

**ROCKINGHAM COUNTY BOARD OF COMMISSIONERS
RECESSED MEETING - FEBRUARY 24, 2011 - 8:00 A.M.**

The Rockingham County Board of Commissioners met in recessed session on February 24, 2011, 8:00 a.m., Governmental Center, Commissioners Chambers, Wentworth, North Carolina. Present were Chairman James E. Kallam; Vice-Chairman W. Keith Mabe; Commissioners Harold A. Bass, W. Thomas Flynt, and T. Craig Travis; Thomas B. Robinson, County Manager; Michael W. Apple, Assistant County Manager/Director of Financial Services; W. Eugene Russell, County Attorney; Ben L. Neal, Personnel Director; Adam Lindsay, Director of Administration; and Pamela M. McLain, Clerk to the Board.

Chairman Kallam called the meeting back into session. The purpose of this meeting was continuation of a work session on the proposed FY 2011-2012 Rockingham County Budget.

ITEM #1 - INTRODUCTION OF NEW DAY RESOURCE DIRECTOR

Terri Hill was introduced as the newly hired Director for the Day Resource Center. Ms. Hill came from the Department of Social Services.

ITEM #2 - PROJECT UPDATE (Continuation)

- 1) VOIP - David Whicker, Director, Information Services
 - Project in Progress - estimated completion July 2011
 - Estimated 1 year cost = \$270,000 (save approximately \$15,000 - \$20,000/Year)
 - Installed cable at Department of Social Services
 - Hired new IT Director (David Whicker) with experience in installing VOIP systems
 - Determined IT is responsible for VOIP
 - Have all VOIP equipment with exception of libraries
 - Have new structured cabling in place in Governmental Center
 - Have an implementation plan
 - Determining Rockingham County Judicial Center as funding source
 - Working on phased implementation
 - Working internal and external staff training
 - Asking Board to give IT time to review revised cost estimates and hear update after first of the year

- 2) MODERNIZATION OF COMMISSIONERS MEETING ROOM -
David Whicker, Director, IT
 - Displays for audience - possibly four and other options
 - Estimated Cost \$12,000 - \$15,000
 - Mr. Whicker fine tune cost with 3 options for later consideration by the Board
 - First Phase - Communication
 - Second Phase - Security

- 3) E-GOVERNMENT - David Whicker, Director, Information Services
 - Estimated Cost - \$23,000 - project in progress
 - Selected website development company with low cost and high reputation
 - Completed website design and received a preview
 - Identified employees that need to be trained in October on how to update/maintain web content
 - Working on converting documents to PDFs
 - Setting up dates to make presentations/demonstrations to civic organizations
 - Development of an email newsletter format

- Understanding how to incorporate social media
 - Developing a more functional intranet
 - Developing policies and procedures on the who, how, and what of continued maintenance
 - Asking Board to consider expanding social media
 - Asking to fill Public Information Officer position to manage new e-government
 - County Manager to invite Catawba County representative to show preview of its County website at a later date
- 4) DOCUMENT IMAGING - David Whicker, IT Director
- Already have software
 - Using document scanning in several departments
 - Meeting with vendors Image Now to learn more about capabilities
 - Working on a more standardized approach for implementing this initiative
 - Identifying clear leadership and oversight
 - Identifying the additional costs for new licenses and hardware
 - Leveraging technology to develop a process that allows interactivity between all departments
 - Having vendor help departments identify low hanging fruit (easiest and most visible activities)
 - Asking Board to consider funding for more strategic implementation (after needs above become clearer)
 - Manager and staff to come up with options for Six Sigma Black Belt Program
- 5) LEAN MANAGEMENT - Adam Lindsay, Director of Administration
- Contracted with IES to provide Lean Management consulting
 - Have Public Health Family Planning participate in lean project
 - Identified several areas that may go through Lean Management exercises
 - Evaluating the return on having a dedicated Lean Management coordinator
 - Developing schedule and list of next projects
 - Asking Board to hire a total Quality improvement coordinator to improve implementation
 - Asking Board to support lean initiatives and attend and participate in workshops as they occur
- 6) JAIL SPACE NEEDS - OLD JAIL -
 Sheriff Sam Page, Captain Billy King, Major Abner Bullins, Captain Darryl Crowder
- Estimated one-time cost \$1.7 million to build one new additional 48-bed jail pod
 - Estimated annual cost \$143,000 plus \$163,000
 - Old jail can be renovated for probably \$250,000 if kept open, but annual operating costs for old 90-bed jail would be over \$1 million per year
 - New single 48-bed jail pod would require 4.5 full time employees where old jail would require at least 20 full time employees. Renting out 24 beds 365 days a year in a new jail pod would generate \$525,600 annually
 - Sheriff is currently trying to rent out 20-25 beds in the 48-bed female pod to other counties but has not been able to do so to date
 - Does Board want to maintain the old jail as a jail or abandon it and use as secure storage? New jail has already experienced periods of being at capacity. Should County consider building a new 48-bed jail pod?
 - Manager's recommendation - delay on decision of building a new 48-jail pod at this time
 - Staff to estimate cost of one 48-bed jail pod versus two-48 bed jail pods

THE BOARD TOOK A BREAK AT 10:00 A.M.
THE BOARD CAME BACK INTO SESSION AT 10:15 A.M.

- 7) UNIFIED DEVELOPMENT ORDINANCE UPDATE
Tom Wiggins, Director of Operations/Robert Shaver, Assistant County Attorney
 - Hired Paul Kron with PTCOG - will now lead
 - Mr. Kron has met with Planning Board
 - Drafted outdoor storage requirements and presented to Planning Board at September meeting
 - Commissioners October meeting - public hearing of final ordinance
 - Major UDO and Table of Permitted Uses refinements
 - Identifying a less intrusive way to handle animal nuisance cases
 - Better enforcement of the current Animal Control Ordinance
 - Efforts to receive feedback from the Board of Commissioners and public on UDO changes prior to May/June target
 - Refining and defining kennel rules based on citizen and Planning Board feedback
 - Refining and defining outdoor storage rules based on Board feedback and Planning Board help
 - Asking to review UDO final draft when available and provide feedback at May/June workshop
 - Asking Board to tell staff when it wants to adopt Animal Nuisance Ordinance
 - Asking Board to tell staff when it wants to adopt Outdoor Storage requirements

- 8) MINIMUM HOUSING CODE
Robert Shaver, Assistant County Attorney
Tom Wiggins, Director of Operations
 - Presented first draft of the Minimum Housing Code
 - Solicited and received input and suggestions from our inspectors
 - Refining the draft to make it less intrusive
 - Redefining standards to point to dilapidated dwellings that require over 50% of value to renovate
 - Specifying who would enforce the code
 - Better communication on County website
 - Finding better software to manage code enforcement workload
 - Planning staff could manage Minimum Housing Code but would be an added service for this department
 - Asking Board to review draft Minimum Housing Code (filed with Planning Department) and provide feedback
 - Consensus of Board to authorize Planning staff to move forward with Code

- 9) CENTRAL PERMITTING
Tom Wiggins, Director of Operations/David Whicker, Director of IT
 - Revisit changes in the physical layout that will be most beneficial to customers
 - Working with new IT Director to revise RFP
 - Estimated a one-time cost for new permitting software may cost \$250,000, more or less, or annually over five years
 - Mr. Whicker's plans are to purchase one software for all departments at a lower cost for a different system
 - Working on a timeline and implementation plan
 - County Manager proposing to integrate billing through a revenue department via Tax Department to collect payments of water and sewer, EMS billing, etc.
 - Asking Board to wait until proposals and remodeling cost estimates are refined before

revisiting project

- 10) JUDICIAL CENTER WATERLINE UPGRADE
Tom Wiggins, Director of Operations
 - Have 100% design complete
 - Have a formal agreement with Dan River to finance and construct project
 - Have a County investment commitment of \$256,000
 - Obtained a formal agreement with Town of Wentworth to pay \$88,333 towards project
 - Once completed, the waterline will be owned and maintained by Dan River Water
 - Awarded bid to construct
 - Working to complete project from March through August, 2011
- 11) JUDICIAL CENTER ALTERNATE ROAD ENTRANCE
Tom Wiggins, Director of Operations
 - Have a formal commitment from Town of Wentworth for \$100,000
 - Have an agreement in principle with landowner for \$150,000
 - Working with Town of Wentworth to pay 1/2 of landowner payment
 - Working with Department of Transportation on approval of design
 - Working on right-of-way agreement
 - Working final design plan
 - Preparing to bid project
- 12) WESTERN EMS BASE
Tom Wiggins, Director of Operations
 - Requested and reviewed proposals for qualified architects (Moseley did not offer discount design)
 - Working on selecting an architect
 - Working on options for design build and how to build
 - Asking Board to delay moving forward until staff has answers to what staff is working on
- 13) SCHOOL CONSTRUCTION PLAN
Mike Apple, Assistant County Manager/Director of Financial Services
 - Completed financing of Douglass Elementary School
 - Working on developing a capital plan for schools
 - Scheduling a meeting where the Board of Commissioners and School Board can discuss school capital needs
 - Working on a memo to Board of Commissioners summarizing withholding of ADM monies by State and status of Lottery funding
 - Asking Board to consider a 1/4 sales tax option earmarked for school capital needs
 - County Manager recommends staff explore all options before making decision

THE BOARD TOOK A BREAK AT 11:45 A.M.

THE BOARD CAME BACK INTO SESSION AT 12:30 P.M.

ITEM #3 - NEW PROJECTS

Mr. Robinson asked the Board of other projects that may be considered:

Commissioner Flynt:

Would like to utilize Johnson/Parnell study to improve/prioritize County actions; develop an economic development strategic plan with legislative/action plan

Commissioner Bass:

In six months come back with a list of additional items after review of budget process to re-evaluate.

Commissioner Mabe:

Paperless agenda, board room technology, broadband, lean management, western EMS base, methane gas project

Commissioner Travis: US Highway 220/NC 68 connector, communication with public, western EMS base, multiple use of cell towers, lean management, paperless agenda

Commissioner Kallam:

Paperless agenda, technology improvements, schools, re-evaluate priorities in Fall; steps to keep professionalism

-Mr. Robinson, County Manager

-Obtain costs for a strategic plan

- Budget process: hold costs down, no tax increase, will give board options to make reductions, revenue update.

-Salary adjustments: staff proceed w/ cost study of 1/3 employee salary adjustments, along with other competitive positions.

-Space needs - staff to evaluate County buildings.

There being no further business, Commissioner Flynt moved, Commissioner Bass seconded and the vote was unanimous to adjourn this meeting at 1:05 p.m.

MINUTES READ AND APPROVED,

RESPECTFULLY SUBMITTED,

**JAMES E. KALLAM, CHAIRMAN
BOARD OF COMMISSIONERS**

**PAMELA M. McLAIN, CLERK
BOARD OF COMMISSIONERS**