

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*

January 10, 2014

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items Weeks Ending January 10, 2014

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. **PLEASE NOTE—THE NEXT REPORT WILL NOT BE DUE UNTIL FEBRUARY 3, 2014. PLEASE MAINTAIN YOUR INFORMATION OVER THIS TIME PERIOD.**

Airport:

The airport sold 545.8 gallons of 100LL fuel and 448 of Jet A.

Board of Elections:

Staff is busy with candidates filing campaign finance reports and updating the webpage for the new year. The Director travelled on Wednesday to a meeting in Winston Salem to prepare for a conference in 2015 and then travelled to Raleigh for a meeting at the State Board office.

Building Inspections:

Building Inspections has issued 56 permits totaling \$5,853 in fees and inspectors have conducted 226 inspections. Two inspectors have been at school as they continue to work towards additional certifications. Plans for several new commercial projects including a new Dollar General near RS Central are being reviewed.

Clerk to the Board:

County Commissioners met in a special meeting at 4:00 PM on Monday afternoon and then held their regular monthly meeting on Monday at 6:00 PM. Chairman Bill Eckler had a Smart Start meeting on Tuesday. Vice Chairman Holland and Commissioner Greg Lovelace met with the North Carolina Forest Service also on Tuesday. On Wednesday Commissioner Owens had a meeting in Asheville sponsored by the North Carolina School of Government.

Cooperative Extension

County Extension Director- continues to assist clients with technical problems through office visits, phone calls, emails, and farm visits. **Family and Consumer Sciences**-attended state training for Steps to Health, attended Partnership for Children Executive Board, attended Community Health Council meeting, and attended west district ECA leadership team meeting. **4H Youth Development**—on maternity leave. **Agricultural Agent: no report**

County Manager:

The County Manager attended numerous meetings this week. Beginning the week, Mr. Classen attended a Economic Development review meeting, attended a TDA conference call, met with Danny Searcy and James Kilgo for the weekly update reports, and attended a Special Board and regular Board meeting. Mr. Classen attended a Private Haulers meeting, attended a NCFS Land swap meeting, attended a Land Classification meeting, attended the Health Coalition meeting, met with Chris Roach from the Airport, met with Danny Searcy and Rhonda Owens regarding budget needs and met with Debra Conner and Paula Roach. Continuing, Mr. Classen attended a breakfast meeting, attended a Ruth School committee meeting, attended a meeting regarding parking, attended a Town Mayor/Manager meeting regarding Sewer Study, attended a RTR Social event, attended a phone conference with Paula Roach and Matt Burge, met with Paula Roach and Roger Hollifield, and attended a County Manager meeting. . We are excited to announce that Adrienne Wallace, formerly of the TDA and Chimney Rock State Park, will join the Administration Office on Tuesday, January 21, as Administrative Assistant. In addition to working with the County Manager, Clerk to the Board and County Commissioners, she will be assisting with public records requests and coordinating public information systems. Please welcome Adrienne next Tuesday!

Economic Development:

This week the **Executive Director** attended the weekly review with the county manager; conducted the monthly office staff meeting; attended the Board of Commissioners meeting to gain approval for a resolution; created and edited articles for the upcoming annual report; participated in an existing industry visit; attended meetings with two municipalities to strategize and share information; and secured photos from industries and infrastructure around the county for submission in the annual report. The **Project Administrator** met with two existing industries to hear details of a proposed expansion/growth opportunity and to introduce allies in the commercial lending field; met with Town of Rutherfordton to share information on the Business Retention and Expansion program and plans for 2014; met with existing industry personnel and worked to finalize the LBC for the Commerce IDF Grant application for business expansion; participated in a webinar for the NC Broadband Pilot Program and a webinar for Business Retention and Expansion – Synchronist Business Information System; and conducted numerous follow-up calls to existing industry to touch base and to offer assistance. The **Economic Development Assistant** prepared an email blast for contacts in our database to notify them of our upcoming new phone numbers; attended the monthly staff meeting; completed the year end building permits report; input survey results for the Rutherford County Human Resource Association; reviewed and organized existing grant agreements; reviewed and submitted content for the Annual Report and sent out the public notice, minutes and agenda for the upcoming board meeting.

Emergency Management/Fire Marshal:

The Fire Marshal assisted in providing manpower on two structure fires, conducted two origin and cause fire investigations, worked on completing grant applications for radio equipment, and completed and submitted first quarter report for Emergency Management Performance Grant. Staff also performed routine maintenance on emergency management equipment and attended various meetings.

Finance:

The Director and Assistant Director met with the Solid Waste Director and County Manager regarding the current year budget and discussed how to proceed on developing a rate analysis. The Finance Director has worked with the software vendor to complete the Salary Update for the 2.5% raise which was included in the current year budget. All active full-time employees were moved 2 steps for the increase and part-time employee rates were adjusted to reflect the increase. The Annual Audit and the Fire District Reviews were presented to the Commissioners at Monday night's meeting. We are excited about the new phone system that went live in the office on Thursday and look forward to an exciting new year.

Human Resources:

The HR Director held meetings to discuss personnel issues, exit interviews, and retirements. Welcome new hire Dana Vess (DSS). Employees who have left the employment of Rutherford County are Ryan Nelsen (EMS), Randy Caudill (EMS), Jeff Davis (DSS), Brian Atkins (Sheriff), Debbie Wilson (DSS) and congratulations to our retirees---Judy Toney (HR), Don Huckabee (Sheriff), Lois Hasty (Rg of Deeds), Mary Cole (DSS), Ann West (Solid Waste), and Sherri Simmons (Detention). WOW—big group—we wish them the best as they start a new chapter in the lives. This month is the largest payroll month for HR as staff is processing State Health Plan changes, pay table roll, United Way, NC4

changes, and Colonial changes, as well as, the regular day to day duties. The HR Director attended the regular board meeting for the County Commissioners.

Information Technology:

Phone implementation is going very well. Thank you for your cooperation and understanding. We continue to ask that the employees who came to the training class are your departmental trainers. Peter has sent all county employees instruction sheets about the phones and voice mail.

A departmental budget meeting will be held on January 21. This will be a kick off time for department heads to discuss IT and Maintenance needs for the coming year. Peter Gaulin will give a brief update on the phone project.

Library:

The Rutherford County Library System will present three programs by **Sow True Seed**. Each of the three libraries will host a 30 minute class on seed & food awareness, including tips on starting a garden. A Q&A session will follow the presentation. Free seeds will be distributed while supply lasts. Catalogs and coupons provided by the presenter will also be available.

The times and locations are:

Rutherford County Library	Saturday, January 11th @ 10am	255 Callahan Koon Rd. in Spindale
Mountains Branch Library	Saturday, January 25th @ 10am	150 Bills Creek Rd. in Lake Lure
Haynes Branch Library	Saturday, February 1st @ 10am	141 N. Main Street in Henrietta

Public Works/Planning:

The garage had 13 preventative maintenance service calls, 21 repairs, 10 tire service calls and 16 other repairs. Maintenance completed 28 work orders and repaired multiple heating calls as we experienced severe freezing temps in the single digits. We continue to be heavily involved in pulling IT cables to as the VoIP system conversion occurs. The Director and Project Manager was involved in multiple meetings including a projects update report, board of commissioners meeting, farmers market relocation, Ruth School adaptive reuse committee, Queens gap, in addition to lease and agreement talks with the County attorney.

Greyrock Paving for Project 7, 3B, part of 8 & all of 9 is continuing and is nearly completed. We are weather dependent now to finish. Project 8 is nearly completed. Projects 10 and 11 were awarded Monday evening at the Commissioner's meeting. Project 10 went to Sisk Grading and Project 11 went to Whitmire Grading. Project 10 should begin immediately upon completion of Project 8.

Queens Gap Updates: Project 1 contractor has mobilized and is beginning work. Work has been very slow due to the weather. We received an NOV yesterday which has all work stopped until this is resolved. We have a meeting scheduled for Friday at 1 pm to address this issue and develop a plan to present to DENR. No work has started on Project 2 yet. No work will begin until Project 1 is stabilized and DENR is satisfied.

Register of Deeds:

This week, the Register of Deeds office had an active week with 564 recordings and collected \$12,473.00.

The Revenue Department answered 721 phone calls, and assisted 404 citizens who came in to the office (17 being PUV). 32 deeds were recorded and 63 were transferred. 5 estates were transferred and 39 new accounts were set up. Mapping completed 6 splits, 2 merges, 1 acreage adjustment and created 12 new maps. Ownership of 86 addressees was updated. The GIS website had 169,212 hits and 106,918 successful searches. Appraisers completed 411 field reviews and 81 building permits. Electronic payments consisted of 79 by credit/debit, 431 by website, and 40 by phone. 1408 citizens came in to pay at the counter. Enforced collection action consisted of 25 garnishments. 4 Deeds were certified. Staff worked 187 overpayments, 6 bankruptcy payments/issues, 4 discoveries, 42 releases, and 1 refund. 3177 pieces of mail were received and processed. 103 motor vehicles renewals were processed.

Senior Center:

The Senior Center was closed on Tuesday due to the weather and had limited services on Wednesday due to having no heat. The Center has seen a decrease in number due to holidays, inclement weather and sickness. An average of 119

meals per day have been served. Barbara Hill, Activity Coordinator, and Geraldine Morgan, Rutherford County Senior Center representative, attended the North Carolina Senior Games Ambassadors Conference in Cary on Wednesday and Thursday. And lastly, on Friday participants were able to share any suggestions or concerns they have about the Center during "Breakfast with the Director".

Sheriff:

December 2013

Calls for Service: 3858

Warrants Served/Total Arrest: 159/140

Domestic Calls: 179

Involuntary Commitments/Hours.: 22/20.70Man Hrs.

Civil Papers Served: 361

Exparte's Served: 25

Evictions: 7

Animals Pickup/Surrender: 234

Animals Returned to Owners or Rescued: 175

Animal Control Calls for Service: 137

New Cases Assigned to Detectives/Road Patrol: 165/7

Pill Drop Collections: 8,473Doses Units/1,003ML

Average Daily Inmate Confinement: 203

Gun Purchase Permits Issued: 172

Carry Concealed Permits Issued: 72

Project Lifesaver Clients/Contact Hours: 6/5.0Man Hrs.

Registered Sex Offenders/Contact Hours: 26/32.0Man Hrs.

Please join us in congratulations to:

Promotions: Position Call#

Effective: 01-13-2014

Ptl. Eric Hester, Courthouse Security Cpl/SRO Elem. R-449

New Full-Time:

Effective: 12-23-2013

Donna Mayes Deten./Off, A Shift D-205

Effective 01-01-2014

Callie Crain Deten./Off, D Shift D-506

New Part-Time:

Effective: 11-28-2013

Candie Lancaster Telecommunicator E-325

Effective: 01-07-2014

Holly Melton Deten./Off. D-608

Ronnie Jenkins Deten./Off. D-609

Effective: 01-07-2014

Amanda Greene Telecommunicator E-328

Social Service:

On Tuesday, December 31, Family and Children's Services staff hosted a retirement luncheon for Mary Cole at the Forest City Club House. Mary retired after 37 years of services to local DSS', most of which were in Rutherford County. A catered lunch was served and guests shared memories of their work with Mary, and gifts were presented to her. Two of the foster care staff presented a song for Mary about her time at DSS to the tune of "Mary Did You Know". Income Maintenance staff continue to work on the roll out of Medicaid and Work First in NC FAST by attending in-service trainings, webinars, and conference calls. The implementation of the Affordable Care Act will greatly increase the number of applications that are received for Medicaid. The true impact is still uncertain at this time because applications

of those who applied through the Federal Market Place, and are potentially eligible for Medicaid, have not been released. Even though most of the people will not be eligible because North Carolina did not expand Medicaid eligibility, each application will still have to be processed. On Friday, the Director represented the Director's Association at a conference call of the Shared Savings Workgroup for DMA. The cost of several Medicaid covered services will be reduced in July and the money used to provide incentives to providers for effective and efficient services beginning in January 2015. On Tuesday the 7th, the Director attended a subcommittee meeting as part of the Partnership for Children of the Foothills Board. On Wednesday, the Director attended committee meetings in Raleigh and the statewide DSS Director's Meeting on Thursday. On Thursday and Friday, representatives from Northwoods Consulting Partners visited Children's Services to conduct interviews and conduct "ride alongs" with social workers to gather information on our processes and procedures. They will help evaluate the need and effectiveness of a paperless documentation system for Children's Services. The agency already utilizes this system for Income Maintenance.

Soil and Water:

Staff attended the Very Cold Annual Meeting of the NC Association of Soil and Water Conservation Districts held in Asheville on Monday and Tuesday. The Admin/Education Specialist continued working on the District Poster Contest and Computer Designed Slide Show Contest and planning the District Awards Banquet. The Ag Cost Share Technician processed a Request for Payment and completed a plan for a new landowner contact.

Solid Waste:

The Solid Waste Department served 291 customers, hauled 70 loads from the centers and shipped out 35 loads to Lenoir. The landfill also sent out two recycling trailers. The Director attended the weekly update meeting and attended other meetings including the private hauler meeting, ordinance review and rate review. Staff continues to perform everyday job duties despite the cold weather. Alma Resendiz moved to full time replacing Ann West who retired this month. Staff also continues to work with David Odom on a transfer station floor issue and the gas well plan for the state. The Litter Control Officer has had several cases of littering and those are as follows:

Cases of littering	5
Assistance cases	1
Active cases	6
Photos of cases	5
Cases cleaned up	2
Community service	2

Tourism:

The TDA continues to greet visitors at the Welcome Center. Staff are in the 18-month planning process for our marketing and PR plans. Both the Wayfinding and Information committees have been hard at work and are meeting this week.

Transportation Services:

EMS: This week EMS Personnel responded to 188 emergency calls and 51 convalescent calls. A monthly random drug and alcohol test was completed. On December 30th EMS participated along with multiple public safety agencies, such as the Sheriff's department and the school system, on a mock shooter exercise at RS Middle School. A brief video of photos from the event is attached. This was a great opportunity to run drills with multiple agencies working together. Several more of these are planned for the future.

Transit: Transit numbers are down this week because they include the New Year's holiday and Transit was closed on Tuesday due to weather. Transit drove 5,232 miles, completed 514 local trips and 21 out of county trips, transported 156 unduplicated passengers and collected \$7,045 in revenue. Director attended the annual NCDOT conference in Raleigh. New flat rate billing was established for both the Senior Center and Rutherford Life Services starting January 1st. Also, the Behavior Health Grant is now available to individuals needing transportation to different agencies. Trips will be assigned on a first come, first serve basis through June 30, 2014.

Veterans Office:

This week staff made 209 contacts, received 128 telephone interviews, and had 455 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry.

SPECIAL HIGHLIGHTS

CONGRATULATIONS to Kerry Giles for being honored by NCDOT for her Distinguished Contributions for Public Transportation for the Western District.

MOCK SHOOTER EXERCISE AT RS MIDDLE SCHOOL DECEMBER 30, 2013



