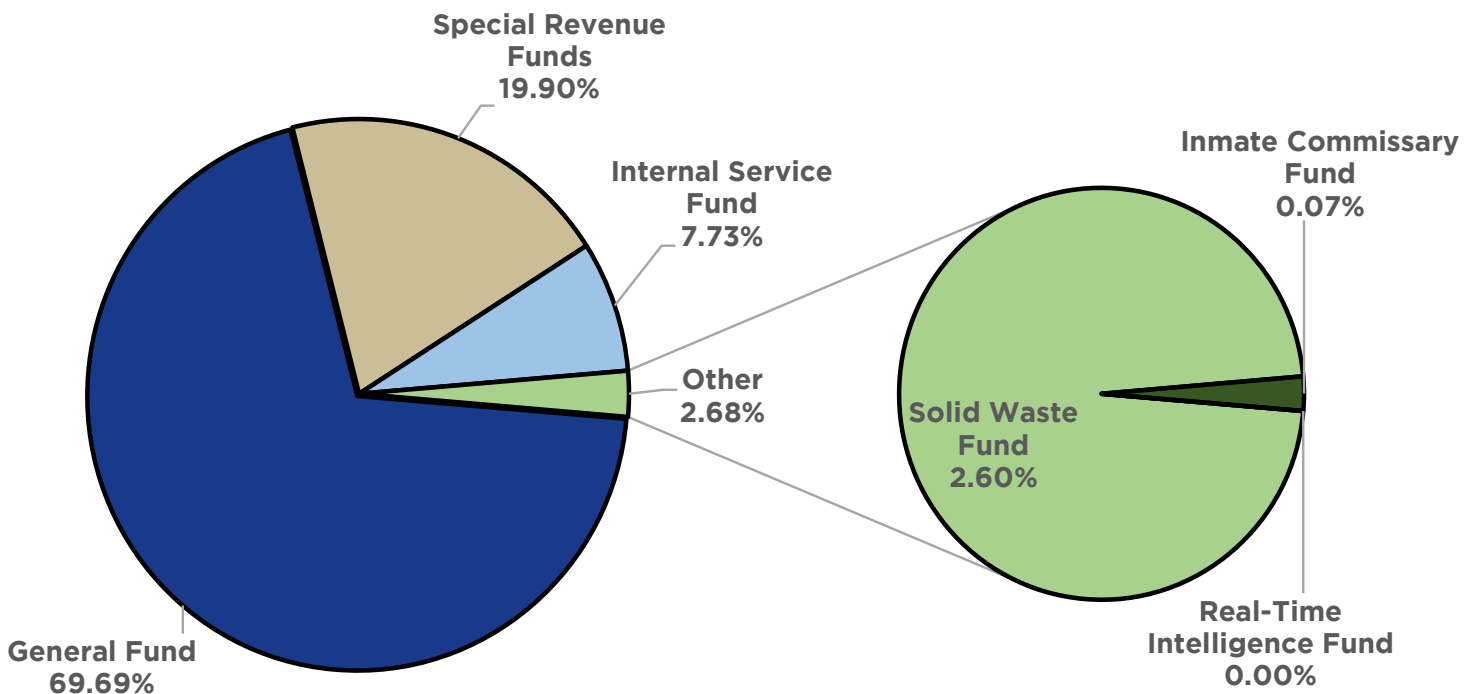
The total recommended budget for the Enterprise Funds is \$16,687,293. This is a 13% decrease from the FY2025 amended budget. The two Enterprise Funds, Solid Waste and Inmate Commissary and Welfare, are self-supporting through revenues and fees they collect. The Real-Time Intelligence Fund has been deprecated, which contributes to the decrease. The Solid Waste Fund expenses have also declined from the prior year because of capital expenses.

Inmate Commissary and Welfare

The total recommended budget for Inmate Commissary and Welfare is \$450,000, which is a 1% decrease from the FY2025 amended budget. Revenues for this fund are generated through sales to the inmate population in the County's Detention Center.

Solid Waste

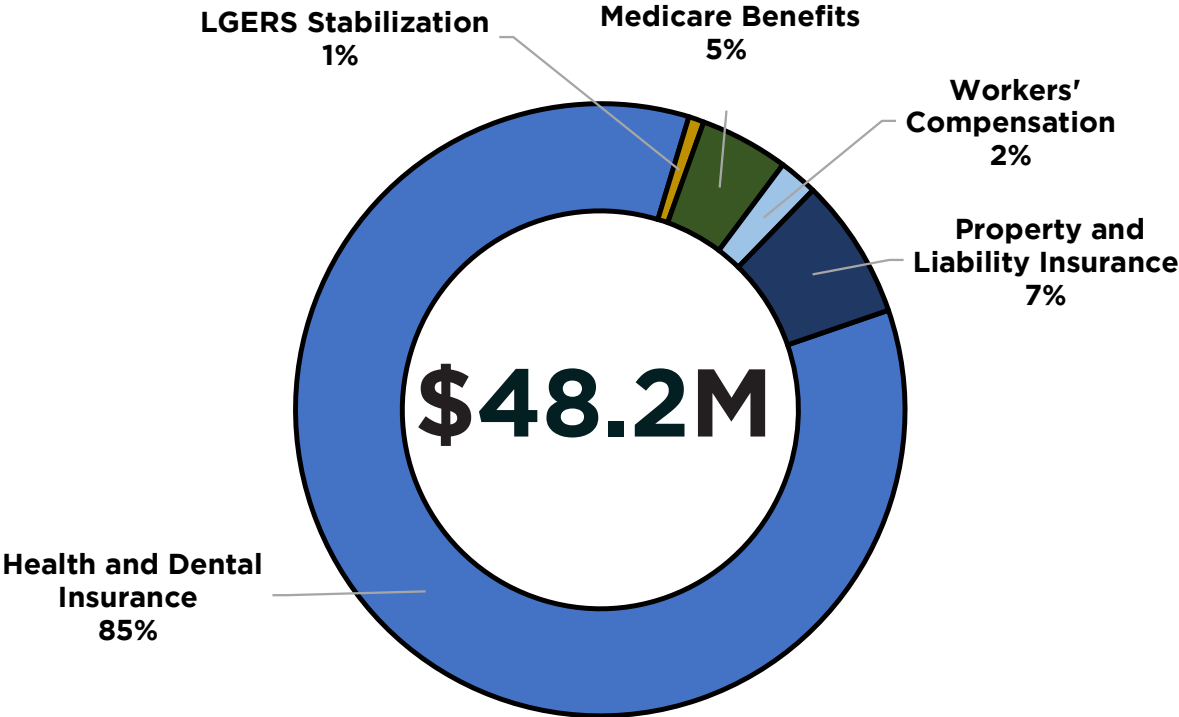
The total recommended budget for Solid Waste is \$16,237,293, a 14% decrease from the FY2025 amended budget. The Solid Waste Fund also includes disposal fee increases for major haulers.



Internal Service Fund

The Internal Service Fund is recommended at \$48,242,165 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	\$40,990,721
Insurance Liabilities	\$3,589,893
Medicare	\$986,579
Workers’ Compensation	\$2,279,422
LGERS Stabilization	\$395,550



OPERATING BUDGET SUMMARY: ALL FUNDS

	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2026 Budget
Revenues:				
General Fund	399,971,808	418,280,960	444,201,870	434,984,111
Special Revenue Funds:				
Occupancy Tax Fund	36,448,237	35,972,902	40,000,000	40,000,000
Reappraisal Reserve Fund	787,858	625,000	591,550	703,280
Emergency Telephone System Fund	719,926	248,585	1,736,815	728,900
Register of Deeds Automation Fund	369,984	158,271	153,000	135,000
Register of Deeds Trust Fund	269,653	257,331	320,000	292,000
Special Taxing Districts Fund	59,623,227	63,054,607	68,348,257	69,585,716
Transportation Fund	4,788,985	4,780,088	8,677,457	5,722,612
Woodfin PDF Fund	751,309	783,248	794,058	818,468
Forfeitures Fund	261,147	433,468	208,000	40,280
School Fines and Forfeitures Fund	1,040,433	1,402,342	2,000,000	2,000,000
Representative Payee Fund	467,794	661,738	700,000	900,000
Opioid Settlement Fund	2,133,579	5,549,979	3,314,860	3,218,194
Enterprise Funds:				
Solid Waste Fund	12,018,388	14,876,207	18,535,710	16,237,293
Real-Time Intelligence Center Fund	123,646	87,092	210,000	-
Inmate Commissary Fund	298,518	454,380	453,411	450,000
Internal Service Fund	41,476,189	41,622,530	45,222,516	48,242,165
Total	561,550,683	589,248,728	635,467,504	624,058,019
Expenditures:				
General Fund	397,366,170	429,535,985	444,201,870	434,984,111
Special Revenue Funds:				
Occupancy Tax Fund	36,448,237	35,972,902	40,000,000	40,000,000
Reappraisal Reserve Fund	743,697	473,661	591,550	703,280
Emergency Telephone System Fund	516,452	926,229	1,736,815	728,900
Register of Deeds Automation Fund	304,518	99,702	153,000	135,000
Register of Deeds Trust Fund	269,653	257,331	320,000	292,000
Special Taxing Districts Fund	59,623,227	63,054,607	68,348,257	69,585,716
Transportation Fund	3,914,749	4,649,406	8,677,457	5,722,612
Woodfin PDF Fund	742,834	784,198	794,058	818,468
Forfeitures Fund	136,935	108,326	208,000	40,280
School Fines and Forfeitures Fund	1,040,433	1,402,342	2,000,000	2,000,000
Representative Payee Fund	439,611	618,123	700,000	900,000
Opioid Settlement Fund	352,612	2,350,849	3,314,860	3,218,194
Enterprise Funds:				
Solid Waste Fund	13,561,948	15,811,309	18,535,710	16,237,293
Real-Time Intelligence Center Fund	112,598	151,487	210,000	-
Inmate Commissary Fund	328,539	465,856	453,411	450,000
Internal Service Fund	39,700,328	43,567,913	45,222,516	48,242,165
Total	555,602,542	600,230,225	635,467,504	624,058,019

RECOMMENDED BUDGET SUMMARY ALL FUNDS - REVENUES

Summary of County Funds	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2026 Budget
General Fund				
Property Tax	244,033,754	256,768,376	277,961,794	289,121,850
Local Option Sales Tax	44,650,927	45,427,425	46,629,466	45,534,597
Intergovernmental	50,774,356	48,337,259	49,923,841	49,592,608
Other Taxes & Licenses	10,226,631	9,781,223	6,799,610	6,190,900
Permits & Fees	5,573,697	7,070,437	5,927,500	7,205,917
Sales & Services	23,086,757	25,032,279	24,894,690	23,947,318
Interfund Transfers	8,435,519	7,619,429	5,030,318	5,084,162
Bond Proceeds	-	2,784,387	3,955,294	587,640
Miscellaneous	6,337,326	4,920,493	1,759,825	1,712,019
Investment Earnings	6,852,840	10,540,652	6,500,000	6,000,000
Forfeitures	-	-	-	-
Appropriated Fund Balance	-	-	14,819,532	7,100
Total	399,971,808	418,281,960	444,201,870	434,984,111
Special Revenue Funds				
Property Tax	43,536,550	46,539,087	50,273,718	52,171,489
Local Option Sales Tax	16,534,510	16,986,482	18,868,597	18,232,695
Intergovernmental	4,384,654	4,799,585	7,484,021	5,548,249
Other Taxes & Licenses	36,448,237	35,972,902	40,000,000	40,000,000
Permits & Fees	410,087	394,367	470,000	422,000
Sales & Services	-	4653	-	-
Interfund Transfers	2,147,507	1,721,926	1,242,103	1,518,926
Bond Proceeds	-	-	-	-
Miscellaneous	3,842,414	6,842,683	4,146,012	4,439,135
Investment Earnings	114,128	275,808	3,000	5,000
Forfeitures	244,046	399,372	208,000	-
Appropriated Fund Balance	-	-	4,148,546	1,806,956
Total	107,662,134	113,927,559	126,843,997	124,144,450
Enterprise Funds				
Property Tax	-	-	-	-
Local Option Sales Tax	-	-	-	-
Intergovernmental	20,624	27,000	-	-
Other Taxes & Licenses	811,218	845,922	730,000	780,000
Permits & Fees	4,200	10,537	13,700	13,700
Sales & Services	10,967,514	12,236,596	11,975,925	13,078,107
Interfund Transfers	-	6,358	175,000	-
Bond Proceeds	-	-	1,755,328	-
Miscellaneous	137,345	1,411,136	138,500	62,000
Investment Earnings	499,652	880,129	3,579	-
Forfeitures	-	-	-	-
Appropriated Fund Balance	-	-	4,407,089	2,753,486
Total	12,440,552	15,417,678	19,199,121	16,687,293
Internal Service Fund				
Property Tax	-	-	-	-
Local Option Sales Tax	-	-	-	-
Intergovernmental	-	-	-	-
Other Taxes & Licenses	-	-	-	-
Permits & Fees	-	-	-	-
Sales & Services	41,476,189	41,622,530	41,114,207	45,330,938
Interfund Transfers	-	-	-	-
Bond Proceeds	-	-	-	-
Investment Earnings	-	-	-	-
Forfeitures	-	-	-	-
Appropriated Fund Balance	-	-	4,108,309	2,911,227
Total	41,476,189	41,622,530	45,222,516	48,242,165
Grand Total	561,550,683	589,249,728	635,467,504	624,058,019

RECOMMENDED BUDGET SUMMARY ALL FUNDS - EXPENDITURES

Service Area Department	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2026 Budget
General Government				
Budget	691,685	799,331	816,315	844,356
Community Engagement	655,505	651,589	707,971	695,971
PR & Communications	1,181,527	1,801,236	1,890,519	1,926,653
County Manager	1,228,068	1,348,795	1,695,911	1,878,680
Equity & Human Rights Office	264,416	483,015	472,179	519,614
Elections	2,410,812	3,568,720	2,947,541	2,910,055
Finance	2,787,786	2,802,556	2,992,948	3,152,349
Fleet Services	3,127,482	4,354,702	6,121,252	2,474,196
General Services	10,443,129	11,174,763	11,562,973	12,206,600
Parking Services	735,157	814,975	839,907	986,203
Governing Body	1,025,321	1,049,669	1,023,876	1,004,847
Human Resources	2,235,534	2,658,227	2,780,648	3,008,750
Information Technology	20,748,534	17,333,322	20,242,820	20,852,623
Intergovernmental Relations	-	-	-	-
Internal Audit	396,408	69,718	466,705	450,929
Legal and Risk	1,113,603	1,278,078	1,369,162	1,392,583
Register of Deeds	5,521,214	5,424,845	2,049,733	2,116,886
Strategic Partnership Grants	2,025,487	2,153,455	2,197,949	1,232,472
Strategy and Innovation	1,378,307	1,469,382	1,501,780	1,565,149
Sustainability	686,759	607,097	503,308	530,154
Tax Assessment	3,748,335	4,175,639	4,578,452	4,652,573
Tax Collections	2,081,385	2,187,503	2,297,704	2,119,988
Nondepartmental	371,875	397,638	5,890,145	(214,890)
Reappraisal Reserve Fund	743,697	473,661	591,550	703,280
Register of Deeds Automation Fund	304,518	99,702	153,000	135,000
Register of Deeds Trust Fund	269,653	257,331	320,000	292,000
Internal Service Fund	39,700,328	43,567,913	45,222,516	48,242,165
Public Safety				
Emergency Services	19,481,763	23,875,224	26,677,686	27,632,230
Public Safety Training Center	631,956	1,212,977	1,466,290	1,098,925
911 Operations	6,269,380	8,454,782	8,925,500	8,370,537
Identification Bureau	2,026,058	2,078,013	2,107,198	2,112,203
Family Justice Center	482,778	895,865	1,170,913	1,154,407
Juvenile Crime Prevention Council	620,188	-	-	-
Justice Resource Support	2,576,108	2,810,964	2,970,482	3,093,519
Pre-trial Release	1,387,983	1,317,432	1,550,126	1,639,055
Public Safety Interoperability Partnership	1,336,627	1,455,847	1,484,791	1,536,647
Detention Center	21,541,854	23,442,646	23,142,862	24,619,180
Sheriff's Office	22,986,330	24,862,372	26,192,543	27,950,793
Nondepartmental	719,204	747,901	316,256	(109,536)
Special Taxing Districts Fund (Fire)	43,765,991	46,730,398	51,098,257	52,335,716
Emergency Telephone System Fund	516,452	926,229	1,736,815	728,900
Sheriff Forfeitures Fund	136,935	108,326	208,000	40,280
Inmate Commissary Fund	328,539	465,856	453,411	450,000
Human Services				
Animal Services	1,520,251	1,995,489	1,700,240	1,780,931
Behavioral Health	600,000	600,000	600,000	600,000
Direct Assistance	7,547,456	8,637,699	9,121,563	8,528,748
Division of Social Services	54,555,798	57,198,736	61,087,506	61,914,053
Public Health	24,147,740	24,760,948	24,066,303	24,475,707
Veterans Service	404,930	422,555	449,431	484,124
Nondepartmental	721,040	662,233	332,133	(503,664)
Transportation Fund	3,914,749	4,649,406	8,677,457	5,722,612
Representative Payee Fund	439,611	618,123	700,000	900,000
Opioid Settlement Fund	352,612	2,350,849	3,314,860	3,218,194

RECOMMENDED BUDGET SUMMARY ALL FUNDS - EXPENDITURES (CONTINUED)

Service Area				
Department	FY2023 Actuals	FY2024 Actuals	FY2025 Amended	FY2026 Budget
Economic & Physical Development				
Economic Development	749,088	1,035,429	745,000	1,745,000
Permits & Inspections	2,671,393	2,970,719	3,183,234	3,273,504
Planning	2,605,442	3,462,596	4,014,527	4,323,363
Agriculture and Land Resources	789,100	996,452	1,036,022	1,011,505
Cooperative Extension	451,277	462,608	562,004	582,444
Nondepartmental	60,020	124,767	1,621,151	(90,015)
Occupancy Tax Fund	36,448,237	35,972,902	40,000,000	40,000,000
Woodfin PDF Fund	742,834	784,198	794,058	818,468
Solid Waste Fund	13,561,948	15,811,309	18,535,710	16,237,293
Cultural & Recreational	-	-	-	-
Library	6,891,591	8,031,395	9,041,717	9,676,014
Recreation Services	2,098,107	2,493,935	2,336,563	2,656,137
Nondepartmental	71,537	73,947	(55,191)	(89,412)
Education				
AB Tech	7,728,142	8,114,549	8,700,207	8,396,570
Asheville City Schools	15,254,804	17,704,730	17,245,850	17,337,468
Buncombe County Schools	81,909,553	95,569,294	95,324,969	95,831,383
Education Support	514,000	566,553	580,134	239,000
Pre-K	3,632,207	-	-	-
Nondepartmental	-	-	182,856	-
Special Taxing Districts (School Suppl.)	15,857,236	16,324,209	17,250,000	17,250,000
School Fines and Forfeitures Fund	1,040,433	1,402,342	2,000,000	2,000,000
General Fund Interfund Transfers	16,093,543	13,715,693	9,924,232	9,073,617
General Fund Debt Service	21,543,084	22,328,863	21,656,974	18,332,933
Total	555,602,432	600,230,225	635,467,504	624,058,019

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	294	300	300	0%
Public Safety	732	745	744	0%
Human Services	588	599	599	0%
Economic & Physical Development	62	64	64	0%
Culture & Recreation	116	111	111	0%
Total General Fund	1,792	1,819	1,818	0%

Summary of Budgeted Positions by Fund

Fund	Prior Year	Current Year	Budget Year	Percent Change
General Fund	1,792	1,819	1,818	0%
Enterprise Funds	42	45	45	0%
Internal Service Fund	5	5	5	0%
Grant Projects Funds	58	48	39	-19%
Total All Funds	1,897	1,917	1,907	-0.5%

*Current Year count refers to beginning FY2025 count.

➤ General Fund

For FY2026, no new positions will be added. Two (2) will be reclassified. A temporary position was incorrectly included in last year's count, which results in one fewer positions in FY2026.

➤ Enterprise Fund

For FY2026, no new positions will be added to the Solid Waste Fund.

➤ Grant Projects Funds

For FY2026, eight (8) grant positions were closed mid-year, and two (2) were added mid-year. A position was closed in the Opioid Settlement Fund. And two (2) positions were closed mid-year in the Bond Projects Fund.



Rendering by Stewart-Cooper-Newell Architects, P.A.

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 seven-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.

Project requests were evaluated and assessed by the Capital Review Team through criteria developed based on Government Finance Officers Association (GFOA) best practices, a review of existing capital project scoring criteria by other jurisdictions, and staff feedback. Eighteen project requests were presented by County departments and after use of criteria and applying budget constraints, six projects were recommended by the Team. Five of these projects will be debt-financed and one will be funded by federal FEMA reimbursement dollars. The Solid Waste Enterprise Fund will fund three capital projects, two via debt-financing and one via pay-go funding.

Buncombe County FY26-32 Capital Improvement Plan

Department/Project	FY26 Recommended	FY27 Planned	FY28 Planned	FY29 Planned	FY30 Planned	FY31 Planned	FY32 Planned	Future Planned	Funding Source
911									
FY26 911 Center - Design/Assessment		\$1,700,000	\$17,000,000						TBD
Economic Development/Intergovernmental Affairs									
FY26 Ferry Road Transportation Infrastructure		\$8,800,000							TBD
Elections									
Voting System Replacement			\$781,350						TBD
Emergency Services									
FY26 EMS Regional Base 2 - Construction		\$13,444,500							Debt
Shelter Resiliency Generator Project		\$970,000	\$59,000	\$1,032,000					Debt
Ambulances	\$1,225,560	\$683,164	\$682,179	\$1,239,946	\$1,136,415	\$3,381,870	\$2,894,872		Debt
FY27 EMS Local Base - Construction		\$11,099,000							Debt
FY27 EMS Regional Base 3 & 4 - Land		\$1,990,000							Debt
FY28 EMS EOC/Administration Center			\$37,623,670						Debt
FY28 EMS Regional Base 3			\$17,333,708						Debt
FY29 EMS Regional Base 4				\$18,638,611					Debt
General Services									
Comprehensive Facility Assessment Reno. & Repair		\$3,275,417	\$14,733,100		\$3,180,588	\$6,286,202		\$43,043,163	Debt
Animal Shelter Renovation & Repair	\$438,397								Debt
Library Facility Assessment Renovation & Repair		\$1,356,469	\$836,598	\$760,545	\$21,098,560	\$6,564,727	\$1,534,704	\$55,978,428	Debt
FY26 Courthouse Elevators Upgrade	\$1,103,460								Debt
FY26 Radio Tower Roads Repair	\$2,363,600								FEMA
Community Center Assessment Repair		\$10,196,068	\$111,500	\$575,368					TBD
FY27 94 Coxe Ave. Structural Repairs		\$406,500							Debt
FY27 New Parks and Recreation Facility - Construction		\$2,018,973							Debt
FY27 New Storage Facility - Construction		\$43,290,000							Debt
FY30 49 Mt. Carmel Rd. New Facility					\$13,597,929				Debt
FY30 Interchange Building Renovation & Repair					\$52,023,241				Debt
West Asheville County Multi-Functional Building								\$49,095,309	Debt
Governing Body									
I-26 Infrastructure Project - Multimodal Design Elements								\$1,000,000	TBD
Health and Human Services									
FY27 40 Coxe ADA Main Floor Bathroom Upgrade		\$188,711							Pay-Go
FY27 40 Coxe Main Lobby Security Enhancements		\$435,919							Pay-Go
FY27 40 Coxe Veteran Services Renovation		\$332,310							Pay-Go
FY28 40 Coxe DSS Legal Offices			\$239,263						Pay-Go
Planning									
FY27 26-46 Valley St. Affordable Housing Loan		\$8,056,000							TBD

Buncombe County FY26-32 Capital Improvement Plan

Department/Project	FY26 Recommended	FY27 Planned	FY28 Planned	FY29 Planned	FY30 Planned	FY31 Planned	FY32 Planned	Future Planned	Funding Source
Recreation Services									
Enka Recreation Destination - Phase II		\$1,097,173	\$1,097,173	\$1,097,173					Pay-Go
FY26 Lake Julian Bathroom Replacement - Fisherman's Trail	\$693,796								Debt
FY26 Glen Bridge River Park Boat Launch Replacement		\$136,365							TBD
FY26 Lake Julian Boat Ramp Replacement & Fishing Dock		\$307,643							TBD
FY27 North Buncombe Concession/Restroom Replacement		\$693,796							TBD
FY27 Owen Park Renovation		\$5,500,000							TBD
Parks and Recreation Master Plan Projects Placeholder		\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000				TBD
FY27 Big Ivy Playground		\$632,954							TBD
FY27 Lake Julian Boathouse Replacement w/ Restrooms		\$748,745							TBD
FY27 Hominy Creek Riverpark Boat Launch Replacement		\$136,365							TBD
FY27 Lake Julian Restroom and Storage Facility		\$748,745							TBD
FY28 Lake Julian Shelter Replacement - Marina Shelter			\$133,650						TBD
FY28 North Buncombe Ballfields Renovation			\$2,883,672						TBD
FY28 Deaverview Mountain Design			\$1,200,000						TBD
FY28 Karpen Fields - Drainage and Walking Trail			\$127,534						TBD
FY28 Lake Julian Shelter 1 Replacement			\$133,650						TBD
FY29 Owen Park Shelter Replacement				\$760,800					TBD
FY29 Hominy Valley Ballfields Renovation				\$3,121,872					TBD
FY29 Lake Julian Shelter 2 Replacement				\$356,400					TBD
FY29 Enka Recreation Destination - Phase III Placeholder				\$2,411,775					TBD
Sheriff's Office									
Detention Center Facility Assessment Renovation & Repair	\$560,170	\$302,342	\$3,700,491	\$576,615	\$826,678	\$129,170		\$6,930,199	Debt
Detention Center Interior Painting								\$489,650	TBD
BCSO 4th Floor Flooring								\$440,000	TBD
Sustainability									
FY27 Electric Vehicle Charging Infrastructure		\$423,000							Debt
FY27 Energy Storage Systems for County Facilities		\$209,000							TBD
TOTAL	\$6,384,983	\$120,179,159	\$99,676,538	\$31,571,105	\$92,863,411	\$16,361,969	\$4,429,576	\$156,976,749	
Subtotal - Pay-Go	\$0	\$2,054,113	\$1,336,436	\$1,097,173	\$0	\$0	\$0	\$0	
Subtotal - Debt	\$4,021,383	\$79,259,365	\$74,968,746	\$22,247,717	\$91,863,411	\$16,361,969	\$4,429,576	\$155,047,099	
Subtotal - Other/TBD	\$2,363,600	\$38,865,681	\$23,371,356	\$8,226,215	\$1,000,000	\$0	\$0	\$1,929,650	

Solid Waste Enterprise Fund FY26-32 Capital Improvement Plan

Project Name	Category	FY26 Recommended	FY27 Planned	FY28 Planned	FY29 Planned	FY30 Planned	FY31 Planned	FY32 Planned	Future FY Planned	Funding Source
Landfill Engineering Cell 7 MSW/C&D Landfill Expansion	Construction	\$2,817,814	\$2,817,103	\$2,817,194						Debt
New Compactor	Equipment	\$395,344	\$395,344	\$395,344	\$395,344	\$395,344				Debt
FY26 John Deere 750 Dozer	Equipment	\$423,000								Pay-Go
FY26 Landfill Phase 8 C&D (\$2.7M)	Construction		\$606,493	\$606,493	\$606,493	\$606,493	\$606,493			Debt
Transfer Station Convenience Site Expansion	Planning/Engineering/Design		\$150,000							Pay-Go
Landfill Gas to Energy Engine Longblock Rebuild	Equipment		\$120,000	\$116,000	\$112,000	\$108,000	\$104,000			Debt
Tipping Floor Repairs	Equipment		\$125,000							Pay-Go
Outbound Scale Replacement	Equipment		\$104,000							Pay-Go
New Walking Floor Trailers (2 @ \$100K)	Equipment						\$200,000	\$200,000		Pay-Go
Paving Overlay	Planning/Engineering/Design			\$250,000						Pay-Go
Landfill Gas Collection System Expansion/Improvement	Construction		\$1,200,000							TBD
Landfill Cell 8 MSW	Construction			\$2,289,143	\$2,289,143	\$2,289,143	\$2,289,143	\$2,289,143	\$2,289,143	Debt
D6N Tractor-Grading/Expansion	Equipment					\$350,000				Pay-Go
CAT 336F - Excavator	Equipment						\$377,604			Pay-Go
2017 Caterpillar 320FL Trackhoe	Equipment						\$293,873			Pay-Go
Solid Waste Capital Projects TOTAL		\$3,636,158	\$5,517,940	\$6,474,174	\$3,402,980	\$3,748,980	\$3,871,113	\$2,489,143	\$2,289,143	
Subtotal - Pay-Go		\$423,000	\$379,000	\$250,000	\$0	\$350,000	\$871,477	\$200,000	\$0	
Subtotal - Debt		\$3,213,158	\$3,938,940	\$6,224,174	\$3,402,980	\$3,398,980	\$2,999,636	\$2,289,143	\$2,289,143	
Subtotal - Other/TBD		\$0	\$1,200,000	\$0	\$0	\$0	\$0	\$0	\$0	

Appendix A

FY2026 Grant Authorizations

Isaac Coleman Economic Community Investments Grants

Home and Community Care Block Grants

Juvenile Crime Prevention Council Funding



Buncombe County Isaac Coleman Economic Community Investment Grants
FY2026 Grant Authorizations
Final Year of 3-Year Award Period

Organization Name	Project Name	FY2025 Funding	FY2026 Proposed Funding
Equal Plates Project	Meals for Community: Summer & Monthly Resident Councils	\$ 50,000	\$ 50,000
KL Training Solutions (My Daddy Taught Me That)	Level Up Impact with KL Training Solutions	\$ 115,000	\$ 115,000
OpenDoors of Asheville	To & Through College Access and Completion Initiative	\$ 100,000	\$ 100,000
Operation Gateway	Reform Reentry for Racial Equity	\$ 128,000	\$ 128,000
Read to Succeed	Culturally-Responsive Community Literacy Support	\$ 107,000	\$ 107,000
		TOTAL:	\$ 500,000

**Home and Community Care Block Grant Funding
FY2026 Final Authorizations**

Organization Name	Programs	FY2025 Award	FY2026 Requested	FY2026 Recommended Funding
Mountain Mobility	Transportation	\$ 500,000	\$ 500,000	\$ 500,000
MountainCare (Transportation - HCCBG)	Transportation HCCBG	\$ 61,800	\$ 120,000	\$ 66,000
Buncombe County Government	In Home Aide	\$ 237,459	\$ 500,000	\$ 319,000
Jewish Family Services of WNC - Elder Club	Respite	\$ 13,111	\$ 20,000	\$ 10,000
Jewish Family Services of WNC-Healing Solutions Counseling	Counseling	\$ 13,981	\$ 25,000	\$ 15,000
Land of Sky Regional Council, Area Agency on Aging	Community Health Workers	\$ 42,989	\$ 96,872	\$ 40,000
Land of Sky Regional Council, Area Agency on Aging	Senior Companion Program	\$ 19,667	\$ 87,408	\$ 20,000
Meals on Wheels of Asheville & Buncombe County, Inc.	Home Delivered Meals	\$ 187,474	\$ 194,795	\$ 175,000
Mountain Housing Opportunities, Inc.	Home Repair	\$ 64,939	\$ 100,000	\$ 50,000
MountainCare (Day Care)	Day Care	\$ 75,232	\$ 100,000	\$ 75,000
MountainCare (Day Health)	Day Health	\$ 113,137	\$ 160,000	\$ 115,000
Pisgah Legal Services	Legal Services	\$ 57,703	\$ 75,000	\$ 15,000
The Council on Aging of Buncombe County, Inc.	Information & Options	\$ 112,931	\$ 198,123	\$ 100,000
The Council on Aging of Buncombe County, Inc.	Congregate Dining	\$ 184,299	\$ 256,528	\$ 200,000
NOT RECOMMENDED FOR FUNDING				
Mobility Matters Foundation		\$ -	\$ 1,280	\$ -
Center for Conscious Living and Dying		\$ -	\$ 277,102	\$ -

**Buncombe County Juvenile Crime Prevention Council
FY2026 JCPC Funding Authorizations**

Organization Name	Project Name	FY2026 Funding Request	FY2026 Proposed Funding
Buncombe County Justice Services	JCPC Administrative Funds	\$ 15,500	\$ 15,500
Buncombe Alternatives	Teen Court	\$ 101,100	\$ 101,100
Buncombe Alternatives	Earn and Learn	\$ 200,000	\$ 200,000
Aspire - Buncombe	Kids at Work! & The Connection	\$ 117,716	\$ 117,716
PIVOTPoint WNC	PIVOTPoint WNC Prevention / Diversion Interpersonal Skill Building	\$ 125,944	\$ 131,374
Umoja & UNETE Restorative Practices Program	Umoja & UNETE Restorative Practices Program	\$ 73,357	\$ 78,787
Total Buncombe County JCPC Allocation: \$644,477			
<i>*FY26 Requests came in under by \$10,860. JCPC Allocations Committee voted to split the remaining amount between PIVOTPoint WNC and Umoja & UNETE (each program receiving an additional \$5430)</i>		TOTAL:	\$ 644,477

Appendix B

FY2026 Special District Tax Rates



District	FY2025 Tax Rate	FY2026 Request	FY2026 Recommended
Asheville Special	8.36	8.36	8.36
Asheville Suburban	8.97	8.97	8.97
Barnardsville	22.00	22.00	22.00
Broad River	16.00	16.00	16.00
East Buncombe	10.69	10.69	10.69
Enka-Candler	12.00	13.50	13.50
Fairview	16.00	16.00	16.00
French Broad	22.20	22.70	22.70
Garren Creek	13.84	13.84	13.84
Jupiter	12.75	12.75	12.75
Leicester	14.03	14.03	14.03
North Buncombe	12.27	12.27	12.27
Reems Creek	15.07	15.07	15.07
Reynolds	11.24	13.11	13.11
Riceville	16.60	16.60	16.60
Skyland	9.80	9.80	9.80
Swannanoa	14.00	15.00	15.00
Upper Hominy	19.00	20.60	20.60
West Buncombe	13.50	15.00	15.00
Woodfin	10.59	10.59	10.59
Asheville City Schools	10.62	12.00	10.62

Appendix C

Glossary & Acronyms



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.

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 \$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.

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

Centralized 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.

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.

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 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, surpassable. 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.

ILLEGAL GUNS REDUCTION AND NARCOTICS TASKFORCE (IGRANT)

A drug suppression and investigative unit.

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.

Acronyms

AB - Asheville-Buncombe

ABTCC - Asheville-Buncombe Technical Community College

ACFR - Annual Comprehensive Financial Report

ACS - Asheville City Schools

ADA - Americans with Disabilities Act

ADM - Average Daily Membership

AFV - Alternate Fuel Vehicles

AHS - Asheville High School

ARPA - American Rescue Plan Act

ARRA - American Recovery and Reinvestment Act

ART - Asheville Rides Transit

AVL - Asheville

BAB - Build America Bonds

BAS - Building Automation System

BC - Buncombe County

BCHHS - Buncombe County Health and Human Services

BCS - Buncombe County Schools

BI - Business Intelligence

BIPOC - Black, Indigenous, and People of Color

BOC - Board of Commissioners

BOCC - Board of County Commissioners

CAPE - Community and Public Engagement Department

C&D - Construction and Demolition

CDE - Centralized Data Entry

CIP - Capital Improvement Plan

COLA - Cost of Living Adjustment

COOP - Continuity of Operations Programs

COPs - Certificates of Participation

CPA - Certified Public Accountant

CPI-W - Consumer Price Index for Urban Wage Earners and Clerical Workers

CTE - Career Technical Education

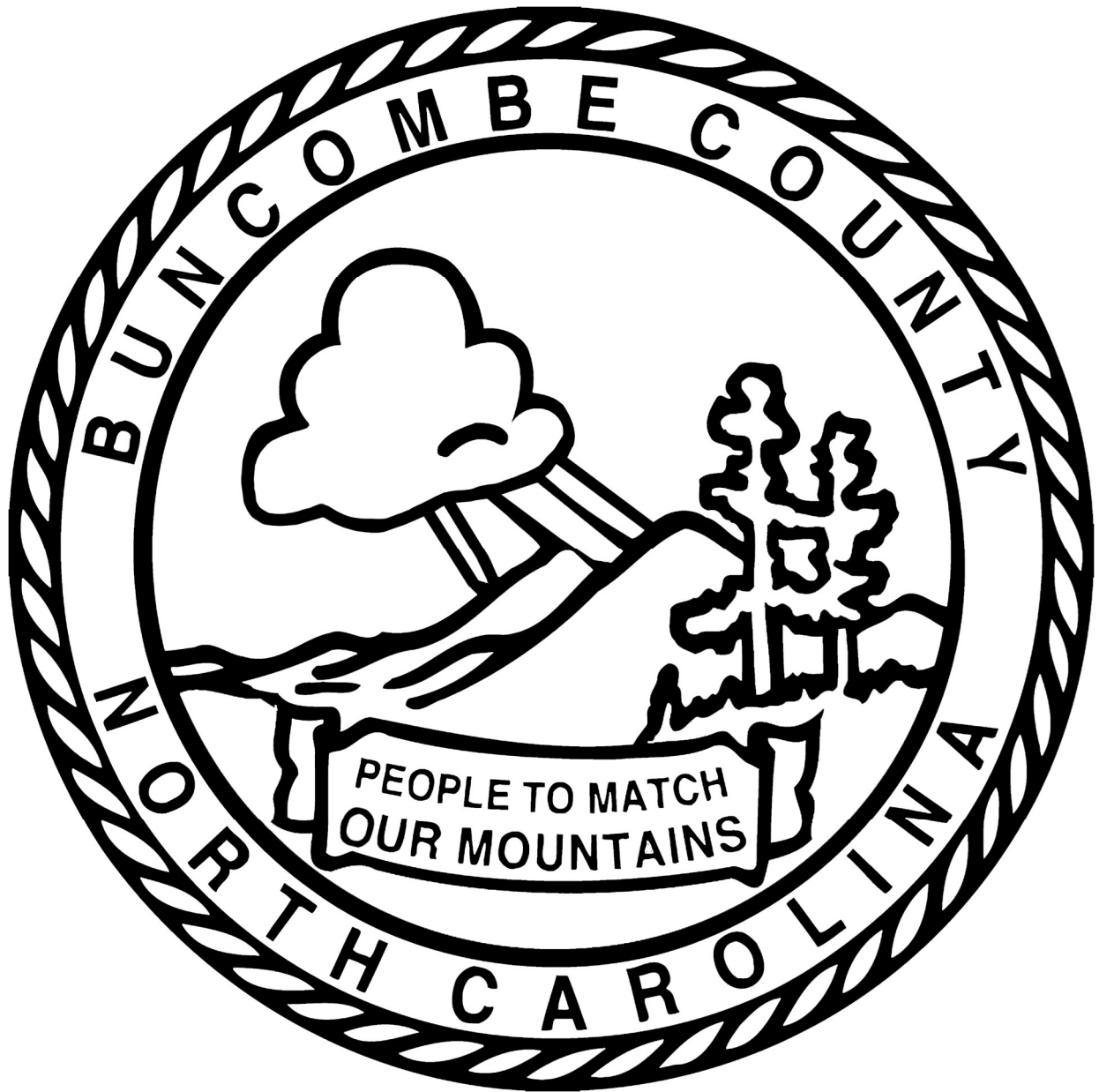
DSS - Department of Social Services

DVP - Delivery vs. Payment

ECA - Enhanced Curricular Activities

EDC – Economic Development Coalition
EMS – Emergency Medical Services
EMT – Emergency Medical Technician
EOC – Emergency Operations Center or End of Connection
EPA – Environmental Protection Agency
ERP – Enterprise Resource Planning
EV – Electric Vehicle
EVB – Electric Vehicle Battery
FINRA – Financial Industry Regulatory Authority
FTE – Full-Time Employee
FLSA – Fair Labor Standards Act
FY – Fiscal Year
GASB – Governmental Accounting Standards Board
GE – General Electric
GF – General Fund
GFOA – Government Finance Officers Association
GHG – Greenhouse Gas
GIS – Geographic Information Systems
GO – General Obligation
GS – General Statute
GSE – Government-Sponsored Entity
HHS – Health and Human Services
HR – Human Resources
HRIS – Human Resource Information System
HS – Human Services
HVAC – Heating, Ventilation, and Air Conditioning
ICMA-CM – International City/County Management Association – Credentialed Manager
IT – Information Technology
ITGC – Information Technology Governance Committee
JCPC – Juvenile Crime Prevention Council
LGC – Local Government Commission
LGERS – Local Governmental Employees’ Retirement System
LLC – Limited Liability Company
LOBs – Limited Obligation Bonds
MAT – Medication-Assisted Treatment
MOU – Memorandum of Understanding
MSA – Metropolitan Statistical Area

MSRB – Municipal Securities Rulemaking Board
MSW – Municipal Solid Waste
NC – North Carolina
NCDOT – North Carolina Department of Transportation
NCGS – North Carolina General Statutes
NCLGC – North Carolina Local Government Commission
NRSRO – Nationally Recognized Statistical Rating Organization
OFS – Other Financing Sources
OMB – Office of Management and Budget
OPEB – Other Post-Employment Benefits
PC – Personal Computer
PDF – Project Development Financing
PGR – Parks, Greenways, and Recreation
POP – Preschool Outreach Program
PR – Public Relations
PSAP – Public Safety Answering Point
PSIP – Public Safety Interoperability Partnership
PSTC – Public Safety Training Center
QA – Quality Assurance
QBS – Qualifications-Based Selection
RFP – Request for Proposals
RFQ – Request for Qualifications
RNTR – Revenue-Neutral Tax Rate
ROD – Register of Deeds
SB – Senate Bill
SEC – Securities and Exchange Commission
SIFMA – Securities Industry and Financial Markets Association
SL – Session Law
SUV – Sport Utility Vehicle
SWCD – Soil and Water Conservation District
TBD – To Be Determined
TDA – Tourism Development Authority
TIF – Tax Increment Financing
US – United States
VHF – Very High Frequency
VRD – Variable Rate Debt
WIC – Women, Infants, and Children



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Buncombe County Fee Schedule

Fiscal Year 2026

July 1, 2025 – June 30, 2026



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Introduction

This fee schedule includes Buncombe County fees for the 2026 Fiscal Year - July 1, 2025 through June 30, 2026.

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.

Debit/Credit Card Processing Fees An applicable convenience fee may be charged on credit or debit card transactions.

Fee Schedule Changes for FY2026

The following departments are amending fees for FY2026.

There has been standardization across departments for copy fees at .25 and flash drives at \$5.00.

Debit/Credit Card Processing Fees are being implemented - An applicable convenience fee may be charged on credit or debit card transactions.

Air Quality is increasing their Title V fees by a CPI increase per their Agency regulations specified on the previous page.

Animal Services is including existing fees that haven't previously been listed in the Countywide Fee Schedule.

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.

Elections in amending the following fee to comply with NC General Statute:

- Buncombe County Board of Education Filing Fee - from \$5 to 1% of annual salary

Library is consolidating/removing fees for efficiency. Library is also implementing the following fees:

- Replacement fees for Hotspots - \$30
- Replacement fees for items in the Library of Things - \$10 to \$200

Recreation Services is updating various fee descriptions for clarification purposes, as well as implementing the following fees:

- Volleyball, Bocce Ball Court Rental for non-profit organizations - \$20 per hour
- Disc Golf Course Rental for non-profit organizations - \$400 per day
- Pontoon Boat Tour - \$10 per person
- Processing Fee for cancellations - \$25 per rental
- Commercial Use Application Fee for non-profit organizations - \$25 per application
- Commercial Use Application Fee for private organizations - \$50 per application
- Commercial Use Fee for non-profit organizations - \$1 per person
- Commercial Use Fee for private organizations - \$2 per person
- Guided Kayak Tour – 2 Hours - \$15 per person
- Single Kayak Rental - \$4 per half hour and \$6 per hour
- Tandem Kayak Rental - \$5 per half hour and \$8 per hour
- Day Camp - \$10 per day
- Festival of Lights:
 - Walk-Thru for adults 18 and over - \$5
 - Passenger Vehicle - \$15
 - Van - \$50
 - Coach Bus - \$100

And increasing the following fee:

- Pontoon Boat Rental – non-profit from \$30 to \$35 per hour

Solid Waste is increasing the following fees:

- Landfill tonnage fee from \$45 to \$50 per ton
- Transfer Station tonnage fee from \$52 to \$60 per ton

And implementing the following fees:

- Boulder sale - \$60 per ton
- Crushed/Recycled Concrete sale - \$25 per ton

Reduce to Rebuild

Implemented on June 1, 2025, and ending on December 31, 2025, all Buncombe County residential permits provided by the Public Health Onsite & Wastewater, Planning, Permits & Inspections, and Air Quality departments that are associated with documented Helene damaged or destroyed primary residences are reduced by 50%

Who Qualifies?

This fee reduction shall be limited to Helene impacted primary residences

- a. A primary residence is defined as the dwelling where occupier:
 - i. is registered to vote.
 - ii. uses the address on federal and state tax returns.
 - iii. has the address listed on a driver's license, car registration, or other government documents.
 - iv. has the address on file with the U.S Postal Service.
- b. Helene impacted residences are those residential dwellings are within the boundaries of Buncombe County and have been documented by a Buncombe County or Federal Emergency Disaster Agency Damage Assessment with a rating of Destroyed, Major, Moderate, or Minor.
- c. This reduction shall pertain to permits applied for between June 1st, 2025 and December 31st, 2025. It does not apply to expansions of a residence or fees relating to Homeowner recovery and lien agents.

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 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	\$50.00/\$10.00	Minimum \$50 Per Day or \$10 Per Acre, Whichever is More.
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
Agriculture & Land Resources	Soil Conservation	Lime Spreader	This fee is charged for renting agriculture equipment	\$ 30.00	Per Day
Agriculture & Land Resources	Soil Conservation	Lime Spreader Cleaning Fee	This fee is charged should equipment be returned needing cleaning	\$ 50.00	Per Rental
Agriculture & Land Resources	Soil Conservation	Manure Spreader	This fee is charged for renting agriculture equipment	\$30.00 First Day, \$20.00 For Each Subsequent Day	
Agriculture & Land Resources	Soil Conservation	Manure Spreader Equipment Deposit	This is a refundable deposit should equipment be returned in an unsatisfactory condition	\$ 100.00	Per Rental
Agriculture & Land Resources	Soil Conservation	Late Fee	This fee is assessed for each day the equipment is returned past the date due	\$50.00 or \$30.00	Per Day, Dependent on Piece of Equipment

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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
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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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
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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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 1	Annual Permit Fee	\$ 300.00	200,000 - 799,999 Gallons Dispensed Per Year
Air Quality	Annual Small & Area Source Permit Fees	Other Sources - Stage 1	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 1	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
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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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	\$ 11,694.00	Per Year
Air Quality	Annual Synthetic Minor and Title V Source Fees	Title V - Tonnage Fee	Annual Permit Fee	\$ 62.00	Per Ton
Air Quality	Annual Synthetic Minor and Title V Source Fees	Title V Nonattainment Area Added Fee	Annual Permit Fee	\$ 4,678.00	Per Year
Air Quality	Annual Synthetic Minor and Title V Source Fees	Added Medium Complex Facility Fee (3-5 Federal Programs)	Annual Permit Fee	\$ 2,924.00	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	\$ 8,771.00	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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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
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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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
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	\$ 1,207.00	Per Application
Air Quality	Title V Facilities	Initial Application or Major Modification	Application Fees	\$ 12,066.00	Per Application
Air Quality	Title V Facilities	Initial Application or Major Modification (PSD and NSR/NAA)	Application Fees	\$ 36,196.00	Per Application
Air Quality	Title V Facilities	Initial Application or Major Modification (PSD or NSR/NAA)	Application Fees	\$ 18,099.00	Per Application
Air Quality	Title V Facilities	Minor Modification	Application Fees	\$ 3,620.00	Per Application

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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
Animal Services		Owner Surrender		\$ 25.00	Per Animal
Animal Services		Reclaim		\$ 40.00	Per Animal
Animal Services		Bond		\$ 200.00	Per Animal
Clinical Services	Family Planning	Established patient -- complex visit -- 40 minutes	Office Visit	\$ 268.00	Per Visit
Clinical Services	Family Planning	Established patient -- detailed visit -- 25 minutes	Office Visit	\$ 180.00	Per Visit
Clinical Services	Family Planning	Established patient -- expanded visit -- 15 minutes	Office Visit	\$ 116.00	Per Visit
Clinical Services	Family Planning	Established patient -- limited visit -- 10 minutes	Office Visit	\$ 84.00	Per Visit
Clinical Services	Family Planning	Established patient -- nurse only visit - 5 minutes	Office Visit	\$ 51.00	Per Visit
Clinical Services	Family Planning	Established patient preventive visit: Age 12 - 17	Office Visit	\$ 215.00	Per Visit
Clinical Services	Family Planning	Established patient preventive visit: Age 18 - 39	Office Visit	\$ 209.00	Per Visit
Clinical Services	Family Planning	Established patient preventive visit: Age 40 - 64	Office Visit	\$ 233.00	Per Visit
Clinical Services	Family Planning	Established patient preventive visit: Age 65+	Office Visit	\$ 258.00	Per Visit
Clinical Services	Family Planning	New patient -- complex visit -- 60 minutes	Office Visit	\$ 360.00	Per Visit
Clinical Services	Family Planning	New patient -- detailed visit -- 30 minutes	Office Visit	\$ 195.00	Per Visit

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Clinical Services	Family Planning	New patient -- expanded visit -- 20 minutes	Office Visit	\$ 137.00	Per Visit
Clinical Services	Family Planning	New patient -- moderate visit -- 45 minutes	Office Visit	\$ 287.00	Per Visit
Clinical Services	Family Planning	New patient preventive visit: Age 12 - 17	Office Visit	\$ 249.00	Per Visit
Clinical Services	Family Planning	New patient preventive visit: Age 18 - 39	Office Visit	\$ 246.00	Per Visit
Clinical Services	Family Planning	New patient preventive visit: Age 40 - 64	Office Visit	\$ 293.00	Per Visit
Clinical Services	Family Planning	New patient preventive visit: Age 65+	Office Visit	\$ 317.00	Per Visit
Clinical Services	Family Planning	Phone established patient visit 11-20 minutes	Office Visit	\$ 93.00	Per Visit
Clinical Services	Family Planning	Phone established patient visit 21-30 minutes	Office Visit	\$ 144.00	Per Visit
Clinical Services	Family Planning	Phone established patient visit 5-10 minutes	Office Visit	\$ 67.00	Per Visit
Clinical Services	Family Planning	New patient - limited visit - 10 minutes	Office Visit	\$ 92.00	Per Visit
Clinical Services	Family Planning	Pelvic Exam Add-on Code/ 4 mins chaperoning	Office Visit	\$ 42.73	Per Visit
Clinical Services	STI	Preventive medicine counseling and/or risk factor reduction intervention 15 minutes	Office Visit	\$ 55.14	Per Visit
Clinical Services	STI	Preventive medicine counseling and/or risk factor reduction intervention 30 minutes	Office Visit	\$ 98.79	Per Visit
Clinical Services	STI	Preventive medicine counseling and/or risk factor reduction intervention 45 minutes	Office Visit	\$ 141.24	Per Visit

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Clinical Services	STI	Preventive medicine counseling and/or risk factor reduction intervention 60 minutes	Office Visit	\$ 183.44	Per Visit
Clinical Services	STI	High intensity behavioral counseling to prevent STI	Office Visit	\$ 27.25	Per Visit
Clinical Services	STI	Therapeutic and prophylactic and diagnostic injection administration	Office Visit	\$ 31.49	Per Visit
Clinical Services	Immunization	Diphtheria, Tetanus, and Pertussis Vaccine (DTaP)	Vaccine	\$ 56.00	Per Vaccine
Clinical Services	Immunization	DTaP-Haemophilus influenzae type B-Inactivated Poliovirus	Vaccine	\$ 154.00	Per Vaccine
Clinical Services	Immunization	DTaP-Hepatitis B-Inactivated Poliovirus Vaccine	Vaccine	\$ 129.00	Per Vaccine
Clinical Services	Immunization	DTaP-IPV Vaccine	Vaccine	\$ 92.00	Per Vaccine
Clinical Services	Immunization	Diphtheria, tetanus toxoids, acellular pertussis vaccine, inactivated poliovirus vaccine	Vaccine	\$ 197.00	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	\$ 40.00	Per Vaccine
Clinical Services	Immunization	Haemophilus influenzae type B (Hib) Vaccine (PedavaxHIB)	Vaccine	\$ 57.00	Per Vaccine
Clinical Services	Immunization	Hepatitis A and Hepatitis B Vaccine, adult	Vaccine	\$ 167.00	Per Vaccine
Clinical Services	Immunization	Hepatitis A Vaccine, adult	Vaccine	\$ 116.00	Per Vaccine
Clinical Services	Immunization	Hepatitis A Vaccine, pediatric	Vaccine	\$ 66.00	Per Vaccine
Clinical Services	Immunization	Hepatitis B Vaccine, adult (2 shot series)	Vaccine	\$ 190.00	Per Vaccine
Clinical Services	Immunization	Hepatitis B Vaccine, adult (3 shot series)	Vaccine	\$ 102.00	Per Vaccine

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Clinical Services	Immunization	Hepatitis B Vaccine, pediatric	Vaccine	\$ 54.00	Per Vaccine
Clinical Services	Immunization	Human Papillomavirus Vaccine, HPV9	Vaccine	\$ 366.00	Per Vaccine
Clinical Services	Immunization	Influenza Quadrivalent Vaccine, inactivated (6-35 months old)	Vaccine	\$ 45.00	Per Vaccine
Clinical Services	Immunization	Influenza Quadrivalent Vaccine, inactivated (6 months of age or older)	Vaccine	\$ 45.00	Per Vaccine
Clinical Services	Immunization	Influenza Quadrivalent Vaccine, live (FluMist)	Vaccine	\$ 51.00	Per Vaccine
Clinical Services	Immunization	Influenza Trivalent High-Dose Vaccine, inactivated (65 years of age & older)	Vaccine	\$ 99.00	Per Vaccine
Clinical Services	Immunization	Influenza Trivalent Vaccine, inactivated, egg-free (18 years of age & older)	Vaccine	\$ 77.00	Per Vaccine
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	\$ 367.00	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	\$ 129.00	Per Vaccine
Clinical Services	Immunization	Measles, Mumps, Rubella, and Varicella Virus Vaccine	Vaccine	\$ 345.00	Per Vaccine
Clinical Services	Immunization	Meningococcal Group B Vaccine	Vaccine	\$ 275.00	Per Vaccine
Clinical Services	Immunization	Meningococcal Polysaccharide Conjugate Vaccine	Vaccine	\$ 200.00	Per Vaccine
Clinical Services	Immunization	Meningococcal Polysaccharide Conjugate Vaccine (MenQuadfi)	Vaccine	\$ 209.00	Per Vaccine
Clinical Services	Immunization	Jynneos Mpox/Smallpox Vaccine	Vaccine	\$ 324.00	Per Vaccine

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Clinical Services	Immunization	Pneumococcal 13-Valent Conjugate Vaccine (PCV13)	Vaccine	\$ 293.00	Per Vaccine
Clinical Services	Immunization	Pneumococcal Conjugate Vaccine 20 Valent (PCV20),IM use	Vaccine	\$ 326.00	Per Vaccine
Clinical Services	Immunization	Pneumococcal 23-Valent Polysaccharide Vaccine (PPSV23)	Vaccine	\$ 162.00	Per Vaccine
Clinical Services	Immunization	Poliovirus Vaccine, inactivated	Vaccine	\$ 70.00	Per Vaccine
Clinical Services	Immunization	Rabies Vaccine for pre- and post-exposure prophylaxis	Vaccine	\$ 497.00	Per Vaccine
Clinical Services	Immunization	Respiratory Syncytial Virus Monochonal antibody, Seasonal, .5ml dose	Vaccine	\$ 532.00	Per Vaccine
Clinical Services	Immunization	Respiratory Syncytial Virus Monochonal antibody, Seasonal, 1.0 ml dose	Vaccine	\$ 532.00	Per Vaccine
Clinical Services	Immunization	Respiratory Syncytial Virus Vaccine, Pref, Subunit, Bivalent (ABRYSVO)	Vaccine	\$ 375.00	Per Vaccine
Clinical Services	Immunization	Admin of seasonal dose of RSV monoclonal antibodies	Vaccine	\$ 21.86	Per Dose
Clinical Services	Immunization	Rotavirus Vaccine	Vaccine	\$ 136.00	Per Vaccine
Clinical Services	Immunization	Tetanus and Diphtheria Toxoids	Vaccine	\$ 55.00	Per Vaccine
Clinical Services	Immunization	Tetanus, Diphtheria, and Pertussis Vaccine	Vaccine	\$ 76.00	Per Vaccine
Clinical Services	Immunization	Typhoid VI Polysaccharide Vaccine	Vaccine	\$ 160.00	Per Vaccine
Clinical Services	Immunization	Varicella (chickenpox) Virus Vaccine	Vaccine	\$ 231.00	Per Vaccine
Clinical Services	Immunization	Vaxneuvance Pneum 15 Valent	Vaccine	\$ 288.00	Per Vaccine
Clinical Services	Immunization	Yellow Fever Vaccine	Vaccine	\$ 206.00	Per Vaccine
Clinical Services	Immunization	Zoster Vaccine, live	Vaccine	\$ 277.00	Per Vaccine
Clinical Services	Immunization	Zoster Vaccine, recombinant	Vaccine	\$ 242.00	Per Vaccine
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	COVID Admin Fee	COVID Admin Fee	\$ 65.00	Per Vaccine
Clinical Services	Immunization	COVID Moderna (6m-11y)		\$ 153.00	Per Vaccine

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Clinical Services	Immunization	COVID Moderna (Spikevax) COVID-19 (12y+)		\$ 153.00	Per Vaccine
Clinical Services	Immunization	COVID Novavax		\$ 156.00	Per Vaccine
Clinical Services	Immunization	COVID Pfizer (Comirnaty) COVID-19 (12y+)		\$ 131.00	Per Vaccine
Clinical Services	Immunization	COVID Pfizer COVID-19 (5y-11y)		\$ 87.00	Per Vaccine
Clinical Services	Immunization	COVID Pfizer COVID-19 (6m-4y)		\$ 65.36	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	\$ 30.00	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
Clinical Services	Laboratory	Wet Prep	Lab test	\$ 21.00	Per Test
Clinical Services	Laboratory	Wet Prep Tissue Examination	Lab test	\$ 18.00	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 (subcutaneous)		\$ 60.32	Per Dose

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Clinical Services	Methods and Treatments	Diaphragm		\$ 69.87	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	Generica Truvada		\$ 30.00	Per Perscription
Clinical Services	Methods and Treatments	IUD - Kyleena		\$ 1,194.00	Per Unit
Clinical Services	Methods and Treatments	IUD - Liletta		\$ 916.00	Per Unit
Clinical Services	Methods and Treatments	IUD - Mirena		\$ 1,180.00	Per Unit
Clinical Services	Methods and Treatments	IUD - Paragard		\$ 1,107.00	Per Unit
Clinical Services	Methods and Treatments	IUD - Skyla		\$ 1,075.00	Per Unit
Clinical Services	Methods and Treatments	IUD Insertion		\$ 150.00	Per Procedure
Clinical Services	Methods and Treatments	IUD Removal		\$ 111.00	Per Procedure
Clinical Services	Methods and Treatments	Molluscum Treatment		\$ 10.00	Per Treatment
Clinical Services	Methods and Treatments	Nexplanon		\$ 1,235.00	Per Unit

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Clinical Services	Methods and Treatments	Nexplanon Insertion		\$ 150.00	Per Procedure
Clinical Services	Methods and Treatments	Nexplanon Removal		\$ 173.00	Per Procedure
Clinical Services	Methods and Treatments	Nexplanon Removal and Insertion		\$ 269.00	Per Procedure
Clinical Services	Methods and Treatments	Nuvaring		\$ 170.00	Per Ring
Clinical Services	Methods and Treatments	Spermicide		\$ 8.72	Per Dose
Clinical Services	Methods and Treatments	Bicillin		\$ 27.73	Per 100,000 Units
Clinical Services	Methods and Treatments	Ceftriaxone		\$ 1.20	Per 250mg
Clinical Services	Methods and Treatments	Gentamicin Sulfate		\$ 3.40	Per 80mg
Clinical Services	Refugee Health	Change of Status Paperwork	Change of Status Paperwork	\$ 30.00	Per Request
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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Elections		Black Mountain Town Council	Filing fee	\$ 5.00	Per Candidate
Elections		Black Mountain Mayor	Filing fee	\$ 5.00	Per Candidate
Elections		Buncombe County Board of Education	Filing fee	1% of annual salary per NCGS	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
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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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
Elections		NC House of Representatives	Filing fee	1% of annual salary per NCGS	Per Candidate
Elections		NC Senate	Filing fee	1% of annual salary per NCGS	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 Town Council	Filing fee	\$ 5.00	Per Candidate
Elections		Woodfin Mayor	Filing fee	\$ 10.00	Per Candidate
Elections		Woodfin Water and Sewer Trustee	Filing fee	\$ 5.00	Per Candidate

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Emergency Services	Fire Marshal	Fire Alarm Installation	new commercial and multi-family residential buildings	\$ 100.00	Per Event
Emergency Services	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	Fire Marshal	Radio Signal Booster System Review and Inspection	Radio Signal Booster for Emergency Service Communications	\$ 100.00	Per Event
Emergency Services	Fire Marshal	After Hours/Weekend Inspection of any Type		\$ 80.00	Per Event
Emergency Services	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)
Emergency Services	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	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	Fire Marshal	Re-Inspection - New Construction	If an inspection is failed for not meeting code requirements, or contractor fails to show up without canceling the inspection	\$ 100.00	Per Event
Emergency Services	Fire Marshal	Site Plan Review (SPR)	This fee is for the plan review for the site layout of all new commercial and multi-family residential projects in Buncombe County	\$ 25.00	Per Plan Review
Emergency Services	Fire Marshal	Subdivision Plan/Access Review	This fee is for the review of emergency services access compliance when a parcel of land is proposed to be subdivided.	\$ 15.00	Per Plan Review
Emergency Services	Fire Marshal	ABC License Inspection	This is a state mandated inspection for when a business applies to sell or serve alcohol	\$ 100.00	Per Inspection
Emergency Services	Fire Marshal	Special Event Inspection and Permit	"Special Events" are mandated permits by NC. They require inspections and occasionally two site visits.	\$ 100.00	Per Permit

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Emergency Services	Fire Marshal	Blasting Permit	Fee charged for permit and blasting plan review and insurance verification	\$ 100.00	Per Permit
Emergency Services	Fire Marshal	Adult/Child Day Care Inspection	Fee is charged for annual inspection	\$ 60.00	Per Inspection
Emergency Services	Fire Marshal	Assisted Family Living Facility Inspection	Fee is charged for annual inspection	\$ 60.00	Per Inspection
Emergency Services	Fire Marshal	Institutional Facility Inspections	Fee is charged for annual inspection	\$ 100.00	Per Inspection
Emergency Services	Emergency Medical Service (EMS)	ALS 2	Advanced Life Support Emergency Level 2	\$ 1,450.40	Per Call
Emergency Services	Emergency Medical Service (EMS)	ALS Emergency	Advanced Life Support Emergency	\$ 1,002.00	Per Call
Emergency Services	Emergency Medical Service (EMS)	ALS Non-Emergency	Advanced Life Support Non-Emergency	\$ 632.80	Per Call
Emergency Services	Emergency Medical Service (EMS)	BLS Emergency	Basic Life Support Emergency	\$ 843.80	Per Call
Emergency Services	Emergency Medical Service (EMS)	BLS Non-Emergency	Basic Life Support Non-Emergency	\$ 527.40	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)	\$ 175.00	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)	\$ 75.00	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)	\$ 250.00	Per Hour

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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)	\$ 100.00	Per Hour
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)	\$ 175.00	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)	\$ 175.00	Per Hour
Emergency Services	Emergency Medical Service (EMS)	Mileage	Distance traveled from call origin to hospital	\$ 17.88	Per Mile
Emergency Services	Emergency Medical Service (EMS)	Specialty Care Transport		\$ 1,714.00	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
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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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
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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Environmental Health	Onsite Wastewater & Wells	Construction Authorization, Improvement & Operation Permits - commercial & industrial - First 500 gallons	These fees are charged for septic permits	\$ 550.00	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
Environmental Health	Onsite Wastewater & Wells	Authorization to Construct (w/ existing improvement permit) includes operations permit	These fees are charged for septic permits	\$ 150.00	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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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
Environmental Health	Onsite Wastewater & Wells	Improvement Permit-Residential, Commercial, & Industrial - First 500 Gallons	These fees are charged for septic permits	\$ 400.00	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	No Charge	Per Application

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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
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 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 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 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
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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Library		Library Room Rental Fee	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		Printouts/Copies	Charge for Printouts from Computers or Copies from Copier	\$ 0.25	Per Page
Library		Replacement: Adult Mass Market Paperback	Replacement fee for Adult Mass Market Paperback Book	\$ 10.00	Per Book / Material
Library		Replacement: ILL	Replacement fee for ILL Book/Material	\$ 75.00	Per Book / Material
Library		Replacement: Juvenile Kit	Replacement fee for Juvenile Kit	\$ 25.00	Per Book / Material
Library		Replacement: Juvenile Mass Market Paperback	Replacement fee for Juvenile Mass Market Paperback	\$ 7.00	Per Book / Material
Library		Replacement: Juvenile Board Book	Replacement fee for Juvenile Board Book	\$ 7.00	Per Book / Material
Library		Replacement: Young Adult Mass Market Paperback	Replacement fee for Young Adult Mass Market Paperback	\$ 10.00	Per Book / Material
Library		Replacement: Head Wand	Replacement fee for Head Wand	\$ 60.00	Per Book / Material
Library		Replacement: Large Mouse	Replacement fee for Large Mouse	\$ 50.00	Per Book / Material
Library		Replacement : Large Print Keyboard	Replacement fee for Large Print Keyboard	\$ 10.00	Per Book / Material
Library		Replacement: Wireless Mouse	Replacement fee for Wireless Mouse	\$ 10.00	Per Book / Material
Library		Replacement: Wheelchair Bag	Replacement fee for Wheelchair Bag	\$ 25.00	Per Book / Material
Library		Replacement: Wheelchair Tray	Replacement fee for Wheelchair Tray	\$ 25.00	Per Book / Material
Library		Replacement: Hotspot	Replacement fee for Hotspot	\$ 30.00	Per Item
Library		Replacement: Library of Things Tier 1	Replacement for Library of Things Tier 1 Item	\$ 10.00	Per Item

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Library		Replacement: Library of Things Tier 2	Replacement for Library of Things Tier 2 Item	\$ 25.00	Per Item
Library		Replacement: Library of Things Tier 3	Replacement for Library of Things Tier 3 Item	\$ 50.00	Per Item
Library		Replacement: Library of Things Tier 4	Replacement for Library of Things Tier 4 Item	\$ 100.00	Per Item
Library		Replacement: Library of Things Tier 5	Replacement for Library of Things Tier 5 Item	\$ 200.00	Per Item
Library		Replacement: Adult Book (non-mass market)	Replacement of Adult Book (non-mass market)	\$ 25.00	Per Item
Library		Replacement: Young Adult Book (non-mass market)	Replacement of Young Adult Book (non-mass market)	\$ 25.00	Per Item
Library		Replacement: Juvenile Book (non-mass market)	Replacement of Juvenile Book (non-mass market)	\$ 20.00	Per Item
Library		Replacement: Video	Replacement of Video item	\$ 20.00	Per Item
Library		Replacement: Music CD	Replacement of Music CD	\$ 20.00	Per Item
Library		Replacement: Audiobook	Replacement of Audiobook	\$ 35.00	Per Item
Parking Services	11 Sears Alley		This fee is charged for all vehicles entering 11 Sears Alley Deck who are not visitors to HHS building	\$1 per first 1/2 hour	N/A
				\$1 per second 1/2 hour	
				\$2 per hour after	
				\$12 max daily.	
				\$85 Monthly parking. \$40 Monthly parking for eligible low to moderate income individuals	

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Parking Services		164 College Street Parking Deck	This fee is charged for all vehicles 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 vehicles parking at 52 Coxe	\$3 Daily Parking / \$50 Monthly Parking	N/A
Parking Services		94 Coxe Avenue	This fee is charged for all vehicles 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 vehicles 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 vehicles parking in the lot	\$3 Daily Parking / \$50 Monthly Parking	N/A
Parking Services		35 Woodfin Street	This fee is charged for all vehicles parking in the front lot at 35 Woodfin 5pm-7am M-F and all day Saturday and Sunday	\$3 Daily Parking	Per Day
Parking Services		30 Valley Street	This fee is charged for all vehicles parking after 5pm-7am M-F and all day Saturday and Sunday	\$3 Daily Parking	Per Day

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Parking Services		99 Coxe Avenue	This fee is charged for all vehicles 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		Commercial Permit Administrative Fee	Administrative fee for processing refunds of commercial & multi-family trade permits	\$ 100.00	Flat Fee
Permits & Inspections		Commercial Plan Amendment Fee	Amendments to Approved Commercial Plans	\$ 100.00	value change per trade + review fee \$100.00 minimum
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	FY26 Fee	FY26 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
Permits & Inspections		Commercial Review Fees	Commercial plan review fees based on project cost	\$ 200.00	50,001-100,000

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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	Residential or Commercial expedite fees for special processing, specific time inspections, or at-risk meetings	\$ 100.00	Per Hour (Minimum of 2 Hours)
Permits & Inspections		Foundation Only	Residential or 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. Non-Refundable	\$ 10.00	Per Instance
Permits & Inspections		Maintenance Permits	Annual maintenance permit fees for county schools & buildings	\$ 100.00	Per Building
Permits & Inspections		Manufactured Homes	Single Wide HUD-approved homes - new & used. Electrical, plumbing, interior gas piping, and mechanical are included. Decks included if submitted at time of application and part of the approved plans. Exterior gas piping not included.	\$ 275.00	Per Instance

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Permits & Inspections		Manufactured Homes	Multi-Sectional HUD-approved homes - new & used. Electrical, plumbing, interior gas piping, and mechanical are included. Decks included if submitted at time of application and part of the approved plans. Exterior gas piping not included.	\$ 350.00	Per Instance
Permits & Inspections		Manufactured Homes	Additional fee for HUD Homes located in R1,R2,BVD zoning	\$ 400.00	Per Instance
Permits & Inspections		Minimum Fees	Minimum residential fee for inspection/permit not listed on fee schedule	\$ 80.00	Flat Fee
Permits & Inspections		Minimum Fees	Minimum commercial fee for Inspection/Permit not listed on fee schedule	\$ 100.00	Flat Fee
Permits & Inspections		Modular Homes	Modular Homes Single Family	\$ 350.00	Per Instance
Permits & Inspections		Modular Homes	Modular Homes Single Family greater than 1 story	\$ 475.00	Per Instance
Permits & Inspections		Modular Homes	Additional fee for attached garages as part of modular package. For site built carports/garages see "Residential Carport" fee or "Residential Garage Attached/Detached" fee.	\$ 80.00	Per Instance
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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Permits & Inspections		New Single Family over 1500 sq. ft	Single- Family Dwellings, Townhomes, Duplexes, Moved Homes, Sleeping Unit or Structures with Heated Space. Attached garages, electrical, plumbing, interior gas piping, and mechanical are included. Decks included if submitted at time of application and part of the approved plans. Exterior gas piping not included.	\$ 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	Single- Family Dwellings, Townhomes, Duplexes, Moved Homes, Sleeping Unit or Structures with Heated Space. Attached garages, electrical, plumbing, interior gas piping, and mechanical are included. Decks included if submitted at time of application and part of the approved plans. Exterior gas piping not included.	\$ 500.00	Per Instance
Permits & Inspections		Plan Amendments	Amendments to approved residential plans	\$40 Administrative Fee + \$80 Plan Review Fee + applicable fees	Flat Fee + Applicable Fees. (Applicable Fees are Based on Increases to Heated Square Feet)
Permits & Inspections		Application Amendments	Amendments to residential or commercial applications after the issuance of the permit	\$ 40.00	Per Instance
Permits & Inspections		Plan Review	Plan review of 1 & 2 family dwellings prior to permit issuance	\$ 150.00	Flat Fee
Permits & Inspections		Re-Inspection Fee	Residential re-inspection fee, 1 free inspection per trade	\$ 80.00	Per Instance

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Permits & Inspections		Residential Unheated Accessory Buildings	Residential Unheated Accessory Buildings - Storage Building, Pump House, etc.	\$100 per instance + trade fees	Per Instance + Trade Fees
Permits & Inspections		Residential Additions and/or Renovations	Single Family Additions and/or Renovations up to 500 sq. feet	\$ 325.00	Per Instance
Permits & Inspections		Residential Additions and/or Renovations	Single Family Additions and/or Renovations 501 to 1500 sq. feet	\$ 500.00	Per Instance
Permits & Inspections		Residential Additions and/or Renovations	Single Family Additions and/or Renovations over 1501 sq. feet	\$500 + .30/additional sq ft over 1500	Per Instance
Permits & Inspections		Residential Carport	Carport	\$100 + Trade Fees	Per Instance + Trade Fees
Permits & Inspections		Residential Decks	Decks- covered, uncovered & screened-in	\$150 + Trade Fees	Per Instance + Trade Fees
Permits & Inspections		Residential Unheated Garage Attached/Detached	Residential Unheated Garage Attached/Detached	\$100 + Trade Fees	Per Instance + Trade Fees
Permits & Inspections		Residential Permit Renewal	One time renewal of expired permits after issuance of permit with an approved inspection	50% of Original Fee	50% of Original Fee
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. NOTE: No refunds on permits obtained in error. Verify the permit requirements before creating application.	\$ 40.00	Flat Fee
Permits & Inspections		Retaining Walls	Residential retaining walls not part of foundation	\$ 150.00	Flat Fee
Permits & Inspections		Solar Panels	Residential solar panels - ground or roof mounted	\$ 150.00	Flat Fee

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Permits & Inspections		Structural Repair	Residential Structural Repair	\$ 150.00	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 + \$80 Additional Per Trade	Flat Fee + Trade Fees
Permits & Inspections		Trade Permits	Residential electrical, mechanical & plumbing permits	\$ 80.00	Per Instance
Permits & Inspections		Trade Permits - Combo	Residential or Commercial installation or replacement of any natural gas, propane gas, or electrical appliance on an existing structure	\$ 80.00	Flat Fee
Permits & Inspections		Trade Permits - Multi-Trade	Residential renovation under \$40,000 and no building inspections	\$ 160.00	Flat Fee
Permits & Inspections		Trade Permits	Commercial electrical, mechanical & plumbing permits	Based on Comm. Fees	
Permits & Inspections		Working without permit	Fee for working without proper permits - Residential and Commercial	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	\$ 750.00	Flat Fee
Planning & Development		Cases Requiring a Public Hearing	Zoning Map Amendment	\$ 500.00	Flat Fee
Planning & Development		Cases Requiring a Public Hearing	Zoning Map Amendment - More than 1 lot	\$ 25.00	Per Each Additional Lot

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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	\$ 400.00	Flat Fee Plus an Additional \$10.00 Per Each Proposed Lot/Unit
Planning & Development		Cases Requiring a Public Hearing	Special Use Permit- Commercial/Office/Industrial Development	\$ 500.00	Structures Less Than 10,000 Sq Ft
Planning & Development		Cases Requiring a Public Hearing	Special Use Permit- Commercial/Office/Industrial Development	\$ 1,000.00	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	\$ 1,500.00	Structures 50,000 Sq Ft to 100,000 Sq Ft
Planning & Development		Cases Requiring a Public Hearing	Special Use Permit- Commercial/Office/Industrial Development	\$ 2,000.00	Structures More Than 100,000 Sq Ft

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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)	\$ 350.00	Flat Fee
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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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/Division Manager/Planning Director or other Ordinance 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 or Color, Legal or Letter Size	\$ 0.25	Per Page
Planning & Development		Copies	Black & White Plotted	\$ 15.00	Per Page
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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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
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	\$ 1,000.00	Flat Fee

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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 (SPR)	All New Structures, Existing Structure Footprint Changes, and Site Work Projects	\$ 25.00	Flat Fee
Planning & Development		Site Plan Review (SPR)	Residential Resubmittal - This Applies to 3rd and Subsequent Submittals	\$ 50.00	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	Stream Buffer Determination - Site Visit	\$ 100.00	Flat Fee

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Planning & Development		Stormwater Management	Partial Release of Guarantee of Improvements	\$ 100.00	Flat Fee
Planning & Development		Street Addressing	Address Determination Letter	\$ 35.00	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)	\$ 100.00	Flat Fee Plus Additional \$10.00 Per Lot
Planning & Development		Subdivision Application Review Fees	Minor Subdivisions (4-10 Lots) with Hillside Development	\$ 100.00	In Addition to Applicable Fees Based on Current Fee Schedule
Planning & Development		Subdivision Application Review Fees	Major Subdivisions (11 Lots or More)	\$ 200.00	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	FY26 Fee	FY26 unit
Planning & Development		Subdivision Application Review Fees	Revised Plan Review, Major Subdivision	\$ 50.00	Flat Fee
Planning & Development		Subdivision Application Review Fees	Closeout/As-built Drawing Review	\$ 100.00	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		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	FY26 Fee	FY26 unit
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Zoning Determination Letter	\$ 35.00	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
Planning & Development		Zoning "By Right" & Use Subject to Special Requirements	Multi Family Development (per building shell)	\$ 300.00	11-20 Units Per Building

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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
Planning & Development		Zoning Vested Rights	Fee for applicants seeking vested rights of up to five years	\$ 100.00	Flat Fee
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		\$ 5.00	Per Flash Drive
PR & Communications		Public Records Request: Hard Copies	BXW / Color	\$ 0.25	Per Page

Department	Program	Fee Name	Fee Description	FY26 Fee		FY26 unit
PR & Communications		Public Records Request: Postage		Varies		Based on Rates Set By the United States Postal Service
Recreation Services	Enka Sports Park	Facility Rental - Volleyball Court - Class 1	Fee for renting out volleyball courts to non-profit organization	\$	20.00	Per Hour
Recreation Services	Enka Sports Park	Facility Rental - Volleyball Court - Class 2	Fee for renting out volleyball courts to a private or for-profit organization	\$	25.00	Per Hour
Recreation Services	Enka Sports Park	Facility Rental - Bocce Ball Court - Class 1	Fee for renting out bocce courts to non-profit organization	\$	20.00	Per Hour
Recreation Services	Enka Sports Park	Facility Rental - Bocce Ball Court - Class 2	Fee for renting out bocce courts to a private or for-profit organization	\$	25.00	Per Hour
Recreation Services		Turf Field Rental - Class 1	For a nonprofit, school, or government organization	\$	40.00	Per Hour
Recreation Services		Turf Field Rental - Class 2	For a private or for-profit organization	\$	50.00	Per Hour
Recreation Services		Grass Field Rental - Class 1	For a nonprofit, school, or government organization	\$	20.00	Per Hour
Recreation Services		Grass Field Rental - Class 2	For a private or for-profit organization	\$	25.00	Per Hour
Recreation Services		Field Lighting	Fee for use of field lighting for using fields after dark	\$	10.00	Per Hour
Recreation Services		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		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		Large Picnic Shelter	Daily rental of a covered picnic area	\$	100.00	Per Day
Recreation Services		Small Picnic Shelter		\$	75.00	Per Day
Recreation Services		Disc Golf Course Rental - Class 1	Exclusive use of a disc golf course for a non profit	\$	400.00	Per Day

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Recreation Services		Disc Golf Course Rental - Class 2	Exclusive use of a disc golf course for a private or for-profit organization	\$ 600.00	Per Day
Recreation Services		Full Park Rental - Class 1	Exclusive park use with fields and restrooms for a non-profit organization	\$ 2,500.00	Per Day
Recreation Services		Full Park Rental - Class 2	Exclusive park use with fields and restrooms for a private organization	\$ 3,500.00	Per Day
Recreation Services		Vendor Fees per Space	A fee charged to vendors selling goods at park events and programs	\$ 25.00	Per Event
Recreation Services		Cleaning Fee	A cleaning fee for facilities not left in original condition	\$ 50.00	Per Application
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 without a trailer	For putting one's watercraft on the lake	\$ 8.00	Per Day
Recreation Services	Lake Julian	Boat Launch with trailer	For putting one's larger watercraft that requires a trailer parking on the lake	\$ 12.00	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		\$ 16.00	Per 4 Hours
Recreation Services	Lake Julian	Jon boat all day		\$ 30.00	Per Day
Recreation Services	Lake Julian	Lifetime Fishing Permit	For people 70+ or the disabled	\$ 10.00	Lifetime

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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 Minutes
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	Wetslip	additional charge for someone storing their sailboat in the water instead of on a trailer	\$ 200.00	Per Year
Recreation Services	Lake Julian	Pontoon Boat Rental - Class 1	Non-profit usage of the Pontoon Boat	\$ 35.00	Per Hour
Recreation Services	Lake Julian	Pontoon Boat Rental - Class 2	Private usage of the Pontoon Boat	\$ 50.00	Per Hour
Recreation Services		Pontoon Boat Tour	For individuals on scheduled tour	\$ 10.00	Per Person
Recreation Services		Processing Fee	For facility rentals cancelled 30 days or more in advance	\$ 25.00	Per Rental
Recreation Services		Commercial Use Application Fee - Class 1	For non-profit businesses applying for commercial use in Buncombe County Parks	\$ 25.00	Per Application
Recreation Services		Commercial Use Application Fee - Class 2	For private or for profit businesses for commercial use in Buncombe County Parks	\$ 50.00	Per Application
Recreation Services		Commercial Use Fee - Class 1	For nonprofit businesses with commercial use permit for Buncombe County Parks	\$ 1.00	Per Person
Recreation Services		Commercial Use Fee - Class 2	For profit businesses with commercial use permit for Buncombe County Parks	\$ 2.00	Per Person
Recreation Services		Guided Kayak Tour	Guided 2-hour kayak tour	\$ 15.00	Per Person
Recreation Services		Single Kayak Rental 1/2 hr	Single Kayak Rental 1/2 hr	\$ 4.00	Per 1/2 Hour

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Recreation Services		Single Kayak Rental 1 hr	Single Kayak Rental 1 hr	\$ 6.00	Per Hour
Recreation Services		Tandem Kayak Rental 1/2 hr	Tandem Kayak Rental 1/2 hr	\$ 5.00	Per 1/2 Hour
Recreation Services		Tandem Kayak Rental 1 hr	Tandem Kayak Rental 1 hr	\$ 8.00	Per Hour
Recreation Services		Festival of Lights - Walk-Thru	For adults 18 and over	\$ 5.00	Per Person
Recreation Services		Festival of Lights - Passenger Vehicle	Festival of Lights - Passenger Vehicle	\$ 15.00	Per Vehicle
Recreation Services		Festival of Lights - Van	Festival of Lights - Van	\$ 50.00	Per Vehicle
Recreation Services		Festival of Lights - Coach Bus	Festival of Lights - Coach Bus	\$ 100.00	Per Vehicle
Recreation Services		Day Camp	Day Camp	\$ 10.00	Per Day
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	\$ 39.00	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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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 Additional 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
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	No Charge	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 Additional Page
Register of Deeds		Legitimation	This fee is charged to legitimize a birth	\$ 39.00	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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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
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 Additional 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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 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
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		\$ 75.00	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	Boulder sale		\$ 60.00	Per Ton
Solid Waste	Landfill	Crushed/Recycled Concrete sale		\$ 25.00	Per Ton
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

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Solid Waste	Landfill	Pick-up trucks, vans, small trailers	Pick-up trucks, vans, small trailers (compacted or otherwise) of solid wastes which contain less than 5% by weight or volume of any of the following wastes will pay at the Landfill: \$50/ton corrugated cardboard, untreated wood products suitable for mulching, concrete, cinder blocks, brick, concrete with steel or any type metals. First violation above the 5% limit: \$86/ton Second violation or any subsequent violation occurring within 6 months of the first violation: \$129/ton	\$ 50.00	Per Ton
Solid Waste	Landfill	Residential Sharps		No Charge	Per Trip
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	All trucks, roll-offs, or flat bed (compacted or otherwise) of solid wastes which contain less than 5% by weight or volume of any of the following wastes will pay \$50/Ton at the Landfill: corrugated cardboard, untreated wood products suitable for mulching, concrete, cinder blocks, brick, concrete with steel or any type metals. First violation above the 5% limit: \$86/ton Second violation or any subsequent violation occurring within 6 months of the first violation: \$129/ton	\$ 50.00	Per Ton

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
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	Landfill	Uncovered/Unsecured Load	Cars, pick-ups, or trailers	\$ 10.00	Per Load
Solid Waste	Landfill	Uncovered/Unsecured Load	Commercial and all other vehicles	\$ 25.00	Per Load
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
			Pick-up trucks, vans, small trailers (compacted or otherwise) of solid wastes which contain less than 5% by weight or volume of any of the following wastes will pay \$60/Ton at the Transfer Station: corrugated cardboard, untreated wood products suitable for mulching, concrete, cinder blocks, brick, concrete with steel or any type metals.	\$ 60.00	Per Ton
			First violation above the 5% limit: \$94/ton		
			Second violation or any subsequent violation occurring within 6 months of the first violation: \$141/ton		
Solid Waste	Transfer Station	Residential Sharps		No Charge	Per Trip
Solid Waste	Transfer Station	Scrap Metal		No Charge	Per Trip

Department	Program	Fee Name	Fee Description	FY26 Fee	FY26 unit
Solid Waste	Transfer Station	Trucks, roll-offs, flat beds	All trucks, roll-offs, or flat bed (compacted or otherwise) of solid wastes which contain less than 5% by weight or volume of any of the following wastes will pay \$60/Ton at the Transfer Station: corrugated cardboard, untreated wood products suitable for mulching, concrete, cinder blocks, brick, concrete with steel or any type metals. First violation above the 5% limit: \$94/ton Second violation or any subsequent violation occurring within 6 months of the first violation: \$141/ton	\$ 60.00	Per Ton
Solid Waste	Transfer Station	White Goods		No Charge	Per Trip
Solid Waste	Transfer Station	Uncovered/Unsecured Load	Cars, pick-ups, or trailers	\$ 10.00	Per Load
Solid Waste	Transfer Station	Uncovered/Unsecured Load	Commercial and all other vehicles	\$ 25.00	Per Load
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#
Tax Collections		Returned Payment Fee	Fee to cover costs of processing returned payments of any type (e.g., check, bank draft)	\$25.00 or Minimum Required by Statute	Per Returned Payment
Transportation	Mountain Mobility	Deviated Fixed Route - Single Trip		No Charge	Per Trip
Transportation	Mountain Mobility	Rural General Public - Single Trip		No Charge	Per Trip

Buncombe County Classification and Compensation Plan

July 1, 2025

Class Title	Min	Mid	Max	Grade	FLSA
Accountant	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Accounting and Reporting Manager	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Accounting Specialist	\$51,052.83	\$66,279.33	\$81,505.84	3002	Exempt
Accounting Supervisor	\$54,626.52	\$70,918.89	\$87,211.25	3003	Exempt
Accounting Technician I	\$19.66	\$24.01	\$28.35	2003	Non-Exempt
Accounting Technician II	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
Accounting Technician III	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Administrative Assistant	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Administrative Coordinator I	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Administrative Coordinator II	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Administrative Coordinator III	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Administrative Coordinator IV	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Administrative Support Associate I	\$17.17	\$20.97	\$24.76	2001	Non-Exempt
Administrative Support Associate II	\$18.38	\$22.44	\$26.50	2002	Non-Exempt
Administrative Support Associate III	\$19.66	\$24.01	\$28.35	2003	Non-Exempt
Administrative Support Associate IV	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
Advanced Practice Clinician	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Air Quality Coordinator	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Air Quality Director	\$100,428.64	\$130,381.48	\$160,334.32	3012	Exempt
Air Quality Field Services Program Manager	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Air Quality Permitting Program Manager	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Air Quality Specialist I	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Air Quality Specialist II	\$29.51	\$36.03	\$42.55	2009	Non-Exempt
Appraisal Supervisor	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Apprentice	#N/A	#N/A	\$113,247.77	NG	Non-Exempt
Apprentice - EMT	#N/A	#N/A	\$113,247.77	NG	Non-Exempt
Assistant County Manager	\$131,641.46	\$170,903.52	\$210,165.58	3016	Exempt
Assistant Department Director I	\$87,718.26	\$113,880.23	\$140,042.20	3010	Exempt
Assistant Department Director II	\$93,858.54	\$121,851.85	\$149,845.16	3011	Exempt
Assistant EMS Operations Supervisor	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Assistant Fire Marshal	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Assistant Register of Deeds	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt

Buncombe County Classification and Compensation Plan

July 1, 2025

Assistant to the County Manager	\$51,052.83	\$66,279.33	\$81,505.84	3002	Exempt
Attorney I	\$87,718.26	\$113,880.23	\$140,042.20	3010	Exempt
Attorney II	\$93,858.54	\$121,851.85	\$149,845.16	3011	Exempt
Attorney Supervisor	\$107,458.64	\$139,508.18	\$171,557.72	3013	Exempt
BCSO Accounting Supervisor	\$54,626.52	\$70,918.89	\$87,211.25	3003	Exempt
BCSO Accounting Technician II	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
BCSO Accounting Technician III	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
BCSO Accreditation Manager	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
BCSO Administrative Assistant	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
BCSO Administrative Coordinator I	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
BCSO Administrative Coordinator II	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
BCSO Administrative Officer	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
BCSO Administrative Support Associate I	\$17.17	\$20.97	\$24.76	2001	Non-Exempt
BCSO Administrative Support Associate II	\$18.38	\$22.44	\$26.50	2002	Non-Exempt
BCSO Administrative Support Associate III	\$19.66	\$24.01	\$28.35	2003	Non-Exempt
BCSO Administrative Support Associate IV	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
BCSO Attorney	\$100,428.64	\$130,381.48	\$160,334.32	3012	Exempt
BCSO Business Administrator	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
BCSO Captain	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
BCSO Chief Deputy	\$93,858.54	\$121,851.85	\$149,845.16	3011	Exempt
BCSO Civil Process Administrator	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
BCSO Civil Process Supervisor	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
BCSO Communication and Outreach Coordinator	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
BCSO Control Room Operator	\$18.38	\$22.44	\$26.50	2002	Non-Exempt
BCSO Courthouse Security	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
BCSO Crime Prevention Supervisor	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
BCSO Crime Scene Investigator	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
BCSO Deputy	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
BCSO Detective	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
BCSO Detention Deputy	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
BCSO Detention Officer	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
BCSO Evidence & Property Manager	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
BCSO Evidence & Property Technician	\$21.04	\$25.69	\$30.34	2004	Non-Exempt

Buncombe County Classification and Compensation Plan

July 1, 2025

BCSO Executive Lieutenant	\$31.57	\$38.55	\$45.53	2010	Non-Exempt
BCSO Field Investigator	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
BCSO Fleet Manager	\$29.51	\$36.03	\$42.55	2009	Non-Exempt
BCSO Grants Administrator	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
BCSO Grants Manager	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
BCSO Grants Specialist	\$51,052.83	\$66,279.33	\$81,505.84	3002	Exempt
BCSO Human Resources Technician	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
BCSO Investigations Administrator	\$33.78	\$41.25	\$48.71	2011	Non-Exempt
BCSO Lieutenant	\$29.51	\$36.03	\$42.55	2009	Non-Exempt
BCSO Logistics Manager	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
BCSO Major	\$87,718.26	\$113,880.23	\$140,042.20	3010	Exempt
BCSO Operations Manager	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
BCSO Patrol Administrator	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
BCSO Payroll Technician	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
BCSO Personnel and Training Officer	\$29.51	\$36.03	\$42.55	2009	Non-Exempt
BCSO Preservation Specialist	\$19.66	\$24.01	\$28.35	2003	Non-Exempt
BCSO Project Manager	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
BCSO Public Information Coordinator	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
BCSO Public Information Officer	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
BCSO Reassurance Coordinator	\$18.38	\$22.44	\$26.50	2002	Non-Exempt
BCSO Security Guard	\$17.17	\$20.97	\$24.76	2001	Non-Exempt
BCSO Senior Citizens Affairs	\$17.17	\$20.97	\$24.76	2001	Non-Exempt
BCSO Sergeant	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
BCSO Sergeant Detective	\$29.51	\$36.03	\$42.55	2009	Non-Exempt
BCSO Sheriff's Data Technician	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
BCSO Warrant Officer	\$17.17	\$20.97	\$24.76	2001	Non-Exempt
Benefits Administrator	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Benefits Specialist	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Budget Analyst I	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Budget Analyst II	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Building Maintenance Supervisor	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Business Administrator I	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Business Administrator II	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt

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Business Administrator III	\$87,718.26	\$113,880.23	\$140,042.20	3010	Exempt
Business Property Appraiser	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Care Coordinator I	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Care Coordinator II	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Care Coordinator Supervisor	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Case Manager	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Cataloger	\$19.66	\$24.01	\$28.35	2003	Non-Exempt
Centralized Data Entry Supervisor	\$54,626.52	\$70,918.89	\$87,211.25	3003	Exempt
Chief Information Security Officer	\$106,454.35	\$138,204.36	\$169,954.37	3110	Exempt
Chief Medical Officer	\$140,856.36	\$182,866.77	\$224,877.18	3017	Exempt
Classification and Compensation Analyst	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Clerk to the Board	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Code Enforcement Officer I	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Code Enforcement Officer II	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Code Enforcement Officer III	\$29.51	\$36.03	\$42.55	2009	Non-Exempt
Code Enforcement Officer Supervisor	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Commercial Appraiser	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Communication Supervisor	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Community Employment Case Manager	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Community EMT	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Community Engagement Manager	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Community Engagement Specialist	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Community Health Assistant	\$17.17	\$20.97	\$24.76	2001	Non-Exempt
Community Paramedic	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Community Paramedic Program Manager	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Community Resources Division Director	\$100,428.64	\$130,381.48	\$160,334.32	3012	Exempt
Community Services Consultant	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Compensation and Benefits Manager	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Compliance Officer	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
County Attorney	#N/A	#N/A	\$113,247.77	NG	Exempt
County Manager	#N/A	#N/A	\$113,247.77	NG	Exempt
Customer Service Specialist	\$19.66	\$24.01	\$28.35	2003	Non-Exempt
Deputy Clerk to the Board	\$54,626.52	\$70,918.89	\$87,211.25	3003	Exempt

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Deputy Fire Marshal	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Deputy Register of Deeds I	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Deputy Register of Deeds II	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Deputy Register of Deeds Supervisor	\$29.51	\$36.03	\$42.55	2009	Non-Exempt
Director I	\$100,428.64	\$130,381.48	\$160,334.32	3012	Exempt
Director II	\$107,458.64	\$139,508.18	\$171,557.72	3013	Exempt
Director III	\$114,980.75	\$149,273.75	\$183,566.76	3014	Exempt
Director IV	\$123,029.40	\$159,722.92	\$196,416.43	3015	Exempt
Director of Elections	\$107,458.64	\$139,508.18	\$171,557.72	3013	Exempt
Disbursements Manager	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Division Manager I	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Division Manager II	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Elections Coordinator	\$29.51	\$36.03	\$42.55	2009	Non-Exempt
Elections Technical Specialist	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Electrical Specialist	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Emergency Management Specialist	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Emergency Services Specialist	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Employee Engagement Manager	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Employee Health Practice Manager	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Employee Relations Manager	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Employee Relations Specialist	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
EMS Medical Director	\$140,856.36	\$182,866.77	\$224,877.18	3017	Exempt
EMS Operations Supervisor	\$29.51	\$36.03	\$42.55	2009	Non-Exempt
EMT - Advanced	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
EMT - Basic	\$17.17	\$20.97	\$24.76	2001	Non-Exempt
EMT - Paramedic	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Environmental Educator	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Environmental Enforcement Specialist	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Environmental Enforcement Supervisor	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Environmental Health Administrator	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Environmental Health Specialist I	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Environmental Health Specialist II	\$29.51	\$36.03	\$42.55	2009	Non-Exempt
Environmental Health Specialist III	\$31.57	\$38.55	\$45.53	2010	Non-Exempt

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Environmental Health Supervisor	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Equity and Inclusion Specialist	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Erosion Control Officer	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Erosion Control Specialist	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Fellow	#N/A	#N/A	\$113,247.77	NG	Non-Exempt
Finance Director	\$123,029.40	\$159,722.92	\$196,416.43	3015	Exempt
Financial Analyst	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Financial, Planning, and Analysis Manager	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Fire Marshal	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Fiscal Support Specialist	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
General Services Project Manager	\$87,718.26	\$113,880.23	\$140,042.20	3010	Exempt
GIS and Land Records Manager	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
GIS Technician	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Governance, Risk, and Compliance Manager	\$81,213.52	\$105,435.45	\$129,657.38	3106	Exempt
Grants Administrator	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Grants Manager	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Grounds Maintenance Supervisor	\$54,626.52	\$70,918.89	\$87,211.25	3003	Exempt
Grounds Technician I	\$19.66	\$24.01	\$28.35	2003	Non-Exempt
Grounds Technician II	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
Grounds Technician III	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Health and Human Services Finance Manager	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Health Promotions Manager	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Health Services Coordinator	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Heavy Equipment Mechanic Operator	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Heavy Equipment Operator	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
Human Resources Coordinator	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Human Resources Generalist	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Human Resources Information System Analyst	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Human Resources Information System Manager	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Human Resources Operations Manager	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Human Resources Technician	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
HVAC Specialist	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Identification Supervisor	\$54,626.52	\$70,918.89	\$87,211.25	3003	Exempt

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Identification Technician I	\$17.17	\$20.97	\$24.76	2001	Non-Exempt
Identification Technician II	\$18.38	\$22.44	\$26.50	2002	Non-Exempt
Identification Technician III	\$19.66	\$24.01	\$28.35	2003	Non-Exempt
Income Maintenance Administrator	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Income Maintenance Caseworker I	\$19.66	\$24.01	\$28.35	2003	Non-Exempt
Income Maintenance Caseworker II	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Income Maintenance Caseworker III	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Income Maintenance Investigator	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Income Maintenance Resource Specialist	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Income Maintenance Supervisor II	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Income Maintenance Supervisor III	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Information & Communication Manager	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Information and Communication Specialist I	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Information and Communication Specialist II	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Information and Communication Specialist III	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Information Technology Administrator I	\$66,294.42	\$86,066.73	\$105,839.04	3103	Exempt
Information Technology Administrator II	\$70,935.03	\$92,091.40	\$113,247.77	3104	Exempt
Information Technology Administrator III	\$75,900.48	\$98,537.80	\$121,175.12	3105	Exempt
Information Technology Analyst I	\$61,957.40	\$80,436.20	\$98,914.99	3102	Exempt
Information Technology Analyst II	\$66,294.42	\$86,066.73	\$105,839.04	3103	Exempt
Information Technology Developer I	\$66,294.42	\$86,066.73	\$105,839.04	3103	Exempt
Information Technology Developer II	\$70,935.03	\$92,091.40	\$113,247.77	3104	Exempt
Information Technology Developer III	\$75,900.48	\$98,537.80	\$121,175.12	3105	Exempt
Information Technology Division Manager	\$99,490.05	\$129,162.96	\$158,835.86	3109	Exempt
Information Technology Engineer I	\$70,935.03	\$92,091.40	\$113,247.77	3104	Exempt
Information Technology Engineer II	\$75,900.48	\$98,537.80	\$121,175.12	3105	Exempt
Information Technology Management Analyst	\$75,900.48	\$98,537.80	\$121,175.12	3105	Exempt
Information Technology Manager I	\$81,213.52	\$105,435.45	\$129,657.38	3106	Exempt
Information Technology Manager II	\$86,898.46	\$112,815.93	\$138,733.39	3107	Exempt
Information Technology Project Manager	\$75,900.48	\$98,537.80	\$121,175.12	3105	Exempt
Information Technology Security Analyst I	\$70,935.03	\$92,091.40	\$113,247.77	3104	Exempt
Information Technology Security Analyst II	\$75,900.48	\$98,537.80	\$121,175.12	3105	Exempt

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Information Technology Security Analyst III	\$81,213.52	\$105,435.45	\$129,657.38	3106	Exempt
Information Technology Technician I	\$24.71	\$30.18	\$35.64	2101	Non-Exempt
Information Technology Technician II	\$26.44	\$32.29	\$38.13	2102	Non-Exempt
Information Technology Technician III	\$28.30	\$34.55	\$40.80	2103	Non-Exempt
Intern	#N/A	#N/A	\$113,247.77	NG	Non-Exempt
Internal Audit Director	\$100,428.64	\$130,381.48	\$160,334.32	3012	Exempt
Internal Audit Manager	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Internal Auditor	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Laboratory Technician	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Laborer	\$17.17	\$20.97	\$24.76	2001	Non-Exempt
Land Records Technician I	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
Land Records Technician II	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Landfill Manager	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Landfill Operations Assistant Manager	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Language Access Coordinator	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Language Access Specialist I	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Language Access Specialist II	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Lead Electrical Specialist	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Lead Mechanic	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Lead Plumbing Specialist	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Lead Recruiter	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Librarian	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Library Assistant	\$18.38	\$22.44	\$26.50	2002	Non-Exempt
Library Branch Manager	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Library Branch Services Manager	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Library Safety Associate	\$19.66	\$24.01	\$28.35	2003	Non-Exempt
Library Services Coordinator	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Library Services Manager	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Library Services Program Coordinator	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Library Special Collections Manager	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Library Substitute	#N/A	#N/A	\$113,247.77	NG	Non-Exempt
Library Technical Services Manager	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Library Youth Services Manager	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt

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Licensed Clinical Therapist	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Maintenance Coordinator	\$51,052.83	\$66,279.33	\$81,505.84	3002	Exempt
Maintenance Technician I	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
Maintenance Technician II	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Maintenance Technician III	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Management Analyst I	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Management Analyst II	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Mechanic I	\$19.66	\$24.01	\$28.35	2003	Non-Exempt
Mechanic II	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
Mechanic III	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Medical Billing and Coding Specialist	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Medical Lab Technologist	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Medical Office Assistant	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
Mitigation, Preparedness, and Recovery Manager	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Nutrition Program Manager	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Nutritionist I	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Nutritionist II	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Nutritionist Supervisor	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Operations and Facilities Coordinator	\$19.66	\$24.01	\$28.35	2003	Non-Exempt
Operations and Facilities Supervisor	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Organizational Development Manager	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Organizational Development Trainer	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Paralegal	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Paralegal Supervisor	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Park Ranger I	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
Park Ranger II	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Park Ranger Supervisor	\$51,052.83	\$66,279.33	\$81,505.84	3002	Exempt
Parks Landscape Supervisor	\$54,626.52	\$70,918.89	\$87,211.25	3003	Exempt
Payroll Specialist	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Pharmacist	\$93,858.54	\$121,851.85	\$149,845.16	3011	Exempt
Physician	\$131,641.46	\$170,903.52	\$210,165.58	3016	Exempt
Planner I	\$54,626.52	\$70,918.89	\$87,211.25	3003	Exempt
Planner II	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt

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Planner III	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Planning Technician	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Plans Reviewer	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Plumbing Specialist	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Power Plant Operator	\$54,626.52	\$70,918.89	\$87,211.25	3003	Exempt
Preparedness Officer	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Pre-Trial Services Coordinator	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Pre-Trial Services Screener	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Pre-Trial Services Supervisor	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Principal Planner	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Procurement Agent	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Procurement Coordinator	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
Procurement Manager	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Procurement Specialist	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
Program Coordinator	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Program Manager I	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Program Manager II	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Program Supervisor	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Property Appraiser I	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Property Appraiser II	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Property Appraiser III	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Public Health Division Director	\$107,458.64	\$139,508.18	\$171,557.72	3013	Exempt
Public Health Nurse Administrator	\$93,858.54	\$121,851.85	\$149,845.16	3011	Exempt
Public Health Nurse I	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Public Health Nurse II	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Public Health Nurse III	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Public Health Nurse Supervisor I	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Public Health Nurse Supervisor II	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Public Relations Coordinator	\$29.51	\$36.03	\$42.55	2009	Non-Exempt
Public Safety Communications Asssistant Supervisor	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Public Safety Communications Call Taker	\$19.66	\$24.01	\$28.35	2003	Non-Exempt
Public Safety Communications Operations Manager	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Public Safety Communications QA and Training Manager	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt

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Public Safety Communications Supervisor	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Public Safety Communications Training Support Specialist	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Public Safety Communicator	\$19.66	\$24.01	\$28.35	2003	Non-Exempt
Public Safety Telecommunicator	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
Public Safety Training and Security Manager	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Public Safety Training Facility Assistant Manager	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Public Safety Training Facility Technician	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Quality Assurance Manager	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Quality Assurance Specialist I	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Quality Assurance Specialist II	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Recreation Planner	\$29.51	\$36.03	\$42.55	2009	Non-Exempt
Recreation Services Facility Assistant	\$17.17	\$20.97	\$24.76	2001	Non-Exempt
Recreation Services Program Coordinator	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Recreation Services Program Manager	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Recreation Services Project Manager	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Recruiter	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Recruiting Manager	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Register of Deeds	#N/A	#N/A	\$113,247.77	NG	Exempt
Risk Manager	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Safety Officer	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Scale House Supervisor	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Senior Attorney I	\$107,458.64	\$139,508.18	\$171,557.72	3013	Exempt
Senior Attorney II	\$114,980.75	\$149,273.75	\$183,566.76	3014	Exempt
Senior Attorney III	\$123,029.40	\$159,722.92	\$196,416.43	3015	Exempt
Sheriff	#N/A	#N/A	\$113,247.77	NG	Exempt
Social Services Program Coordinator	\$71,604.23	\$92,960.19	\$114,316.15	3007	Exempt
Social Work Assistant	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Social Work Division Director	\$100,428.64	\$130,381.48	\$160,334.32	3012	Exempt
Social Work Practice Supervisor	\$31.57	\$38.55	\$45.53	2010	Non-Exempt
Social Work Program Manager	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Social Work Supervisor II	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Social Work Supervisor III	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Social Worker I	\$24.09	\$29.41	\$34.73	2006	Non-Exempt

Buncombe County Classification and Compensation Plan

July 1, 2025

Social Worker II	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Social Worker III	\$29.51	\$36.03	\$42.55	2009	Non-Exempt
Social Worker IV	\$31.57	\$38.55	\$45.53	2010	Non-Exempt
Soil Conservationist I	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Soil Conservationist II	\$29.51	\$36.03	\$42.55	2009	Non-Exempt
Soil Scientist	\$31.57	\$38.55	\$45.53	2010	Non-Exempt
Solid Waste Coordinator	\$54,626.52	\$70,918.89	\$87,211.25	3003	Exempt
Solid Waste Environmental Specialist	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Solid Waste Inspector	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Solid Waste Manager	\$81,979.68	\$106,430.12	\$130,880.56	3009	Exempt
Solid Waste Scale Operator	\$17.17	\$20.97	\$24.76	2001	Non-Exempt
Staff Development Manager	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Staff Development Specialist	\$54,626.52	\$70,918.89	\$87,211.25	3003	Exempt
Stormwater Engineer/Hydrogeologist	\$76,616.53	\$99,467.40	\$122,318.28	3008	Exempt
Stormwater Technician	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Strategic Policy and Analysis Manager	\$87,718.26	\$113,880.23	\$140,042.20	3010	Exempt
Systems Specialist	\$19.66	\$24.01	\$28.35	2003	Non-Exempt
Tax Assessor	\$107,458.64	\$139,508.18	\$171,557.72	3013	Exempt
Tax Collections Clerk	\$18.38	\$22.44	\$26.50	2002	Non-Exempt
Tax Collections Supervisor	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Tax Collector	\$107,458.64	\$139,508.18	\$171,557.72	3013	Exempt
Tax Revenue Collector I	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Tax Revenue Collector II	\$24.09	\$29.41	\$34.73	2006	Non-Exempt
Tax Systems Analyst	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Tax Systems Technician	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Training Officer	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Transfer Station Assistant Manager	\$25.77	\$31.47	\$37.16	2007	Non-Exempt
Transfer Station Manager	\$66,919.84	\$86,878.68	\$106,837.53	3006	Exempt
Transfer Station Operator	\$17.17	\$20.97	\$24.76	2001	Non-Exempt
Transfer Truck Driver I	\$21.04	\$25.69	\$30.34	2004	Non-Exempt
Transfer Truck Driver II	\$22.51	\$27.49	\$32.46	2005	Non-Exempt
Vehicle Maintenance Supervisor	\$58,450.38	\$75,883.21	\$93,316.03	3004	Exempt
Veterans Service Officer I	\$25.77	\$31.47	\$37.16	2007	Non-Exempt

Buncombe County Classification and Compensation Plan
July 1, 2025

Veterans Service Officer II	\$27.58	\$33.67	\$39.77	2008	Non-Exempt
Veterans Service Officer Supervisor	\$62,541.91	\$81,195.03	\$99,848.16	3005	Exempt
Website Administrator	\$70,935.03	\$92,091.40	\$113,247.77	3104	Exempt
Zoning and Code Compliance Officer	\$25.77	\$31.47	\$37.16	2007	Non-Exempt

DRAFT

Buncombe County Salary Schedule with Quartiles

July 1, 2025

SALARY GRADE	1ST QUARTILE		2ND QUARTILE		3RD QUARTILE		4TH QUARTILE	
	minimum	maximum	minimum	maximum	minimum	maximum	minimum	maximum
2001	\$ 17.17	\$ 19.07	\$ 19.08	\$ 20.97	\$ 20.98	\$ 22.87	\$ 22.88	\$ 24.76
2002	\$ 18.38	\$ 20.41	\$ 20.42	\$ 22.44	\$ 22.45	\$ 24.47	\$ 24.48	\$ 26.50
2003	\$ 19.66	\$ 21.83	\$ 21.84	\$ 24.01	\$ 24.02	\$ 26.18	\$ 26.19	\$ 28.35
2004	\$ 21.04	\$ 23.36	\$ 23.37	\$ 25.69	\$ 25.70	\$ 28.01	\$ 28.02	\$ 30.34
2005	\$ 22.51	\$ 25.00	\$ 25.01	\$ 27.49	\$ 27.50	\$ 29.97	\$ 29.98	\$ 32.46
2006	\$ 24.09	\$ 26.75	\$ 26.76	\$ 29.41	\$ 29.42	\$ 32.07	\$ 32.08	\$ 34.73
2007	\$ 25.77	\$ 28.62	\$ 28.63	\$ 31.47	\$ 31.48	\$ 34.32	\$ 34.33	\$ 37.16
2008	\$ 27.58	\$ 30.62	\$ 30.63	\$ 33.67	\$ 33.68	\$ 36.72	\$ 36.73	\$ 39.77
2009	\$ 29.51	\$ 32.77	\$ 32.78	\$ 36.03	\$ 36.04	\$ 39.29	\$ 39.30	\$ 42.55
2010	\$ 31.57	\$ 35.06	\$ 35.07	\$ 38.55	\$ 38.56	\$ 42.04	\$ 42.05	\$ 45.53
2011	\$ 33.78	\$ 37.52	\$ 37.53	\$ 41.25	\$ 41.26	\$ 44.98	\$ 44.99	\$ 48.71
2101	\$ 24.71	\$ 27.45	\$ 27.46	\$ 30.18	\$ 30.19	\$ 32.91	\$ 32.92	\$ 35.64
2102	\$ 26.44	\$ 29.37	\$ 29.38	\$ 32.29	\$ 32.30	\$ 35.21	\$ 35.22	\$ 38.13
2103	\$ 28.30	\$ 31.42	\$ 31.43	\$ 34.55	\$ 34.56	\$ 37.68	\$ 37.69	\$ 40.80
3001	\$ 47,712.92	\$ 54,828.11	\$ 54,828.12	\$ 61,943.30	\$ 61,943.31	\$ 69,058.49	\$ 69,058.50	\$ 76,173.68
3002	\$ 51,052.83	\$ 58,666.08	\$ 58,666.09	\$ 66,279.33	\$ 66,279.34	\$ 73,892.58	\$ 73,892.59	\$ 81,505.84
3003	\$ 54,626.52	\$ 62,772.70	\$ 62,772.71	\$ 70,918.89	\$ 70,918.90	\$ 79,065.07	\$ 79,065.08	\$ 87,211.25
3004	\$ 58,450.38	\$ 67,166.79	\$ 67,166.80	\$ 75,883.21	\$ 75,883.22	\$ 84,599.62	\$ 84,599.63	\$ 93,316.03
3005	\$ 62,541.91	\$ 71,868.47	\$ 71,868.48	\$ 81,195.03	\$ 81,195.04	\$ 90,521.59	\$ 90,521.60	\$ 99,848.16
3006	\$ 66,919.84	\$ 76,899.26	\$ 76,899.27	\$ 86,878.68	\$ 86,878.69	\$ 96,858.10	\$ 96,858.11	\$ 106,837.53
3007	\$ 71,604.23	\$ 82,282.21	\$ 82,282.22	\$ 92,960.19	\$ 92,960.20	\$ 103,638.17	\$ 103,638.18	\$ 114,316.15
3008	\$ 76,616.53	\$ 88,041.97	\$ 88,041.98	\$ 99,467.40	\$ 99,467.41	\$ 110,892.84	\$ 110,892.85	\$ 122,318.28
3009	\$ 81,979.68	\$ 94,204.90	\$ 94,204.91	\$ 106,430.12	\$ 106,430.13	\$ 118,655.34	\$ 118,655.35	\$ 130,880.56
3010	\$ 87,718.26	\$ 100,799.25	\$ 100,799.26	\$ 113,880.23	\$ 113,880.24	\$ 126,961.22	\$ 126,961.23	\$ 140,042.20
3011	\$ 93,858.54	\$ 107,855.19	\$ 107,855.20	\$ 121,851.85	\$ 121,851.86	\$ 135,848.50	\$ 135,848.51	\$ 149,845.16
3012	\$ 100,428.64	\$ 115,405.06	\$ 115,405.07	\$ 130,381.48	\$ 130,381.49	\$ 145,357.90	\$ 145,357.91	\$ 160,334.32
3013	\$ 107,458.64	\$ 123,483.41	\$ 123,483.42	\$ 139,508.18	\$ 139,508.19	\$ 155,532.95	\$ 155,532.96	\$ 171,557.72
3014	\$ 114,980.75	\$ 132,127.25	\$ 132,127.26	\$ 149,273.75	\$ 149,273.76	\$ 166,420.26	\$ 166,420.27	\$ 183,566.76
3015	\$ 123,029.40	\$ 141,376.16	\$ 141,376.17	\$ 159,722.92	\$ 159,722.93	\$ 178,069.68	\$ 178,069.69	\$ 196,416.43
3016	\$ 131,641.46	\$ 151,272.49	\$ 151,272.50	\$ 170,903.52	\$ 170,903.53	\$ 190,534.55	\$ 190,534.56	\$ 210,165.58
3017	\$ 140,856.36	\$ 161,861.56	\$ 161,861.57	\$ 182,866.77	\$ 182,866.78	\$ 203,871.97	\$ 203,871.98	\$ 224,877.18
3101	\$ 57,904.12	\$ 66,539.07	\$ 66,539.08	\$ 75,174.02	\$ 75,174.03	\$ 83,808.97	\$ 83,808.98	\$ 92,443.92
3102	\$ 61,957.40	\$ 71,196.80	\$ 71,196.81	\$ 80,436.20	\$ 80,436.21	\$ 89,675.59	\$ 89,675.60	\$ 98,914.99
3103	\$ 66,294.42	\$ 76,180.58	\$ 76,180.59	\$ 86,066.73	\$ 86,066.74	\$ 95,952.89	\$ 95,952.90	\$ 105,839.04
3104	\$ 70,935.03	\$ 81,513.22	\$ 81,513.23	\$ 92,091.40	\$ 92,091.41	\$ 102,669.59	\$ 102,669.60	\$ 113,247.77
3105	\$ 75,900.48	\$ 87,219.14	\$ 87,219.15	\$ 98,537.80	\$ 98,537.81	\$ 109,856.46	\$ 109,856.47	\$ 121,175.12
3106	\$ 81,213.52	\$ 93,324.48	\$ 93,324.49	\$ 105,435.45	\$ 105,435.46	\$ 117,546.41	\$ 117,546.42	\$ 129,657.38
3107	\$ 86,898.46	\$ 99,857.20	\$ 99,857.21	\$ 112,815.93	\$ 112,815.94	\$ 125,774.66	\$ 125,774.67	\$ 138,733.39
3108	\$ 92,981.36	\$ 106,847.20	\$ 106,847.21	\$ 120,713.04	\$ 120,713.05	\$ 134,578.89	\$ 134,578.90	\$ 148,444.73
3109	\$ 99,490.05	\$ 114,326.50	\$ 114,326.51	\$ 129,162.96	\$ 129,162.97	\$ 143,999.41	\$ 143,999.42	\$ 158,835.86
3110	\$ 106,454.35	\$ 122,329.36	\$ 122,329.37	\$ 138,204.36	\$ 138,204.37	\$ 154,079.37	\$ 154,079.38	\$ 169,954.37
3111	\$ 113,906.16	\$ 130,892.41	\$ 130,892.42	\$ 147,878.67	\$ 147,878.68	\$ 164,864.92	\$ 164,864.93	\$ 181,851.18



BUNCOMBE COUNTY
NORTH CAROLINA

I WANT TO... COUNTY SERVICES TRANSPARENCY

COMP PLAN 2043 2022 BONDS

Dashboards

Boards & Commissions

Buncombe Government



Quick Facts About Operating Budget Dashboard

This dashboard breaks down Buncombe County’s Budget by Fund and the General Fund Budget financial data (*expenditures and revenues yearly comparison*) by function.



Contact

Public Information
Officer

Contact

Katherine Day

Public Records &
Media Requests

Buncombe County responds to requests for public records in accordance with North Carolina law. We have dedicated Public Information Officers who handle all of these requests making sure that the right person is consulted for the information and that a response is made as timely as possible.

Please use this form to submit your request and provide as much detailed information as possible. This form helps us to clarify precisely what information is being requested. Although most information Buncombe County houses is public and subject to disclosure, some information is considered protected and is not considered public record. For example, we are obligated to protect such things as: sensitive public security information, components of personnel files, tax information, and Social Security numbers. Please be aware that the public records law does not require the County to do research, analyze data, or create a record that does not currently exist.

If you are a member of the media and would like to request an interview or information for a story, please use this form to tell us about your story, who you would like to interview, and any deadline details. Please allow us adequate time to review and facilitate this request.

[Public Records Request - Fee Schedule](#)

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Asheville, NC
28801

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- ☐ Good
- ☐ Fair
- ☐ Poor

SUBMIT



FY2026 Recommended Budget

Presented by

John Hudson, Budget Director

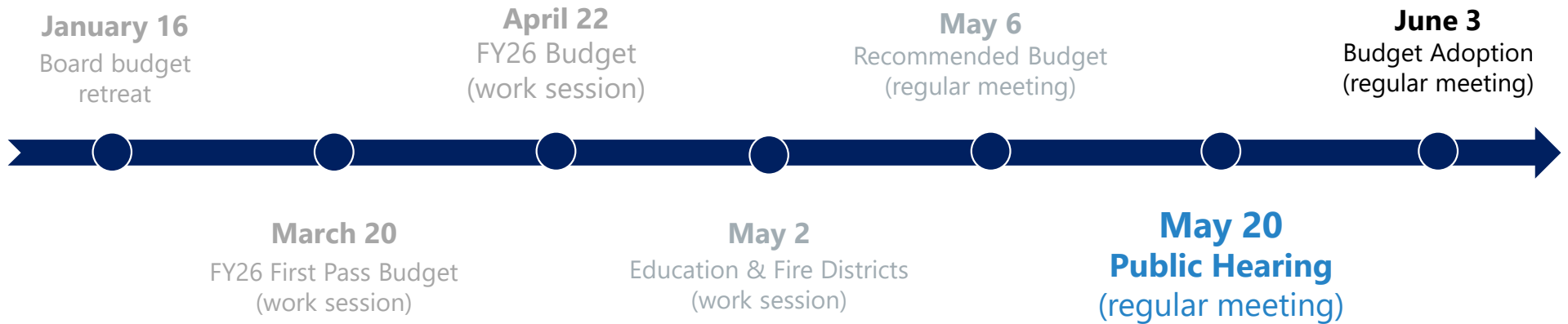
May 20, 2025



BUNCOMBE COUNTY



Budget Meetings



Post-Helene Budget Realities

- - **\$11.4 million** in Revenue
 - Reduced Property Tax (-\$6M)
 - Reduced Sales Tax Receipts (-\$1.4M)
 - Unrestricted revenue down 3.49%
- + **\$2.7 million** in health insurance and retirement costs
- - **\$11.1 million** use of fund balance in FY24
 - (- \$8-15 million use in FY25)



FY2026 Budget Environment - How We Have Responded

Maintain essential operations budget:

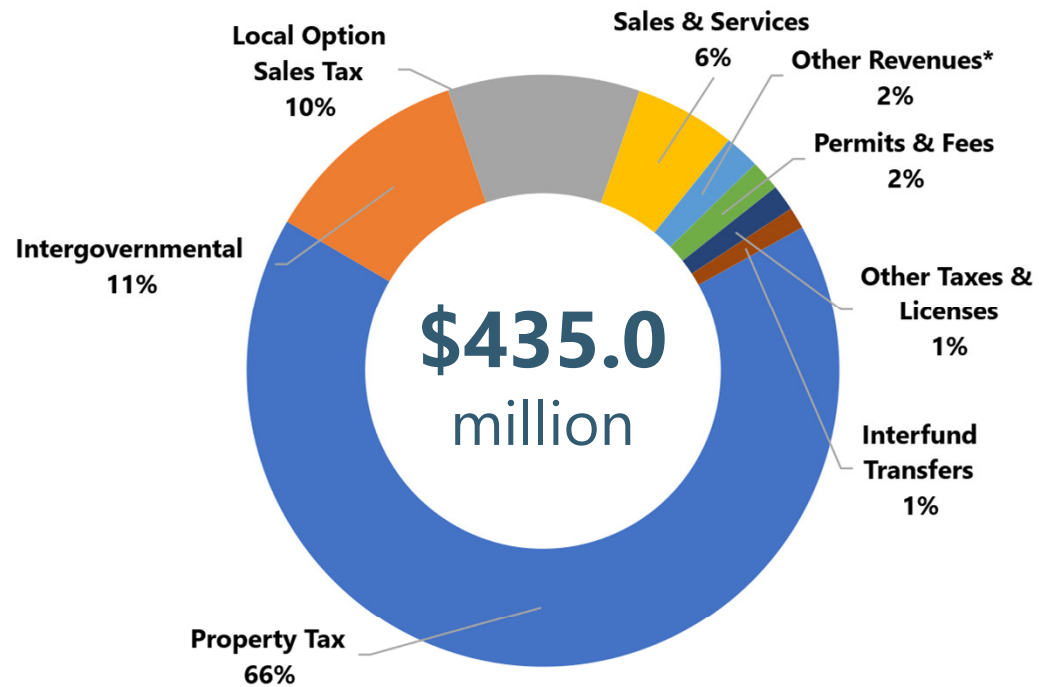
- - **\$4.6 million** reduction in County Operating Budgets (lower than FY24)
- - **\$7.5 million** reduction in Salary budget to account for potential vacancies and turnover and staggering start dates
- - **\$4.6 million** reduction in Discretionary Community Investments
- - **\$1.7 million** in debt service savings from debt refunding
- - **\$0.5 million** reduction in Transportation Fund transfer
- **No** pay-go capital projects
- **No** FY26 debt service costs from new capital projects



FY2026 Revenue Budget by Source

(millions of \$)

Revenue Source	FY2026 Recommended
Property Tax (Before Tax Increase)	272.0
Intergovernmental	49.6
Local Option Sales Tax	45.5
Sales & Services	23.9
Other Revenues*	8.3
Permits & Fees	7.2
Other Taxes & Licenses	6.2
Interfund Transfers	5.1
Total (Before Tax Increase)	417.9
3.26¢ Property Tax Increase	17.1
Total (After Tax Increase)	435.0

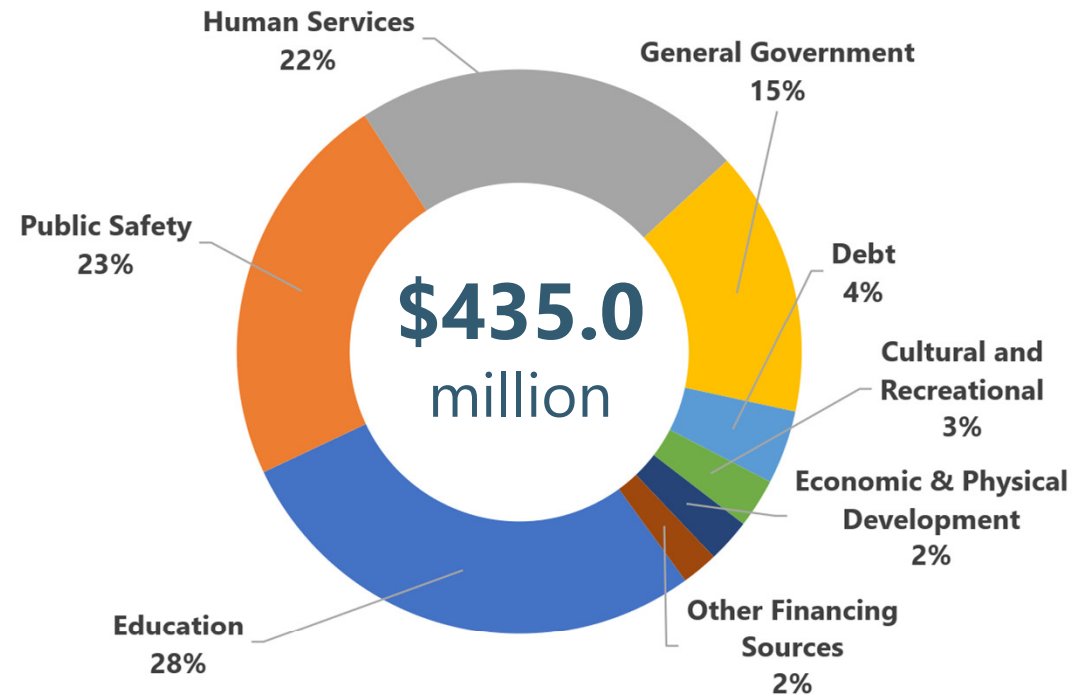


*Note: Other Revenue includes indirect cost recovery, investment earnings, program revenue, and sale of assets

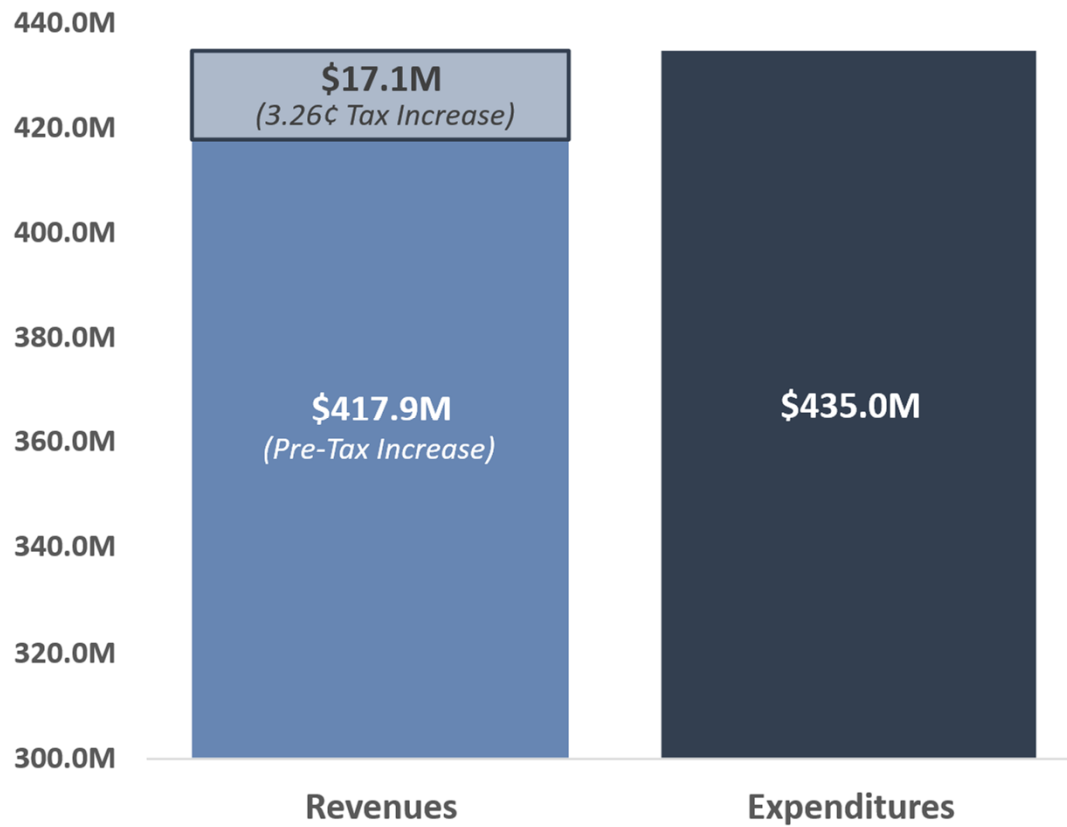
FY2026 Expenditure Budget by Function

(millions of \$)

Function	FY2026 Recommended
Education	121.8
Public Safety	99.1
Human Services	97.3
General Government	66.3
Debt	18.3
Cultural and Recreational	12.2
Economic & Physical Development	10.8
Other Financing Sources	9.1
Total	435.0



FY2026 Recommended General Fund Budget



\$434,984,111
at 55.02 cents



FY26 Recommended Education Funding

Education System (Millions of \$)	FY2025 Adopted (Adjusted ADM)	Unrestricted Revenue	FY2026 Recommended
AB Tech	8.7	-.3	8.4
Asheville City Schools	18.0	-.6	17.3
Buncombe County Schools	99.3	-3.5	95.8
Education Support*	.5		.2
Total	126.5	-4.4	121.8

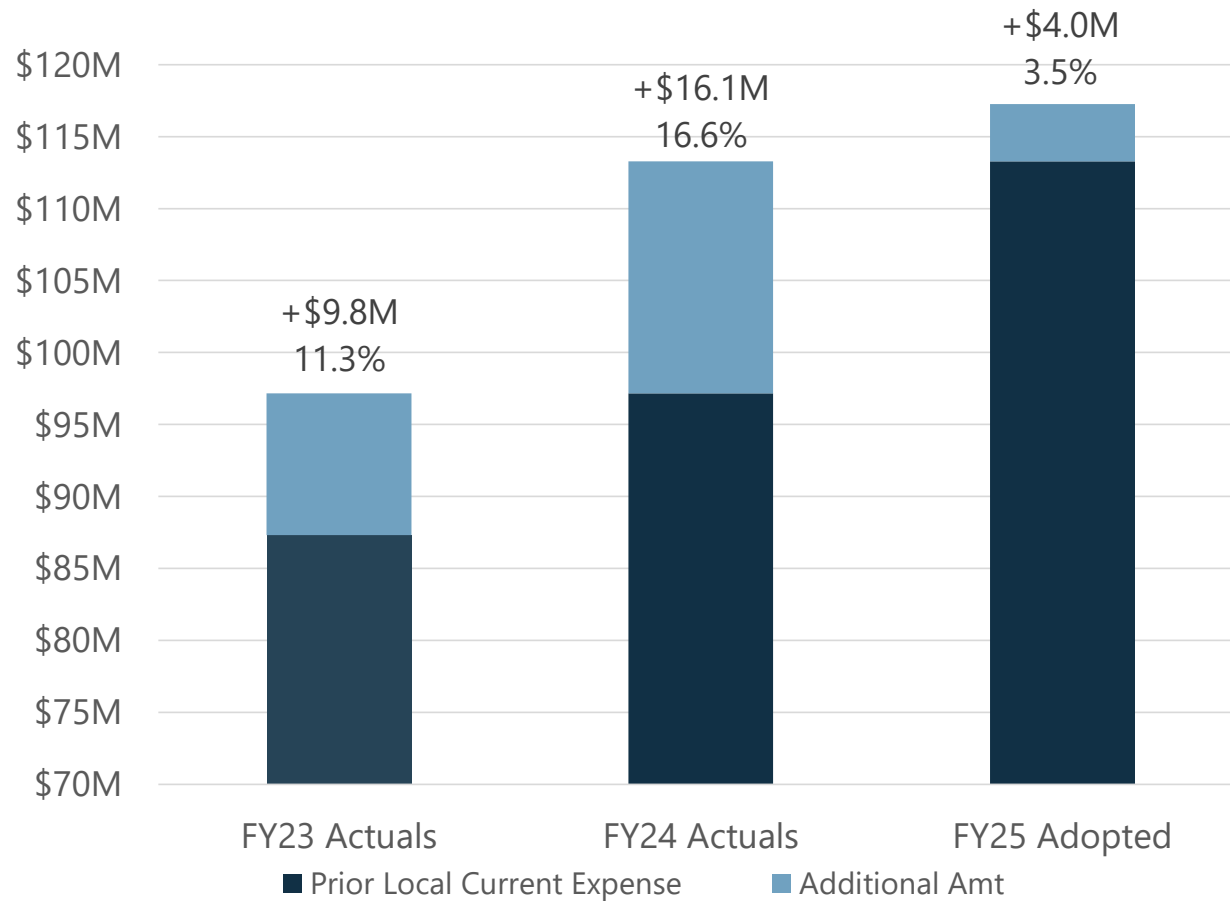
*Education support for FY25 included one-time consolidation study costs.

Note: The \$126.5M does not include the supplemental taxing district revenue for Asheville City Schools. The request for an increase in the rate of that district was not recommended.

Not Included:	Current
ACS Supplemental Tax	(10.62¢)
Est. Property Tax	\$12.0M
Est. Sales Tax	\$4.5M
Total	\$16.5M



Recent Education Funding

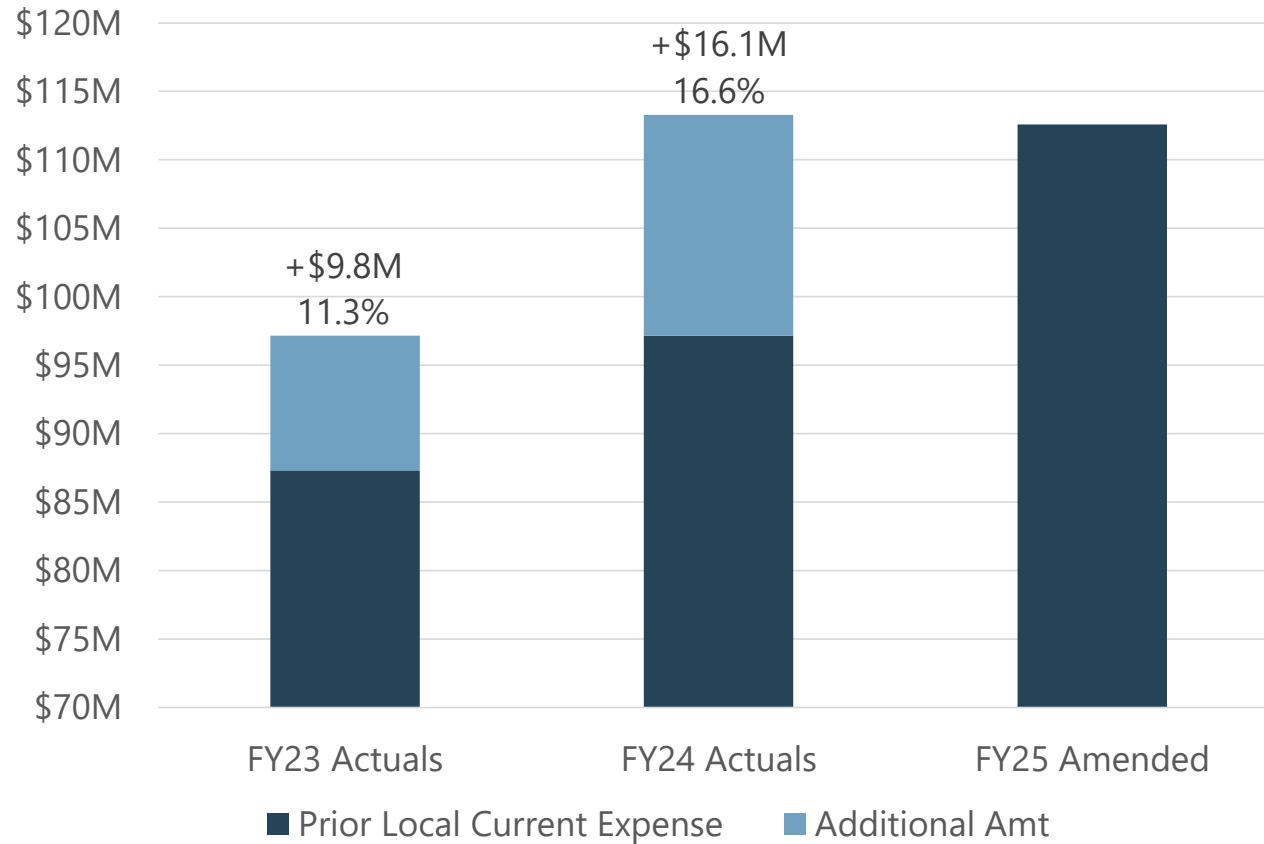


Year	ACS Fund Balance	BCS Fund Balance
FY23	Contribution +\$1.5M	Use -\$354K
FY24	Contribution +\$2.1M	Contribution +\$8.5M
FY25	County Reduced Appropriation -\$719K	County Reduced Appropriation -\$4.0M

Source: Audited Financial Statements



Recent Education Funding



Year	ACS Fund Balance	BCS Fund Balance
FY23	Contribution +\$1.5M	Use -\$354K
FY24	Contribution +\$2.1M	Contribution +\$8.5M
FY25	County Reduced Appropriation -\$719K	County Reduced Appropriation -\$4.0M

Source: Audited Financial Statements



FY2026 Personnel

FY2026 COLA Calculation

$$\left(\frac{309.067 - 291.051}{291.051} \right) = 3.09\%$$

2

Reclassifications		Date of Change	Position Count
County Manager	Recovery Officer	Jul	1
Planning	Zoning Code Compliance Officer to Floodplain Management	Jul	1
General Fund Total			2



FY26 Recommended Capital Projects

FY26 Recommended Capital Projects	Department	Funding Source	FY2026 Recommended
FY26 Ambulances*	Emergency Services	Debt	\$1.2M
Animal Shelter Renovation & Repair	General Services	Debt	\$0.4M
Courthouse Elevators Upgrade	General Services	Debt	\$1.1M
Detention Center Facility Assessment Renovation & Repair	Sheriff's Office	Debt	\$0.6M
Lake Julian Bathroom Replacement - Fisherman's Trail	Recreation Services	Debt	\$0.7M
Total			\$4.0M

**Note: FY26 ambulances purchases will be budgeted in the County Capital Projects Fund (Fund 341) and a resolution was brought to the Board and adopted on 10/1/24 to commit to purchase these vehicles.*



Discretionary Community Investments

Discretionary Community Investments	Amount
Early Childhood Education	\$3,974,691
Isaac Coleman Grants	\$500,000
HCCBG Buncombe Co. Supplemental Aging Funds	\$375,000
Conservation Easements	\$250,000
Homeowner Grant Program	\$280,000
ARTS Funding	\$129,788
Career Academy	\$94,000
School Community Impact funds	\$80,000
CAYLA	\$65,000
Total:	\$5,748,479

Other Funding	Amount
Home and Community Care Block Grant	\$1,700,000
Juvenile Crime Prevention Council	\$644,477
Total:	\$2,344,477

Note: The full list of awardees can be found in Appendix A of the FY2026 Recommended Budget in Brief



FY2026 Special District Recommended Tax Rates

Tax District	FY2025 Tax Rate	FY2026 Requested Tax Rate	FY2026 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	22.00	22.00	22.00
Broad River	16.00	16.00	16.00
East Buncombe	10.69	10.69	10.69
Enka-Candler	12.00	13.50	13.50
Fairview	16.00	16.00	16.00
French Broad	22.20	22.70	22.70
Garren Creek	13.84	13.84	13.84
Jupiter	12.75	12.75	12.75

Tax District	FY2025 Tax Rate	FY2026 Requested Tax Rate	FY2026 Recommended Tax Rate
Leicester	14.03	14.03	14.03
North Buncombe	12.27	12.27	12.27
Reems Creek	15.07	15.07	15.07
Reynolds	11.24	13.11	13.11
Riceville	16.60	16.60	16.60
Skyland	9.80	9.80	9.80
Swannanoa	14.00	15.00	15.00
Upper Hominy	19.00	20.60	20.60
West Buncombe	13.50	15.00	15.00
Woodfin	10.59	10.59	10.59



FY2026 Recommended Budget: All Annual Funds

Annual Fund	Expenditures
General Fund	\$434,984,111
Fire & Service Districts Special Revenue Fund	\$69,585,716
Health, Employment, Property & Casualty Insurance Internal Service Fund	\$48,242,165
Occupancy Tax Special Revenue Fund	\$40,000,000
Solid Waste Enterprise Fund	\$16,237,293
Mountain Mobility Special Revenue Fund	\$5,722,612
Opioid Settlement Fund	\$3,218,194
School Fines & Forfeitures Fund	\$2,000,000
Asheville-Buncombe Air Quality Agency Fund	\$1,262,912
Representative Payee Fund	\$900,000
PDF Woodfin Special Revenue Fund	\$818,468
911 Special Revenue Fund	\$728,900
Tax Reappraisal Reserve Fund	\$703,280
Inmate Commissary & Welfare Fund	\$450,000
Register of Deeds Trust Fund	\$292,000
Register of Deeds Automation Special Revenue Fund	\$135,000
Forfeitures Fund	\$40,280
Annual Funds Total	\$625,320,931



Education Requests

(millions of \$)

	FY2025 Adopted	FY2025 Amended	FY2026 Recommended
BCS	99.3	95.3	95.8
ACS	18.0	17.2	17.3
	117.3	112.6	113.2
Tax Rate to Balance			3.26¢

Annual Tax Increase on \$350,000 home

Buncombe County \$114

ACS Supplemental Tax

Note: The estimated student split between districts is 84.68% for BCS and 15.32% for ACS. This will change after the school year begins. This assumes no Article 39 support as it has not passed the House.



BUNCOMBE COUNTY



5/20/2025

Education Requests

(millions of \$)

	FY2025 Adopted	FY2025 Amended	FY2026 Recommended	Return to FY25 Adopted	
BCS	99.3	95.3	95.8	+3.5	99.3
ACS	18.0	17.2	17.3	+0.6	18.0
	117.3	112.6	113.2	+4.1	117.3
Tax Rate to Balance			3.26¢	0.79¢	4.05¢

Annual Tax Increase on \$350,000 home

Buncombe County	\$114	\$142
ACS Supplemental Tax		

Note: The estimated student split between districts is 84.68% for BCS and 15.32% for ACS. This will change after the school year begins. This assumes no Article 39 support as it has not passed the House.



BUNCOMBE COUNTY



5/20/2025

Education Requests

(millions of \$)

	FY2025 Adopted	FY2025 Amended	FY2026 Recommended	Return to FY25 Adopted		FY26 Requested (BCS)	
BCS	99.3	95.3	95.8	+3.5	99.3	+10.6	105.9
ACS	18.0	17.2	17.3	+0.6	18.0	+1.9	19.2
	117.3	112.6	113.2	+4.1	117.3	+12.5	125.0
Tax Rate to Balance			3.26¢	0.79¢	4.05¢	2.27¢	5.53¢

Annual Tax Increase on \$350,000 home

Buncombe County	\$114	\$142	\$194
ACS Supplemental Tax			

Note: The estimated student split between districts is 84.68% for BCS and 15.32% for ACS. This will change after the school year begins. This assumes no Article 39 support as it has not passed the House.



BUNCOMBE COUNTY



5/20/2025

Education Requests

(millions of \$)

	FY2025 Adopted	FY2025 Amended	FY2026 Recommended	Return to FY25 Adopted		FY26 Requested (BCS)		FY26 Requested (ACS_Supp) ACS Tax Increase	
BCS	99.3	95.3	95.8	+3.5	99.3	+10.6	105.9	+13.3	108.6
ACS	18.0	17.2	17.3	+0.6	18.0	+1.9	19.2	+2.4	19.6
	117.3	112.6	113.2	+4.1	117.3	+12.5	125.0	+15.7	128.3
Tax Rate to Balance			3.26¢	0.79¢	4.05¢	2.27¢	5.53¢	2.88¢	6.14¢

Supplemental Tax **+1.38¢**
7.52¢

Annual Tax Increase on \$350,000 home

Buncombe County	\$114	\$142	\$194	\$215
ACS Supplemental Tax				\$48
				\$263

Note: The estimated student split between districts is 84.68% for BCS and 15.32% for ACS. This will change after the school year begins. This assumes no Article 39 support as it has not passed the House.



BUNCOMBE COUNTY

5/20/2025

Article 39 Sales Tax Fund Capacity

Fiscal Year	2025	2026	2027	2028	2029	2030
Beginning balance	66.6	41.3	62.3	29.8	23.6	18.8
Article 39 Sales Tax Estimate	27.8	28.1	28.7	29.2	29.8	30.4
Bond Proceeds		57.6				
Total revenues	27.8	85.7	28.7	29.2	29.8	30.4
Existing Projects	27.7	31.2	25.0			
Capacity For New Projects		10.0	10.0	10.0	10.0	10.0
Debt Service	25.4	23.6	26.2	25.4	24.6	23.8
Total expenditures	53.1	64.8	61.2	35.4	34.6	33.8
Estimated Fund Balance	41.3	62.3	29.8	23.6	18.8	15.4

Takeaway: The fund can sustain ~\$10M in annual expenditures above existing commitments



Reference Documents

The following materials are available for review with the May 20th agenda at www.BuncombeCounty.org/Commissioners:

- FY2026 Recommended Budget in Brief, which includes:
 - County Manager's message
 - Recommended Capital Improvement Plan (CIP)
 - Recommended grant awards
- Interactive Budget Explorer
- FY2026 Fee Schedule
- FY2026 Classification and Compensation Plan



Next Steps

- Conduct public hearing
- Address any needed changes
- Budget Adoption on June 3



FY2026 Economic Development Hearing

Routine Appropriations

- Asheville Buncombe Regional Sports Commission
- Asheville-Buncombe County Economic Development Coalitions

Previous Economic Development Agreements

- BorgWarner Turbo Systems, LLC
- New Belgium Brewing Company, Inc.
- Pratt & Whitney



Appendix

- Asheville City Schools FY2024 Annual Comprehensive Financial Report (ACFR)
- Buncombe County Schools FY2024 Annual Comprehensive Financial Report (ACFR)



Year End FY2024 ACS ACFR Local Fund

ASHEVILLE CITY SCHOOLS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
For the Year Ended June 30, 2024

Exhibit 4

	Major Funds						Total Governmental Funds
	General	State Public School	Individual Schools	Capital Outlay	Other Special Revenue	Federal Grants	
REVENUES							
State of North Carolina	\$ -	\$ 31,031,096	\$ -	\$ -	\$ 212,845	\$ -	\$ 31,243,941
Buncombe County	17,704,730	-	-	3,441,553	-	-	21,146,283
U.S. Government	-	131,558	-	406,172	103,466	4,626,956	5,268,152
Supplemental city school tax	11,775,432	-	-	-	-	-	11,775,432
Local option sales tax	-	-	-	-	4,540,113	-	4,540,113
Other	205,764	-	1,060,589	188,714	3,136,923	-	4,591,990
Total revenues	29,685,926	31,162,654	1,060,589	4,036,439	7,993,347	4,626,956	78,565,911
EXPENDITURES							
Current:							
Instructional services:							
Regular instructional	6,963,195	18,031,042	405,400	85,495	2,660,510	771,776	28,917,418
Special populations	1,004,147	5,041,031	-	-	921,229	730,128	7,696,535
Alternative programs	605,988	629,516	-	-	2,188,561	2,002,426	5,426,491
School leadership	2,184,131	1,527,098	-	-	440,388	2,250	4,153,867
Co-curricular services	340,902	-	1,267,048	12,031	-	-	1,619,981
School-based support	2,009,618	2,355,966	-	930,723	398,644	133,089	5,828,040
System-wide support services:							
Support and development	279,534	207,564	-	-	57,353	-	544,451
Special population support and development	15,974	128,729	-	-	25,791	281,057	451,551
Alternative programs and services	564,697	-	-	-	59,288	50,766	674,751
Technology support	1,153,491	88,656	-	-	92,745	-	1,334,892
Operational support	5,397,846	2,526,122	-	531,601	788,636	76,785	9,320,990
Financial and human resource services	1,471,674	56,690	-	-	148,837	90,609	1,767,810
Accountability	121,268	-	-	-	13,370	-	134,638
System-wide pupil support	690,192	106,843	-	-	113,203	-	910,238
Policy, leadership and public relations	1,375,969	418,397	-	-	122,455	-	1,916,821
Ancillary services	223,273	-	-	-	154,133	63,572	440,978
Non-programmed charges:							
Payments to charter schools	2,630,728	-	-	-	-	-	2,630,728
Other	-	-	-	-	-	424,498	424,498
Capital outlay	-	-	-	2,066,318	-	-	2,066,318
Total expenditures	27,032,627	31,117,654	1,672,448	3,626,168	8,185,143	4,626,956	76,260,996
Revenues over (under) expenditures	2,653,299	45,000	(611,859)	410,271	(191,796)	-	2,304,915
OTHER FINANCING SOURCES (USES)							
Transfers from other funds	-	-	514,750	-	-	-	514,750
Transfers to other funds	(514,750)	(45,000)	-	-	-	-	(559,750)
Total other financing sources (uses)	(514,750)	(45,000)	514,750	-	-	-	(45,000)
Net change in fund balance	2,138,549	-	(97,109)	410,271	(191,796)	-	2,259,915
Fund balances-beginning	10,555,656	-	961,523	3,281,590	4,653,259	-	19,452,028
Fund balances-ending	\$ 12,694,205	\$ -	\$ 864,414	\$ 3,691,861	\$ 4,461,463	\$ -	\$ 21,711,943

The accompanying notes are an integral part of the basic financial statements.

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Year End FY2024 BCS ACFR Local Fund

BUNCOMBE COUNTY BOARD OF EDUCATION
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
For the Year Ended June 30, 2024

Exhibit 4

	Major Funds					Non-major Fund	Total Governmental Funds
	General	State Public School	Individual Schools	Capital Outlay	Federal Grants	Other Specific Revenue	Other Governmental Fund
REVENUES							
State of North Carolina	\$ -	\$ 169,526,948	\$ -	\$ 2,050,471	\$ -	\$ -	\$ -
Buncombe County	95,293,178	-	-	35,125,005	-	604,116	-
U.S. Government	-	379,604	-	31,672	39,063,486	369,395	-
Other	1,721,015	-	6,540,718	1,379,277	-	7,539,778	10,721
Total revenues	97,014,193	169,906,552	6,540,718	38,586,425	39,063,486	8,513,289	10,721
EXPENDITURES							
Current:							
Instructional services	48,368,948	147,459,112	7,642,499	4,512,654	32,165,492	2,677,420	819
System-wide support services	28,458,722	22,315,058	-	1,952,514	5,031,642	1,139,283	-
Ancillary services	-	-	-	69,958	46,505	26,788	-
Non-programmed charges	10,819,916	-	-	-	1,819,847	88,369	-
Debt service:							
Principal payments	-	-	-	300,634	-	-	-
Capital outlay	-	-	-	29,515,481	-	-	-
Total expenditures	87,647,586	169,774,170	7,642,499	36,351,241	39,063,486	3,931,860	819
Revenues over (under) expenditures	9,366,607	132,382	(1,101,781)	2,235,184	-	4,581,429	9,902
OTHER FINANCING SOURCES (USES)							
Transfers (to) from other funds	(890,811)	(132,382)	872,184	-	-	-	-
Installment purchase obligations issued	-	-	-	405,861	-	-	-
	(890,811)	(132,382)	872,184	405,861	-	-	-
Total other financing sources (uses)							
Net change in fund balance	8,475,796	-	(229,597)	2,641,045	-	4,581,429	9,902
Fund balances-beginning	10,580,002	-	3,322,833	26,175,448	-	11,213,988	231,560
Fund balances-ending	\$ 19,055,798	\$ -	\$ 3,093,236	\$ 28,816,493	\$ -	\$ 15,795,417	\$ 241,462





Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 5/20/2025

New Business

Department: Finance

Presenter(s): Melissa Moore, Finance Director

Contact(s): Melissa Moore, Finance Director

Subject: Delegation of Authority to Approve Reimbursement Resolutions

Brief Summary: Once the Board of Commissioners approves a Project Ordinance capital project costs begin to occur. North Carolina typically does not authorize the issuance of debt until the project is ready to begin construction. Once the debt is issued all the costs toward the capital project can be reimbursed out of the bond proceeds.

A Reimbursement Resolution is required by the IRS to use tax-exempt bond proceeds to reimburse expenditures. There must be a Reimbursement Resolution in place within 60 days of the transaction. To make the capital project process more efficient I am requesting the authority to approve Reimbursement Resolutions with notification to the Board upon completion.

Recommended Motion & Requested Action: Staff recommends adopting the resolution as presented.

County Manager's comments and Recommendation: None

RESOLUTION NO. 25-05-22

RESOLUTION OF THE BUNCOMBE COUNTY BOARD OF COMMISSIONERS DESIGNATING THE COUNTY MANAGER AND FINANCE DIRECTOR AS AUTHORIZED OFFICERS TO DECLARE THE INTENTION OF THE BUNCOMBE COUNTY, NORTH CAROLINA TO REIMBURSE ITSELF FOR CAPITAL EXPENDITURES INCURRED IN CONNECTION WITH TAX-EXEMPT OBLIGATIONS.

- WHEREAS,** the Buncombe, North Carolina ("County") from time-to-time finances capital projects with tax-exempt obligations;
- WHEREAS,** the County sometimes must expend its own available funds for capital projects in advance of completing a tax-exempt financing;
- WHEREAS,** under certain provisions of the Internal Revenue Code, in order for the County to reimburse itself for expenditures incurred before a tax-exempt financing is completed, the County must declare its intent to reimburse itself within sixty (60) days from the date of such capital expenditure;
- WHEREAS,** the declaration of the intent to reimburse itself does not obligate the County to complete the tax-exempt financing but allows the County to reimburse itself from an expected tax- exempt financing;
- WHEREAS,** for administrative convenience the County Commissioners want to designate the County Manager and the Finance Director of the County as authorized officers to declare the intention of the County to reimburse itself for capital expenditures incurred in connection with a tax-exempt financing;

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

1. *Designation to Make Declarations of Intent.* The County Manager and the Finance Director of the County, individually or collectively, are hereby authorized and designated by the Board of Commissioners to make, by appropriate action as an authorized representative of the County acting on behalf of County, declarations of official intent within the meaning of Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, evidencing the County's intent to reimburse itself for expenditures incurred and paid by the County in connection with projects from the proceeds of tax-exempt obligations.
2. *Effective Date.* This Resolution shall become effective immediately upon the date of its adoption.

Adopted this 20th day of May 2025.

ATTEST:

BOARD OF COMMISSIONERS FOR THE
COUNTY OF BUNCOMBE

Sarah Gross

Sarah Gross, Clerk to the Board

By: Amanda Edwards

Amanda Edwards, Chair

APPROVED AS TO FORM:

Wicket

County Attorney



Delegation of Authority Reimbursement Resolutions

Presented by

Melissa Moore

Finance



Reimbursement Resolutions

- Board Action – request approval of delegation of authority to County Manager and Finance Officer to issue Reimbursement Resolutions
 - Board approval of Project Ordinance
 - Board approval of Bond Issuance
- Reimbursement Resolutions - required to reimburse capital expenditures from tax-exempt bond proceeds
 - County capital projects, vehicles, and equipment
 - School capital projects
- Notification to the Board of Commissioners upon completion



Recommended Action

- Staff recommends approving the resolution as presented authorizing the County Manager and Finance Officer the approve Reimbursement Resolutions





Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: May 20, 2025

Consent Agenda

Department: Planning and Development

Presenter(s): Gillian Phillips

Contact(s): Gillian Phillips, Long Range Planning Division Manager

Subject: Resolution forming the Swannanoa Small Area and Resilience Plan Steering Committee

Brief Summary:

Form a Steering Committee for the upcoming Swannanoa Small Area and Resilience Plan. This will allow the advertisement of the committee to start and allow us to accept applications.

Requested Action:

Approve the creation of the Committee to provide guidance and direction to staff regarding the Swannanoa Small Area and Resilience Plan. The committee will end when the plan is adopted by the Board of Commissioners and will contain between eleven and thirteen members.

County Manager's comments and Recommendations:

The County Manager recommends as presented

Recommended Motion:

The Board adopts the drafted resolution forming the Swannanoa Small Area and Resilience Plan Steering Committee.

RESOLUTION # 25-05-23

RESOLUTION ESTABLISHING SWANNANOA SMALL AREA PLAN STEERING COMMITTEE

- WHEREAS, the 2043 Buncombe County Comprehensive Plan established the need for small area planning in Buncombe County.
- WHEREAS, the Community of Swannanoa was one of seven areas that was indicated in the comprehensive plan that would be appropriate for Small Area Planning, and the need for Small Area Planning became more pressing in Swannanoa due to the damage caused to the area by Tropical Storm Helene
- WHEREAS, this Board has directed staff to engage in a small area planning process in the Swannanoa community.
- WHEREAS, accordingly, this Board has determined that it is in the best interests of the citizens and residents of the County to establish a Swannanoa Small Area Plan Steering Committee to provide input and guidance on the Small Area Planning Process.

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

1. That a Swannanoa Small Area Plan Steering Committee Ad Hoc Committee is hereby established.
2. That this Committee will consist of eleven to thirteen members.
3. The Committee members will be appointed by the Buncombe County Board of Commissioners and will serve at the pleasure of the Board.
4. The Committee will provide guidance and feedback on the planning process; provide information about the study area and community needs; help identify Vision themes, goals, policies, and actions; review public input data; and provide feedback and guidance on plan drafting.
5. Planning Department staff are directed to assist the Committee with its efforts.
6. The term of this committee will expire at the adoption of the Small Area Plan by the Board of Commissioners.
7. All acts and doings of officers, employees and agents of the County, whether taken prior to, on, or after the date of this Resolution, that are in conformity with and in the furtherance of the purposes and intents of this Resolution as

described above shall be, and the same hereby are, in all respects ratified, approved and confirmed.

8. That this resolution shall be effective upon its adoption.

This the 20th day of May, 2025.

ATTEST

BOARD OF COMMISSIONERS FOR THE
COUNTY OF BUNCOMBE

Sarah Gross
Sarah Gross, Clerk

By: *Amanda Edwards*
Amanda Edwards, Chairwoman

APPROVED AS TO FORM

W. H. H.
County Attorney



Swannanoa Plan Steering Committee

Presented by

Gillian Phillips, AICP

Planning & Development Department

Board of Commissioners Briefing

May 20, 2025



PURPOSE

- ✓ **Create a Steering Committee to help guide the planning process for the creation of the Swannanoa Small Area & Resilience Plan**
- ✓ SC Responsibilities:
 - ✓ Guidance and feedback on the planning process
 - ✓ Providing information about the study area and community needs
 - ✓ Helping to identify vision themes, goals, policies, and actions
 - ✓ Review of public input data
 - ✓ Feedback and guidance on plan drafting



MEMBER REPRESENTATION

Seeking representation for topics, such as:

- Ability/Disability
- Aging populations
- Community Orgs/Non-profits
- Conservation/Farmland
- Economy/Industry/Tourism
- Emergency Management
- Equity
- Food Security
- Hazard Mitigation
- Housing/Affordable Housing
- Land Use/Development
- Lost home or business from Helene
- Parks & Recreation / Greenways
- Resilience/Disaster Recovery
- Schools/College/Education
- Sustainability/Climate
- Swannanoa Business
- Swannanoa Resident
- Transportation/Infrastructure
- Youth



SC APPLICATION

Asks for information about:

- Employer or business affiliation
- Interest areas
- Specific experience or expertise
- Type of residential structure they live in
- Demographics
- Location of residence
 - Resident of Swannanoa
 - Displaced former resident of Swannanoa
 - Non-resident, indicate where you live



STEERING COMMITTEE TIMELINE

5/20	Application goes live
Aug.	Introduction meeting
Aug.	SWOT Analysis
Sept.	Vision & Goals Identification
Nov.	Review of Existing Conditions Study
Dec.	Vision Map Design Workshop
Jan.	Policies & Actions Identification
May	Feedback on Plan draft



STEERING COMMITTEE TIMELINE

- 5/20 Presentation and resolution establishing SC
- 7/15 Review of SC applications
- 8/5 Appointment of SC Members



PROJECT TIMELINE

PHASE A: PRE-BUDGET



PHASE B: BUDGET ALLOCATED



QUESTIONS?





Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: May 20, 2025

New Business

Department: Strategic Partnerships

Presenter(s): Tyler Henry

Contact(s): Tyler Henry, Grants Manager
John Hudson, Budget Director
David Sweat, HHS Director
Phillip Hardin, Community Resources Director

Subject: Helene Household Assistance Program Interlocal Agreement

Brief Summary:

On November 1, 2024, the Buncombe County Board of Commissioners approved the reallocation of \$1.597 million in American Rescue Plan Act (ARPA) funds to support the Helene Relief Household Assistance Programs. In December 2024, Buncombe County Economic Services launched the application process for Household Assistance grants and received a total of 5,826 submissions.

On January 21, 2025, the Board of Commissioners authorized the execution of an interlocal agreement to receive \$624,000 in Community Development Block Grant - Disaster Recovery and Resilience Funds (CDBG-DDRF) from the City of Asheville.

Through combined funding sources and program initiatives, the County has provided assistance to 607 households with incomes at or below 80% of the Area Median Income (AMI).

On May 13, 2025, Asheville City Council approved an additional allocation of \$135,074.80 to the Household Assistance Program, which is projected to support approximately 34 additional households.

Funding Source: U.S. Department of Housing and Urban Development (HUD)

Award ID: B-19-MC-37-0001, B-21-MC-37-0001, B-22-MC-37-0001, B-24-MC-37-2001

CFDA: 14.218

Recommended Motion & Requested Action: Motion to approve a budget amendment to accept funds from the City of Asheville and authorize the County Manager or designee to amend and execute an interlocal agreement with the City of Asheville

County Manager's comments and Recommendations: County Manager recommends approval as presented.



BUNCOMBE COUNTY, NORTH CAROLINA

Grant Projects Ordinance

BOARD MEETING DATE: May 20, 2025

WHEREAS, the Budget Director recommends and the Board now desires to amend the FY2024-2025 Grants Projects outlined below in Exhibit "A" to the budget,

NOW THEREFORE,

BE IT ORDAINED by the Board of Commissioners for the County of Buncombe as follows:

1. That the FY2024-2025 amendments listed in Exhibit A below be hereby adopted.
2. That this ordinance shall be effective upon adoption.

ADOPTED this 20th day of May, 2025

Granting Agency:	City of Asheville
Grant Name:	CDBG - Declared Disaster Recovery (DDRF) Grant

Description:

The City of Asheville has allotted \$135,076 of additional CDBG funds from the Declared Disaster Recovery (DDRF) Grant to Buncombe County to provide rental assistance to residents of Asheville via the county's Helene Recovery Housing Assistance Grant program, of which \$13,508 can be used for administrative costs of the program.

Funding Source:	U.S. Department of Housing and Urban Development (HUD)
Award ID:	B-19-MC-37-0001, B-21-MC-37-0001, B-22-MC-37-0001, B-24-MC-37-2001
CFDA Listing:	14.218

Exhibit A: Account Description	Increase (Decrease)	
	Revenues	Expenditures
Grant Revenue	\$ 135,076.00	
Grant Expenditures		\$ 135,076.00
TOTAL	\$ 135,076.00	\$ 135,076.00

ATTEST:

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

Sarah Gross
Clerk to the Board

By: *Amanda Edwards*
Chair of the Board



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: May 20, 2025

New Business

Department:

Health and Human Services

Presenter(s):

John Hudson, Budget Director

Contact(s):

David Sweat, HHS Director
Phillip Hardin, Community Resources Director
E.B. Odderstol, Economic Development Program Analyst
Tyler Henry, Grants Manager

Subject:

Helene Recovery Housing Assistance Grant - CDBG funds

Brief Summary:

The City of Asheville has allotted \$135,076 of additional CDBG funds from the Declared Disaster Recovery (DDRF) Grant to Buncombe County to provide rental assistance to residents of Asheville via the county's Helene Recovery Housing Assistance Grant program, of which \$13,508 can be used for administrative costs of the program.

Recommended Motion & Requested Action:

Approve budget amendment for CDBG-DDRF funds

Authorize County Manager to execute Interlocal Agreement with City of Asheville for CDBG-DDRF funds

County Manager's Comments & Recommendation:

County Manager recommends as presented



Helene Household Assistance Program: Additional Funding Request

Presented by

Tyler Henry, Grants Manager

May 20, 2025



Background

- On 11/1/24, the Board of Commissioners approved the reallocation of \$1.597M in ARPA funds for Helene Relief Household Assistance Programs
 - \$300K to Grace Covenant, serving 122 households
 - \$1.297M to Buncombe County Economic Services
- BC Economic Services announced an application for Household Assistance grants between 12/5 – 12/18, receiving 5,826 applications
- On 1/21/25, the Board of Commissioners approved the execution of an interlocal agreement to receive \$624,000 in CDBG-DDRF from the City of Asheville



Program Performance

ARPA

Number of Households Served:
(receiving mortgage, rental and/or utility assistance)

- 325

Average amount of assistance:

- \$2,399.85

GCPC-ARPA

Number of Households Served:
(receiving rental assistance)

- 122

Average amount of assistance:

- \$2,479.34

CDBG-DDRF

Number of Households Served:
(receiving rental assistance)

- 160

Average amount of assistance:

- \$3,510.00

Overall

- **607** Households $\leq 80\%$ AMI have received mortgage, rental and/or utility assistance.



Interlocal Agreement

- Terms of the Interlocal Agreement:
 - Total Amount: \$135,000
 - If accepted, the CDBG funds would go toward rental assistance for City of Asheville households with incomes at 80% AMI or less
 - Administrative Fee: 10%
 - Grant payment structure: cash advance
 - Funds are required to be used within the jurisdiction of the City of Asheville
 - Reporting: as the participating entitlement community, City of Asheville is responsible for reporting to Department of Housing and Urban Development (HUD)



Next Steps

- **If Approved...**

County staff will work with management and City staff to execute the amendment to the interlocal agreement



Consideration

- Consider a motion to approve a budget amendment to accept funds from the City of Asheville and authorize the County Manager or designee to amend and execute an interlocal agreement with the City of Asheville.



May 20, 2025

**Home & Community Care Block Grant Advisory Committee (Advisory, 1-year term)
(5 reappointments)**

NAME	ZIP CODE	EMPLOYER	RACE	GENDER	HISPANIC, LATINO OR SPANISH ORIGIN?	AGE	YEARS IN COUNTY
*Daniel Beerman <i>(reappointment)</i>	28730	Retired	White	Male		55+	13
*Deborah Oldt <i>(reappointment)</i>	28801	Retired	White	Female	No	55+	32
*Susan Schiemer <i>(reappointment)</i>	28732	Retired	White	Female		55+	10
*Eileen McMinn <i>(reappointment)</i>	28704	Retired	White	Female		55+	33
*Melissa Harmon <i>(reappointment)</i>	28715	VA Medical Center	White	Female	No	35-54	31

**Juvenile Crime Prevention Council (Advisory, 2-year term)
(2 appointments)
recommendations*

NAME	ZIP CODE	REQUIREMENT	EMPLOYER	RACE	GENDER	HISPANIC, LATINO OR SPANISH ORIGIN?	AGE	YEARS IN COUNTY
*Susannah Knox	28801	Public Defender designee	Public Defender's Office	White	Female	No	35-54	4
*Michael Morrison	28704	Community Member/At Large	Ford & Harrison LLP	Black	Male	No	18-34	2