

RUTHERFORD COUNTY MANAGER

County Commissioners

Julius Owens, *Chairman*
William Eckler, *Vice Chairman*
Susan G. Crowe
Eddie Holland
Roger Richard

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

February 8, 2013

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending February 8, 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. Give yourself some cheer and read the Building Inspections report! Also, please read the Tax Office report on how much the tax certification process (collect delinquent taxes when deeds are recorded) has collected so far this fiscal year. The amount far exceeds the budgeted amount and has been very successful in collecting delinquent taxes.

Board of Elections:

The Board of Elections processed 24 new voters, 564 duplicates, 38 changes of information and mailed 167 verification and confirmation cards. During the week, the Director completed an extensive survey for the State on the costs of the November election and costs of purchasing and maintaining voting equipment and required technology.

Building Inspections:

Building Inspections has had an extremely busy week with commercial submissions, including several smaller-scale projects such as a McDonalds remodel to a grander-scale senior community in Spindale, including 25 duplexes and a community building/business office. Somewhere in the middle falls a triplex at Bills Mountain and an Advance Auto Parts in Rutherfordton. Horsehead has had 4 permits issued over this last week, including 3 filter press housings and an electrical switchgear in their 800 building. To date the office has issued 32 Horsehead permits with construction valuations in excess of \$39,000,000. Inspectors have also met with the Rutherfordton fire inspector and others regarding upcoming commercial projects. Inspector Blake Bostic is presently taking his Electrical Level II code classes, while Clint Houser passed his state Level I Building Code examination---way-to-go, Clint! These exams are approximately 3-hours long and are the culmination of code classes and lots of studying, as well as, day-to-day inspecting. Inspectors have conducted 104 inspections over the course of this week.

Clerk to the Board:

County Commissioners held a meeting on Monday, February 4 for both a special meeting and a regular meeting. Chairman Owens and the County Manager met with their counterparts in Burke County on Tuesday. The Chairman also met with Greenfield Marketing, an Economic Development Consulting Firm, and attended the Soil and Water District Award Banquet on Thursday.

County Manager:

The County Manager attended numerous meetings this week. Mr. Classen began the week attending an economic development expansion meeting, met with the HR Director, held a Project Mapping meeting with GIS, attended the Solid Waste Transfer Station update meeting, and attended the weekly Public Works Project meeting which includes Queens Gap and Greyrock. Mr. Classen, along with the Finance Director, attended a Horeshead update at the EDC office. Chairman Owens and Manager Classen met with Burke County Manager Bryan Steen and also met with Greenfield Marketing Consultants. The remainder of the week, Mr. Classen attended the Winter County Manager's Conference in Raleigh. During that conference he stopped by and met with Representative Hager in his Raleigh office, plus stopped by the offices of Senator Hise and Commerce Secretary Decker and met their staffs.

Economic Development:

This week, the Executive Director attended an existing industry visit with the County Manager and Board of Commissioners Chairman; met with Stonecutter Corporation to review a request for proposal response for an industrial prospect; attended the Board of Commissioners meeting; participated in the monthly review for the Horsehead Corporation project; visited an existing industry to gather additional information for a NC Rural Center grant application; prepared contract documents for submittal to the County Attorney for revision and approval; attended the Region C Workforce Development Board Meeting in Shelby; met with IPDC to update the NC Rural Center grant for Ameridial; and conducted a staff meeting with the part-time Help Desk staff for the NC LITE-UP Program.

The Project Administrator attended the Economic Development staff meeting for planning and updates on existing projects and reports; worked on Work, Grow, Thrive! industry visit reports for companies; met with one company for an existing industry visit; rescheduled two visits per company request; attended a budget meeting with IT/Maintenance; worked with Greenfield Associates to assist with their strategic planning efforts for Rutherford County and submitted a buildings presentation for Rutherford County to a company official. The Economic Development Assistant attended the monthly staff meeting; continued coordinating and scheduling appointments for the consultants from Greenfield marketing; assisted in the collection of data and material for the consultants; began tabulating responses for the Annual Wage Survey; solicited quotations for the production of the Annual Report; and prepared the minutes from the January Advisory Board meeting.

Emergency Services:

This week **EMS Personnel** responded to 218 calls which includes Emergency and Specialized Transport. The EMS Director processed paperwork for new hire part time paramedics and coordinated drug screens and background checks. The Director met with the State Emergency Management Manager, met with the County Manager and Personnel Director to review the personnel policy, attended an Information Technology budget meeting, and began preparation for budget materials for FY13-14. **Emergency Management/Fire Marshal:** The Fire Marshal followed up on a fire investigation, attended an EMRT meeting, worked with DSS on shelter training, attended a law enforcement training session, and attended a meeting with ICC regarding the training ground lease.

Finance:

The Finance Director attended the regular monthly County Commissioner's meeting and attended a Cash Management seminar in Hickory. The Director met with a representative from SpyGlass, attended a Horsehead update meeting at EDC, and continues to gather information for the budget process.

Human Resources:

The HR Director held meetings to discuss personnel issues and retirements. Employees who have left the service of Rutherford County are Lucas Veale (Tax). The Director attended the regular monthly Commissioners meeting, attended a Youth Empowerment Monitoring meeting, attended an IT budget process meeting, held orientation, and conducted interviews for the part time TDA position.

Information Technology:

The Information Technology Department is finishing up the final week of the Technology Use Policy. Sessions are M-F, 9am -11am and 1:30 pm -3:30 pm at the Training Center in Spindale. IT staff are meeting with different printer/copier representatives regarding county wide service agreements for all large copiers and printers for all departments. The

Director is also holding budget meetings today with department heads to discuss Maintenance and IT needs for submission for the FY13-14 budget.

Library:

The Director called a staff meeting on Monday. Budget issues for the upcoming fiscal year were discussed, as well as, the possibility of offering new services to handicapped patrons. The theme for this week's pre-school story hour was "Farms". Personnel from the Boiling Springs YMCA met with our Children's Librarian this week for consultation on starting their own Story Time and Summer Reading Programs. There are two events coming up at the Mountains Branch Library next week. You are invited to join the Genealogy Group on Tuesday, February 12th at 3:30 p.m. for a special presentation on genealogy. Guest Speaker, Rose Senehi, will discuss the early families of Chimney Rock. For more information about this program call the library 828-625-0456. The Friends of the Mountains Branch Library will be hosting a Valentine Day Book Sale. All romance books are \$1 a bag. This sale begins 10 a.m. February 13th.

Public Works/Planning:

The garage had 10 preventative maintenance service calls, 9 repairs, 2 tire service calls and 10 other repairs along with reporting 1 deer strike accident with a patrol vehicle receiving \$770 damage. Maintenance completed 19 service calls including completing the replacement of the 20 ton HVAC unit for DSS along with multiple repairs at the detention center. The Director attended a sedimentation and erosion control workshop in New Bern where he and David Odom had a small presentation on Greyrock. Other tasks include working with the County's legal counsel, the County Manager, NCDENR and Odom Engineering in preparation for construction at the Queens Gap site and continued progress at Greyrock this winter. The Director and garage staff continue working with finance on the purchase of new vehicles in support of the vehicle replacement plan. Lastly, staff participated in multiple meetings with other contractors, Department Heads and the Manager on projects underway and/or pending issues.

Register of Deeds:

The Register of Deeds office had an active week with 481 transactions collecting \$12,837.00.

Senior Center:

The week began by wearing red to raise awareness and educate everyone that cardiovascular diseases are the leading cause of death in women. During the 5th-7th the Center was monitored by the Area Agency on Aging for both the congregate and home-delivered meal programs, as well as, transportation. Black History Trivia Fun was held on the 6th. On Friday, preparation begins for Senior Games with a Committee meeting. The Center is happy to announce the New Director, Angela Ezell who will begin on the 25th. Everyone join us in welcoming her aboard!

Social Services:

This is the third week of "over the shoulder support" from two state NC FAST staff members. The conversion team continues the daunting task of converting all current cases and is doing a great job. Thus far we are not experiencing any major delays, and with the rate that cases are being converted; hopefully, there will be few delays in consumers receiving their benefits. Several Children's Services staff attended a training in McDowell County on Monday, Connecting Behavioral Health and Children's Services. Tuesday was a regular court day for Children's Services staff. Program Manager, Lorie Horne, attended a meeting on Monday to hear proposals for regional Intensive Family Preservation Services; and on Friday attended a regional Program Manager's Meeting. This week the Director attended the County Commissioner's meeting on Monday night to present the CCPT/CFPT Annual Report; on Tuesday attended the Partnership for Children of the Foothills (Smart Start) board meeting; on Wednesday the Community Health Council meeting; and on Thursday, along with fiscal staff, attended the monthly state fiscal conference call. The Director and supervisors interviewed this week for job vacancies. Income Maintenance Supervisors met with three representatives from the Rutherford Community Health Center on Wednesday concerning access to the medication assistance program and other medical access programs they provide; and to provide Medicaid information to the clinic staff. The Director and Finance Officer attended the IT and Maintenance Budget meeting on Thursday.

Soil and Water:

The Admin/Education specialist attended the Commissioners Meeting on Monday to discuss the Grant Contract between the NC Department of Agriculture and the Rutherford SWCD. The Specialist also completed Agenda and Information folders for the District Board Meeting. The District planned and held an Awards Banquet on Thursday, February 7th at the Gilkey Ruritan Clubhouse. The Water Quality Specialist took applications for assistance, gave technical advice to landowners/farmer and inspected ongoing projects. The Water Quality Specialist/landowner/contractor is in the process of closing a dairy waste lagoon and has also started a micro-irrigation project. The Specialist also attended the District Board meeting and Awards Banquet held on Thursday, February 7, 2013

Solid Waste:

The Solid Waste Department served 332 customers, hauled 49 loads from centers and shipped 30 loads to Lenoir. The Director attended the weekly transfer station meeting with Carl Classen, Paula Roach, Tony Bumgarner and David Odom, attended the Commissioners meeting on Monday and continues to assist Jacob Searcy with his internship. The Director met with Mark Teague Engineering Firm on the Laurel Hill traffic study. Also, the Director along with Tony Bumgarner, Steve Nanney and David Odom toured a MRF this past Friday in Duncan, S.C. Continuing, the Director met with a couple of municipalities this past week to review the recycling study. The Solid Waste/Litter Officer has two active cases of littering and also had an ordinance complaint. The landfill used one community service worker this week.

Tax:

The Appraisal Department answered 69 phone calls, assisted 10 citizens with the present use program and 26 citizens who came in to the office. Staff mailed 25 informal appeal forms and completed 2 sales data requests. Appraisers worked 8 permits and 10 reviews. The office has received 201 appeals to date. **GIS/Mapping/Land Records/Addressing** assisted 46 taxpayers, answered 143 phone calls, issued 2 pre-permits, and reviewed 1 plat. Land Records printed 69 newly recorded deeds, transferred 22 deeds and 9 estates. 15 new accounts were set up. GIS created 12 new maps and filled 1 data request. The Addressing Department assigned 5 new addresses, and updated 36 addresses.

Sign Maintenance installed 14 signs, had 1 new report of a missing sign, have 42 signs waiting to be installed, and have a total of 66 missing signs. **Tax Collections:** In January, the Tax Office had a total of 146 deeds presented for tax certification. Of those presented, there were \$7,391.25 in delinquent taxes due. Staff collected \$6,620.08 which left only \$771.17 in uncollected taxes through certification for this month. So far this year there is a total of \$122,743.64 delinquent taxes with \$113,711.76 of that being paid. That brings the certification collection rate to 93%.

The office has started using the new credit/debit card system and has had \$3,200 in payments in just a few short hours. We hope the updated website will be very useful for the public and training for the staff has begun for this new system. Almost 8,000 Notice of Lien advertisement letters were mailed out this week resulting in the phones ringing and the lines staying steady. Approximately 170 garnishments have been issued in the last week and the department is receiving payments for those, as well.

Tourism:

Executive Director Michelle Whitaker met with Teague Engineering to discuss a modified scope for future services to include a research component pertaining to future transportation technologies. Consulting work has begun for the 2013 TDA Alliance Conference. More Bechtler data has been gathered and the mapping project continues.

Transit:

Transit drove 9,708 miles, transported 1,177 passengers and collected \$14,470 in revenue. There were no safety related incidents this week. Transit completed their 2nd quarter Opstat report to NCDOT. The Director began drafting an RFP for scheduling software to be issued this month. Procurement for office furniture was also completed with NCDOT. Two staff meetings were held with employees to discuss possible Medicaid changes and the impact to Transit. The RFP for a state Medicaid broker was due on February 5th, but no information has been given out as to whether this will be extended once again. A quarterly random drug & alcohol test was performed. Transit has also begun a round of Safety Bingo with all employees which involves a safety tip being given out by the Dispatcher daily. Finally, the Director began compiling budget requests for IT and Maintenance needs for next fiscal year.

Veterans Office:

The staff made 145 contacts this week. Staff also had 88 telephone interviews, with 31 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

ENGINEER'S CONSTRUCTION OBSERVATION REPORT

Project: Transfer Station Upgrades	Construction Report No.: 4
Contractor: Maple Leaf Design & Build, Inc.	Contact at Site: Bernie Dilgert
Date: 02/5/2013 Time of Arrival: 8 am	Weather Conditions: Cloudy
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:

- Work continuing well
- Anticipate pouring Wednesday or Friday depending on weather

Items Requiring Action:

Continue to monitor installed erosion control measures in phase