

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*

May 31, 2013

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items Week Ending May 31, 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:

During the week, staff processed 38 new voters, 393 duplicates, 23 changes of information and mailed 78 verification and confirmation cards. Dawn Lovelace attended the meeting on the new telephone system in place of Debbie who was in Texas celebrating her son's engagement.

Building Inspections:

Building Inspections issued 24 permits for \$4,026 in fees. Inspectors conducted 107 inspections including the last of the school inspections for the season. Staff has also been investigating several complaints of dangerous construction that has been completed without permits.

Clerk to the Board:

On Monday Commissioners were invited to attend the grand opening of McDonald's in Spindale. Chairman Owens participated in the Memorial Day celebration in Forest City. On Wednesday, Commissioners were invited to the "Get NOT Out of Your Life" meeting at the Foundation at ICC. Agendas were prepared for the County Commissioners' regular meeting and special meeting on Monday. A public hearing will be held on the 2013-2014 recommended budget.

Cooperative Extension:

The **Director** continues to assist clients with technical questions through phone calls, emails, office visits, and farm visits. The Director is also working with producers on processing cattle for the Mountain Cattle Alliance, conducted a meeting for the Rutherford County Extension Advisory Council, and continues working on the Rutherford County Livestock Educational Facility. The **Family and Consumer Sciences Agent** taught a Better Food Better Health nutrition program for Latino families, met with Extension Advisory Council members, taught a food service program for Senior Center staff, facilitated a historical tour for ECA members, and participated in the Community Awareness Event at Forest City Housing Authority. The **4-H Youth Development Agent** attended a training on child abuse recognition and reporting taught by NC State University's Risk Assessment Case Manager, and presented a report to the Extension Advisory Council on recent Latino Cultural Immersion trip. The **Agricultural Agent** networked with Pinnacle Elementary and

ASAP on Farm –to-School grant completions and conducted preparations for the Extension Successful Gardener Program. Contacts 184.

County Manager:

Mr. Classen began the week hosting a department head meeting, attended a CDBG meeting at IPDC, and attended a Broad River Water Authority meeting. Mr. Classen continued the week meeting with Commissioner Richard on his straw vote, met with Commissioners Lovelace and Holland, and met with Danny Searcy and Matt Blackwell on existing structures. Additionally, the Manager and Solid Waste Director James Kilgo met to discuss recycling bids. Mr. Classen and Jeff Bradley met to tour the Cooperative Extension building to discuss safety concerns. Lastly, Mr. Classen attended a transportation meeting in Lake Lure.

Economic Development:

The **Executive Director** attended a Department Head meeting at the annex; coordinated efforts for the NC LITE UP Help Desk; reviewed follow up reports from the NC Industrial Extension service community forum; met with County Manager and Public Works Director; prepared responses to multiple industrial recruitment projects; met with IPDC and Isothermal Textiles regarding a NC Rural Center grant; and delivered a ONE NC Grant disbursement to Alliance Precision Plastics. The **Project Administrator** attended “Get the Not Out” presentation at Isothermal Community College; met with NC DOL Apprenticeship Specialist, Pamela McGimpsey, to hear about the state program and how it could be used to help existing industry; followed up on specific company requests from previous visits to existing industry regarding SBTDC – Marketing Support, IPDC – Workforce Development and ICC – Customized Training; worked with other office staff to provide requested information on recently located projects; provided site information for a Film Commission request for a location shoot; reached out to a local existing business to offer recruiting/hiring assistance for advertised jobs. The **Grant Administrator** prepared a report for Rural Center on several industries; received a report from IPDC and submitted it to Rural Center; established a meeting on energy incentives for local industry and allies; collated and submitted report for NC LITE-UP to NC Commerce; and kept local industries apprised of the progress of their grants. The **Economic Development Assistant** assisted in gathering information in response to a RFI request for additional information for two particular sites that were previously submitted; assisted in gathering data in response to an NC Department of Commerce RFI; and balanced the office line items to a report provided by the finance department.

Emergency Management/Fire Marshal:

The Fire Marshal conducted two fire scene investigations, responded to two missing person calls, and attended a Taser recertification course. The Fire Marshal also attended various meetings and prepared a supplemental budget report for the County Manager.

Finance:

The Director and Assistant Director continue to work on the budget, as well as, have met with the auditors to begin preparation for Fiscal year end. 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.

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 Sarah Koone (DSS), and Emmett Murray (DSS). Welcome new employees Amy Fongemie (DSS), James Olsen (Transit), and Harry Kempster (Detention). The Director attended two ESC hearings this week, attended the “Get NOT Out of Your Life” Workshop at the Foundation, and conducted orientation for new employees.

Information Technology:

The IT Department continues work on the new Phone system, new Tax software preparations, and Tax office relocation. Staff continues to support all county computers. Vacation time is gearing up, if you have a request, please let us know as soon as possible as we may have staff on vacation and other staff will be filling in the gap.

Library:

The staff was kept busy with 295 visitors, 52 phone calls and 54 reference questions on Tuesday following the Memorial Day holiday with a total door count of close to 1,000 visitors by the end of the week. The Director and staff have been compiling information for the year end reports due to the State Library re: two grants received for 2012-2013. The staff of the local library consortium (CMC Library Consortium) has been updating the consortia policy manual. Benches made by the carpentry class at Chase High School, and purchased by the Rutherford County Library Society for wireless Internet users at the Haynes Branch, were delivered this week.

Public Works/Planning:

The garage had 10 preventative maintenance service calls, 14 repairs, 6 tire service calls and 6 other repairs. Maintenance completed 27 work orders and repairs including completing the state discrepancies at the animal shelter and working the current demands of the rapidly growing grass and groundskeeping. 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 center finished celebrating Older Americans Month this week with several different activities. Samm Simpson, an independent writer, researcher, video consultant and GMO educator, presented two programs about Genetically Modified Organisms and what foods to avoid. Cynthia Harmon, Hard of Hearing Services Specialist, presented a program about "Understanding Hearing Loss and Effective Communication". Lastly, on Friday, Dr. Michael Roberts discussed joint replacement and how surgery can relieve pain and help you move and feel better.

Social Services:

Even with one less work day in the week, it has been a busy one at DSS. On Tuesday, staff enjoyed a special patriotic dress down in honor of Memorial Day and were encouraged to wear patriotic colors. A special e-mail was also sent to all staff to honor those workers in the agency that have served in the military. Income Maintenance staff continue to attend conference calls and webinars regarding current NC FAST issues and in preparation for the launch of the Medicaid module in October. Work continued in making final selections for vacant positions. On Tuesday, the Director attended the Department Head Meeting regarding the upcoming budget and the new telephone system; attended an ESC hearing along with the IM Administrator, the County Attorney and HR Director; and on Thursday attended a conference call as part of the planning committee for the NCACDSS annual conference that will be held in Hickory in October. The Director also attended and conducted several meetings with staff and supervisors regarding specific case issues.

Soil and Water:

The Admin/Education Specialist attended the Department Head Meeting, completed registration information to sponsor an R-S Central High School student to attend the Resource Conservation Workshop held at NC State, and completed Report to Request Technical Assistance Payment. The Water Quality Specialist took 2 applications for assistance, gave technical advice to 4 farmers. The Water Quality Specialist also entered data in the IBEAM state system for the request of payments. The Specialist is preparing the annual NC Cost Share BMP Fund Certification and attended Mountain Valleys RC&D monthly meeting.

Solid Waste:

The Solid Waste Department served 271 customers, hauled 51 loads from convenience centers and shipped 29 loads to Lenoir. The Director attended the Enhanced Recycling Committee Meeting, attended the bid opening for recycling, and held a hot dog and hamburger luncheon for public officials and department heads to tour the transfer station. The transfer

station project continues to move forward and on schedule. The Director attended the department head meeting and held a meeting with Bernie Dilgert and David Odom regarding transfer station change orders. The Solid Waste/Litter Control officer has 6 active cases of littering. The Solid Waste Department worked six community service workers. The state inspector visited the landfill this week.

Tax:

The Revenue Department answered 396 phone calls and assisted 231 citizens who came in to the office (4 being PUV). 61 deeds and 4 estates were transferred this week. Mapping completed 6 splits, 7 acreage adjustments and created 2 new maps and 2 new layers. 3 new E911 addressees were assigned and ownership of 76 addressees were updated. The GIS website had 163,644 hits and 93,948 successful searches. Maintenance installed 12 new road signs, and appraisers completed 40 field reviews. Electronic payments consisted of 25 by credit/debit, 59 by website, and 2 by phone. 272 citizens came in to pay at the counter. Enforced collection action consisted of 28 bank attachments. 15 deeds were certified bringing in \$273.77 in revenue. Staff worked 16 overpayments, 60 discoveries, 41 releases, and 2 refunds. 797 pieces of mail were received and processed. 4,643 September motor vehicle renewals were received from the new system and are currently being reviewed. Listing is almost complete with only mobile home parks and solid waste fees left to work. 81 listing letters were mailed out. **Shout out to staff** for their continued hard work and effort in bringing up the tax rate to 95.15%

Tourism:

TDA is preparing a Wayfinding Master Plan of Action, as well as, a Wayfinding Feasibility Study. Staff are also in the mock up stage with the app developers and are expecting examples to review this week. Work continues to progress on the Welcome Center with anticipation of the Grand Opening drawing closer.

Transportation Services (EMS/Transit)

EMS: EMS Personnel responded to 219 ALS dispatched calls and 58 convalescent calls on the non-emergency side. EMS received the second re-mount truck this week. Staff met with Rutherford Regional administration to discuss ongoing opportunities to partner together. EMS received two donated recliners for Station 4 in Cliffside from Commissioner Eddie Holland. **Transit:** Transit drove 7,639 miles, transported 995 passengers and collected \$14,086 in revenue. There were no safety violations. GPS devices were installed in all vehicles and software was updated in the office to begin tracking all vehicles. The Director attended the quarterly RPO meeting at IPDC.

Veterans Office:

During the last week, the staff made 108 contacts, received 65 telephone interviews, and had 44 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry. The Veteran's Office staff attended a Memorial Day ceremony on Monday at 11 am at the Town of Forest City.

Special Recognition Highlights



Benches made by the carpentry class at Chase High School and purchased by the Rutherford County Library Society for wireless Internet users at the Haynes Branch Library. Pictured Crystal Shires from the Library.

Annual Enrollment is May 20-31, 2013. Members do not need to do anything during Annual Enrollment if they are satisfied with their current plan. If they take no action, they and any dependents will remain on their current plan. There are no changes to member or dependent premiums. During Annual Enrollment members can:

- Enroll in the State Health Plan
- Switch between plans
- Add or remove dependents without a qualifying event

When adding dependents to their benefit plan, members may be asked to provide documentation of a dependent's State Health Plan eligibility.

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

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