

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*

June 7, 2013

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items Week Ending June 7, 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. **PLEASE NOTE THERE WILL BE NO WEEKLY REPORT DUE FOR NEXT WEEK.**

Board of Elections:

During the week, staff processed 25 new voters, 2,141 duplicates, 15 changes of information and mailed 50 verification and confirmation cards. Packages were prepared for all of the municipalities in preparation for the upcoming elections that included street lists and previous filing fees for the towns to verify. Also, the Director participated in a mock interview for Amie Sessoms in preparation for her competing in the National Distinguished Young Woman competition.

Building Inspections:

Building Inspections has issued 38 permits this week including a permit for a Lake Lure Classical Academy expansion. These permits totaled \$5,770 in fees. Inspectors conducted 128 inspections. The Director and several of the inspectors met with Horsehead engineers and conducted an extensive tour of the site to address ongoing construction matters and preparations for some final inspections.

Clerk to the Board:

On Monday the County Commissioners had their regular monthly meeting and a special meeting. A number of appointments to Rutherford County boards and commissions were made. On Tuesday, members of the staff participated in a telephone meeting with Rhonda Owens and Craig Carter. On Thursday, Commissioners attended the United Way Luncheon. Vice Chairman Eckler attended a Farm Preservation Committee meeting, and Chairman Owens attended a Disabled Hunters Meeting. A special County Commissioners meeting to discuss the adoption of the Rutherford County budget was also held. On Friday Commissioners were invited to the ribbon cutting at the new Senior Housing project.

Cooperative Extension:

The **Director** continues to assist clients with technical questions through phone calls, emails, office visits, and farm visits. The **Family and Consumer Sciences Agent** held a planning meeting with Grillin & Chillin committee members, attended a Community Health Council meeting, and conducted a pressure canner testing. The **Agricultural Agent** conducted the Master Gardener Volunteer Training and attended the Grillin & Chillin meeting. Contacts 62.

County Manager:

The County Manager attended numerous meetings this week. The week began meeting to review Tax Office renovation progress. Mr. Classen then attended a NCPTS meeting, 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, met with Brett Keeter from Congressman McHenry's Office, and met to review agenda information for the monthly Commissioners meeting. Mr. Classen attended the regular commissioner's meeting on Monday night. Additionally, Mr. Classen attended a Horsehead project update meeting at the Economic Development Office and met with Kevin Leonard from NCACC. Continuing, Mr. Classen attended the United Way luncheon, attended a Special Budget Adoption budget, attended a Western Highlands Board meeting and met with Richard Williams concerning legal issues.

Economic Development:

This week the Executive Director met with AdvantageWest Vice President to review existing prospect activity; met with Brett Keeter of Congressman McHenry's office; attended the Rutherford County Board of Commissioners meeting; participated in the Horsehead Corporation construction update meeting at the EDC; reviewed NC Rural Center grant progress for projects including Ameridial and Isothermal Textiles; met with the current owners of the former Cone Mills Cliffside facility in an effort to obtain engineering drawings for submittal to an industrial prospect; contacted Cone Mills Corporate office in Greensboro to assist with the collection of information for an industrial prospect; met with the County Attorney; worked with the Deputy Finance Director on updating progress reports for all Horsehead Corporation infrastructure grants; prepared and submitted to AdvantageWest a hypothetical incentives proposal for an industrial prospect; completed the collection of data and submitted an information package to the NC Department of Commerce for an industrial prospect; met with IPDC to review grant administration progress; and met with the County Manager to review economic development activity. The Project Administrator worked with a prospect on assembling information/estimates for possible building reuse upgrades; met with Town Manager from Rutherfordton to discuss the Industrial Drive in Rutherfordton; continued to work with other office staff to provide requested information on recently located projects – job creation/average salary and investment amounts; did research on existing warehouse space for a local company expansion; and continued existing industry follow-up visits and scheduled visits for June. The Grant Administrator continued monitoring changes in NC Incentives programs in an attempt to determine the impact of these changes on Rutherford County Economic Development; registered for Grants.gov to be able to get grant announcements from the federal government; and reviewed current grant files for comprehensive paperwork inclusion. The Economic Development Assistant took the department vehicle in for the yearly inspection; worked with other county staff members to prepare and send out invitations for the upcoming Strategic Plan and Target Market Study presentation; and gathered and assembled payroll timesheets for both our office and the NC Lite Up help desk employees.

Emergency Management/Fire Marshal:

Staff conducted two fire scene investigations, met with Horsehead officials regarding hazardous materials storage and response capabilities, and attended various meetings and worked on completing Service District Contracts. Additionally, staff updated mapping software for search and rescue events. The Assistant Fire Marshal attended a fire officer certification class.

Finance:

The Director and Assistant Director continue to work on the budget. The Assistant Director is working closely with Jeff Bradley and Danny Searcy to clear Shiloh gym in preparation for Phase II of the Livestock Educational Facility. Surplus items are being sold on GovDeals with a great response. The Director and Assistant Director also attended the County Commissioners meeting on Monday and a Special Commissioners meeting on Thursday.

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 Kayloni Harmon (Detention). The Director attended the regularly scheduled County Commissioners meeting, a Special Budget Adoption meeting, a JCPC meeting, as well as, attended a meeting with the County insurance broker.

Information Technology:

IT staff have been hosting meetings with each department regarding the telephone needs for the VoIP System. Staff is also working on the new tax software, fiber to the Landfill, animal shelter, and Airport to be completed by June 30th. Additionally, work continues on the Tax office move to the County Office Building, as well as, and the new remodeling to the tax office.

Library:

The Library websites are in the process of being updated and redesigned. The children's librarian is making last minute preparations for a fun-filled Summer Reading Program, which starts next week. Every Tuesday, through the months of June and July, programs will be held at 9:30 a.m. at Haynes Branch, 12:30 p.m. at County Library, and at 3:30 p.m. at Mountains Branch. The Kick-off program is Magician, Matt Fore, a cruise-line entertainer who was the opening act for Crystal Gale, and has recently completed a video with singer Taylor Swift. All programs are geared for ages 2-12, and are free to the public. The Children's Librarian met with an East Carolina University Graduate student working on her MLS degree, and was interviewed regarding Young Adult collections, procurement, and programming.

The Mountains Branch Library hosted Jim Proctor's book signing for his new book *Lake Lure* on Wednesday, June 5th. On Friday, the Mountains Branch Library will have hiker, blogger, and author, Danny Bernstein with her new book *The Mountains-to-Sea Trail Across North Carolina*. The Rutherford County Library will host Anita Price Davis signing her new book *Legendary Locals of Rutherford County* on Saturday June 15th from 10-12. The Director is adding new titles from the Old Tryon Genealogical Library to the CMC database and working with staff to close out the open purchase orders for the 2012-2013 budget year. The Rutherford County Library Society will meet Friday at 3:30 p.m. at the County Library.

Public Works/Planning:

The garage had 10 preventative maintenance service calls, 14 repairs, 5 tire service calls and 19 other repairs. Maintenance completed 43 work orders and repairs. The Director and Operations Manager participated in various meetings with contractors, other department heads and staff, as well as, the manager and attorney. These 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 planning board activities.

Register of Deeds:

Last week, the Register of Deeds office had an active week with 323 transactions collecting \$17,823.00.

Senior Center:

The Seniors' showed their support for Men's Health Month by wearing blue on Tuesday. Jamie Ingram, from Rutherford Regional's Cancer Center, and Dr. Glover Little, from Rutherford Urology, discussed various men's health issues. Topics included the tests men need for cancer detection, diabetes, heart disease, stroke, and information about what age to begin various screenings. The Seniors' also traveled to Spindale Elementary to visit their Pen Pals and wish them a happy summer break.

Social Services:

The Director and Adult Services staff attended a court hearing on Tuesday regarding a guardianship issue. In the afternoon, DSS Managers and the IT Analyst met to discuss the phone system needs for DSS in preparation for the upcoming visit by the county consultant. Also on Tuesday, Lorie Horne, Social Work Program Manager, attended a Strategic Planning Meeting at United Way. The Director participated in a conference call on Wednesday morning in preparation for committee meetings in Raleigh next week. Many child welfare staff were involved in DSS Court on Wednesday and Thursday. The Director attended the Community Health Council Meeting on Wednesday at Rutherford Regional. The Director, along with Vic Martin, Kandi Bridges, and Kelly Murray attended a regional director's meeting on Thursday and Friday. Mrs. Bridges will do a presentation on Work Support Strategies at the Thursday session. Fiscal staff attended a meeting on Friday, also in Asheville. Income Maintenance is fully staffed at this time and continues to

meet on a regular basis and conduct cross training in preparation for Project 2 & 6 of NC FAST, which includes Medicaid and Work First.

Soil and Water:

The Admin/Education Specialist completed the agenda and information folders for the District Board meeting and Farmland Preservation Board Meeting. Staff attended Board meetings and completed the Plan of Work and Annual Report. The Water Quality Specialist took 1 application for assistance, gave technical advice to 2 farmers, inspected 2 ongoing projects and 3 follow-ups on maintenance contracts from previous spot checks. The Water Quality Specialist also entered data in the IBEAM state system for the request for payments (RFP). The Specialist is preparing for the District monthly meeting and the NC Cost Share Program Review.

Solid Waste:

The Solid Waste Department served 337 customers, hauled 70 loads from convenience centers and shipped 40 loads to Lenoir. The Director attended the weekly transfer station project meeting, met with Commissioner Eckler on the ERPC and met with David Odom twice on the new building. The construction process continues to move forward and on schedule. C.F. Reese is on site installing the metal for the new packer. The Director also attended the Commissioners Meeting on Monday night and met with Rhonda Owens regarding having fiber installed at the landfill. The Solid Waste/Litter Control Officer has four active cases of littering. The office has worked four community service workers this past week.

Tax:

The Revenue Department answered 483 phone calls, and assisted 207 citizens who came in to the office (2 being PUV). 75 deeds were transferred this week. Mapping completed 4 splits, 4 recombination's and 3 new maps. 1 new E911 address was assigned and ownership of 21 addresses was updated. The GIS website had 168,119 hits and 103,432 successful searches. Maintenance installed 7 new road signs, and appraisers completed 97 field reviews. Enforced collection action consisted of 42 garnishments, and 7 inmate attachments. Staff worked 17 prepays, 28 discoveries, 16 releases, and 4 refunds. We are continuing to work September motor vehicle renewals in the new system and March renewals in the old one. Listing is almost complete. 3 listing letters were mailed out while 23 late listings were received. Tax rate is now 95.67% an increase by 0.52% "Way to go!"

Tourism:

The Tourism Asset Foundation committee met this week to begin the preliminary structure of the foundation. Also, the VIN Wayfinding committee met this week to discuss the Wayfinding Feasibility Study, focusing on Policies/Ordinances. Ground breaking began for the Outdoor Courtyard of the Welcome Center; improvements occur daily.

Transportation Services (EMS/Transit)

EMS: This week EMS Personnel responded to 152 ALS dispatched calls and 70 convalescent calls on the non-emergency side. Both remounted ambulances have been State inspected and will go on the road at Station 3 in Bostic and Station 4 in Cliffside this week. The Operations Manager updated one of the Standard Operating Guidelines for employees. The Transportation Director spoke with both Lincoln and Scotland counties, which also have EMS and Transit under the same department head. **Transit:** Transit drove 10,484 miles, transported 1,159 passengers and collected \$16,455 in revenue. There were no safety violations. The Director completed several year-end budget reports and reimbursements for NCDOT, as well as, completed the Fully Allocated Cost Model for transit expenditures.

Veterans Office:

During the last week, the staff made 173 contacts, received 90 telephone interviews, and had 99 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

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-
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

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