

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

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

OTHER COMMISSIONERS
PRESENT: Commissioner Kenneth Edge

OTHERS PRESENT: James Martin, County Manager
Amy Cannon, Deputy County Manager
James Lawson, Assistant County Manager
Sally Shutt, Public Information Director
Rick Moorefield, County Attorney
Melissa Cardinali, Finance Director
Howard Abner, Assistant Finance Director
Jeffery Brown, Engineering and Infrastructure Director
Lisa Childers, Cooperative Extension Director
Pam Pollard, Director of Farm Services
George Quigley, Master Gardener
Julean Self, Human Resources Director
Dan Domico, Human Resources Consultant
Jackie Beal, Judicial District Manager
Diane Isaacs, Department of Community Corrections
Ron Moore, Department of Community Corrections
Candice White, Clerk to the Board
Kellie Beam, Deputy Clerk to the Board
Press

Commissioner Billy King called the meeting to order.

1. APPROVAL OF MINUTES – AUGUST 1, 2013 MEETING

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

2. CONSIDERATION OF REQUEST FOR ADDITIONAL SPACE FOR
PROBATION OFFICERS

James Lawson, Assistant County Manager, introduced Jackie Beal, Judicial District Manager, and Diane Isaacs and Ron Moore, Department of Community Corrections.

Mr. Lawson stated during the August Facilities Committee meeting, James Martin, County Manager, informed the Facilities Committee about a recommendation for additional office space at 412 W. Russell Street for the Cumberland County Adult Probation and Parole Office. Mr. Lawson explained the State recently allocated four (4) new probation officer positions for the Adult Probation and Parole Office and because they maximized their current space allocation, they made a request for additional space.

Mr. Lawson stated he met with Wayne Dudley, Engineering Technician, Ms. Beal and other officials from the North Carolina Department of Public Safety and during the meeting, three proposed offices were identified. Mr. Lawson advised the State may allocate additional new positions in the near future which would create the need for additional office space.

Mr. Lawson explained the Adult Probation and Parole Office is located in the same facility that once housed the Cumberland County Day Reporting Center, and the county has not identified another suitable county function to assign to the space nor identified another agency interested in leasing the space. Mr. Lawson explained the county leases a portion of the building to Coastal Horizons and the remaining occupied space houses the Adult Probation and Parole Office. Mr. Lawson stated according to NC General Statute 15-209, counties are obligated to provide office space specifically for probation activities.

Mr. Lawson stated there are currently ten (10) vacant offices in the W. Russell Street building which would allow the county to address the immediate space needs for the Adult Probation and Parole Office and would also provide additional space should the need arise. Mr. Lawson advised the remaining available office space in this facility will be included in the updated county facilities assessment.

Mr. Lawson stated county management recommends that the Facilities Committee approve the allocation of the three (3) additional offices to the Adult Probation and Parole Office.

MOTION: Commissioner Melvin moved to recommend to the full board approval of the allocation of three (3) additional offices in the building located at 412 W. Russell Street to the Cumberland County Adult Probation and Parole Office.

SECOND: Commissioner Evans

VOTE: UNANIMOUS (3-0)

3. DISCUSSION ON DEVELOPMENT OF A CAPITAL IMPROVEMENT PLAN

Jeffery Brown, Engineering and Infrastructure Director, stated over the last several months there has been significant discussion concerning the need to develop a Capital

Improvement Plan to effectively forecast the cost of facility improvements throughout the county. Mr. Brown stated currently the county owns more than fifty (50) buildings containing approximately 1.9 million square feet which the Engineering and Infrastructure Department is responsible for maintaining.

Mr. Brown referenced a memo prepared by Bob Stanger in June 2010 and stated the memo offers a good summary as to actions previously taken. Mr. Brown stated previous plans to renovate the E. Newton Smith Center were placed on hold because funding that had been identified for the renovations were shifted to the Detention Center expansion project.

Mr. Brown stated the critical action steps that must be completed in order to develop a Comprehensive Improvement Plan are as follows:

Action Step # 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 each department 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.

Action Step # 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.

Action Step # 3:

Complete a comprehensive facility assessment (inventory) of all county buildings to include the following:

- a. A roof survey by a Registered Roof Consultant (RRC),
- b. Pavement evaluation of parking lots and sidewalk/walkway assessment,
- c. An inclusive building assessment that evaluates windows, interior and exterior walls, painting, carpet, lights, plumbing fixtures, etc.,
- d. 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 RFQ's will have to be developed as it will be a challenge to find one firm that would have expertise in each of these areas.

Mr. Brown noted the Engineering and Infrastructure Department is in the process of transitioning to a work order program that will provide a detailed summary of each piece of equipment to include the cost to operate and maintain. Mr. Brown stated these assessments will determine the immediate needs and the estimated cost to repair any identified deficiencies.

Mr. Brown stated a comprehensive Capital Improvement Plan cannot be developed until the assessments and evaluations are completed, and the Engineering and Infrastructure Department and County Management are requesting guidance and direction on the proposed action steps recorded above.

Commissioner Evans asked about the timeframe for the proposed action steps. Mr. Brown stated action steps number one and number two could be completed within two months and action step number three would take approximately six months to complete. Commissioner Evans stated he would like to see action steps number one and two brought back to the Facilities Committee as soon as possible.

Mr. Martin stated he feels action steps one and two can be brought back to the Facilities Committee in two months and in the meantime, a Request for Qualifications (RFQ) could be let for outside resources. Commissioner King suggested the full board could look at the action steps in the spring of 2014.

MOTION: Commissioner Evans moved to recommend to the full board to begin internal completion of action steps one and two according to Mr. Brown's memorandum and to authorize staff to move forward to develop an RFQ for specialized services identified in action step three.

SECOND: Commissioner Melvin

VOTE: UNANIMOUS (3-0)

4. OTHER MATTERS OF BUSINESS

Mr. Martin introduced Lisa Childers, Cooperative Extension Director, and stated the county received a \$25,000 grant through the Department of Agriculture to identify a location in the county for a sustainable Farmers Market. Ms. Childers stated a committee was developed to interview three firms to determine which firm would best meet the needs of this project. Ms. Childers stated the committee unanimously recommended Earthwise Company out of Wake Forest, North Carolina.

MEETING ADJOURNED AT 9:34 AM.