

CUMBERLAND COUNTY FACILITIES COMMITTEE
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564
AUGUST 7, 2014 - 8:30 A.M.
MINUTES

MEMBERS PRESENT: Commissioner Billy King, Chairman
Commissioner Kenneth Edge

MEMBERS ABSENT: Commissioner Charles Evans

OTHER COMMISSIONERS

PRESENT: Chairman Jeannette Council

OTHERS PRESENT: Amy Cannon, County Manager
James Lawson, Deputy County Manager
Melissa Cardinali, Assistant County Manager for Finance /
Administrative Services
Sally Shutt, Governmental Affairs Officer
Phyllis Jones, Assistant County Attorney
Jeffery Brown, Engineering and Infrastructure Director
Vicki Evans, Finance Accounting Manager
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 – MAY 8, 2014 MEETING

MOTION: Commissioner Edge moved to approve the minutes.
SECOND: Commissioner King
VOTE: UNANIMOUS (2-0)

2. CONSIDERATION OF APPROVAL OF FTCC'S REQUEST TO UTILIZE
SPACE AT THE SPRING LAKE FAMILY RESOURCE CENTER

BACKGROUND:

Within the last month, the County has received two separate requests from representatives at Fayetteville Technical Community College (FTCC) for the use of space within the Spring Lake Family Resource Center to conduct continuing education classes.

On Wednesday, July 30, 2014, the Engineering and Infrastructure Director met with representatives from FTCC to review the space that could possibly be utilized to conduct the classes that FTCC is proposing. There is a small conference room along with a larger

conference room located in the facility. Currently the Health Department and Social Services are located within the building and utilize the larger conference room for training and meetings. The smaller conference room is very rarely used and according to FTCC, this area could be utilized for the class that meets daily. The larger conference room can be utilized for the class that meets just one week per month. It does not appear that the use of both of these conference rooms by FTCC would have any negative impacts to the departments within the facility. FTCC is flexible and can utilize space occasionally at the Library next door for any potential scheduling conflicts that could arise in the future for the larger conference room.

RECOMMENDATION/PROPOSED ACTION:

The Facilities Committee is being asked to provide County staff direction as to what their wishes are in allowing FTCC to utilize the conference rooms for the purposes of conducting continuing education classes.

Jeffery Brown, Engineering and Infrastructure Director, reviewed the background information and recommendation as recorded above and responded to questions.

Commissioner Edge asked if the agreement would just be for one year. Mr. Brown indicated to his understanding this is a one year agreement and if FTCC desires to use the space after the year agreement expires, then FTCC would need to bring the request back to the Facilities Committee for consideration.

MOTION: Commissioner Edge moved to recommend to the full board consideration of approval of FTCC's request to utilize space at the Spring Lake Family Resource Center for the next year.

SECOND: Commissioner King

VOTE: UNANIMOUS (2-0)

3. UPDATE ON THE DEVELOPMENT OF A COMPREHENSIVE CAPITAL IMPROVEMENT PLAN

BACKGROUND:

In September of last year the Facilities Committee was presented with a plan of action in which the Engineering and Infrastructure Department had composed in order to move forward with the development of a comprehensive Capital Improvement Plan. The purpose of this item is to provide the Facilities Committee an update as to what steps have been completed to date.

Listed below are the critical actions that were presented to the Facilities Committee last fall as steps that must be taken in order to develop a comprehensive Capital Improvement Plan along with a brief update for each.

Have the Departments update the space utilization survey that was previously completed in 2007 to determine if their space allocation was currently sufficient or if they would need additional space in the coming years.

- *The survey was sent back out to the departments. A summary of these results will be presented to the Facilities Committee on August 7th.*

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.

- *The first part of this has been completed and Engineering and Infrastructure Staff are in the process of trying to determine how best to utilize the available space for the various Departments that need space. A list of the available space will be presented to the Committee on August 7th.*

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

A roof survey by a Registered Roof Consultant (RRC):

- *The RFQ will be advertised by Friday, August 1st and submittal deadline is set for August 27th.*

Pavement evaluation of parking lots and sidewalk/walkway assessment:

- *The RFQ was advertised and qualifications were received. US Infrastructure of Carolina, Inc. was selected based on their qualifications and cost negotiations are underway.*

An inclusive building assessment that evaluates windows, interior and exterior walls, painting, carpet, lights, plumbing fixtures etc.:

- *At the current time, there has been no movement on this item as it will be the last phase of the four step plan.*

A detailed equipment evaluation to include HVAC units, chillers, boilers, generators, etc.:

- *The Facilities Management Division of the Engineering and Infrastructure Department began this process last fiscal year with evaluating chillers and generators. This fiscal year we will continue our efforts to gather the information on the mechanical equipment associated with each facility. The FacilityDude Software is being utilized to capture and track this idea.*

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 Engineering and Infrastructure 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.

The Engineering and Infrastructure Department is not as far along as we would have hoped to have been at this point in the overall development of the comprehensive Capital Improvement Plan due to shifting priorities, however County Management along with the Engineering and Infrastructure Director felt that it was imperative to provide the Facilities Committee an update as to what steps had been taken.

RECOMMENDATION/PROPOSED ACTION:

The Facilities Committee is not being asked to take action at this time. The purpose of this item was to simply provide an update to the Facilities Committee on what actions had been taken by the Engineering and Infrastructure Department in the development of a comprehensive Capital Improvement Plan.

Jeffery Brown, Engineering and Infrastructure Director, reviewed the background information and recommendation as recorded above and responded to questions.

Mr. Brown discussed the 2013 Space Utilization Survey Results below:

Department	Square Ft.	Space Ok	Space Efficient	Anticipate Growth	Anticipate Reorganization
Animal Control	28,872	No	No	Yes	Yes
Board of Elections	10,750	No	Yes	Yes	No
Emergency Services	4,340	No	No	Maybe Yes, Short	Maybe
Finance Governing Body (BOC)	3750 5,480	No No	No No	Term No	No No
Human Resources	2,500	No	No	Yes	Yes
Information Services	3,740	No	No	Yes	Maybe
Legal Pretrial Services (Rm. 214)	1,600 704	No No	No No	Maybe Yes	No Yes
Public Library	190,240	No	No	Yes	Maybe
Register of Deeds	6,239	No	No	Maybe	Maybe
Tax Administration	13,330	No	No	Yes	Yes

Note: 8 of the 12 Departments needing additional space are located within the New Courthouse

Mr. Brown further referenced the following information:

COMPLETELY VACANT BUILDINGS:

- Arnette Park Admin. Building (2165 Wilmington Hwy)
 - 2,990/SF available
- Communicare Building (226 Bradford Ave)
 - 4,965/SF available
- Wells House (111 Bradford Ave)
 - 3,398/SF available

PARTIALLY VACANT BUILDINGS:

- Community Corrections Center (412 W Russell St.)
 - 2,619/SF available
 - Occupies Probation/TASC
- E. Newton Smith Center (227 Fountainhead Lane)
 - 54,900/SF available
 - Occupies Board of Elections/Wellness Clinic/Pharmacy
- Spring Lake Resource Center (103 Laketree Blvd)
 - 3,420/SF available
 - Occupies DSS/WIC
- Winding Creek Executive Place (711 Executive Place)
 - 8,196/SF available
 - Occupies Alliance Behavioral Healthcare/Cape Fear Valley

Commissioner King asked about Judge Keever’s request and need for additional space in the courthouse and what would be done with the county offices. Mr. Brown stated initially the plan was for the county offices in the courthouse to be moved to the E. Newton Smith Center but money programmed for the renovations of the E. Newton Smith Center had to be used for the Jail Expansion Project.

Amy Cannon, County Manager, stated this is preliminary information and the Capital Improvement Plan will be extremely comprehensive. Ms. Cannon stated she feels Judge Keever’s request will stay at the forefront but feels the County does not have the financial resources to move forward in the near future due to the significant amount of money it will take to renovate the E. Newton Smith Center along with the courthouse up fits for the needs of the court system. Ms. Cannon stated Judge Keever’s request will need to be placed in the County’s long term capital project plan.

Commissioner Edge stated a Capital Improvement Plan really needs to be put in place as soon as possible. Commissioner Edge stated he feels we need this plan in place to visualize where we are going with capital improvements. Mr. Brown stated there have been several other developing needs arise since the plan was first discussed about a year ago but still wanted to give the Facilities Committee an update on the progress of what plans have been made. Mr. Brown stated he hopes some breaks will come over the next few months to really give this plan more attention. Commissioner Edge stated he feels like some of the renovations should be done by in-house employees or sub-contractors that may be a little cheaper rather than major companies.

Mr. Brown summarized the status of the Capital Improvement Plan by stating the available space has been identified, the needs have been identified, the evaluation of roofs and parking lots has been done and an RFQ has been issued on the parking lots and a firm has been selected. Mr. Brown further stated an RFQ was issued August 1st as far as roofs and a firm will be selected.

No action was necessary from the Facilities Committee. This item was for information only.

4. UPDATE ON FRONT STEPS OF NEW COURTHOUSE

BACKGROUND:

At the Facilities Committee meeting in May, the committee was briefed on the issue with the front steps of the courthouse and the failures that were taking place. Over the last two months, Engineering and Infrastructure Staff have been researching various alternatives that could be utilized for the necessary repairs. During this time, Gordon Johnson, the architect of record for the original design has been consulted and provided feedback on the various alternatives. Staff is in the process of preparing bid documents at the current time. The plan is to advertise a base bid of using a concrete repair product and utilize the existing substructure. This would provide a concrete finished surface as compared to the original terrazzo treads and risers. A very similar approach was used to repair the steps on the north and south entrances of the courthouse almost 20 years ago. An alternate bid will include the complete demolition of the substructure and a complete rebuild of the steps using concrete. An alternate bid is being utilized to determine if it is more cost effective to simply remove and replace the existing steps. Once bids are received, the bids will be evaluated and a decision will be made on how to move forward.

While things have not progressed as expeditiously as we would have liked, we felt it was important to take the necessary time to identify and assess all potential solutions in order to make an informed decision.

RECOMMENDATION/PROPOSED ACTION:

The Facilities Committee is not being asked to take action at this time. The purpose for this item was to update the Facilities Committee on what actions were being taken by the Engineering and Infrastructure Department to address the issue.

Mr. Brown reviewed the background information as an update and responded to questions.

Mr. Brown stated the courthouse steps pre-bid is scheduled for August 14, 2014 and the bids are scheduled to open on August 26, 2014. Mr. Brown stated he anticipates the project to take about forty-five (45) days to repair.

Chairman Jeannette Council stated the public is complaining about the steps of the courthouse and she would like to see this project completed in less than 45 days. Chairman Council stated the County is being criticized and are liable for the safety of the citizens.

No action was taken by the Facilities Committee. This item was for information only.

5. CONSIDERATION OF APPROVAL OF BID AWARD TO CLASSIC WINDOW AND GLASS, INC. FOR DEPARTMENT OF SOCIAL SERVICES WINDOW PROJECT

BACKGROUND:

As you are aware, there have been issues with the windows on the north side of the Department of Social Services (DSS) building basically since it was constructed. At the Facilities Committee meeting in March, the Facilities Committee was informed that Walter Vick, architect of record, was going to be working with the Engineering and Infrastructure Department to determine the most feasible solution to address the long standing issue.

It has been determined that the most cost effective approach would be to remove all glass and re-work the exterior gaskets, setting blocks and water deflectors. All fogged glass will be replaced with new glass. In addition to the windows, additional measures will be taken to caulk the sills of the window frames as well. To ensure quality control for the work to be performed, the County will secure the services of a third party testing firm to complete a static pressure test after the first section of windows have been removed and reinstalled. Thereafter, a hose test will be conducted at various stages to ensure the windows are being properly installed.

Bids were received on July 9th for the work described above. The low base bid was submitted by Carolina Classic Window and Glass, Inc. in the amount of \$383,900. In addition to the base bid, all three alternate bids are being recommended for a total contract price of \$464,505. There is a total of \$700,000 budgeted for this project within the FY 2015 Budget.

RECOMMENDATION/PROPOSED ACTION:

The Engineering and Infrastructure Director along with County Management recommend that the Facilities Committee approve the following recommendations and forward them to the Board of Commissioners for its consideration at their August 18, 2014 meeting.

1. Award a contract to Carolina Classic Window and Glass, Inc. in the amount of \$464,505 for the DSS Window Replacement Project.
2. Establish a contingency in the amount of \$46,000 to be used for additional work recommended by the Engineering and Infrastructure Director and approved by the County Manager.

Mr. Brown reviewed the background information and recommendation as recorded above and responded to questions.

MOTION: Commissioner Edge moved to recommend to the full board consideration of approval to award a contract to Carolina Classic Window and Glass, Inc. in the amount of \$464,505 for the DSS Window Replacement Project and establish a contingency in the amount of \$46,000 to be used for additional work recommended by the Engineering and Infrastructure Director and approved by the County Manager.

SECOND: Commissioner King

VOTE: UNANIMOUS (2-0)

6. CONSIDERATION OF APPROVAL OF THE DURHAM ALLIANCE BEHAVIORAL HEALTHCARE LEASE

BACKGROUND:

On July 1, 2013, Cumberland County and Alliance Behavioral Healthcare (“Alliance”) entered into an Interlocal Merger/Consolidation agreement which included provisions for the Alliance to locate their Cumberland County site at 711 Executive Place. The Parties acknowledged and agreed that the Alliance would occupy the space rent-free from July 1, 2013 through June 30, 2014, and that the County would continue to pay utilities during this timeframe.

In accordance with the agreement, the Alliance has provided notice of its intent to remain in the building and to commence paying rent at a rate not to exceed \$12 per square foot, effective July 1, 2014. The County has established an agreement with the Alliance that they shall pay \$12 per square foot for 18,713 square feet of finished office space and \$4 per square foot for 323 square feet of unfinished space utilized for files storage. The annual lease amount totals \$225,848, which shall be paid in equal monthly installments of \$18,820.67. Since the Alliance is leasing a portion of the building, they are to pay a prorated share of utilities costs based on the floor space leased. In addition, since the agreement did not include janitorial services, the Alliance shall also pay those costs on a pro-rata basis, with the exception of shared conference room space.

RECOMMENDATION/PROPOSED ACTION:

Authorize County Management to lease to the Alliance designated space located at 711 Executive Place for one year, from July 1, 2014 to June 30, 2015, in accordance with the terms set forth above.

James Lawson, Deputy County Manager, reviewed the background information and recommendation as recorded above and responded to questions.

MOTION: Commissioner Edge moved to recommend to the full board consideration of approval to authorize County Management to lease to the Alliance the designated space located at 711 Executive Place for one year, from July 1, 2014 to June 30, 2015, in accordance with the terms set forth above.
SECOND: Commissioner King
VOTE: UNANIMOUS (2-0)

7. OTHER ITEMS OF BUSINESS

Commissioner Edge stated he attended a meeting in Durham, North Carolina, with James Lawson and the Alliance Behavioral Healthcare Board. Commissioner Edge stated he heard a two hour presentation from the staff there in which they were giving an update and also asking for help. Commissioner Edge stated he would like to see the Alliance Behavioral Healthcare Board meet with each county and give an update and educational session on what is going on with the Alliance and include county staff, administrators, board of commissioners, court systems, Communicare, DSS, Health Services, CIT, local staff and the general public. Commissioner Edge stated he feels this would be very meaningful. Commissioner Edge stated he would like to involve the legislative delegation as much as possible in the process. Commissioner Edge stated he tasked County staff to work on setting this meeting up.

There were no other items of business.

MEETING ADJOURNED AT 9:35 AM.