

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*

November 30, 2012

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending November 30, 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:

Activity is finally returning to normal at the Election office. Staff has been busy processing all of the changes in voter information from Election Day and have finalized the voter history. The Director was interviewed on both WNCW and WGMA about the election. During the last two weeks staff has processed 305 new registrations, 237 duplicate registrations, 1,014 changes of information and mailed out 558 voter registration cards.

Building Inspections:

Building Inspections wrote 77 permits last week with total permit revenues totaling \$4,713. This includes 5 new house starts for the month of November. Staff has visited sites of several complaints this week and inspectors have met with Lake Lure Classical Academy project coordinators who are looking for a temporary location for some of their high school students, as well as, with some Town of Lake Lure officials who are dealing with minimum housing/condemnation issues. Lastly, inspectors have been reviewing plans to locate 10 apartments in the Arcade Building at Lake Lure Beach.

Clerk to the Board:

The County Commissioners' Office is preparing for the swearing in of newly-elected Commissioner Greg Lovelace and Commissioner Eddie Holland on Monday, December 3. The swearing-in ceremony will be held at a special meeting of the Board of Commissioners at 10:00 AM. The regular County Commissioners' meeting will be held at 6:00 PM. The Clerk to the Board attended meetings this week with the County Manager and the Human Resources Director regarding preparation for the protocol during inclement weather conditions. A meeting was also held with the Information Technology Department regarding Laserfiche which is the software for scanning documents. On Friday the Clerk met with other department heads and the County Manager regarding the coordinated appearance of Rutherford County logos.

County Manager:

The County Manager attended numerous meetings this week. Mr. Classen began the week with a meeting to discuss inclement weather reporting procedures. The Manager also attended a meeting at IPDC with Health Department officials and other county managers. The weekly meeting was held regarding the Transfer Station progress, as well as, the weekly project update meeting with Paula Roach and Danny Searcy. Mr. Classen also met with IT Director Rhonda Owens to discuss fiber at the Airport, met with Judy Toney regarding personnel issues, and attended the Rutherford STEP meeting Monday night. Additionally, the Manager attended a meeting at ICC with Janet Mason, School Superintendent, and Myra Johnson, ICC President. The Manager met with James Kilgo, Paula Roach, and Stan Steury regarding the Methane Gas contracts and also met with Jack Hyman on the Methane Gas project close out. Mr. Classen attended a Lake Lure/Chimney Rock Community meeting on Tuesday evening. Additional meetings held were with Shermaine Surratt reference the Teenage Pregnancy Program, and the RPO TAC and TCC Board meeting at IPDC. Ending the week, Mr. Classen met with Commissioner Holland and Commissioner –elect Greg Lovelace, attended the Transit Advisory Board meeting and Coordinated Appearance meeting, and attended a meeting on economic development grants.

Economic Development:

This week the Executive Director worked with the Project Administrator to complete and submit a proposal for an industrial prospect; held a public opening for the proposal received for the Economic Development Strategic Plan & Target Market Analysis; began preliminary planning for the 2012 Annual Report; met with the Coordinated Appearance Team and welcomed the new Economic Development Assistant, Birgit Dilgert. The Project Administrator worked with the Director to complete a proposal for an industrial prospect; worked on updating CDBG & NC Rural Center Grant budgets and details for two projects; held a Business Advancement Team meeting with Core Team to discuss Work, Grow, Thrive! Business Retention and Expansion program; set up visits for Existing Industry visits; prepared and processed invitations for Horsehead Community meeting. This week the Economic Development Assistant was presented with a job description and job expectations; and began to get orientated and familiar with the software tools and accounting system that will be utilized and input invoices for processing.

Emergency Services:

This week **EMS Personnel** responded to 307 calls. The EMS Director received and opened bids for new ambulances, attended a meeting with the County Finance Director, attended a 2-1-1- meeting with United Way, and attended a meeting to discuss pre-employment and post-employment fitness testing. EMS staff attended an 8 hour pediatric training class. The Director also conducted a meeting with the EMS training staff to discuss new protocols. Congratulations to Mike Keck, Training Officer on his retirement. The staff at EMS held a wonderful reception for Mike.

Emergency Management/Fire Marshal investigated one fire call, worked on the communications tower project, participated in a statewide WebEOC exercise and worked on Emergency Management Grant Activities. The Fire Marshal has also been busy on scene with the Camp Creek fire.

Finance:

The Finance Director is working with auditors on the completion of the county audit. Credit card machines have been installed at the Solid Waste Department and Building Inspections and are operational. The Finance Director attended the weekly project update meeting with the County Manager and Danny Searcy, attended several meetings regarding the Methane Gas contracts and close out at the Landfill, and attended additional meetings regarding the Transfer Station. Additionally, the Director attended a bid opening at the EDC Office. The Assistant Director attended a Finance meeting in Morganton and held bid openings for EMS.

Human Resources:

The HR Director held meetings to discuss personnel issues and retirements. The HR Director met with Richard Williams and Carl Classen to discuss personnel matters. The HR Director also attended a Community Clinic meeting, as well as, a Safety meeting. Staff continues to prepare for the Tenure Award reception. Welcome new employee Birgit Dilgert (EDC). The staff wishes Mike Keck (EMS) well wishes on his retirement.

Information Technology:

The Director attended a Viper Tower meeting and a meeting regarding joint water and fiber line installation at the Airport. The Director is also researching the idea of an all in one county maintenance agreement plan for all copiers in the county. Additionally, the Director attended a meeting regarding the communication with the methane gas engine to the internet for monitoring. IT staff continue to support all county computers and equipment.

Library:

Be sure and check the County Library’s website at www.rutherfordcountylibrary.org for the fourth of the holiday recipes. This one is for a dessert: Pecan Tassies. Children’s Librarian, Jeannie Smith, received an award from the North Carolina Public Director’s Association for her children’s program: “Reading for Africa”. Mark your calendar for Saturday December 8th at 11:00 a.m. as the Rutherford County Library will be presenting a Children’s Christmas Program, “The Polar Express”. Join us for the free program and have your children wear their pajamas. Santa Claus will be visiting so bring your camera. There's still time to buy a raffle ticket to win a Kindle Fire HD. The drawing will be held on December 10th. A ticket may be purchased at the County Library or the Haynes Branch. The proceeds will go toward the purchase of two outside benches for the Haynes Branch Library. The Director attended meetings for the CMC consortium and the Rutherford County Library Society this week.

Public Works/Planning:

The staff has had a wonderful Thanksgiving holiday. The garage had 15 preventative maintenance service calls, 22 repairs, 5 tire service calls and 2 state inspections/other repairs, and has completed the permanent license plates and registration replacements of County vehicles/equipment. Maintenance completed 25 service calls and continues gathering leaves along with pruning trees and shrubs. Staff also completed the old farmer’s market demolition and gravel parking lot. The Director met with DENR and Odom Engineering to initiate talks regarding Queens Gap and held bid openings for Greyrock which will be on next week’s Commissioners agenda for final approval.

Register of Deeds:

The Register of Deeds office had an active week with 287 transactions collecting \$10,266.75.

Senior Center:

The Senior Center stresses exercise and wellness by offering 4 days of movement and a special program given by a specialist from the Division of Services of the Blind that focuses on how your vision and hearing may affect your balance and could prevent falls. A trip to the Farmer’s Market was greatly enjoyed by a group of seniors. The Congregate Meal Program averaged 205 meals a day which includes the three meal sites. Fourteen new clients have been added to the Home Delivered Meal routes. For mental stimulation, a magazine scavenger hunt was held on November 27, stressing quickness, memory, and team work.

Sheriff:

OCTOBER 2012

Calls for Service:	4045
Warrants Served/Total Arrest:	159/151
Domestic Calls:	161
Involuntary Commitments/Hours.:	26/28.0 Man Hrs.
Civil Papers Served:	355
Exparte’s Served:	25
Evictions:	12
Animals Pickup/Surrender:	352
Animals Returned to Owners or Rescued:	162
Animal Control Calls for Service:	229
New Cases Assigned to Detectives/Road Patrol:	220/48
Pill Drop Collections:	32,744.8 Doses Units
Average Daily Inmate Confinement:	227
Gun Purchase Permits Issued:	158

Carry Concealed Permits Issued:	43
Project Lifesaver Clients/Contact Hours:	11/21.0 Man Hrs.
Registered Sex Offenders/Contact Hours:	172/45.0 Man Hrs.

Welcome new hire Kelly McDaniel who joined us in October as a part-time employee with the Communication Center. On October 22nd, 2012 the Sheriff's Office completed all transitional and mandatory weapons qualification for 2012. Rutherford County Sheriff Office hosted their first Detention Officers Certification Course. The class was 167 hours of intense lecture and hands on training which was designed to prepare the cadets for work in local confinement facilities. Eleven cadets from Rutherford and Cleveland Counties graduated from the course. Sheriff Francis stated "He is proud of the hard work and professionalism displayed by the cadets as all members of the class graduated." (See Special Highlights)

Social Services:

The Social Services Director attended a 2-1-1 Advisory Board Meeting on Tuesday and along with the Adult Services Supervisor, met with representatives from Arc of North Carolina to discuss changes in Adult Guardianship Services. The agency hosted an Income Maintenance Supervisor Cluster meeting on Tuesday with staff from Polk, Cleveland, Henderson, McDowell, and Burke counties attending. Staff involved with NC FAST and the IT Analyst attended the weekly conference call on Wednesday. The regular monthly supervisor's meeting was also held on Wednesday. Beverly Black, United Way Campaign Director, and Sandra McGriff, Director of Rutherford Community Health Center, held three meetings at DSS on Wednesday to inform the staff of various United Way funded agencies in the county for the 2013 United Way campaign. The Income Maintenance Program Manager and Program Integrity Staff attended a Program Integrity Conference in Statesville on Thursday. The Director, Fiscal Staff, and Adult Services Staff attended the Western Region DSS Director's meeting in Asheville on Thursday and Friday.

Soil and Water:

The Admin/Education Specialist sent notices for the District Board Meeting and Farmland Preservation. The Specialist continues working on certificates for the Farm City Assemblies and completed the monthly safety inspection report. The Water Quality Specialist took applications for assistance, gave technical advice to landowners/farmers, and inspected ongoing projects. The Water Quality Specialist consulted with a contractor on one of Rutherford County's last dairy waste lagoon closures with the intent to start the week of December 10th. The Specialist attended the Mountain Valley's RC&D executive council meeting and also entered application data in the IBEAM state system.

Solid Waste:

The Solid Waste Department served 268 customers, hauled 66 loads from convenience centers and shipped 30 loads to Lenoir. The Director attended the weekly Transfer Station progress conference call. The Director also attended a meeting with Carl Classen and Stan Steury to discuss O &M contracts for the generator and switchgear. The Solid Waste Director has been in contact with Maple leaf Construction about the transfer station construction and is assisting David Odom with information on the projects that are happening at the landfill. The start up for the Gas to Green project was Tuesday 11-27-12 and Wednesday 11-28-12. All of the metal has been picked up.

Tax:

The Appraisal Department answered 23 phone calls, assisted 3 citizens with the present use program and 4 citizens who came in to the office. Appraisers worked 44 permits, 2 reviews, 1 merge & 1 split.

GIS/Mapping/Land Records/Addressing assisted 35 taxpayers, answered 84 phone calls, issued 3 pre-permits, and reviewed 2 plats. Land Records printed 35 newly recorded deeds, transferred 28 deeds and 18 estates. 12 new accounts were set up. GIS completed 4 splits, created 8 new maps and filled 1 data request. The addressing department assigned 1 new addresses, and updated 5 addresses. **Tax Collections:** During November, the Tax Office has had 12 new bankruptcy cases filed, 10 of which have been completed. Staff has issued 372 garnishments. In the month of October the staff was presented with 124 deeds for certification. There was a total of \$78,621.21 taxes delinquent brought to our attention with \$76,954.40 being paid. That brings the total for the year to \$101,136.19 presented and \$95,165.73 being paid.

Transit:

For the week prior to Thanksgiving, Transit drove 8,989 miles, transported 1,034 passengers and collected \$13,513 in revenue. Several driver interviews have been conducted and two vacancies remain open for part time drivers. The Director is compiling data for the NCDOT annual grant submission and will hold a Public Hearing on Monday, December 3rd at the Board of Commissioners Meeting.

Veterans Office:

The staff made 129 contacts this week. Staff also had 87 telephone interviews, with 43 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry. Currently, the Service Officer is working with four veteran families in providing food and arranging for toys for Christmas. Also, the Veterans Office is collecting Toys for Tots for Christmas. Donations can be taken to the Veterans Office or dropped off at the County Office Building.

Special Recognition Highlights



Pictured from left to right are:

1st row: Capt. Durwin Briscoe (CCSO), Sheriff Chris Francis (RCSO)

2nd row: Instructor Aaron Vassey, Kevin English, Chad Greene, Chris Mauney, Adam McSwain, Dustin McSwain, Gary Self, Instructor/Director Sgt. Greg Cochran (RCSO) 3rd row: Kristy Walker, Sharon Dowdle, Beth Sprouse, Amanda King, Faith Turner,

Rutherford County Sheriff's Office hosted their first Detention Officers Certification Course. Sheriff Chris Francis is pictured with the graduates and instructors from the first Detention Officers Certification Course taught here in Rutherford County. The class was 167 hours of intense lecture and hands on training which was designed to prepare the cadets for work in local confinement facilities. Eleven cadets from Rutherford and Cleveland Counties graduated from the course. Sheriff Francis stated "He is proud of the hard work and professionalism displayed by the cadets as all members of the class graduated."



Completed demolition of old farmer's market and construction of a gravel parking area.



Austin Ayers (premie grandson of Cathy Ellenburg) is home from the hospital and doing well

TOYS FOR TOTS

Veterans Office is collecting Toys for Tots for Christmas. Toys can be dropped off at the Veterans Office or at the County Office Building.

RELAY FOR LIFE

We have held our first Relay Auction for 2013. A Coach pocketbook from (Chinatown NY) was donated and was auctioned for \$50.00. We appreciate all that participated.