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CUMBERLAND
★ **COUNTY** ★
NORTH CAROLINA

BOARD OF COMMISSIONERS

CANDICE WHITE
Clerk to the Board

KELLIE BEAM
Deputy Clerk

MEMORANDUM

TO: Facilities Committee Members (Commissioners King, Melvin, and Evans)

FROM: Kellie Beam, Deputy Clerk to the Board *KB*

DATE: August 30, 2013

SUBJECT: Facilities Committee Meeting – September 5, 2013

There will be a regular meeting of the Facilities Committee on Thursday, September 5, 2013 at 8:30 AM in Room 564 of the Cumberland County Courthouse.

AGENDA

1. Approval of Minutes – August 1, 2013 Meeting **(Pg. 2)**
 2. Consideration of Request for Additional Space for Probation Officers **(Pg. 8)**
 3. Discussion on Development of a Capital Improvement Plan **(Pg. 10)**
 4. Other Matters of Business **(NO MATERIALS)**
- cc: Board of Commissioners
Administration
Legal
Communications Manager
County Department Head(s)
Sunshine List

CUMBERLAND COUNTY FACILITIES COMMITTEE
NEW COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564
AUGUST 1, 2013 - 8:30 A.M.
MINUTES

MEMBERS PRESENT: Commissioner Billy King, Chair
Commissioner Ed Melvin
Commissioner Charles Evans

OTHER COMMISSIONERS
PRESENT: Commissioner Jimmy Keefe
Commissioner Kenneth Edge

OTHERS PRESENT: James Martin, County Manager
James Lawson, Assistant County Manager
Sally Shutt, Chief Public Information Officer
Rick Moorefield, County Attorney
Howard Abner, Assistant Finance Director
Judge Elizabeth Keever, Chief District Court Judge
Linda Priest, Clerk of Court
Cindy Blackwell, Clerk of Court's Office
Jeffery Brown, Engineering and Infrastructure Director
Sam Lucas, Engineering and Infrastructure
Wayne Dudley, Engineering and Infrastructure
Jody Risacher, Library Director
Lee Warren, Register of Deeds
Lisa Scales, Register of Deeds
Kelly Autry, Accountant
Austin Keating, Child Support Director
Sarah Hallock, Communicare
Kim Smith, Johnson Controls
Chuck James, Johnson Controls
Michael Gibson, Parks and Recreation Director
Candice White, Clerk to the Board
Kellie Beam, Deputy Clerk to the Board
Press

Commissioner Billy King called the meeting to order. Commissioner King stated the items of the agenda would need to be reordered due to visitors in attendance.

1. APPROVAL OF MINUTES -- APRIL 4, 2013 MEETING

MOTION: Commissioner Melvin moved to approve the minutes.
SECOND: Commissioner Evans
VOTE: UNANIMOUS (3-0)

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2. UPDATE REGARDING COURTHOUSE IMPROVEMENTS AND PROPOSED RENOVATIONS TO BRADFORD PLACE AND HISTORIC COURTHOUSE

James Lawson, Assistant County Manager, stated he would like to update the Facilities Committee on a number of completed projects, current projects and projected projects.

Mr. Lawson stated Linda Priest, Clerk of Court, has concerns about the security in the SafeLink office. Mr. Lawson stated SafeLink employees feel unsafe because there is no safe way for them to exit should the need arise when they are dealing with domestic issues that are becoming increasingly violent. Mr. Lawson stated the Engineering and Infrastructure Department completed an assessment of the SafeLink office and determined there would need to be a small expansion of the SafeLink office which would take a small amount of space from the Court Law Library. Mr. Lawson stated a layout has been determined to expand the SafeLink office without diminishing services of the Court Law Library. Mr. Lawson stated the renovation of the SafeLink office would entail removing some old materials from the Court Law Library but the information will still be available at the computer terminals. Mr. Lawson stated information about the proposed renovation of the Court Law Library was distributed to the members of the Bar Association with minimal feedback. Mr. Lawson stated Attorney Neil Yarborough had general concerns about removing materials from the library and suggested a public hearing on the proposed renovation of the Court Law Library. Mr. Lawson stated management's proposal is for the Facilities Committee to move forward with the proposed renovation of the SafeLink office and Court Law Library.

Commissioner King asked how much space the Court Law Library would lose. Wayne Dudley, Engineering and Infrastructure, stated approximately three hundred (300) square feet. Jeffery Brown, Engineering and Infrastructure Director, stated everything from a working standpoint would stay intact.

MOTION: Commissioner King moved to recommend to the full board approval of moving forward with the proposed renovations of the SafeLink office and Court Law Library.

SECOND: Commissioner Melvin

VOTE: UNANIMOUS (3-0)

Mr. Lawson stated the mental health functions that are currently taking place at 109 Bradford Avenue by Cape Fear Valley Health System will be relocating to Roxie Avenue later this year. Mr. Lawson stated this move will leave Cumberland County Child Support as the only occupant of 109 Bradford Avenue. Mr. Lawson stated Child Support is currently located on the 4th floor and part of the 3rd floor and is in desperate need of additional space. Mr. Lawson stated the proposed plan is for the Child Support Department to occupy the entire 3rd floor and the 5th floor in addition to their current space. Mr. Lawson stated the 5th floor is a partial floor and this area will be utilized for Child Support's call center and administrative offices.

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Mr. Lawson stated as a result of the mental health merger, management has asked Communicare to take on additional responsibilities related to court-ordered parenting assessments and psychological evaluations. Mr. Lawson stated for many years this function was maintained in the Mental Health Clinic with one psychologist position specifically budgeted for that purpose. Mr. Lawson stated other clinicians in the clinic assisted with the work load when the demand exceeded the capacity of the psychologist. Mr. Lawson stated based upon the sensitive nature of the court-ordered responsibility and the link to the judicial system, this responsibility was deemed not suitable to be transferred to Cape Fear Valley Health System.

Mr. Lawson stated Communicare has the administrative structure in place to provide the court-ordered care because Communicare has seven (7) clinicians which can provide assistance with the parenting assessments. Mr. Lawson stated Communicare will provide administrative support, coordination, oversight and tracking of these court-ordered functions. Mr. Lawson stated therefore, the county needs to maintain management oversight of the court-ordered care and facilitate coordination between the county's psychologist and the courts by co-locating the psychologist with Communicare. Mr. Lawson stated approximately eighteen (18) months ago, Communicare was relocated to 226 Bradford Avenue from the Winding Creek Annex building due to the extensive time required to replace the HVAC and mechanical systems. Mr. Lawson stated Communicare does not have the space to add the court-ordered function in their current facility so the proposed plan is to relocate Communicare to a portion of the 1st and 2nd floor of the 109 Bradford Avenue facility. Mr. Lawson stated the common area on the 1st floor to include the auditorium, classroom, kitchen/break room, and reception area will be shared between Communicare and Child Support.

Mr. Lawson stated the renovations that have been identified are; carpet and paint on the entire 2nd, 3rd, and 5th floors, carpet in the offices and the auditorium on the first floor, paint on the entire 1st floor, rekeying of the locks for the entire building, security door on the third floor, a minor wall built to divide a room, and some ceiling tile replacements. Mr. Brown stated the renovations would be more of a cosmetic issue rather than a structure issue.

MOTION: Commissioner Melvin moved to recommend to the full board approval of moving forward with the proposed renovations to the Bradford Avenue facility.

SECOND: Commissioner King

DISCUSSION: Commissioner Evans stated he thinks the county needs to look at every option before making quick decisions when re-locating departments. Commissioner Evans stated he would like to see staff come back with information about all of the county properties that are available. Commissioner Melvin stated he feels staff members have taken the time to research all properties and have brought back the best option. Commissioner Edge stated he feels

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staff has done due diligence but he would like another Capital Improvement Plan developed.

VOTE: PASSED (2-1) (Commissioners Melvin and King voted in favor; Commissioner Evans voted in opposition)

Mr. Brown stated the Register of Deeds office would like to create a conference room by consolidating space within the vault. Mr. Brown stated the renovation would provide a better flow for staff and citizens to access data.

Lee Warren, Register of Deeds, stated since he has been the President of the North Carolina Association of Register of Deeds he has been traveling the state visiting other offices and would like to try to recreate the Register of Deeds office to better utilize the existing space.

MOTION: Commissioner Melvin moved to recommend to the full board approval of moving forward with the proposed renovations to the Register of Deeds office.

SECOND: Commissioner Evans

VOTE: UNANIMOUS (3-0)

Mr. Brown stated with the addition of an Administrative Coordinator I position to the Engineering and Infrastructure Department, the current office configuration needs to be reconfigured. Mr. Brown stated the goal is to trade a small amount of occupied space with the Community Transportation Program, which in turn would allow the Engineering and Infrastructure Department staff to be relocated within one suite instead of three separate locations. Mr. Brown stated this renovation would improve customer service and provide greater efficiency to the Engineering and Infrastructure Department. Mr. Brown stated the renovation would consist of some minor wall reconfigurations, lowering the ceiling, carpet, phones and paint.

MOTION: Commissioner Melvin moved to recommend to the full board approval of moving forward with proposed renovations to the Engineering and Infrastructure Department.

SECOND: Commissioner King

VOTE: UNANIMOUS (3-0)

Mr. Brown stated the Detention Center Expansion Project is still within budget and on schedule. Mr. Brown stated the projected final completion date is November 27, 2013. Mr. Brown stated once the Detention Center Expansion Project is close to being completed, a tour would be scheduled.

Mr. Brown stated the Law Enforcement Center is in need of HVAC upgrades. Mr. Brown stated the HVAC upgrades would include replacing the emergency chiller to provide much needed additional cooling to the 911 server room and the Sheriff's Office server room. Mr. Brown stated bids are coming in and this item will be on the August 5, 2013, Board of Commissioners agenda for consideration.

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Mr. Martin stated the county is responsible for housing probation and parole officers. Mr. Martin stated four additional positions have been added to the Probation and Parole Department and he expects more growth to follow. Mr. Martin stated he wanted to inform the Facilities Committee that a request for additional office space may be requested in the near future.

3. CONSIDERATION OF PARK LAND PURCHASE FOR LINDEN PARK

Michael Gibson, Director of Fayetteville-Cumberland Parks and Recreation, stated staff has been searching for suitable property in north Cumberland County for the development of a community park to be constructed in or near the Town of Linden. Mr. Gibson stated property has recently become available and the Fayetteville-Cumberland Parks and Recreation Department would like to request approval from the Cumberland County Board of Commissioners to move forward with the purchase.

Mr. Gibson stated the 30-35 acre tract is located on Colliers Chapel Road and approximately 5-6 acres are inside the Linden town limits. Mr. Gibson stated an appraisal has been completed and an environmental assessment is scheduled. Mr. Gibson explained the development of Phase 1 would take roughly 6-8 months and the majority of the work would be completed by Parks and Recreation Department staff. Mr. Gibson stated the park will be developed in phases as funds become available, very similar to Godwin Park. Mr. Gibson stated the first phase of about six (6) acres will consist of:

- Picnic shelter with tables and a grill
- A paved walking trail
- Children's playground unit
- Volleyball court
- Open play area
- Lighting, benches, water fountains
- Landscaping

Mr. Gibson stated funding for the land purchase and park construction is requested from Cumberland County's special recreation tax.

MOTION: Commissioner Evans moved to recommend to the full board approval of accepting the park land purchase for Linden Park and moving forward with the proposed park project.

SECOND: Commissioner Melvin

VOTE: UNANIMOUS (3-0)

4. REPORT ON JCI GUARANTEED ENERGY SAVINGS PROJECT

Chuck James, Johnson Controls, Inc. (JCI) reported the annual avoidance for the seventh year performance was \$767,673. Mr. James compared energy and dollar savings for

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years six and seven, and stated the total project target or guarantee over twelve years remains at \$6.2 million.

Mr. James reported electrical and gas energy avoidance savings for year seven equated to 7,741 tons of greenhouse emissions and noted the county's energy efficiency efforts resulted in a reduction of pollutants such as mercury, sulfur dioxide, and nitrogen oxides. Mr. James further reported that to date, JCI has reduced Cumberland County's emissions by 45,471 tons. Mr. James stated by reducing emissions, the environment in Cumberland County has become a cleaner, more comfortable place.

Mr. James stated during year eight JCI will continue to verify the building automated system is working correctly to increase the integrity and reliability of system performance and energy savings. Mr. James stated JCI will also continue to conduct a proactive design review and analysis of upcoming projects based upon operation and energy management savings.

5. OTHER MATTERS OF BUSINESS

There were no other matters of business.

MEETING ADJOURNED AT 10:03 AM.

JAMES E. MARTIN
County Manager

AMY CANNON
Deputy County Manager




JAMES E. LAWSON
Assistant County Manager

OFFICE OF THE COUNTY MANAGER

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**MEMO FOR THE AGENDA OF THE
SEPTEMBER 5, 2013 MEETING OF THE FACILITIES COMMITTEE**

TO: FACILITIES COMMITTEE
FROM: JAMES LAWSON, ASSISTANT COUNTY MANAGER 
THROUGH: JAMES E. MARTIN, COUNTY MANAGER
DATE: AUGUST 30, 2013
SUBJECT: REQUEST FOR ADDITIONAL SPACE FOR PROBATION OFFICERS
Requested by: JAMES E. MARTIN, COUNTY MANAGER
Presenter(s): JAMES E. LAWSON, ASSISTANT COUNTY MANAGER

Estimate of Committee Time Needed: 10 MINUTES

BACKGROUND:

During the August Facilities Committee meeting, Mr. Martin informed the Committee that we would soon be presenting a recommendation regarding additional office space for the Cumberland County Adult Probation and Parole Office, which is located at 412 W. Russell Street. The State recently allocated four new probation officer positions for Cumberland County Adult Probation. Since the Probation Office has maximized use of their current allotted space, they lack the space needed to accommodate three of the four new probation officers, and have made a request to the County for additional space. Wayne Dudley, Engineering Tech, and I recently met with officials from the NC Department of Public Safety, and Ms. Jackie Beal, Judicial District Manager (JDM) regarding their additional office space needs. During our meeting, they identified three offices that they would propose to use to accommodate their needs. They also informed us that they have received an indication from the State that they will likely allocate additional new positions in the near future, which would consequently create a need for added space beyond the current request.

As you might be aware, Probation and Parole is located in the same facility that once housed the Cumberland County Day Reporting Center (DRC), until funding under the Criminal Justice Partnership Program (CJPP) was discontinued on July 1, 2012, thereby eliminating the DRC program and making available the office space they vacated.

Since that time, the County has not identified another suitable County function to assign to the vacant area; nor have we identified another agency interested in leasing space in a building that houses only Criminal Justice-related services. We lease a portion of the building to Coastal Horizons, and the remaining occupied space houses Adult Probation and Parole. According to NC General Statute 15-209, counties are obligated to provide office space specifically for probation activities. However, we lease some space to the Probation Office for non-probation activities including the Judicial District Manager Jackie Beal, her administrative support staff, file room, conference room and drug lab.

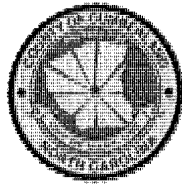
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Currently, there are ten vacant offices available in the building, which would allow the County to address the immediate space needs for Adult Probation and Parole, and would provide room to consider their future office space needs should they arise as anticipated. Please note, however, that the remaining available office space in this facility would be included in our updated county facilities assessment.

RECOMMENDATION

County Management recommends that the Facilities Committee approve the allocation of three additional offices to Cumberland County Adult Probation and Parole Office at the building located at 412 W. Russell Street.

cc: County Management Team
Jeffery Brown, Engineering and Infrastructure Director



CUMBERLAND
COUNTY
NORTH CAROLINA

ENGINEERING & INFRASTRUCTURE DEPARTMENT

JEFFERY P. BROWN, PE
Engineering & Infrastructure Director

**MEMO FOR THE AGENDA OF THE
SEPTEMBER 5, 2013 MEETING OF THE FACILITIES COMMITTEE**

TO: FACILITIES COMMITTEE
FROM: JEFFERY P. BROWN, PE, E & I DIRECTOR
THROUGH: JAMES E. MARTIN, COUNTY MANAGER
DATE: AUGUST 30, 2013
SUBJECT: DEVELOPMENT OF A COMPREHENSIVE CAPITAL
IMPROVEMENT PLAN

Requested by: JAMES E. MARTIN, COUNTY MANAGER
Presenter(s): JEFFERY P. BROWN, E & I DIRECTOR

Estimate of Committee Time Needed: 20 MINUTES

BACKGROUND:

Over the last several months there has been significant discussion concerning the need to develop a Capital Improvement Plan in order to effectively forecast the cost of facility improvements throughout the County. Currently there are slightly over 50 buildings with approximately 1.9 million square feet that the Engineering & Infrastructure Department is responsible for maintaining.

A memo that was prepared by Bob Stanger in June 2010 has been attached for your convenience. This document offers a good summary as to what actions have previously been taken. It is also important to point out, that the plans to renovate the E. Newton Center were placed on hold due to the need to shift the funding that had been identified for renovations to the expansion of the Detention Center.

Listed below are the critical actions that must be taken and completed in order to arrive at the time in which a comprehensive Capital Improvement Plan can be developed;

1. One of the initial steps previously taken in 2007 was asking each Department to complete a space utilization survey to determine if their present space allocation was sufficient and if they would need additional space in the coming years. This information is outdated, so the first step would be to have each Department review the information previously provided and to make any necessary changes. This task can be completed with internal resources.

2. Compile a list of all unoccupied space within all County buildings and develop a proposed plan of action to occupy this space either with County personnel or lease the space to an outside agency that could coincide with the existing use(s) of the building. This task can be completed with internal resources.
3. Complete a comprehensive facility assessment (inventory) of all County buildings to include the following;
 - A roof survey by a Registered Roof Consultant (RRC)
 - Pavement evaluation of parking lots and sidewalk/walkway assessment
 - An inclusive building assessment that evaluates windows, interior and exterior walls, painting, carpet, lights, plumbing fixtures etc.
 - A detailed equipment evaluation to include HVAC units, chillers, boilers, generators, etc.

These tasks will have to be completed by outside resources. A Request for Qualifications (RFQ) would have to be compiled and advertised in order to select a firm to complete this work. Due to the complexity of this assessment, multiple RFQs will have to be developed as it will be a challenge to find one firm that would have expertise in each of these areas.

The Department is currently in the process of transitioning to a work order program that has ability to track a detailed summary of each piece of equipment and the cost to operate and maintain. Each of these assessments will determine immediate needs and an estimated cost to repair the identified deficiency.

Once all the above actions have been completed, then the necessary steps can begin to develop a comprehensive Capital Improvement Plan that addresses building construction, building renovations, and maintenance and repairs. It is not possible to develop a comprehensive Capital Improvement Plan until these assessments and evaluations are completed. Currently the Department is in a reactive mode to deal with challenges as they surface. A comprehensive Capital Improvement Plan will give us the opportunity to have a paradigm shift to becoming more proactive in the way we conduct business. This document will allow us to effectively plan and adequately budget the identified cost needed for each fiscal year.

RECOMMENDATION/PROPOSED ACTION:

The Engineering and Infrastructure Director and County Management request guidance and direction on the proposed actions listed above in order to develop a comprehensive Capital Improvement Plan for facilities.

ROBERT N. STANGER, P.E.
County Engineer



SAM LUCAS
Engineering Technician II
WAYNE DUDLEY, CFM
Engineering Technician I

ENGINEERING DEPARTMENT

Historic Courthouse, 130 Gillespie Street • P.O. Box 1829 • Fayetteville, North Carolina 28302-1829
Telephone (910) 678-7636 • Fax (910) 678-7635

June 10, 2010

MEMORANDUM

TO: JAMES E. MARTIN, COUNTY MANAGER

FROM: ROBERT N. STANGER, COUNTY ENGINEER *BOS*

SUBJECT: RENOVATION OF OLD PUBLIC HEALTH CENTER
FOR COUNTY ADMINISTRATION OFFICES

BACKGROUND

The major milestones for the above referenced project are outlined below.

- **May 2005** - A Needs Assessment and Facility Master Plan was completed upon request from Board of Health and Director Wayne Raynor for renovations to the existing Public Health Center. Overall estimated cost was \$7.8 million over four-year period.
- **February 2006** - Work is suspended on design of renovations to existing PHC as the Board of Commissioners consider construction of a new facility.
- **February 2007** - Board of Health endorses staff recommendation to abandon plans to renovate existing PHC and construct a new Public Health Center.
- **March 2007** - Board of Commissioners approve amendment to architect agreement for design of a new PHC. County Facilities Committee instructs management to begin exploring the facility needs of the County including disposition of the existing PHC which may include renovation and re-use by other County departments or putting the building on the market for sale.
- **February 2008** - Staff prepares a "Feasibility Study/Needs Assessment for Consideration of the Relocation of County Administrative Functions from the Courthouse". Renovation of the existing PHC appears to be the most feasible alternative.
- **September 2009** - County Facilities Committee approves staff recommendation to renovate the existing PHC for County Administrative Offices. Management requests the Board of Commissioners delay any action on the staff recommendation to allow time to explore other alternatives that became known after the Facilities Committee meeting.
- **December 2009** - Board of Commissioners endorse concept of renovating the old Public Health Center for re-use as County Administrative Offices and instruct staff to solicit architectural services to prepare a building program, schematic plans and detailed cost estimate for the project.

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- **March 2010** - Board of Commissioners approve agreement with Gordon Johnson Architecture.
- **June 2010** – Final “Draft” Building Program and Conceptual Schematic Design Documents are submitted by the architect and are under review by staff. The preliminary construction cost estimate including demolition, site improvements, and building renovations is \$7.94 Million exclusive of design fees, contingencies and FFE (furniture, fixtures and equipment). The total project budget is estimated at \$12.84 Million.

Future considerations include:

- Does the County move forward with the project as outlined in the Building Program and Conceptual Schematic Design which includes relocating County Commissioners Offices and meeting chambers, County Manager’s Office, County Attorney’s Office, Finance, Tax Administration, Information Services, Human Resource and Risk Management, Community Development, Emergency Services, and Mailroom into the renovated facility?
- Should a phased approach to renovations be considered and if so, what is the extent of the demolition work and what County Departments are included in the initial phase.