

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*

October 19, 2012

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items Week Ending October 19, 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:

The Elections staff has been busy getting ready for early voting to begin. Five training classes have been held this week for poll workers. The Director participated in a webinar with the State Board on Early Voting Preparations. During this week, staff processed 474 new registrations, 424 duplicate registrations, 299 changes of information and mailed out 885 verification cards. As of yesterday, staff has mailed or emailed out a total of 890 absentee ballots and 404 have been returned for approval by our Board.

Prior to the start of early voting and in anticipation of record turn-out in Rutherford County (Presidential year; local candidate for Governor), we took additional steps to try and make early voting as customer-friendly as possible:

- the Elections staff worked with the Public Works Department and Transit employees to maximize spaces available for voters in front of the Elections Office/Transit building;
- Transit employees are parking behind the Veterans Service building;
- Elections staff secured additional employee/voter parking in the Armory parking lot;
- The Sheriff's Office has provided a deputy for traffic control/pedestrian safety;
- NCDOT installed no parking signs at the County Manager's request along the curve on the west side of the Elections Office to make it easier for cars and trucks to see people walking to/from the polls;
- GDS was asked to route its garbage trucks away from the curve near the Elections Office;
- The Public Works Department worked to have the old Farmers Market Building demolished and a parking area installed (likely completion next weekend);
- County Office Building (Annex) employees will be parking out near Main Street and in the gravel parking lot behind PNC Bank starting Monday, October 22, when early voting begins in the County Office Building..

UPDATE: On Thursday, the first day of early voting, 1,076 people voted. That is about 2X more than previous first day voting. As of 4:00 PM today (Friday), another 800+ people had voted.

Building Inspections:

The Building Inspections Department has logged an average of 26 inspections each day this week. The Director has continued meetings with Lake Lure Classical Academy, along with Lake Lure Fire Inspector and school board, working out details on a new temporary school location. Jason Ruff and a field representative from the NC DENR visited the building site at the Bechtler Mint. Staff has been reviewing commercial plans for Horsehead's 2nd phase of the 40,000 SF cell house project, plans for the fellowship hall at Mountain Creek Baptist Church, and renovations at the Duke-Energy Spindale facility. The Fire Inspector has inspected such locations as the Detention Center and Rutherford Hospital this week.

Clerk to the Board:

The Clerk attended a workshop in Hendersonville this week on Managing Public Records. The Chairman attended a Social Services' Board meeting. Vice Chairman Eckler and Commissioner Richard attended a meeting of the 2012 Board of Equalization and Review this week. Commissioner Richard is Chairman of the Board of E&R. Agenda items for the November meeting are due by October 25.

Cooperative Extension:

The County Extension Director continues to assist clients with technical information through phone calls, office, and field visits. The 4-H agent and 4-H County Council worked on their Adopt-a-Highway project. Ten youth and adults collected approximately ten bags of garbage from Callahan Koon Road, Watts Road and Fairground Roads. Several 4-H youth exhibited their livestock at the NC State Fair in Raleigh this past weekend. The 4-H agent attended ASPIRE (ACT Supplemental Preparation In Rural Education) training at the Princeton Review in Durham for three days. ACT Prep classes will be offered to all high school juniors next semester. The 4-H Health Rocks TRY (Teens Reaching Youth) is teaching younger youth about the effects of drugs and alcohol. These teens go teach two days a week at Forest City Dunbar's afterschool program. 4-H Health Rocks is a drug prevention program that uses hands-on activities to create awareness of the effects of drugs, improve self esteem, promote healthy decision making skills, and promote overall healthy living. The Family and Consumer Science Agent taught Give Your Heart a Healthy Beat class, met with the Grillin & Chillin committee for post-event evaluation and conducted food demonstrations at the Farmers Market. The Agricultural Agent held an organic gardening program with Sunshine Elementary 4th graders, held a local foods demonstration at the Farmer's Market, and networked with volunteers with home horticulture requests. Contacts made 91.

County Manager:

The County Manager attended numerous meetings this week. The weekly conference call was held to discuss the Transfer Station progress with James Kilgo and David Garrett, as well as, an update conference call on GreyRock. The Manager met with Danny Searcy and Paula Roach on project updates. The Manager met with David Odom and Danny Searcy to discuss water service for the Hollis area. The Manager met with County Attorney Richard Williams regarding legal issues and attended a "Celebrate Central" program Monday evening. The Manager attended a day long Emergency Management Seminar in Hickory, held various meetings with department heads, met representatives from BB&T as the County prepares to start using credit card machines for payment at the Solid Waste and Building Inspection Departments. The Manager also attended a Crime Stoppers meeting at the Community Health Clinic, met with HR Director Judy Toney and Planning Director Danny Searcy regarding an internship position and the changes for the sign installers. Kerry Giles from Transit met with the Manager to update him on Medicaid changes. Lastly, the Manager attended a WNC manager meeting in Lake Lure and attended a Grey Rock Homeowners Associational meeting in Rumbling Bald on Saturday.

Economic Development:

This week the Executive Director met with an industrial prospect and NC Department of Commerce staff; visited the NC Department of Commerce offices in Raleigh delivering informational materials on Rutherford County and the available spec building at RiverStone Business Park to the state developers; attended the 2012 Rural Partners Forum in Raleigh; developed agenda, issued advertisement and prepared meeting materials for the upcoming Advisory Board Meeting; and reviewed applications and resumes with Human Resources in preparation for upcoming interviews. The Project Administrator continued to provide administrative support for the department including transcribing Advisory Board minutes from September meeting and finalizing meeting location for next week's Advisory Board meeting, processing of financial documents, ordering office supplies and receptionist duties; completed and submitted Community Investment

Report for NC Dept of Commerce for 3rd quarter 2012; prepared project updates to Western Region NC Dept of Commerce; provided updated building information to national realtor; developed survey instrument for Business Retention and Expansion visits; added News and Events to website and Facebook page; and continued liaison efforts for existing and pending for projects.

Emergency Services/Emergency Management/Fire Marshal:

This week **EMS Personnel** responded to 185 calls. The Director attended the monthly Training Division meeting along with the Field Officers and Assistant Medical Director. The Director also met with Transit Director Kerry Giles and representatives from Davita Dialysis to discuss collaborative efforts and needs. EMS continues to review applications and establish guidelines for an assessment center for part time staffing. Development of vehicle specifications for new ambulances continues. **Emergency Management/Fire Marshal** attended the annual Emergency Management Conference.

Finance:

The Finance staff continues to work on the Fiscal Year End closeout reports. The Director attended the weekly project update meeting with Danny Searcy and Carl Classen. The Assistant Director continues to work on the Vehicle Fleet and the re-bid for the roll off-truck for Solid Waste. BB&T representatives came to introduce their merchant services program. Building Inspections and Solid Waste will soon be able to accept credit cards as payment and these departments, along with Finance, are learning how to operate this service. The Finance Director and Tax Office also worked with BB&T on the new account for the new Tax website.

Human Resources:

The HR Office held meetings to discuss personnel issues and retirements. The Director met with EMS Administration to discuss insurance for the Medical Director and attended a Risk Management meeting. TDA part time interviews were also conducted with Michelle Whitaker. Open enrollment was successful and staff works on changes for 2013. Staff is currently working on tenure awards and longevity pay for employees.

Information Technology:

The IT Department had the first of many meetings to discuss the new county website and the tax inquiry system. Staff has been preparing the laptops for one-stop voting which begins today at the Board of Elections Office and will begin at the County Annex and Ellenboro Fire department on Monday. A meeting with the Sheriff's Department was held to discuss a new metal recyclers project and using technology to stream the reporting.

Library:

Congratulations to Kenneth Odom for being awarded a Facebook grant. This money will be used to replace two public workstations at the Haynes and Mountains Branch libraries. Two upcoming events at the Mountains Branch Library: Ranger Stephen Tilliotson from Chimney Rock State Park will present a program on: "*Masked Bandits, Vampire Slayers, and Snake Eaters: the usual ghouls lurking around your backyard at night*" Friday October 26th at 3:30 p.m. in the library's meeting room. On Tuesday, October 30th the Mountains Branch Library will host a teen sponsored event from 3-5 for family fun and games! There will be games and treats for all ages. Feel free to dress in costume and join the Fall Fest Fun!

Planning/Parks and Recreation:

The garage had 11 preventative maintenance service calls, 9 repairs, 4 tire service calls and 13 state inspections/other repairs, along with starting the daunting task of replacing all permanent license plates and registrations. The deadline for new plates on all county vehicles is December 31, and staff has made a very good start to ensure that we remain in compliance with this requirement. Thanks to Larry Bailey and Luke Rich in the garage and a special to thanks to Diane Hirt and Stephenie Freeman for their administrative support in this process. Maintenance completed 21 service calls and groundskeeping of multiple county properties. Staff also responded to discrepancies at the Detention Center found by the State Jail Inspector regarding fire systems. Staff have conducted the fire sprinkler system test and required updates along with replacing a heat detector and clearing the fire alarm panel. These actions have ensured the jail is in good standing with the State. The contractor has made great strides of improvement in the progress on the Frank West restrooms. The

Planning Director completed a Greyrock site inspection along with making final preparations for the grand opening of the Bechtler Mint Site and house set for October 26. Also, the Director met with the Manager and other Department head's on County business along with participating in the NCCAC Insurance seminar hosted by the County.

Register of Deeds:

The Register of Deeds office had an active week with 397 transactions collecting \$16,159.00.

Sheriff: September 2012

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| Calls for Service: | 4282 |
| Warrants Served/Total Arrest: | 158/149 |
| Domestic Calls: | 126 |
| Involuntary Commitments/Hours.: | 52/26.5 Man Hrs. |
| Civil Papers Served: | 351 |
| Exparte's Served: | 15 |
| Evictions: | 11 |
| Animals Pickup/Surrender: | 348 |
| Animals Returned to Owners or Rescued: | 157 |
| Animal Control Calls for Service: | 232 |
| New Cases Assigned to Detectives/Road Patrol: | 188/50 |
| Pill Drop Collections: | 56,384.7 Doses Units/40ml of liquid |
| Average Daily Inmate Confinement: | 233 |
| Gun Purchase Permits Issued: | 133 |
| Carry Concealed Permits Issued: | 22 |
| Project Lifesaver Clients/Contact Hours: | 12/23.0 Man Hrs. |
| Registered Sex Offenders/Contact Hours: | 174/42.0 Man Hrs. |

The Sheriff's Office started the Transitional and 2012 Mandatory In-Service Weapons Qualifications on September 24th, 2012 through October 18th, 2012.

Soil and Water:

Admin/Education Specialist worked on minutes from the Farmland Preservation and District Board Meetings and scheduling the No-Till Drill. The Water Quality Specialist gave technical advice to landowners/farmers and inspected ongoing projects. The specialist continues to enter contracts into the IBEAM system for the NC Department of Agriculture. Assisted with a well drilling operation on a micro-irrigation project.

Solid Waste:

The Solid Waste Department served 311 customers, hauled 59 loads from convenience centers, and shipped 33 loads to Lenoir. The Director attended the regular conference call about the transfer station with Manager Carl Classen, Tony Bumgarner and David Garrett and also attended a meeting with Finance Director Paula Roach and representatives from BB&T on the credit card process. Bids were opened for the new roll off truck and the Director is working with Chris Roberts and Tony Bumgarner on a recommendation to present to Commissioner's on the roll off truck. Staff continues working with Duke Energy on getting the power installed for gas to green. The landfill reported no accidents. The Manager and Solid Waste Director continue working with David Garrett on the contract and notice to proceed for the transfer station. Solid Waste employees are scheduled to take CPR training sponsored by EMS. The Solid Waste Code Officer reported 2 larceny cases and one littering case. Citations issued: one conviction, and 1 arrest with 6 charges. One active case remains.

Tax:

The Appraisal Department answered 47 phone calls, assisted 4 citizens with the present use program and 4 citizens who came in to the office. Appraisers worked 101 permits. The appraisers also worked 2 reviews. There were 2 requests for sales reports. **GIS/Mapping/Land Records/Addressing** assisted 62 taxpayers, answered

143 phone calls, issued 1 pre-permit, and reviewed 7 plats. 1 major project has been completed entirely by Debbie Hill in addressing and the results have proved to be a fantastic asset to the whole office. Land Records printed 45 newly recorded deeds, transferred 39 deeds, and set up 28 new accounts. GIS completed 9 splits, 2 merges, created 20 new maps and filled 2 data request. The Addressing Department assigned 3new addresses, and updated 13 property addresses. GIS replaced 14 signs this week, had a report of 9 missing signs this week, and reports a total of 122 missing signs.

Transit:

This week Transit drove 8,723 miles, transported 1,076 passengers and collected \$16,241.72 in revenue. There were no safety violations. Congratulations to Mark Eitel, Transit's Scheduler who was named Employee of the Month. Annual motor vehicles records were run on all safety sensitive positions per Medicaid contract requirements. Director is working with the Senior Center to analyze opportunities to transport additional seniors daily to the Senior Center. FY 2013-2014 NCDOT grants were made available this week. Grants will be submitted by December 28, 2012. Transit is also working with Board of Elections to ensure safe and adequate parking for all early voters October 18 through Election Day.

Veterans Office:

The staff made 135 contacts this week. Staff also had 109 telephone interviews, with 40 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry. 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

Congratulations Detention Officer Elaine Sprouse for being chosen Western Detention Officer of the Year.

On September 27th, Detention Officer Elaine Sprouse received the Western North Carolina Detention Officer of the Year award. The Western North Carolina Detention Officer award is sponsored by the North Carolina Jail Administrators Association. This award recognizes the hard work and dedication of detention officers in North Carolina. A reception in honor of Detention Officer Sprouse was held at the Rutherford County Sheriff's Office, where Sheriff Chris Francis, presented Officer Sprouse with a plaque acknowledging her accomplishment. Detention Officer Sprouse has been employed with the Sheriff's Department Detention Center for nine years.



Sheriff Francis presenting the 2012 Western Detention Officer of the year award to Detention Officer Elaine Sprouse.



Lt. Leon Godlock receives Advanced Professional Certificate.

On 10-3-2012, Sheriff Chris Francis and Chief Deputy Jeff Buchannan presented Lt. Leon Godlock with his Advanced Professional Certificate in a ceremony at the Rutherford County Sheriff's Office. The North Carolina Sheriff's Education and Training Standards Commission awarded Lt. Leon Godlock with his Advanced Professional Certification. The Advanced Professional Certificate is the highest level of professional certification issued by the North Carolina Sheriff's Education and Training Standards Commission to deputy sheriffs. The Advanced Professional Certificate is awarded to deputies who have completed the required years of service, professional training and continuing education.

In Lt. Godlock's letter recognizing his accomplishment, Attorney General Roy Cooper, wrote, "I extend my most sincere congratulations to you on award of this Advanced Professional Certificate and the honor which it bestows upon you. As a recipient of this prestigious award, you have placed yourself among the "ELITE" of law enforcement officers in the state of North Carolina."

Sheriff Francis commented on Lt. Godlock's accomplishment, "It is an honor to present Lt. Leon Godlock with his Advanced Professional Certificate. Lt. Godlock continues to demonstrate dedication to his chosen profession. Lt. Godlock supervises the Animal Control Division, School Resource Officers, Courthouse Security, D.A.R.E. program, Are-U-Okay program, is a member of the Sheriff's Emergency Response Team (S.E.R.T.) and performs other duties as needed for the Rutherford County Sheriff's Office.



Congratulations Mark Eitel, Transit Employee of the Month

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www.rutherfordcountync.gov

Frank West Park Restroom Progress:



DRESS DOWN

October-December is dress down for Juvenile Diabetes. Annie Owens, daughter of Rhonda Owens, is also completing her Senior Project on this subject as she was diagnosed with this at the age of 5. If you wish to dress down on Fridays, help a worthy cause, and help Annie with this project, please see HR and complete the proper paperwork.

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.

THE WEEK OF CARING ~ OCT. 20-27

For 11 years, United Way of Rutherford County and Rutherford Housing Partnership have joined forces to promote a week of helping those in need in Rutherford County as part of the national initiative Make a Difference Day.



It is an effort to meet both the urgent housing repair needs of qualified low-income homeowners and the more simple needs of yard work and light housekeeping for senior adults and nonprofit service agencies using volunteers who want to help neighbors in need.

IF YOU WOULD LIKE TO VOLUNTEER DURING THE WEEK OF CARING, CALL LINDA OR NELL AT 828-248-3431 or email resdev2@bellsouth.net

AND

Do you know a senior adult who could use some help?

APPLICATIONS FOR ASSISTANCE ARE AVAILABLE IN THE HABITAT RESTORE, 686 W. Main St., Forest City. RETURN APPLICATIONS TO THE RHP OFFICE inside the ReStore BY OCTOBER 3