

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*

May 18, 2012

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending May 18, 2012**

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:

Over the last week the elections staff has completed processing 187 Provisional ballots, supervised 12 poll workers, completed a sample audit of two polling place's machines to verify that they worked properly and completed canvassing the election results. We expect to have the voter history balanced by the end of the week. The Second Primary will be held on July 17th and at this point has the following on the ballot: Dem. NC Commissioner of Labor, Rep. NC Lt. Governor, Rep. NC Commissioner of Insurance, Rep. NC Secretary of State, Rep. Superintendent of Public Instruction.

Building Inspections:

The Building Inspections Department issued 34 permits, conducted 111 inspections and issued four separate "Started with No Permits"(this is for projects discovered ongoing without proper permits) this week. A building permit for the new Farmer's Market structure to be located at the old Applegate Homes was also issued. (see picture under Highlights) The Director, in conjunction with the Public Works Director, has finalized the plans for the Frank West Park restroom facility. The Director has also been consulting with Chimney Rock Village on a draft ordinance to deal with dilapidated and deteriorated structures in the Village.

Clerk to the Board:

The County Commissioners met with Senator Wes Westmoreland and Representative Mike Hager on Tuesday to discuss upcoming legislative issues. Several issues that could impact Rutherford County were brought to their attention, and the Board asked for the legislators support in addressing Rutherford County's concerns. The 2012-2013 Rutherford County Budget is still front and center in this department until its adoption. A public hearing will be held at the Commissioners' regular meeting on June 7, and a budget adoption workshop is scheduled for June 7. The department will begin work on the agenda for the June 4 meeting early next week.

Cooperative Extension:

The County Extension Director continues to assist clients with technical information through phone calls, emails, office and field visits. The Director has been busy this week setting up for the Spindale Dairy Goat Show. The Family and Consumer Sciences agent attended a NCECA District meeting, wrote the monthly news column, taught a food

preservation class, and prepared for the upcoming Cook Smart class. A picture of the temporary Farmers Market building now under construction is attached under the Special Highlight Section.

County Manager:

The County Manager began the week as part of the Selection Committee interviewing for the EDC Director. He attended a meeting held at the County Office Building with the Local Legislators and attended a meeting with EDC reference Project Quick. The manager held the weekly media discussion with the Daily Courier attending. Also, the manager attended the regular EDC Board meeting, as well as, the teleconference with the NCACC regarding legislative matters. A meeting was also held with the Building Inspector and Planner regarding the progress on Frank West Park. Additional meetings with EDC staff and board member Terry Hines were held to discuss EDC staffing. The County Manager and EDC Chairman are assisting the Economic Development department until a new ED Director is appointed. Lastly, the manager attended the County Manager's luncheon in Lake Lure.

Economic Development:

EDC experienced a whirlwind of activity this week! We had client visits regarding two very active projects, prepared for and attended the monthly EDC Board meeting, as well as, submitted several large project proposals. In addition, an article for the "Vision" was submitted to the Rutherford County Chamber of Commerce. Progress continues in the search for a Economic Development Director.

Emergency Services/Emergency Management/Fire Marshal:

This week **EMS Personnel** responded to 146 calls. The EMS Director attended the quarterly Regional Advisory Committee meeting, as well as, conducted oral boards with new employees and system personnel. The Director conducted a meeting with the Volunteer Rescue Squads to discuss system performance. The Director and staff planned events for recognition of National EMS Week. **Emergency Management/Fire Marshal:** Continues work on Fire Service District Reports. The Fire Marshal met with the County Manager regarding the Service District Report, as well as, met with the State EM Director in reference to Homeland Security equipment purchases. The Fire Marshal's Office also received notification from the Office of State Fire Marshal that seven volunteer fire departments in Rutherford County received 50/50 grant funding in an amount totaling over \$75,000.

Finance:

The Finance Office continues to work on FY2012-1013 budget information. The Finance Officer also continues to work with EDC on projects and assists departments with budget, grant and general information. As this is payroll week, another payroll has successfully been processed and County employees will be happy to get paid on Friday.

Human Resources:

The Human Resources Department continues to update files for changes for the State Health Plan. The HR Director and the EDC Selection Committee held interviews for the EDC position and hope to have a selection soon. The HR Director also attended a meeting at the County Office Building with the Local Legislators. Several meetings reference potential retirements and human resources matters were also held along with interviews for the TDA office.

Information Resources:

The Information Technology department has been busy getting ready to upgrade the 911 CAD software next week, fine tuning check scanners in the tax office, documents for the HR department, along with day to day track-it orders and maintenance.

Library:

There were more requests than usual this week with patrons needing assistance downloading e-books and requiring instruction on the use of NCLIVE. A pizza party will occur on Friday afternoon in honor of our teen volunteers and special recognition to one graduating from high school. The Rutherford County Library Society has its monthly meeting this week and the plans on purchasing new computer tables are underway. See our web and Facebook pages for pictures of these happenings.

Planning/Parks and Recreation:

Progress on the Greyrock project continues to be tracked. Prospective tenants for the vacant space in the Rutherford Center continue to be pursued as well. A bid opening to completely re-roof the flat roof of the Rutherford Center was held, which appears to be notably under budget. Over the past week, the Cultural Planner processed paperwork for the extension of the Biggerstaff grant, conducted inspections of Frank West and Honeysuckle Parks; created contract PO's, relocated playground equipment, as well as, followed up on a river paddle trail access with NC Wildlife. Maintenance was extremely productive, completing 37 trackit work orders, while the County Garage accomplished 12 preventive maintenance, 27 repairs, and 6 tires services.

Register of Deeds:

The Register of Deeds office had an active week with 377 transactions collecting \$13,454.

Social Services:

The DSS Board held its regular monthly meeting on Wednesday. During the meeting, board members were briefed on the status of the current budget and revisions to the 2012-13 budget. They unanimously adopted a resolution in opposition to SB433/HB438 as currently written. The board voted to change the meeting time from 8:00 am to 8:30 am, with the day remaining the third Wednesday of each month. Mr. Maxie Jolley was appointed by the Board to fill the fifth member slot beginning in July replacing Mrs. Jackie Hampton, who will complete her second three year term on the Board in June. This week was designated as Income Maintenance Appreciation Week. Throughout the week supervisory and management staff have given small tokens of appreciation to their staff, treated them to a spaghetti lunch on Wednesday, and an ice cream break on Thursday. These employees work extremely hard for the citizens of Rutherford County. The number of Child Protective Services reports has risen in the past several months. As of May 16th 64 reports have been received. Several of the newer child welfare staff are in mandatory training this week. On June 3rd from 2-5pm, DSS will be hosting a drop in informational session for prospective foster parents at the Forest City Club House. Our county is in need of more local foster parents. If you know someone that may be interested in this event please let them know. Come on out and learn what you can do to become a foster parent and help children in our community.

Soil and Water:

Admin/Education Specialist attended the 2012 Voluntary Agricultural District Workshop held in Morganton. The staff continues to work on the Annual Report, Strategy Plan and the Plan of Work for the District. The Water Quality Specialist gave technical advice to landowners/farmers and inspected ongoing projects. He also consulted with the County Planner to start May 18 on the Rutherford Walk Trail. He has also completed spot checks with a District supervisor for the Clean Water Management Trust Fund.

Solid Waste:

The Solid Waste Department served 260 customers this week, hauled 55 loads from the convenience centers and sent 33 loads to Lenoir. The Community Service Program is underway as the Probation Department is starting to schedule individuals for this program. The Safety Program is being implemented and employees are being sized for uniforms. Also, Shoppe Shoes will be working to acquire employee's shoe sizes over the next week. Additionally, the monogram shirts have been ordered for the convenience center workers. The Solid Waste Department has received confirmation on a \$175,000 grant for the new concrete pad for metal and white goods. Lastly, the septic tank is completely installed at Colfax, and discussions have begun with engineers about the Danieltown Convenience Center and the placement of utility lines there.

Tax:

Listing Billing completed 7 discovery bills. Personnel attended a Property Tax Commission Hearing in Raleigh regarding a personal property aircraft situs appeal. The PTC decision was to dismiss the appeal in favor of the County. Staff is continuing to key the listing data for 2012 tax billing and assist the collections department with their efforts to send out debt setoff letters for delinquent motor vehicles. **Collections:** The staff answered 285 phone calls, completed 148 garnishments, completed 27 bank attachments and 1 rent attachment, mailed out 15 intent to foreclose letters, filed 6 bankruptcies, discharged 3 bankruptcies, and had 5 new bankruptcy claims. **The Appraisal Department** received 4 new

informal appeals bringing the total informal appeals received to 2666. We also received 41 formal appeals. The staff answered 57 phone calls and assisted 4 citizen with the present use program and 11 citizens who came in to the office. Staff also mailed 117 informal appeal notices and 10 Board of Equalization and Review appeal forms.

GIS/Mapping/Land Records/Addressing assisted 53 taxpayers, answered 161 phone calls, and issued 13 pre-permits. Two projects are currently in progress. Land Records printed 54 newly recorded deeds, transferred 63 deeds, transferred 10 by will or estate and set up 37 new accounts. GIS completed 2 splits, 1 acreage adjustment, created 12 new maps and filled 2 data requests. The addressing department assigned 4 new addresses, updated 60 addresses, and installed 8 new road signs.

Transit:

This past week Transit drove 9,231 miles, transported 1,052 passengers and collected \$14,090.69 in revenue. There were no safety violations and a monthly Safety Meeting was held where ADA requirements and protocol were discussed. Driver safety issues were also addressed in relationship to potential threatening situations with passengers. A part time driver position has been posted. Public Hearing set for June 4, 2012 to discuss \$192,870 in ROAP grant funds.

SEE HIGHLIGHTS: Transit also did a DIY landscape project in front of our building this week. Employees pitched in to help make this happen. We even planted a vegetable garden for employees to enjoy this summer.

Veterans Office:

The staff made 205 veteran contacts this week. They also had 86 telephone interviews, with 68 mailouts for veterans to complete documents and requests for service. The Veterans Officer attended an American Legion Auxiliary meeting and gave out food to four veteran families.

Special Recognition Highlights

Transit:



Farmers Market on 74:

