

RUTHERFORD COUNTY MANAGER

County Commissioners

Julius Owens, *Chairman*
William Eckler, *Vice Chairman*
Greg Lovelace
Eddie Holland
Roger Richard

Carl Classen, *County Manager*
Hazel S. Haynes, *Clerk to the Board*
Richard Williams, *County Attorney*

April 5, 2013

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items Week Ending April 5, 2013

General:

This is a highlight of items from the previous week. It is not meant to be exhaustive but to inform the Commissioners and Department Heads.

Board of Elections:

Over the past two weeks, the Board of Elections office processed 42 new voters, 2,816 duplicates, 37 changes of information and mailed 95 verification and confirmation cards. The Director participated in the first meeting of a focus group in Raleigh that will assist with writing the business rules for the new version of the Election Registration software. Director and staff are busy with the final preparations for the Directors Conference that begins this Sunday in Concord.

Building Inspections:

The Building Inspections Department closed out the month with 6 new house starts and the 50 duplexes previously reported. Staff also issued the permit this past week to the GC for the new Advance Auto Parts facility which will be located just off Railroad Ave at the 2nd Street intersection. Horsehead continues to submit plans for interior finishing for many of their buildings, along with fire alarm/sprinkler installations, and has begun their employee lead-changing facility. Clint Houser began his level II electrical school this week. Inspectors have conducted 191 inspections.

Clerk to the Board:

The County Commissioners met on April 1 for the regular monthly meeting. At the meeting, the Board approved a resolution declaring the month of April as County Government Week in Rutherford County. The Board also observed a Moment of Silence for Mr. Roger Winn, a forty-year veteran of the Rutherford Rescue Squad who passed away on March 23. On April 2, several County Commissioners and staff attended a ribbon cutting at Tips to Toes.

Cooperative Extension:

The **County Extension Director** continues to assist Rutherford County citizens with questions/problems through office visits, phone calls, emails, and site visits. The **Family and Consumer Sciences Agent** and the **4-H Youth Agent** are attending a grant funded training to Arizona and Mexico for Latino training. The **Agricultural Agent** taught a Agriculture Literacy Program at Thomas Jefferson Classical Academy, networked with 4-H on the small fruit sale, attended a Farm-to-School grant Committee planning meeting, and attended a program planning for the Extension Successful Gardener Series. The agent made 213 contacts.

County Manager:

The County Manager attended numerous meetings this week. Mr. Classen began the week attending the weekly Solid Waste Transfer Station update, attended the weekly Public Works Project meeting which includes Queens Gap and Greyrock, met with Matt Blackwell and Attorney Richard Williams regarding an EDC Opportunity, held a conference call with Danny Searcy, David Odom, Richard Williams and Will Esser regarding Queens Gap, met with the Chairman and Vice-chair regarding the agenda, and attended the regularly scheduled Board meeting. Continuing, Mr. Classen met with Clair Hubbard and Emmet Curl regarding the Tax Office Review, met with James Kilgo on a recycling RFP, attended a Horsehead projects update meeting and held the monthly Media Discussion. Mr. Classen met with Danny Searcy and Bennie Hendrix regarding soccer fields, attended a Community Health Council meeting, and attended the NCACC Legislative Conference call. Ending the week, Mr. Classen met with Danny Searcy regarding the Capital Improvement budget, attended the Western Highlands Board meeting, met with Matt Blackwell on EDC updates, met with Richard Williams on legal issues, and lastly, on Saturday, attended a Rutherfordton Town Revitalization fund raiser event.

Economic Development:

This week, the Executive Director assisted in the smooth transition to relocate the NC Lite-Up help desk operations to our office for the week, attended a meeting with the county manager and the county attorney, attended and made a presentation at the Board of Commissioners meeting, attended the Horsehead monthly update meeting, met with two individual prospects regarding opportunities available within the county, met with Department of Commerce representatives to discuss opportunities to assist existing industries, submitted an RFI response to a site consultant, and attended a meeting with the county manager to provide an update on projects. The Project Administrator attended and made a presentation to the Board of Commissioners on the Business Retention and Expansion Program: Work, Grow, Thrive!, trained staff on Demographics Now for research on an existing project, met with North Carolina Western Regional Department of Commerce partners to discuss opportunities to assist local existing businesses, worked on response packages for existing industry visits, scheduled visits with existing industry and met with Town of Forest City to discuss CDBG grant. The Grant Administrator spent most of his time reviewing and getting familiar with existing grants and the terms of the incentives that were offered, worked on an incentive summary for Horsehead Corporation in preparation for review with the Finance Department, attended the new employee orientation, and prepared and submitted a pay request for the NC Lite-Up program. Lastly, the Economic Development Assistant was given an overview on Demographics Now software that is used to prepare research for prospect projects, began preparing a quarterly report on building permits issued, assisted in researching sources for woody biomass in response to a prospect, and assisted in the relocation of the NC Lite-Up help desk to our office location since the college was closed for spring break.

Emergency Services:

This week **EMS Personnel** responded to 202 calls which include Emergency and Specialized Transport. The Director met with a collection company to review and maximize collection processes, met with the County Manager and Finance Director to review submitted budget items, attended visitation and funeral for the Chief of Rutherford Rescue, attended a meeting with the Emergency Room Director, worked with vendors to spec and order needed radio equipment and emergency warning devices, and finalized details for a leadership training series for EMS administrative staff.

Emergency Management/Fire Marshal: The Fire Marshal received lighting equipment in support of the light tower, made ID cards for Rutherfordton and Ellenboro fire departments, attended the Fire Service Advisory Council meeting, attended a meeting with Fairview Mountain Ministries regarding location of a communications tower, received a shelter trailer from the American Red Cross and prepared inventory for the trailer, and lastly, attended a planning meeting concerning pet sheltering.

Finance:

The Finance Director attended the weekly Transfer Station meeting and the weekly Project update meeting. The Finance Department continues to work on budget information for FY13-14. Welcome RaeAnn Turner to the Finance Team. The Director and Assistant Director attended the regularly scheduled Board meeting, as well as, attended a training course last week. The Director and Assistant Director also attended a meeting with EMS Director Richard Pettus regarding budget items.

Human Resources:

The HR Director held meetings to discuss personnel issues, exit interviews, and retirements. Employees who have left the service of Rutherford County are Philip Anders (DSS), Ann Woodbridge (DSS), Amanda Bostic (DSS), and Rheba Ward (Tax). We want to congratulate Rheba on her retirement and wish her the best!! Welcome new hires Kelly Simon (911), Jeff White (EDC), Andrew Gaultney (Detention), Aaron Keever (p/t Detention), Cayla Green (p/t Maintenance) and Brandie Cole (p/t Detention). The Director attended the monthly Board meeting, conducted the monthly orientation, and attended a mediation in Morganton. The HR Department is actively recruiting donors for the blood drive on May 8th. Please call for an appointment.

Information Technology:

The IT Department continues to monitor and service all county equipment. The IT Director met this week to review software for the Tax Office and attended the regularly scheduled board meeting.

Library:

No report this week as the Director is on vacation.

Public Works/Planning:

The garage had 10 preventative maintenance service calls, 14 repairs, 2 tire service calls and 15 other repair. The department continues to order vehicles according to the vehicle replacement plan. The Maintenance crew had a busy Easter Holiday as emergency repairs had to be made to the Chimney Rock sewer line requiring staff to work over the weekend, as well as, several false alarms at the Becthler site requiring staffs attention. The maintenance staff is also working diligently as this is the time to prepare the grounds for maintenance and beautification. The Director is working with the Manager and Finance Director on the requests for the FY13-14 budget. The Director attended the regular project update meeting, attended a conference call with Will Esser, David Odom, Richard Williams and the County Manager regarding Queens Gap, attended a meeting with the County Manager and Bennie Hendrix from the School Board relating to soccer fields, and attended a meeting regarding Capital Improvements with Carl Classen. The Director and Supervisor attended continuing education training this week for Waste Water certification. The Director and staff continue to work with contractors on on-going projects.

Register of Deeds:

The Register of Deeds office had an active week with 391 transactions collecting \$14,826.75.

Senior Center:

The Senior citizens started practicing their sporting events for Senior Games this week. The Senior Games will be from April 12-26. The Senior Performing Arts Follies will be held on Friday night at 7:00 p.m. This event is open to the public and admission is only \$2.00. The Senior's will be competing for the "Best-Over-All Blue Ribbon". Tax preparation continues to be available at the Center through the AARP Tax-Aide Services until April 12th. Trained tax preparers are here every Thursday and Friday, and see clients by appointment only. They have had twenty eight tax appointments this week.

Social Services:

Regular weekly meetings continue with NC FAST implementation. Cross training has begun as preparation for the soft launch of NC FAST in Medicaid and Work First. Changes have also been made at the main reception window as the agency implements changes associated with NC FAST, Work Support Strategies, and Health Care Reform. Work on the budget continues and a close watch is being kept on the federal and state cuts that are still uncertain for the coming year. The Director and Fiscal Officer met with the County Manager and Finance Director last Thursday. The regular monthly supervisor's meeting was held last Wednesday. Last week the Income Maintenance Units honored FNS Supervisor, Ann Woodbridge, upon her retirement on April 1. Ann was very instrumental in the implementation of Northwoods and NC FAST. The agency wishes her a very happy and well deserved retirement. The Director attended the County Commissioner's Meeting on Monday regarding the DSS Attorney. On Thursday, Marcia King was honored as the DSS Employee of the Quarter for the second quarter of 2013. Marcia works in the Family & Children's Medicaid unit and has been with the agency since September 2001.

Soil and Water:

The Admin/Education Specialist completed the agenda and information folders for the District Board Meeting. The Water Quality Specialist took 2 applications for assistance, gave technical advice to 3 landowners and 4 farmers and inspected 4 ongoing projects. The Specialist also entered data in the IBEAM state system. The final report for the project to close out the dairy lagoon has been sent to the Foundation. The District staff attended the District Board Meeting and is preparing for an NRCS program review and Cost Share Program Review.

Solid Waste:

The Solid Waste Department served 346 customers, hauled 51 loads from convenience centers, and shipped 33 loads to Lenoir. The Director attended the weekly transfer station meeting, as well as, met with State Officials at the Cliffside Mill Dump Site. The electronics RFP has been finalized and sent out for bids. The Director has also begun working on the RFP for Enhanced Recycling. The transfer construction project continues to move forward. Lastly, the Director attended the regularly scheduled Commissioners meeting. The Solid Waste Department used six community service workers this past week.

Tax:

The Appraisal Department answered 63 phone calls, assisted 26 citizens with the present use program and 13 citizens who came in to the office. Staff mailed 41 informal appeal notices, 1 Board of E & R appeal form and 327 PUV audit letters. The office received 1 appeal. Appraisers worked 1 informal appeal. **GIS/Mapping/Land Records/Addressing** assisted 101 taxpayers, answered 228 phone calls, and reviewed 4 plats. Land Records printed 104 newly recorded deeds, transferred 57 deeds and 8 estates, and set up 59 new accounts. GIS completed 1 split, 1 merge, created 15 new maps and filled 1 data request. **The Addressing Department** assigned 1 new address, updated 100 addresses and created 1 new centerline. Last week the GIS website had 225,564 hits and 146,558 successful searches. **Sign Maintenance** installed 12 signs, had 10 reports of missing signs, have 10 waiting to be installed, and have a total of 27 missing signs.

The Collections Department has been busy preparing reports for finance on how the new credit card system is working. Staff have taken approximately 600 payments using credit/debit cards. The break down is 276 payments at the counter, 51 payments by phone, 264 by web and 5 payments using our mobile application. The Tax Office has received over \$62,800 in credit/debit card payments for the month, and have also continued to issue garnishments and attachments. 5 field visits have been made. Jessica Garrett went to Tax Collections School this month in Chapel Hill. The Tax Office has received money from participation in the Debt Set off program in which the office is allowed to attach delinquent taxpayers North Carolina Tax Returns. There was a total of \$18,804.28 in delinquent taxes presented in March. Of that, \$18,586.59 was collected. Total year to date deeds presented has been \$166,025.19 with \$156,775.62 of that paid. The Tax Office received 119 deeds this month. **The 2012 collection percentage for end of March was 94.45%, which is a 2.76% increase over last year at this same time.** **The Listing Department** is still valuing personal property and entering exclusions. Staff completed 17 discoveries totaling \$2,424.42. On April 1, the new statewide Tag and Tax Together combined vehicle registration and tax system went live. Staff continues to value and apply tax rates to the vehicles that are eligible and will receive an invitation to renew their vehicle in July. DMV sent 5,042 records, and of those, staff had to work through 263 records to correct jurisdictions and/or value. The new system was able to value and apply tax rates automatically to the remaining 4,779. Staff is also working the last of the files on the legacy system for the next four months until the changeover is complete approximately around September 2013. Lastly, approximately 20 address changes per month have been made since the office started using the new payment website Sturgis.

Tourism:

Work is moving quickly at the Welcome Center in Lake Lure and the display design effort is coming together through the many efforts and meetings of TDA staff, contracted professionals, and volunteers. Staff continues to settle into the space at the Bechtler House on 6th Street, and are welcoming many Spring Break visitors to the mobile unit at the Lake Lure construction site. Development of the Tourism Asset Foundation (TAF) is starting with TDA facilitating the efforts. Staff also organized a tour of Lake Lure and Chimney Rock for a film production company and are assisting them with obtaining set design materials, met with partners regarding an Ironman Triathlon proposal, prepared a survey for our report on the economic impact of trails, and sent out our monthly e-newsletter, among other projects.

Transit:

No report this week as Director is on vacation.

Veterans Office:

The staff made 189 contacts this week. Staff also had 72 telephone interviews, with 27 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry.

Special Recognition Highlights



152 East Main Street • Forest City, NC 28043
Phone (828) 247-4495 • Fax (828) 247-4498

MEMORANDUM

Project: **Transfer Station Upgrades**

Construction Report No.: **16**

Contractor: **Maple Leaf Design & Build, Inc.**

Contact at Site: **Bernie Dilgert**

Date: **03/22/2013** Time of Arrival: **11:30 am**

Weather Conditions: **sunny**

Notice to Proceed:

Substantial Completion Date:

Previous Rain Days: **0**

Previous Substantial Completion Date:

Rain Days Since Last Report: **0** Total Rain Days **0**

Current Substantial Completion Date:

Observations & Notes:

- Floor upgrade is completed and has been tested
- New road is nearly graded and looks much better
- Front wall and drain work to start on Monday
- No problem noted on site



ENGINEER'S CONSTRUCTION OBSERVATION REPORT

Project: **Transfer Station Upgrades**

Construction Report No.: **18**

Contractor: **Maple Leaf Design & Build, Inc.**

Contact at Site: **Bernie Dilgert**

Date: **03/29/2013**

Time of Arrival: **2:00 pm**

Weather Conditions: **sunny**

Notice to Proceed:

Substantial Completion Date:

Previous Rain Days: **0**

Previous Substantial Completion Date:

Rain Days Since Last Report: **0** Total Rain Days **0**

Current Substantial Completion Date:

Observations & Notes:

- Contractor is installing rebar mat for floor. Concrete pour is scheduled for Monday. Additional pours will occur throughout the week.
- Metal is to be delivered for building next week.
- No problem noted on site

Items Requiring Action:





DSS EMPLOYEE OF THE QUARTER---MARCIA KING

ANNUAL COUNTY BLOOD DRIVE MAY 8TH

11:00 UNTIL 3:00 AT COUNTY OFFICES

CONTACT HR TO SCHEDULE AN APPOINTMENT



RELAY FOR LIFE

RELAY has kicked off with many fund raisers on the horizon—we hope each employee will get involved in some way with RELAY—upcoming fundraisers:

- | | |
|-----------------------|--|
| April 11 | Spaghetti lunch-County Office Building- volunteers needed |
| April 20 | Sheriff's Shooting Tournament |
| May 3 | Hanging basket sale |
| May 4 | Flowers, books, quilt tickets sold at Mayfest |
| May 17 | RADA cultery orders due |
| Now until RELAY night | Quilt ticket sales |