

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*

December 20, 2013

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items Weeks Ending December 20, 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. **NO REPORT DUE FOR THE NEXT TWO WEEKS. WE WISH YOU AND YOUR FAMILIES A VERY MERRY CHRISTMAS AND A WONDERFUL NEW YEAR.**

Airport:

The airport sold 360 gallons of 100LL fuel. The regular scheduled meeting of the Airport was held Tuesday. Greg Lovelace was elected chairman of the Airport Authority.

Board of Elections:

This week the Director attended an Institute of Government conference and made a presentation on "Cross training employees". We want to wish everyone a very Merry Christmas and hope everyone has a wonderful holiday.

Building Inspections:

Building Inspections has issued 30 permits totaling \$2,982 in fees. Inspectors have conducted 145 inspections including 5 final inspections on buildings at Horsehead. Plans are being reviewed for several commercial projects which include a new classroom for Lake Lure Classical Academy. The department also had its annual Christmas gathering Monday evening at Mi Pueblito.

Clerk to the Board:

It's the countdown to Christmas and everyone has lots of yuletide activities swirling around them. On Monday some Commissioners attended the Ruth Adaptive Reuse Program meeting in the County Commissioners' Room. On Tuesday the Board sat as the Airport Authority. Airport Authority Member Greg Lovelace was elected Chairman of the Authority. Commissioner Julius Owens attended the Social Services Board meeting on Wednesday and the Christmas event for the Social Services' Board on Thursday. Thursday was both a happy and sad day as Commissioners and staff attended HR Director Judy Toney's retirement party which she hosted. All are happy that she will have more time for family, friends, and herself as she retires. However, all are sad that we will not see her as often.

Cooperative Extension: COOP HAS BEEN BLESSED WITH THE BIRTH OF TWO BABY BOYS—P.S. DON'T DRINK THE WATER!

County Extension Director- Attended a meeting with WNC Agriventures to review details of award to the Farmers Market Project and continues to assist clients with technical problems through office visits, phone calls, emails, and farm visits. Congratulations to Jeff and Jennifer on the birth of their son.

Family and Consumer Sciences-Held Grandparents Raising Grandchildren Support Group meeting, completed 2013 reports, and planned 2014 programs. **4-H Youth Development-** Congratulations to Cynthia and George on the birth of their new son. **Agricultural Agent:** attended a WNC AgriVentures meeting with Advantage West and Carolina Farm Stewardship Radio. Began program planning for 2014. Contacts 31.

County Manager:

The County Manager attended numerous meetings this week. Beginning the week, Mr. Classen attended a meeting regarding the Ruth School property, met with Matt Blackwell regarding Economic Development projects updates, attended a community meeting on the Ruth School property, and attended a Robinson Bridge meeting. On Tuesday, Mr. Classen attended the regularly scheduled Airport meeting. Continuing, Mr. Classen met with Danny Searcy on the Community Grant project, met with Karen Andrews and Michelle Whitaker and met with Robin Lattimore. Mr. Classen attended a meeting regarding the Welcome Center, attended the retirement reception for Judy Toney, attended a NC Fast conference call and attended a Smoky Mouny Center mental health board meeting. Ending the week, Mr. Classen attended a meeting regarding Solid Waste finances and attended the Winterfest at the Gorge. The County Manager's Office wishes everyone a Merry Christmas and Happy New Year.

Economic Development:

This week the Executive Director delivered a grant application package to the NC Department of Commerce; continued work on the Daniel Road Economic Development project; met with the County Manager; prepared a submittal package for an industrial prospect; participated in the monthly EDC Board meeting; attended training for the new phone system; delivered letter of support for FTZ #57 to the Charlotte Regional Partnership; and met with the Rutherfordton Town Manager. This week the Project Administrator met with an existing industry to hear details of a proposed expansion/growth opportunity; held a conference call with NC DOC Broadband Technical Assistance Director and Broadband Planner to discuss a pilot program that may hold interest for Rutherford County; reached out to a building owner to check availability of properties and to update lease rates; met with existing industry personnel and worked to finalize the IDF Grant application for business expansion; prepared for and conducted Business Advancement Team meeting for BR&E program to establish the mission for our second year of activity after a very successful first year of the program - some new marketing efforts were also discussed to help the team carry our message of support to the businesses of Rutherford County; participated in a conference call with Self-Help organization and an existing industry to hear about funding/financing options for growth; visited an expanding existing industry and conducted numerous follow-up calls to existing industry to touch base and offer assistance.

This week the Economic Development Assistant made preparations for, attended and transcribed the minutes for the Economic Development Board meeting; prepared resolutions for submittal on the agenda for the upcoming Board of Commissioner's meeting; drafted a letter of support for participation in the Charlotte FTZ; and attended the county employee phone training session.

Emergency Management/Fire Marshal:

The Fire Marshal participated in an active shooter exercise at Rutherford Regional. The exercise involved law enforcement, fire, and EMS. Also, staff worked on completing year end reports and attended various meetings and training classes.

Finance:

The Finance Director and Assistant Director attended a TDA board meeting, met with James Kilgo and Carl Classen regarding Solid Waste budget, and attended the retirement reception for Judy Toney. Performance evaluations have also been completed.

Human Resources:

The HR Director held meetings to discuss personnel issues, exit interviews, and retirements. Welcome new employees Richard Webb (p/t Solid Waste) and Raymond Tobey (p/t Solid Waste). The Director, along with Hazel Haynes, began the interview process for a vacant position in the Commissioners office. Judy hosted a wonderful retirement reception showering friends and family members with a delicious assortment of cakes. Judy will be retiring from the service of Rutherford County on Friday, December 27, 2013. WE WISH YOU THE BEST!!

Information Technology:

The IT Department held its first VoIP phone training classes. These classes will train the trainer and Peter Gaulin will be working on a more indepth cheatsheet that will be sent to the department heads in the next few weeks. Please make sure each of your employees get a copy of the cheatsheet. VoIP has been implemented in the Trackit program. When VoIP goes live you will be able to email VoIP issues to trackit@rutherfordcountync.gov with 'VoIP' in the subject line or if you use the web client you will choose VoIP at the department, then all those requests will be sent to Peter. Merry Christmas to you and yours from Information Technology- Rhonda, Ann, Jai, Peter, Jill, Mel, Wesley!!!

Library:

The Director completed the performance evaluations, continued work on the minutes, statistics, and agenda for the Library Board of Trustee meeting next month and attended Judy Toney's retirement party. The Story Time children have been having a great time with Christmas parties this week. There will be no Story Time for the next two weeks. Story time will start back the week of January 6. The Children's Story time hour on December 19 was hosted by the Friends of the Mountains Branch Library with a special reading program consisting of crafts, food, stories, and Santa. On December 20, Chimney Rock Park Ranger S. Tillotson presented Winter Vacations and Adaptations all about animals in our areas and what they do in the winter.

Public Works/Planning:

The garage had 13 preventative maintenance service calls, 10 repairs, 7 tire service calls and 2 other repairs. Maintenance completed 28 workorders, repairs and groundskeeping of all County facilities and grounds. Maintenance has been heavily involved in pulling IT cables to launch the VoIP system. The community input meeting for Ruth School alternate uses was held Monday night with the County and IPDC with good input from those in attendance. We worked with NCDOT and the TAC to submit several new transportation projects such as a continued focus on expanding 221, and more emphasis on converting US 74 to Interstate quality, and considering a new road accessing the Dan River Plan, Sod farm, and Riverstone for better marketing of these facilities. The Director and Project Mgr. met on rail trail improvements, options regarding the Biggerstaff Hanging tree site, for which we hope to have an update during the February Commissioners meeting.

Greyrock Unfortunately, the bid openings for project(s) 10 and 11 did not meet the minimum of three bids, so bid openings were postponed until the week of Jan 1. Paving for Project 7, 3B, part of 8 & all of 9 is continuing and will be completed next week. Project 8 has been graded to about 500 feet from the end. That project should be completed shortly as the weather clears up. Project 10 bids were not opened yesterday due to only having 2 bidders. It will be reopened on December 31st. Project 11 bids open December 19th.

Queens Gap Updates: Project 1 contractor has mobilized and is beginning work. Work has been very slow due to the weather. Clearing is nearly completed. They are likely to install a few French drains. I am inspecting the site Monday to determine if some will be required. Project 2 bid has been awarded to Clary Hood. Due to the very slow progress thus far, I am revising the project schedule to open bids on both Projects 3 & 4 in the month of February. I am also revising the total project schedule to reflect this along with the initial delays due to the tax foreclosures.

Register of Deeds:

This week, the Register of Deeds office had an active week with 381 recordings and collected \$17,029.00.

The Revenue Department answered 496 phone calls, and assisted 209 citizens who came in to the office (21 being PUV). 57 deeds were recorded and 48 were transferred. 1 estate was transferred and 25 new accounts were set up. Mapping completed 6 splits, 1 acreage adjustment and created 8 new maps. 2 new E911 addressees were assigned.

Ownership of 10 addressees was updated. The GIS website had 156,073 hits and 96,563 successful searches. Appraisers completed 536 field reviews. Electronic payments consisted of 41 by credit/debit, 143 by website, and 3 by phone. 756 citizens came in to pay at the counter. Enforced collection action consisted of 1 Debt Setoff, 41 garnishments, 1 attachment, 26 Deeds were certified. Staff worked 134 bank drafts, 11 bankruptcy payments/issues, 7 discoveries, 31 releases, and 3 refunds. 1303 pieces of mail were received and processed.

Senior Center:

The Senior Center was closed on Monday in order to host training for the staff. John Carroll provided several employees from DSS to train on services dealing with Seniors, Lori Simpson from IPDC did Aging Related training, and Steve Leatherwood with the Employee Assistance Program came to speak about "Dealing with Difficult People". The Senior Center enjoyed several special Christmas musical performances again this week. Chase Middle 6th Grade Chorus Group performed on Tuesday. We were entertained by the Ellenboro 2nd Grade on Wednesday and the Burns Middle 8th Grade Chorus on Thursday. All of these programs serve as part of our intergenerational program goal. On Thursday the Center hosted the annual Christmas reception. The Seniors enjoyed fellowship, refreshments, and festive entertainment.

Sheriff:

Calls for Service: 3738
Warrants Served/Total Arrest: 171/153
Domestic Calls: 128
Involuntary Commitments/Hours.: 27/26.0Man Hrs.
Civil Papers Served: 338
Exparte's Served: 19
Evictions: 10
Animals Pickup/Surrender: 171
Animals Returned to Owners or Rescued: 144
Animal Control Calls for Service: 95
New Cases Assigned to Detectives/Road Patrol: 176/16
Pill Drop Collections: 7,822.5 Doses Units/769 ML
Average Daily Inmate Confinement: 216
Gun Purchase Permits Issued: 88
Carry Concealed Permits Issued: 23
Project Lifesaver Clients/Contact Hours: 6/6.5Man Hrs.
Registered Sex Offenders/Contact Hours: 176/32.0Man Hrs.

Soil and Water:

The Admin/Education Specialist presented the Enviroscope Model to 6th graders at R-S Middle School to show human impact on our natural resources. District Meeting Notices and Minutes and Farmland Preservation Minutes and Meeting Notices were sent. Work continues on District 5th Grade Poster Contest and 6th Grade Computer Designed Slide Show. The Ag Cost Share Technician attended a Nutrient Management Workshop held in Raleigh December 16th-20th. Merry Christmas!

Solid Waste:

The Solid Waste Department served 272 customers, hauled 50 loads from convenience centers and shipped 29 loads to Lenoir. The Director attended several budget meetings with the manager and Finance staff, attended the VoIP telephone training, attended a meeting with David Odom, and along with staff, attended the retirement reception for Judy Toney. The Solid Waste Department wishes Judy and Recycle Ruthie the very best in her retirement.

Tourism:

The TDA finalized the topographical map design, began implementing our volunteer program, and prepared for Thursday's board meeting.

Transportation Services:

EMS: This week EMS Personnel responded to 124 emergency calls and 41 convalescent calls. Staff members attended a PRQM quality meeting at the Hospital. Toys were distributed to DSS this week as part of the Stuff the Ambulance toy drive (pictures attached) and performance evaluations were completed by all supervisors.

Transit: Transit drove 10,465 miles, completed 1,049 local trips and 100 out of county trips, transported 281 unduplicated passengers and collected \$17,660 in revenue. Performance evaluations were completed on all full time employees.

Quarterly background checks were run on all employees with safety sensitive jobs. Director and Operations Manager also interviewed several candidates for part time driver positions.

Veterans Office:

This week staff made 313 contacts, received 78 telephone interviews, and had 31 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry.

SPECIAL HIGHLIGHTS

Congratulations to Jeff and Jennifer Bradley---new baby boy!!!



Over 1,000 toys collected. DSS will be distributing to over 400 foster and kinship kids. Toys were also donated to Grandparents Raising Grandkids. Sponsors included: EMS, United Way, Walmart, DSS and Hickory Nut Gorge EMS & Rescue. Call me if you want more info. 287-6597.

