

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 28, 2013

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items Week Ending June 28, 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:

The Election Office received a new paint job this week. Thank you to the maintenance department for the help in moving desks and equipment. The staff continues to get ready for filing of municipal candidates starting July 5. During the week staff processed 32 new voters, 6 changes of information and mailed 40 verification and confirmation cards.

Building Inspections:

Building Inspections had a good week for permits with 40 permits issued for a total of \$5,635 in fees. Inspectors conducted 122 inspections including notables such as an addition for Harrelson Funeral Home and a final inspection for the remodeled Visitors Center in Lake Lure. The Director attended the weekly progress meeting with the Tax Office renovation project. The Director has also been working on the Department's revamped public image which includes staff training and logoed uniform shirts.

Clerk to the Board:

Commissioners are preparing for their July meeting next week. Chairman Owens had a training session for the RTR Board membership on Tuesday. Vice Chairman Eckler attended a meeting of the Enhanced Recycling Committee of which he is Chairman. The Commissioners will attend a ribbon cutting for the new Hicks Grove Road on Friday.

Cooperative Extension:

The **Director** continues to assist clients with technical questions through phone calls, emails, office visits, and farm visits. The Director, along with the HR Director, conducted interviews for the Farmer's Market assistant, assisted with the weighing and processing of 3 tractor trailer loads of cattle through the Mountain Cattle Alliance, and continues to work toward the completion of the Livestock Educational Facility Building. The **Family and Consumer Sciences Agent** presented a nutrition program for a women's group at a local church, attended a Community Engagement Team meeting, met with Health Department intern to discuss teen pregnancy issues, met with Grillin & Chillin planning committee, prepared for Kids & Chefs program, and taught a home organization class for New Choice Clients. The **4-H Agent** -4-H teen members attended the 4-H Congress in Raleigh. Six members participated in the citizenship track of 4-H Congress. They attended workshops on what it takes to be a good citizen. Teens also visited Representative Mike Hager

and Senator Ralph Hise. Rutherford County 4-H member, Brooklyn Breedlove, was installed as the West District 4-H reporter. The **Agricultural Agent** Contacts 36.

County Manager:

The County Manager attended numerous meetings this week. The week began with meetings to review 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, met with Sheriff Chris Francis and Jeff Buchanan regarding Mobile Crisis, and attended the STEP meeting. Mr. Classen attended a meeting with Richard Williams regarding legal matters, attended a conference call along with Shannon Baldwin and Chris Braud of Lake Lure regarding Lake Lure cellular and wireless service, attended a Broad River Water Authority meeting, attended a NCACC Legislative conference call, and attended a budget meeting in Asheville for Western Highlands. Lastly, Mr. Classen, attended a ribbon cutting for the New Hicks Grove Road, attended a Rutherford Chamber meeting and met with Terry Fountain of Fountain Electric.

Economic Development:

The Executive Director worked with staff and NCDOT to finalize planning for the Hicks Grove Road Ribbon Cutting; met with the County Manager to review Economic Development activities; attended a portion of the NCEDA Annual Conference in Wilmington; hosted the NC Department of Commerce and an industrial prospect for an existing building tour; continued work on existing projects; provided assistance to the NC Department of Commerce by ordering and receiving a replacement hard drive for a NC LITE UP participant; attended the Hicks Grove Road Ribbon Cutting event; and delivered grant reimbursement checks to Ameridial and Isothermal Textiles.

This week, the Project Administrator attended the North Carolina Economic Development Association 47th Annual Convention. Heard proposed changes to NC Department of Commerce as addressed by Secretary Decker and how the proposed plans may have positive impacts on rural North Carolina. The Economic Development Assistant made preparations and attended the Hicks Grove Road ribbon cutting ceremony; assisted in creating a presentation package for a Department of Commerce prospect, coordinated details and scheduling, and participated in hosting the prospect visit; reviewed all budget line items, and reconciled outstanding account receivables in preparation for the fiscal year end.

Emergency Management/Fire Marshal:

The office responded to one missing person search. Staff also attended a safety planning meeting at Isothermal Community College, as well as, various other meetings and put some new equipment in service. Completed Service District contracts.

Finance:

The Director continues to work on the budget and refinancing.

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 Nathaniel Ledbetter (EMS) and new retirees Jackie Smith (DSS) and Travis Ringo (Soil & Water). The HR Director along with Cooperative Extension Director Jeff Bradley interviewed for the part time Farmer's Market position.

Information Technology:

IT staff has 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.

Library:

For the third Tuesday in a row, the Summer Reading Program has had over 300 participants, including an evening Songwriting Workshop for Teens in addition to the three children's programs. There will be no programs July 4 week, but will return on July 9 with Snakeman Steve Hawkins and his live snakes.

Public Works/Planning:

The garage had 12 preventative maintenance service calls, 14 repairs, 12 tire service calls and 12 other repairs. Maintenance completed several 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:

The Register of Deeds office had an active week with 382 transactions collecting \$17,24200.

Senior Center:

The seniors went on a shopping trip this week and visited several thrift and consignment shops. The Senior Center continues to stress exercise and wellness by offering classes 5 days a week. The Senior Center has seen a decrease in numbers this week for the congregate meals. The average number of meals served this week at the Senior Center is 138. Our Home Delivered Meals have increased as staff is serving 99-100 in-home clients per day.

Social Services:

Income Maintenance staff 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. 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. Fiscal staff, Pam Price and Rhonda Byers participated in a webinar on NC Tracks, the new Medicaid billing system. The regular monthly supervisor's meeting was held on Wednesday. On Thursday the LINKS Regional Banquet was held at the Carolina Event & Conference Center. Rutherford DSS social workers, Lloian Byers and Roxie Toms, spearheaded the planning of this event. Participants in the LINKS Program were recognized for their hard work and achievements. LINKS is the name of the North Carolina Foster Care Independence Program. The program provides services and resources to all youth in foster care age 16 to 18 and to those young adults who are between the ages of 18 and 21 and are participating in a CARS agreement (voluntarily remain in foster care and attend school), as well as to young adults who aged out of foster care at age 18 and are not participating in a CARS agreement. LINKS participates meet on a monthly basis and enjoy fellowship and build support systems, as well as hear educational and motivational presentations. They also participate in community activities and take field trips, most recently to Pigeon Forge Tennessee. Friday afternoon Adult Medicaid Supervisor, Jackie Smith, was honored at a retirement reception held at the agency. Jackie has just over 25 years in the retirement system with 20 of those at DSS. She has served as a supervisor of Adult Medicaid since 2009. We thank Jackie for her many years of dedicated and faithful service and wish her a very happy retirement.

Soil and Water:

The Admin/Education Specialist completed Soil and Water and Watershed Fiscal Year Closing paperwork and the Safety Inspection Checklist. The specialist also worked on the plan of action paperwork for the NC Agriculture Cost Share Program Review and sent agenda paperwork for the Farmland Preservation change in Ordinance. The Water Quality Specialist took 1 application for assistance, gave technical advice to 4 farmers and inspected 2 ongoing projects. The Water Quality Specialist entered data in the IBEAM state system to approve a contract. The Specialist is retiring from the Water Quality Specialist position starting in July. The Specialist would like to thank all the folks in the County Departments involved in making the District keep functioning from day to day. Special thanks goes to Planning, Garage, HR, IT and Finance. The District could not do it without you all. The District wishes Travis Ringo well in his retirement and thanks him for his hard work.

Solid Waste:

The Solid Waste Department served 363 customers, hauled 66 loads from convenience centers and shipped 40 loads to Lenoir. The Director attended various meetings including the weekly transfer station project meeting, meeting with Darlene Kucken with NCDENR, two on site meetings regarding transfer station, met with uniform company, and attended the ERPC committee meeting. Pangaea is continuing to install the fiber for the Solid Waste Department and Animal Shelter. Staff continues to repair the minor items the state inspector requested to be fixed while continuing to perform everyday job functions. The Solid Waste/Litter Control Officer has three active cases of littering and worked six community service workers this week. Staff has cleaned up a lot of the electronics at several sites. Staff continues to meet on the RFP for recycling.

Tax:

The Revenue Department answered 299 phone calls, and assisted 96 citizens who came into the office (2 being PUV). 75 deeds were transferred this week. Mapping completed 5 acreage adjustments and created 1 new map. 4 new E911 addressees were assigned and ownership of 78 addressees was updated. The GIS website had 161,316 hits and 91,713 successful searches. Maintenance worked on 8 old road signs, and appraisers completed 366 field reviews. Electronic payments consisted of 31 by credit/debit, 74 by website, and 7 by phone. 324 citizens came in to pay at the counter. Enforced collection action consisted of 3 attachments, 3 foreclosures and 4 debt set off. 40 Deeds were certified bringing in \$4,367.14 in revenue. Staff worked 23 prepaids, 16 bankruptcy payments and issues, 2 discoveries, 23 releases, and 2 refunds. 665 pieces of mail were received and processed. 6173 March motor vehicle renewals were processed in the old system and 4628 in NCVTS. We are now preparing for bills to go out in July and getting ready for year end on Friday. We will be able to report a final collection rate next week.

Tourism:

The TDA Board approved the 2013-14 FY Budget. Also the board was given a tour of the renovations to date at the Lake Lure Welcome Center. The TDA also welcomes Jacob Lambert, our summer intern to our staff. Jacob is here through a grant with the NC Community Development Initiative Program.

Transportation Services (EMS/Transit)

EMS: This week EMS Personnel responded to 133 ALS dispatched calls and a record 102 convalescent calls on the non-emergency side. EMS staff met with EMS-MC, our billing company, along with the Finance office staff. Positive reports were provided on revenue trending. We will also look at renegotiating our rate should Transit begin direct billing with Medicaid and need EMS-MC's services. EMS also was able to purchase a new ventilator which will allow EMS to provide out of county transports for critical patients, rather than the trip being dispatched to a larger hospital's transport team. Intubation scopes were also ordered which will provide medics to ability to intubate patients quickly. The new QRV has been lettered to mirror the branding on the new ambulances.

Transit: Transit drove 10,216 miles, transported 1,190 passengers and collected \$18,681 in revenue. There were no safety violations. Staff is going live with new scheduling software this week. Training was also held with all drivers to go over changes with the new software. Final invoices were submitted for the fiscal year. The director also completed a Fully Allocated Cost Model to better understand the true cost of each ride provided to the community. This will assist in determining cost of new services as well as adjustments that may be needed to current services if state funding is reduced. NCDOT required quarterly criminal background checks were also completed on all safety sensitive employees. On Friday, Transit provided shuttle service for the EDC ribbon cutting at Hicks Grove Road.

Veterans Office:

During the last week, the staff made 195 contacts, received 97 telephone interviews, and had 30 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



Martha Schatz's new grandson—Judson Paul Wilson--Congratulations



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Library Summer Reading



Retired members of the DSS Board, Margaret Helton and Inez Spratt

RELAY FOR LIFE

289 N. Main Street, Rutherfordton, NC 28139 ♦ 828-287-6045 ♦ 828-287-6262 (FAX)
www.rutherfordcountync.gov

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

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