

# 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*

January 14, 2013

To: County Commissioners

From: Carl Classen, County Manager

## **Weekly Report Items** **Week Ending January 11, 2013**

### **General:**

This is getting out a little late due to the County Manager being at meetings out of the office most of the week and the flu going through the office. Weekly Report Items are not meant to be exhaustive of County matters but to highlight and inform Commissioners and Department Heads.

### **Board of Elections:**

A grant has been submitted to the State for reimbursement of \$6,036.91 for costs involved with the coding of the Second Primary and General Election. Over the last two weeks, Election staff has been handling required list maintenance procedures. Staff has removed over 1000 inactive voters, processed 77 new voters, 21 duplicates, 60 changes of information, and have mailed out 586 voter verification cards.

### **Building Inspections:**

Building Inspections has been busy this week with the issuance of 54 permits issued for a total of \$5,104 in fees. Included in these permits are 5 new house starts. Inspectors have conducted 165 inspections and attended the Technology Use training sessions. The department held a staff meeting to discuss code issues, safety reminders, and upcoming evaluations. The Director has completed all staff performance evaluations. The Department has received plans for a new Mexican restaurant to be constructed in Rutherfordton, as well as, approved the plan review for the Arcade apartments in Lake Lure. The Director and the Fire Inspector also met with the Maintenance Director for the County School to discuss inspection results from the most recent school inspections.

### **Clerk to the Board:**

The week began with a Regular and a Special County Commissioners' Meeting on Monday night. The Board presented a framed remembrance to outgoing Senator Wes Westmoreland. Chairman Owens attended the swearing-in ceremonies of Senator Ralph Hise and Representative Mike Hager in Raleigh on Wednesday. Commissioner Lovelace attended Essentials of County Government in Asheville with County Manager Carl Classen on Wednesday and Thursday. Vice Chairman Eckler attended a meeting on Cooperative Extension Projects and also attended the meeting of the IPDC Board of Directors of which he is a member. Chairman Owens attended meetings at Rutherford Town Revitalization and the ECA Annual Achievement Dinner. Commissioners Richard and Eckler attended the Technology Use Policy session.

### **County Manager:**

The County Manager attended numerous meetings this week. Mr. Classen began the week with a meeting regarding Solid Waste updates, Public Works updates including Queens Gap and Greyrock, met with Richard Williams to review the agenda packet and attended the monthly Board of Commissioners meeting. Continuing the week, Mr. Classen met with Joe Maimone, (Thomas Jefferson Classical Academy) and Richard Williams, attending a meeting with Vice-Chair Bill Eckler, Agricultural Director Jeff Bradley and Jan McGuinn regarding Farmer's Fresh market, met with Richard Pettus and Paula Roach regarding EMS, attended a meeting with Health Department and manager representatives, and attended the IPDC Board of Directors meeting. Mr. Classen, along with Commissioner Lovelace, attended the NCACC/IOG Essentials of County Government meeting in Asheville. Lastly, Mr. Classen attended a Hospital/County Collaboration meeting in Buncombe County, as well as, attended a Manager meeting in Buncombe County.

### **Economic Development:**

This week the Executive Director crafted articles to be included in the upcoming annual report; completed and submitted a NC Rural Center Building Reuse Grant application; assisted the Finance Department with the collection of data from NCDOT for the Project Chrysalis Golden Leaf Grant; met with project consultants for the kick off meeting and windshield tour for the Economic Development Strategic Plan and Target Market Analysis; attended a Region C Workforce Development Board program on Apprentice opportunities at the Le Grand Center in Shelby; attended the Rutherford County Board of Commissioners Meeting, participated in the monthly Horsehead Corporation progress review meeting, met with an existing industry, coordinated and participated in a meeting to develop a student intern help desk associated with the NC Department of Commerce NC LITE UP Program; prepared for the upcoming Advisory Board meeting; and attended IT training at the County Annex. The Project Administrator wrote, proofed and edited articles for Rutherford County Economic Development Annual Report 2012; scheduled January Existing Industry visits; visited with an existing industry (Alliance Precision); worked with Town of Forest City and IPDC on a CDBG grant for a building renovation; worked with Isothermal Community College and NC State Industrial Extension on a response for information; attended monthly Horsehead Meeting; scheduled 7 Existing Industry visits for Business Retention & Expansion Program – Work, Grow, Thrive!; conducted 2 Existing Industry visits; visited with other Existing Industry as a follow-up or courtesy visit; attended IT Technology Policy training; prepared for next week's Business Advancement Team meeting; and worked with IPDC on outstanding grants for 2 companies. The Economic Development Assistant wrote articles to be included in the annual report and prepared all the content to be turned over to the marketing firm; assisted in the completion of an NC Rural Center Building Reuse Grant application; prepared the weekly Manager's report and the safety report; balanced our account records to those input in Keystone by the finance department; began preparing invitation lists for 2 upcoming events and started to research venues and caterers for these events.

### **Emergency Services:**

This week **EMS Personnel** responded to 141 calls. The EMS Director met with the County Manager and Finance Director to review budget items, attended an Emergency Management Response Team meeting, conducted an EMS Administrative meeting with administrative staff, attended the State Instructor workshop, and conducted annual staff evaluations. **Emergency Management/Fire Marshal:** The Fire Marshal conducted two missing person searches, assisted the Sheriff's Office with an investigation, and met with the County Manager and County Attorney to work on Service District contracts.

### **Finance:**

The Finance Director and Assistant Director attended the monthly Commissioner Board meeting. The Audit was presented to the Board by Gould Killian CPA Group. The Director met with Danny Searcy and Carl Classen for the weekly project updates. The Finance Director also met with Richard Pettus and Carl Classen regarding EMS. Performance evaluations have been completed by the Finance Office.

### **Human Resources:**

Welcome new employees Shayne Collins (DSS) and Sue Anderson Gibson (Transit). Employees who have left the service of the County are David Petty (retired), Charles Vassey (retired), Mike Summers (p/t Sheriff), Bob Holler (p/t

Sheriff) and Justin Davis (EMS). The HR Department has sent out information to begin performance evaluations for county employees and all evaluations are due back by the 11th. The 2013 United Way Campaign raised a total of \$5,412.52. Thank you to all that contributed.

**Information Technology:**

Information Technology has been holding training sessions all week on the Technology Use Policy. County officials and employees need to attend one of these sessions to make sure they understand and follow the policy. Please contact Rhonda Owens if you have not already reserved a space to attend on the IT Policy Training Sessions.

**Library:**

The County Library won a free Google Nexus Tablet; a direct result of having been awarded a \$20,000 grant for e-books. The library has also purchased 23 licenses for Microsoft Windows 7 for our public computers, valued at \$6,808, for \$276.00; a savings of \$6,532. Thanks go to Kenneth Odom for checking with TechSoup before including this request in the upcoming budget. Looking back at 2012 – Circulation statistics for the three county libraries

Books	168,833
AV	80,591
Periodicals	12,466
E-books	6,858
Internet access	36,753
Wireless access	9,914
Children’s programming attendance	4,284
Library patron attendance	105,197

**Public Works/Planning:**

The garage had 28 preventative maintenance service calls, 41 repairs, 10 tire service calls and 10 state inspections/other repairs along with reporting 4 minor accidents in which no one was injured. Maintenance completed 25 service calls along with continuing the pruning of trees and shrubs around the County facilities. This is also the season for spending quality preventative maintenance on the mowers and equipment in preparation for the spring. Commissioners approved the bid for project 7 of Greyrock which Strickland won at \$385K. Staff has had further talks on the subject of Queens Gap with legal counsel and the permitting agencies as well as Odom Engineering in preparation for construction activity. The Director also participated in multiple meetings with other contractors, Department Heads and the Manager on projects underway and/or pending issues.

**Register of Deeds:**

The Register of Deeds office had an active week with 425 transactions collecting \$12,130.00.

**Senior Center:**

The Senior Center has seen a decrease in number of participants due to holidays and sickness. The Diabetic Support Group with Lesley Koonce, RPH, from Spindale Drug was here to discuss the importance of diet, exercise, and taking medications. Staff continues to push health and wellness to prevent early institutionalization. The week of January 7-11 is being observed as “Elvis Week”, with trivia, a movie, and a musical performance. More participants have been added to the Transit Route and to the Home Delivered meal routes.

**Social Services:**

Income Maintenance staff continues to prepare for the hard launch of NC FAST in mid January. Wait times and a delay in benefits have not increased as much as expected. However, with the hard launch and the conversion of cases this may increase. The regular monthly supervisor’s meeting was held on Monday. The Community Child Protection/Child Fatality Prevention Team met at DSS on Tuesday morning. The team welcomed new member Justin Moore, representing EMS. DSS received IT Technology Use Policy training on Wednesday conducted by Peter Gaulin. Management staff discussed several other issues following the training. Three sessions were held to accommodate all staff. 109 of the 114 employees have received the training. The Director was in Raleigh on Tuesday and Wednesday for monthly committee

meetings and a meeting with the Division of Aging and Adult Services. Susan Epley was recognized as Employee of the Quarter for the first quarter of 2013. Susan is an Income Maintenance Caseworker in the Food and Nutrition Unit.

#### **Soil and Water:**

The Admin/Education specialist worked on Watershed proposal advertisement and paperwork, continued working on the Contract between the NC Department of Agriculture and Consumer Services, Division of Soil of Water Conservation, and the Rutherford Soil and Water Conservation District to receive our district matching funds and cost share technical assistance funds. Also working on the District Poster Contest judging and winners and the District Awards Banquet. The Water Quality Specialist took applications for assistance, gave technical advice to landowners/farmers, inspected ongoing projects, and entered application data in the IBEAM state system. The Water Quality Specialist consulted with a contractor and landowner on the dairy waste lagoon closure and attended the NCASWCD Annual meeting held in Durham, NC. Attended the monthly Mountain Valley RC&D meeting held in Asheville, NC.

#### **Solid Waste:**

The Solid Waste Department has served 817 customers, hauled 207 loads from convenience centers and shipped 102 loads to Lenoir. The Director attended the regular transfer station project meetings. The Director also attended the Commissioner's Meeting on Monday. The staff has been working hard to get ready for the construction of the new transfer station that will start Monday January 14<sup>th</sup>. The Director continues to work with the County Manager to get another generator for the gas to green project. The landfill has ordered some new containers for convenience sites. The landfill staff continues to work closely with David Odom on getting state permits.

#### **Tax:**

**The Appraisal Department** answered 108 phone calls, assisted 48 citizens with the present use program and 37 citizens who came in to the office. Staff printed 134 finalized permits and mailed 14 informal appeal forms. Appraisers worked 32 permits and 7 reviews. **GIS/Mapping/Land Records/Addressing** assisted 115 taxpayers, answered 255 phone calls, issued 4 pre-permits and reviewed 8plats. Land Records printed 90 newly recorded deeds, transferred 172 deeds and 6 estates and set up 94 new accounts. GIS completed 5 splits, 2 merges, 3 acreage adjustments, and created 18 new maps. The addressing department assigned 108 new addresses, created 1 new centerline and updated 80 addresses.

**Sign Maintenance** installed, over the last two weeks, 11 signs, had 15 new reports of missing signs, have 93 signs waiting to be installed, and have a total of 109 missing signs. **Listing** completed 82 discovery bills totaling \$10,776.77. Staff completed the calendar year end process and the abstract listing forms are currently at the printer with a projected mail date of December 28, 2012. There were 2,444 business abstract forms and 9,171 residential abstract forms to be printed and mailed. Please remember, forms are only mailed to businesses and individuals that have personal property or an exclusion from last year. Blank forms are available on the Tax Office website or by calling the office for those who wish to list and do not get a pre-printed form. The listing advertisement was published December 21, 2012 issue of the Daily Courier.

#### **Transit:**

For last week Transit drove 9,007 miles, transported 1,004 passengers and collected \$11,325 in revenue. Transit welcomes Sue Gibson as a new driver this week. It has been an incredible week at Transit. Transit coordinated with a local landlord to get a ramp built for a critical ill passenger. A cancer patient was able to get daily transportation to treatment in Spartanburg for the next six weeks. Transit re-worked their routes for the Senior Center and were able to double the number of passengers to the Center daily. Last minute transportation was coordinated for a new mother to go from Rutherford Regional to Mission Hospital to be with her newborn in the neo-natal unit. Finally, Transit has created a new route on Thursdays to help citizens get to the free food distribution site at the old JcPenny's building behind Roses. This new route will begin next week. There is limited seating so it will be scheduled on a first come, first serve basis.

#### **Veterans Office:**

The staff made 241 contacts this week. Staff also had 142 telephone interviews, with 363 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry. The Service Officer also attended a Veterans Organization meeting.

## **Special Recognition Highlights**

The 2013 United Way Campaign raised \$5,412.52. Thanks to all who contributed. You should be proud in knowing that you will be helping a family in need this year.

### **Congratulations to Susan Epley, employee of the quarter for DSS**