

# 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*

August 2, 2013

To: County Commissioners

From: Carl Classen, County Manager

## Weekly Report Items Week Ending August 2, 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:

During the week, staff processed 22 new voters, 14 changes of information and mailed 61 verification and confirmation cards. The Director is enjoying vacation this week.

### Building Inspections:

Building Inspections has issued 33 permits for a total of \$4,845 in fees. Inspectors have conducted 163 inspections this week. The Director met with Horsehead officials on site on Monday to discuss further options for temporary certificate of occupancies on a portion of the Administration Building and for a general scheduling update for completion. The Director also met with several other jurisdictional agencies regarding a nuisance complaint from a commercial property. Lastly, the Director met with the Director of Transit/EMS and the Director of Public Works to discuss some needs associated with EMS locations.

### Clerk to the Board:

Staff in the County Commissioners' Office has been busy preparing the agenda for the County Commissioners' regular meeting to be held on August 5 at 6:00 PM. A special meeting will be held on August 5 at 5:00 PM. The weekly Tax Office Project meeting was held on Monday, July 29. Two webinars and phone calls were held with Granicus in preparation for the change over in the software used for the agenda.

### Cooperative Extension:

The **Director** continues working towards the completion of the Agricultural Educational Livestock Facility, attended a meeting for the Hoop House Feasibility Study, and met to relay consultant's findings with Action Committee. The **Family and Consumer Sciences Agent** continues preparations for ECA Centennial, met with Grillin & Chillin planning committee and conducted the radio program. **4-H-** Agent is on vacation this week. The **Agricultural Agent** networked with Polk Extension for the Winter Education Training for Landscapers/Nurserymet, attended the Extension Day at the Rutherford County Farmer's Market, held a tomato variety taste test and attended the Grillin & Chillin Workshop meeting. Contacts 58

### **County Manager:**

The County Manager attended numerous meetings this week. The week began with a meeting with Commissioner Eckler and a meeting to review the Tax Office renovation progress. Mr. Classen then met with Danny Searcy and David Odom regarding Public Works project updates which includes Greyrock and Queens Gap, attended the weekly Transfer Station Project meeting with James Kilgo, and met with ED Director Matt Blackwell regarding ongoing projects. Continuing, Mr. Classen met to review the Sewer Study RFP's, attended a meeting along with Assistant Finance Director and ED Director regarding the Hoop House, attended a Community Health Board meeting, and attended the Rutherford STEP meeting. IT Director Rhonda Owens met with Mr. Classen to review the telephone bid information. Mr. Classen also attended a Advisory Board meeting, met with Robyn Spence to discuss the Mobile Crisis team, and attended the NCACC Legislative Update telephone conference. Lastly, Mr. Classen attended a meeting to discuss tax fees, attended a meeting regarding a Rutherford County YMCA, met with Human Resource Director Judy Toney, and met with Commissioners Holland and Lovelace to review the agenda.

### **Economic Development:**

This week, the Executive Director prepared and submitted an RFI response for the NC Department of Commerce for an industrial prospect; attended a meeting with the County Manager to discuss economic development activities; attended an Economic Development special Advisory Board meeting; prepared and provided a response package for a prospect in response to a local lead; and worked on finalizing an industrial announcement. The Project Administrator assisted with an office project submittal by publishing maps to highlight specific locations per the RFI; worked on follow-up for various existing industry visits; scheduled existing Industry visits and sent invitations for Business Advancement Team meeting to be held later this month; and redesigned data base input tabs to align fields with needed information for history and review. The Economic Development Assistant assisted in preparing a response to an RFI for an industrial prospect; attended and transcribed the minutes for an Economic Development special Advisory Board meeting; collected and prepared timesheets for the NC LITE UP help desk technicians and the office staff.

### **Emergency Management/Fire Marshal:**

The Fire Marshal's office responded to a search for two missing children that were located safely, attended training for nuclear exercise, attended various meetings, and monitored minor flooding over the weekend.

### **Finance:**

The Director has enjoyed vacationing this week. The Assistant Director continues to meet with people who are purchasing items off Gov Deals. The Assistant Director attended a meeting regarding the Sewer System RFP's, attended a meeting with the County Manager and ED Director regarding the Hoop House, and attended a meeting regarding the new phone system.

### **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 Tracy Guillermo (EMS) and Jenny Skots (EMS). Welcome new employee Brandon Higgins (Soil and Water). The HR Director and staff attended a webinar on healthcare reform, attended a meeting sponsored by the State Health Plan regarding SHP changes, and attended a meeting with new dental carrier Assurant. The Director also attended a Community Health Clinic meeting, attended a JCPC meeting, and participated in DSS interviews.

### **Information Technology:**

IT staff are reviewing the VoIP bids that came in on Monday to find the lowest bids meets specs solution. Staff is also working with NCPTS, Keystone, Sturgis, and Mike Peters on the moving of data to the new tax software. Staff also continues making preparations for the tax office move of equipment, office, and phones. Jim Liverette, ICC, will be assisting to transfer taped meetings at the Airport from old audio tapes to new clearer recordings on cds. Staff has replaced the projector in the commissioner's room with a newer model and will be replacing the one in the kitchen soon and have added a portable video camera to our mobile capabilities for recording in remote locations. Just call us WRCIT, we are mic'd and camera ready for the next meeting. The IT Department also added a new van to our portable solution (well new to us). Thank you Roger Wilson & Danny Searcy and all those involved in your help in getting the van. Staff will be stocking the van with all the necessary items needed for those jobs outside the office.

### **Library:**

The Summer Reading Program closed this week with 2,139 in attendance during the 7 weeks for an average of 305 each Tuesday. Attendance in 2012 averaged 213 for an increase of 43%. There were 256 registered in the Reading Club compared to 187 in 2012 for a 37% increase.

### **Public Works/Planning:**

The garage had 12 preventative maintenance service calls, 18 repairs, 7 tire service calls and 15 other repairs. Maintenance completed 31 work orders and repairs along with preventative maintenance and groundskeeping. The Director and Operations Manager participated in various meetings with contractors, other department heads and staff, the manager and attorney, as well as, the planning board. The planning board has recommended that the Commissioners hold a public hearing and adopt a moratorium for 9 months on building permits for commercial solar farms. In addition, they have created a subcommittee to begin research and possible ordinance development on this subject to guide the responsible development of solar farms in the County. The Director held a mandatory pre-bid meeting for the renovation of the Revenue Department, and continues to move that project forward. Other meetings were regarding facility repairs and improvement plans, planning and maintenance and county projects to include continued emphasis on preparing for the tax office renovation; Greyrock, Queens Gap, rail trails, and other planning board activities.

**Greyrock Updates:** The last of the stone is going in on Project 4B. I anticipate wrapping that up mid to late next week. They are only able to get about 2-3 days per week due to the weather. Project 7 is continuing to make progress. The contractor is on the final section at the beginning. The Project 11 bid opening has been delayed until August 22nd to allow contractors time to walk the project with the centerline being staked. Project 5 & 6 paving is underway.

**Queens Gap Updates:** Water system design is continuing. I met with Maria Hunnicutt and we have an agreed upon list of items to recover costs. I am working on the PER to identify the actual costs in detail for the project. Project 1 has been advertised. Project 2 design is continuing. We are developing the plan for the stream cleanup now as well. We are meeting with Mr. McCurry on August 7th to discuss the sediment removal.

### **Register of Deeds:**

The Register of Deeds office had an active week with 326 transactions collecting \$13,577.00.

### **Senior Center:**

The Center had another great turn out for the new ZUMBA class on Monday. These classes are free on Monday evenings in July at 5:30 p.m. Wavolyn Norville, Certified Instructor, has generously volunteered to teach these classes for the Senior Center. Anyone age 55 or older can join and participate in any of the activities and exercise programs.

### **Social Services:**

Interviews have continued this week for vacancies including Income Maintenance, Child Protective Services, and Social Work Program Manager. Statewide issues with the NC FAST system continued this week, but somewhat improved. Staff are working diligently to get benefits out that have been delayed by these issues. At this point, there will continue to be some delays and issues with benefits reaching consumers correctly. Even with the many problems with the system, Income Maintenance staff continues to meet on a regular basis in preparation for Project 2 & 6 of NC FAST, which includes Medicaid and Work First. Wilbert Morris, state liaison with NC FAST, was in the office on Tuesday to meet with IT, Income Maintenance Management, and the Director preparing our Readiness Assessment for the rollout of Medicaid and Work First. The agency continues to evaluate and prepare for the possible changes that the Affordable Care Act and further NC FAST rollout will have on the business processes of the agency and the consumers that are served.

On Monday, new DSS Board Member, Amy Jenkins, participated in a daylong orientation at the agency. During the day, she heard about programs in Income Maintenance and Adult Services and was able to observe staff both in the office and in the field. A second day of orientation is planned when she will learn about and observe other areas of the agency. On Tuesday, the Director participated in a conference call of the planning committee for the statewide Social Services Institute to be held in Hickory in October. On Thursday, social workers, Lisa Edwards and Lauren Roberson, attended *Partnering for Safety and Permanence: Model Approach to Partnerships in Parenting (PS-MAPP)*. This was an update session for instructors of MAPP, which is a ten week course required for all potential foster and adoptive parents. On

Friday, all DSS staff were treated to a hot dog lunch during their lunchtime. Money raised by employees throughout the year funded this event.

### **Soil and Water:**

The Admin/Education Specialist is working on information for an Outdoor Environmental Learning Center grant proposal, the NC Agriculture Cost Share Program Review Plan of Action report and completed the monthly safety inspection report. The District welcomed new employee Brandon Higgins as the Agriculture Cost Share Specialist starting on August 1<sup>st</sup>!

### **Solid Waste:**

The Solid Waste Department served 309 customers, hauled 58 loads from convenience centers and shipped 36 loads to Lenoir. The Director attended the weekly transfer station project meeting, met with David Odom, and attended a meeting with the Tax Office. The Director has also worked with Resource Recycling Systems on a recommendation for the recycling RFP. The landfill staff continues to perform everyday duties despite the heavy rains. The Solid Waste/Litter Control Officer has four active cases of littering and the landfill had six community service workers this week. The construction schedule for the transfer station is still on schedule. The Director has started the hiring process for the new truck driver/ machine operator position.

**The Revenue Department** answered 916 phone calls and assisted 347 citizens who came in to the office (4 being PUV). 41 deeds were recorded and 82 were transferred. 9 estates were transferred and 35 new accounts were set up. Mapping completed 3 splits, 1 merge, 3 plat reviews, 3 pre-permits, 1 data request and created 1 new map. 7 new E911 addressees were assigned and ownership of 20 addressees were updated. The GIS website had 160,027 hits and 93,056 successful searches. Appraisers completed 315 field reviews and received 6 informal appeals. Electronic payments consisted of 12 by credit/debit, 106 by website, and 12 by phone. 665 citizens came in to pay at the counter. Enforced collection action consisted of 9 foreclosure upset bids. 18 Deeds were certified all having taxes paid. Staff worked 10 bankruptcy payments/issues, 1 debt setoff, 5 discoveries, 50 releases, and 20 refunds. 4 late listings were received this week and 3125 pieces of mail were received and processed. 4531 October motor vehicles renewals were processed. 3944 November renewals are being reviewed.

### **Tourism:**

#### **Transportation Services (EMS/Transit)**

**EMS:** This week, EMS Personnel responded 155 emergency calls and 87 convalescent calls. EMS performed one random drug and alcohol test for the month of July. Two full time medics (Jake Stephenson and Kayla Wynn) and one part time medic (Miranda Sanders) were hired to fill current vacancies. EMS worked with Rutherford Regional to issue a joint press release on the new automatic transport ventilator. Staff also attended a cardiology meeting with Rutherford Regional and Mission Hospital. **Transit:** Transit drove 10,440 miles, completed 1,079 local trips and 61 out of county trips, transported 269 unduplicated passengers and collected \$15,532 in revenue. There were two minor safety violations. The Director began work on the Behavior Grant to assess current transportation needs among providers. Also this week, grocery transportation was provided to residents of Forest City, which provided food to twenty families.

#### **Veterans Office:**

The staff made 217 contacts, received 78 telephone interviews, and had 71 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry.





**Preparing for last of the summer reading programs**





**Giving out prizes to those that completed the summer reading list**

**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-

Spaghetti lunch a success-raised approx \$650.00 dollars—thank you to everyone who helped in any way!!!

April 20 Sheriff's Shooting Tournament-Bostic Gun Club-

A total success raising \$1,130—thank you to the Sheriff and staff and all the volunteers and participants

May 3 Hanging basket sale-another great success—we sold 175 baskets/flats with a total profit of \$500.00

May 4 Mayfest- sold flowers and quilt tickets

May 17 RADA –SUCCESS raised over \$600—thanks to everyone

June 14 Father's Day Auction---\$85.00

June 29 RELAY YARD SALE --\$108.25

Now until RELAY night—dimes for Relay—filling up 20 ounce water bottles with dimes—each bottle equals \$100

Now until RELAY night-Quilt ticket sales