

# 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 25, 2012

To: County Commissioners

From: Carl Classen, County Manager

## **Weekly Report Items** **Week Ending May 25, 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. **PLEASE NOTE: DUE TO THE HOLIDAY NEXT WEEK, THERE WILL BE NO WEEKLY REPORT.**

### **Board of Elections:**

The Elections Director has completed an application for a \$4649.23 grant to reimburse the county for election coding for the Primary election. Staff has begun preparations for the Second Primary and completed processing expenses for the Primary. We are also in the process of verifying polling locations and workers for the July 17<sup>th</sup> Second Primary.

### **Building Inspections:**

The Building Inspections Department has issued 49 permits and conducted 175 inspections. We issued another permit at Horsehead for a boiler room. The director met with some of the citizens involved with the bathroom facility project at Frank West Park and the plans were approved for construction. Local volunteers are working in the community to garner donations of labor, materials, and funds to assist in the completion of this project. We issued a temporary certificate of occupancy for Section D of Facebook Building 1. The construction of Building 1 is scheduled to be completed for Final Inspection around the first week of June. Shane Dotson received a commendation from the NC Department of Insurance for his diligence in finding a code violation associated with factory built modular homes. The violation had been overlooked from the third party inspection company, as well as, the many other jurisdictions that had approved these homes.

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

This week is "Emergency Medical Services Week" and in recognition of that, the County Commissioners and Rutherford Hospital hosted a breakfast for emergency medical personnel at Rutherford Hospital on Monday morning. The Commissioners passed a resolution at their May 4 meeting recognizing this vital public service and the emergency medical services teams who provide lifesaving care to those in need. The Governing Body and County Manager are preparing the agenda which will be available on May 26. A public hearing on the proposed FY2012-13 budget will be held at that meeting.

### **Cooperative Extension:**

The County Extension Director continues to assist clients with technical information through phone calls, emails, office and field visits. The Director participated in the Spindale Dairy Goat Show, attended a District Advisory Council meeting in Swannanoa, attended a District Farm Service Agency meeting, and met with Southern Foothills Growers to promote the new Rutherford County Farmer's Market location. The Family and Consumer Sciences agent taught a Cook/Eat Smart class, conducted a radio program, and attended a Consumer Sciences team meeting. The 4-H Agent, along with youth and adult volunteers, attended the 4-H TRY-IT (Teens Reaching Youth through Innovative Teams) training in Raleigh. Youth and adults received training on working in teams, youth/adult partnerships, teaching and learning-learning styles, teaching and learning-ages and stages, classroom management, and training in 4-H Health Rocks curriculum on alcohol, tobacco and substance abuse awareness. 4-H Embryology is being coordinated in three elementary schools and the youth are preparing to give their 4-H presentations at the County level.

### **County Manager:**

The County Manager began the week by attending a breakfast in honor of "the National Emergency Medical Service Week". Several conference calls regarding various issues such as GreyRock, Horsehead, and the Transfer Station were held this week. Mr. Classen also attended meetings regarding the Airport, EDC Selection, Fire Districts, Library budgeting, the Cliffside Sanitary District, and met with John Mitchell with Senator Burr's office. The weekly Media Discussion was held with a representative from the Daily Courier attending. In addition, Mr. Classen attended a client lunch with EDC staff, participated in the NCACC weekly conference call and met with John Carroll from DSS, as well as, met with County Attorney Richard Williams.

### **Economic Development:**

EDC Staff held a working luncheon on Tuesday for very serious clients who are interested in learning more about Rutherford County and why Rutherford County is a great location for businesses. The attendees included allies from Rutherford County agencies such as ICC, Rutherford County Schools, IPDC, NC Employment Securities, the County Manager, Chairman of the Board of Commissioners, representatives from the Town of Forest City, EDC Board Chairman and NC Department of Commerce. Another opportunity for job growth had staff actively involved in preparation of a grant application with IPDC. In addition, staff has continued to be of assistance to other clients with regards to several active projects.

### **Emergency Services/Emergency Management/Fire Marshal:**

This week **EMS Personnel** responded to 186 calls. Rutherford County EMS was proud to attend the National EMS Week breakfast in recognition of the dedicated volunteers and paid staff of all emergency service departments within the county. EMS also coordinated a helicopter landing zone training with MAMA. Staff held the first Basic Life Support Competition for all BLS transport departments. Regional One and EMS hosted an "Advanced Airway Class" at the Isothermal Rutherford Learning Center for all emergency responders in the county. The Director continues to work with Finance and County Manager on FY2012-2013 budget. **Emergency Management/Fire Marshal:** Continues work on Fire Service District Reports. The Fire Marshal also has worked on an Emergency Management Planning Grant, assisted the Town of Lake Lure with a mapping project and continues to work on fire investigations.

### **Finance:**

The Finance Office continues to work on FY2012-2013 budget information. The Finance Officer also continues to work with EDC on projects and assists departments with budgets, grants and general information. The Finance Officer met with the County Manager and Teresa Spires of IPDC reference current grant funding for Horsehead, as well as, met with the County Manager, Commissioner Eckler, Commissioner Owens and Airport Board Members reference changes at the Airport. This week, the Finance Director also attended the TDA Board meeting.

### **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 met to discuss the EDC interviews that were held. Several meetings reference potential retirements and human resource matters were also held this week. The HR Director conducted orientation with the

current new hires. Welcome to Bobbie Ann Walker, Louis Hill, Mary Wright, and Vada Haynes new employees of DSS, Deborah McCormick new part time employee of TDA, Heather Gillespie and Justin Davis of EMS, and Lacie Boykins with the Sheriff's Department. Employees who have left the service of Rutherford County are Chris Byers (Sheriff's Dept), Eddie Watkins (Maintenance), and Ricky Carson (Transit).

**Information Resources:**

IT continues the support of all county departments. Communications/911 is getting their software 'facelift', while the Tax and Finance offices are working out the bugs for check scanning. Training sessions are being arranged for the Sheriff/Detention Center's software upgrade. Lots of documents are being imaged at DSS and from the off-site storage locations.

**Library:**

Preschool story hour ended this week with 88 children and parents in attendance. Fifteen boxes of books, CDs, DVDs along with audio cassettes were donated for the fall book sale. A patron put \$100 and her grocery list in one of the books she returned. She came by the next day frantic and couldn't remember the name of the book. The staff was able to find her missing money and list. She was most relieved.

**Planning/Parks and Recreation:**

The Planning and Maintenance Department continue to service the needs of all county offices. The Director is on Military leave and the Operations Manager is maintaining the daily functions of the department.

**Sheriff:**

April 2012 Report	
Calls for Service:	4243
Warrants Served/Total Arrest:	151/148
Domestic Calls:	259
Involuntary Commitments/Hours.:	18/18.75 Man Hrs.
Civil Papers Served:	338
Exparte's Served:	22
Evictions:	12
Animals Pickup/Surrender:	251
Animals Returned to Owners or Rescued:	155
Animal Control Calls for Service:	187
New Cases Assigned to Detectives:	139
Pill Drop Collections:	5,554 Doses Units/112.5 ml of liquid
Average Daily Inmate Confinement:	231
Gun Purchase Permits Issued:	141
Carry Concealed Permits Issued:	138
Project Lifesaver Clients/Contact Hours:	14/0 Man Hrs.
Registered Sex Offenders/Contact Hours:	176/20.0 Man Hrs.

Please join us in congratulating the first graduates of the Field Training program, Deputy Christopher Lee, Deputy Perry Shelton, Deputy Tyler Greene and Deputy Robert Martin. Also, a big Hooray to Cpl. Brian Atkins who received the Iron Warrior award for Valor, Bravery, Vigilance, Courage, Strength and Endurance from the National Criminal Enforcement Association (See Special Highlights). Welcome new Sheriff Secretary Lacie Boykins.

**Soil and Water:**

The Admin/Education Specialist is working on the final report for the Rutherfordton Elementary Outdoor Learning Center Grant. Also, the Education Specialist is working on the registration information for the Resource Conservation Workshop which will be held June 24-June 29, 2012 at NC State University. The Water Quality Specialist gave technical advice to landowners and farmers and inspected ongoing projects. He also consulted with the contractor to complete the Rutherford Walk Trail. The Specialist also discussed and trained with farmers the importance of maintaining litter waste records.

Lastly, work is continuing to finalize the districts last contract with a private engineering group to micro-irrigate an organic farm.

**Solid Waste:**

The Solid Waste Department served 268 customers this week, hauled 52 loads from the convenience centers and sent 33 loads to Lenoir. The Safety Program is being implemented and employees are being sized for uniforms and shoes. Staff continues to work with David Garrett on the Transfer Station and Foothills Connect on the lease agreement. Project plans will be presented at the June 4<sup>th</sup> Board meeting regarding the concrete pad. A state inspection of the C&D Landfill was also completed. The Litter Patrol Officer has two active cases of littering and has also been working with inmates from the county jail. Contacts have been made with AT&T and Duke Power about line problems at the Danielstown Convenience Center. Lastly, a hydraulic cylinder had to be replaced at the Gilkey Convenience Center.

**Tax:**

**Tax Collections** office approved the final form for the debt set off notice billings of delinquent motor vehicles. We have received the first test of 1500 accounts and have completed programming for this billing. Staff expects to have these to the printers by early next week. The staff has completed working employee lists and issuing garnishments to 131 employers. Tax has issued 30 bank attachments. Check 21 is live and interaction with the bank is going well.

**Listing/Billing** completed 8 discovery bills totaling \$5,050.84, answered 91 phone calls, and completed 6 manufactured home pre-permits. Staff continues to update the personal property valuations from residential and business listing forms. We are on schedule to have listing completed by June 29 and bills to the printers by July 15. **The Appraisal Department** received 17 new informal appeals bringing the total informal appeals received to 2683. We also received 2 formal appeals. The staff answered 53 phone calls and assisted 2 citizens with the present use program and 7 citizens who came into the office. Staff also mailed 189 informal appeal notices and 1 Board of Equalization and Review appeal forms.

**GIS/Mapping/Land Records/Addressing** assisted 64 taxpayers, answered 148 phone calls, and issued 4 pre-permits. Two projects are currently in progress. Land Records printed 60 newly recorded deeds, transferred 51 deeds, transferred 10 by will or estate and set up 32 new accounts. GIS completed 2 splits, 2 merges, 1 acreage adjustment, and created 6 new maps. The addressing department assigned 6 new addresses, created 3 new centerlines, updated 39 addresses, and installed 6 new road signs and maintenance on 2.

**Transit:**

This past week Transit drove 9,653 miles, transported 1,106 passengers and collected \$18,384.94 in revenue. There were no safety violations. The Transit Advisory Board held their quarterly meeting and reviewed budget and policy changes. Transit participated in a meeting with Rutherford County Schools to help provide resources to students with disabilities who are integrating into the workforce after graduation. Staff also attended the NC Public Transportation Association conference and received information on new NCDOT programs and regulations.

**Veterans Office:**

The staff made 248 veteran contacts this week. They also had 89 telephone interviews, with 63 mailouts for veterans to complete documents and requests for service. The Veterans Officer attended the TDA meeting, as well as, made nursing home visits to veterans. The Veterans Officer received the FY11 Expenditure report from the State showing that the veterans of Rutherford County received \$37,244,000 in 2011.

## Special Recognition Highlights



**Sheriffs Dept:** Cpl. Brian Atkins received the Iron Warrior award for Valor, Bravery, Vigilance, Courage, Strength and Endurance from the National Criminal Enforcement Association

### **Building Inspections:**

KUDOS !! Shane Dotson, Building/Energy Inspector received a commendation from NC Department of Insurance for his diligence in finding a code violation associated with factory built modular homes. The violation had been overlooked from the third party inspection company, as well as, the many other jurisdictions that had approved these homes.



EMS TRAINING

**REMINDER:** Monday, May 28 is the Memorial Day Holiday. We hope everyone has a safe holiday.