

GLENN B. ADAMS  
Chairman

CHARLES E. EVANS  
Vice Chairman

MICHAEL C. BOOSE  
JEANNETTE M. COUNCIL  
W. MARSHALL FAIRCLOTH  
JIMMY KEEFE  
LARRY L. LANCASTER



## CUMBERLAND ★ COUNTY ★ NORTH CAROLINA

### BOARD OF COMMISSIONERS

CANDICE WHITE  
Clerk to the Board

KELLIE BEAM  
Deputy Clerk

### MEMORANDUM

TO: Facilities Committee Members (Commissioners Adams, Council and Lancaster)

FROM: Kellie Beam, Deputy Clerk to the Board

DATE: October 27, 2017

SUBJECT: Facilities Committee Special Meeting – Thursday, November 2, 2017

**The regular meeting of the Facilities Committee has been CANCELLED and rescheduled as a SPECIAL MEETING on Thursday, November 2, 2017 to begin at 8:15 AM in Room 564 of the Cumberland County Courthouse located at 117 Dick Street, Fayetteville, NC.**

### AGENDA

1. Approval of Minutes – October 5, 2017 Regular Meeting **(Pg. 2)**
2. Consideration of Offer of Blue Sky LLC to Purchase a Parcel in the Cumberland Industrial Center **(Pg. 10)**
3. Consideration of Transfer of E. Newton Smith and Executive Place Facilities to Cumberland County Hospital System, Inc., d/b/a Cape Fear Valley Health System **(Pg.13)**
4. Presentation on J.P. Riddle Stadium Improvements and Lease Extension **(Pg.15 )**
5. Presentation on County Group Home Facilities **(Pg. 19)**
6. Consideration of Request to Relocate and Renovate Court Offices in the E. Maurice Braswell Courthouse **(Pg. 21)**
7. Presentation on PIO/Information Services Technology Upgrades **(Pg. 30)**
8. Other Items of Business **(NO MATERIALS)**

## DRAFT

CUMBERLAND COUNTY FACILITIES COMMITTEE  
JUDGE E. MAURICE BRASWELL CUMBERLAND COUNTY COURTHOUSE  
117 DICK STREET, 5TH FLOOR, ROOM 564  
OCTOBER 5, 2017 - 8:30 A.M.  
MINUTES

MEMBERS PRESENT: Commissioner Glenn Adams  
Commissioner Jeannette Council

MEMBERS ABSENT: Commissioner Larry Lancaster

OTHER COMMISSIONERS PRESENT:  
Commissioner Jimmy Keefe

OTHERS PRESENT: Melissa Cardinali, Assistant County Manager  
Tracy Jackson, Assistant County Manager  
Duane Holder, Assistant County Manager  
Rick Moorefield, County Attorney  
Jeffery Brown, Engineering & Infrastructure Director  
Deborah Shaw, Budget Analyst  
Heather Harris, Budget Analyst  
Jerod Roberts, Solid Waste Director  
Geneve Mankel, Communications & Outreach Coordinator  
Ivonne Mendez, Financial Specialist  
Judge Robert Stiehl, District Court Judge  
Eric Lindstrom, Arts Council  
Candice White, Clerk to the Board  
Kellie Beam, Deputy Clerk to the Board  
Press

Commissioner Glenn Adams called the meeting to order. Commissioner Adams stated Commissioner Lancaster would not be able to attend the meeting due to a conflict and County Manager Amy Cannon would not be able to attend due to a work conference out of state.

Tracy Jackson stated an item regarding "Installation of Public Art" would need to be added to the agenda.

### 1. APPROVAL OF MINUTES – SEPTEMBER 7, 2017 REGULAR MEETING

MOTION: Commissioner Council moved to approve the minutes as presented.  
SECOND: Commissioner Adams  
VOTE: UNANIMOUS (2-0)

## DRAFT

Chairman Adams moved the "Installation of Public Art" to Item 2. Consideration of Request to Allow Public Art to be Temporarily Installed on County Property

### 2. CONSIDERATION OF REQUEST TO ALLOW PUBLIC ART TO BE TEMPORARILY INSTALLED ON COUNTY PROPERTY

#### BACKGROUND

Eric Lindstrom contacted the Engineering & Infrastructure Director on Wednesday, October 4, 2017 on behalf of the Arts Council to see what steps that the Arts Council would need to take in order to temporarily install three pieces of public art at the Historic Courthouse and the Judge E. Maurice Braswell Cumberland County Courthouse. The Arts Council is proposing to install one piece of art in front of the Historic Courthouse and two pieces of art in front of the Judge E. Maurice Braswell Courthouse.

#### RECOMMENDATION/PROPOSED ACTION

The Facilities Committee is being asked to provide County staff their thoughts on allowing the temporary installation of public art at the Historic Courthouse and the Judge E. Maurice Braswell Courthouse and to provide direction on how County staff should move forward with handling the request.

\*\*\*\*\*

Jeffery Brown, Engineering & Infrastructure Director, reviewed the background information and recommendation as recorded above. Mr. Brown introduced Mr. Lindstrom from the Arts Council to provide further information.

Mr. Lindstrom stated all works of art would be maintained and insured by the Arts Council. Mr. Lindstrom stated the artworks and locations selected would be by the Arts Council Public Art Committee and approved by the Fayetteville Art Commission. Mr. Lindstrom stated installation of the art would require no more than six (6) anchor bolts to secure the artwork and the donor/information plaque. Mr. Lindstrom further explained the bolts would be removed and holes would be patched at the end of the exhibit. Questions and discussion followed.

Mr. Lindstrom explained the goal would be to install the art before November 2017 and it would come down and possibly be replaced around the same time next year. Chairman Adams asked about the location of the art in front of the courthouse and requested consideration be given so that the art would not impact any ceremonies that are held in front of the courthouse.

MOTION: Commissioner Council moved to recommend to the full board approval to allow the temporary installation of public art at the Historic Courthouse and the Judge E. Maurice Braswell Courthouse as requested.

SECOND: Commissioner Adams

## DRAFT

VOTE: UNANIMOUS (2-0)

### 3. CONSIDERATION OF BID AWARD FOR CHARLIE ROSE AGRI-EXPO CENTER PARKING LOT IMPROVEMENTS

#### BACKGROUND

The repairs/resurfacing of the parking lot at the Charlie Rose Agri-Expo Center is a project that was identified as part of the Parking Lot/Repair Capital Improvement Plan (CIP). On August 17, 2015, the Board of Commissioners adopted a reimbursement resolution allowing projects to get started in advance of the planned installment financing plan which was approved on September 12, 2017 by the Local Government Commission (LGC). The repaving of the parking lot at the Charlie Rose Agri-Expo Center was a project identified as high priority on the list of CIP paving projects.

A pre-bid meeting was held on September 18, 2017 in which all local contractors were invited to attend. Informal bids were received on September 28, 2017 for the repairs/resurfacing of the Charlie Rose Agri-Expo Center parking lot. The lowest, responsible and responsive bid was submitted by Diamond Constructors, Inc. in the amount of \$135,331.29.

#### RECOMMENDATION/PROPOSED ACTION

The Engineering and Infrastructure Director and County Management recommend that the Facilities Committee approve the following recommendations and forward them to the Board of Commissioners for its consideration at their October 16, 2017 meeting:

1. Accept the bids for the repairs/resurfacing of the parking lot at the Charlie Rose Agri-Expo Center and award a contract to Diamond Constructors, Inc. in the amount of \$135,331.29.
2. Establish a contingency in the amount of \$10,000 to be used for additional work recommended by the Engineering & Infrastructure Director and approved by the County Manager.

\*\*\*\*\*

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

Chairman Adams asked if it would be better to bid the whole project at once if the entire parking lot needed to be repaved since the equipment will already be on site. Mr. Brown stated he considered that and there would be no economy of scale the way the project has been broken up. Mr. Jackson stated the parking lot is in very bad shape and is a safety concern. Mr. Brown stated part of the improvements of the parking lot include relocating the ADA parking spots because the location of the spots do not meet the criteria of the law because they are too steep. Mr. Brown further stated the plan is to relocate the parking spots and add a handicap ramp and an accessible route for those spaces.



## DRAFT

Commissioner Keefe asked about the funding source and Mr. Brown stated it would be part of the installment financing. Commissioner Keefe asked if this amount could come out of the crown budget. Ms. Cardinali further stated she would talk to the Finance Director about the possibility of the debt service for paving at the Agri-Expo Center to be paid from crown funds versus the general funds and if so it would only require a budget revision.

MOTION: Commissioner Council moved to recommend to the full board approval to accept the bids for the repairs/resurfacing of the parking lot at the Charlie Rose Agri-Expo Center and award a contract to Diamond Constructors, Inc. in the amount of \$135,331.29 and establish a contingency in the amount of \$10,000 to be used for additional work recommended by the Engineering & Infrastructure Director and approved by the County Manager.

SECOND: Commissioner Adams

VOTE: UNANIMOUS (2-0)

#### 4. CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT WITH FLEMING & ASSOCIATES, PA FOR MULTIPLE CAPITAL IMPROVEMENT PROJECTS

##### BACKGROUND

On October 20, 2014, the Board of Commissioners approved a Professional Services Agreement with Fleming & Associates, PA to complete roof and building envelope assessments for all County facilities. These assessments were completed and delivered to the County in the spring of 2015. Included as part of this assessment was a list of proposed recommended improvements that were utilized to develop the Capital Improvement Plan for roofs and building exteriors.

The Engineering & Infrastructure Department selected Fleming & Associates, PA from the list of professional service consultants that the Board of Commissioners approved on December 3, 2015 to provide the needed engineering services for roof improvements at the Crown Coliseum, Crown Expo and the Historic Courthouse. Fleming & Associates, PA has proposed a cost of \$177,590 for the necessary professional services required to complete these projects.

##### RECOMMENDATION/PROPOSED ACTION

The Engineering & Infrastructure Director and County Management recommend that the Facilities Committee approve the Professional Services Agreement with Fleming & Associates, PA and place it on the agenda of the October 16, 2017 Board of Commissioners meeting for approval.

\*\*\*\*\*

## DRAFT

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

Commissioner Council asked about the 14% increase over two years and if that is reasonable. Mr. Brown stated the 14% increase is reasonable compared to what he has seen on other construction projects. Mr. Brown further stated all projects are coming in higher than anticipated because of the amount of work out there and the limited number of contractors that are bidding on the work. Commissioner Council then asked about the 3% allowance to replace wet insulation. Mr. Brown stated there had been several issues where the roof had to be repaired and the membrane itself is over twenty years old which is old for a roofing membrane. Mr. Brown further stated the allowance would consider any wet insulation that would have to be replaced. Mr. Brown stated the goal would be to keep the wet insulation to a minimum, if possible, because if you get over a certain percentage of insulation that must be replaced you must start meeting new energy codes. Mr. Brown stated the roof was recommended to be replaced two years ago so it is two years past the recommendation awaiting the financing to be approved.

Commissioner Adams asked if this project would impact events at the Crown Coliseum. Mr. Brown stated this would not impact the schedule of the Crown because all work will be done on the top of the roof.

MOTION: Commissioner Council moved to recommend to the full board approval of the Professional Services Agreement with Fleming & Associates, PA.  
SECOND: Commissioner Adams  
VOTE: UNANIMOUS (2-0)

### 5. UPDATE ON ANN STREET AND WILKES ROAD LANDFILL OPERATIONS

#### BACKGROUND

Jerod Roberts, Director of Solid Waste, will provide an update regarding current and future projects and challenges at the Ann Street Landfill and the Wilkes Road Compost Facility.

#### RECOMMENDATION/PROPOSED ACTION

No action is requested now. This is for information only.

\*\*\*\*\*

Jerod Roberts, Solid Waste Director, reviewed the background information and recommendation as recorded above. Mr. Roberts also reviewed the information below:

#### **Solid Waste Management Projects & Improvements**

##### Background Information:

## DRAFT

- Cumberland County Solid Waste Management processes and disposes of approximately 140,000 tons of Municipal Solid Waste (MSW) and 60,000 tons of Construction and Demolition debris (C&D) annually.
- In FY 2018, Cumberland County has made signification changes to the operational structure.

### Operational Changes & Accomplishments:

- Landfill Manager Chad McLean hired six months ago
  - From Robeson County Solid Waste where he had 12 years of landfill experience
  - Manager of Landfill Operations certified
  - Member of Solid Waste Association of North America
  - Understands landfill best practices
  - Experience working with heavy equipment
- Reorganization and reclassifying critical positions such as Compliance Supervisor.
  - This position will keep the department up to date with State compliance and rule changes as well as manage regulatory issues with the federal EPA, State Division of Environmental Quality (DEQ), State Division of Air Quality (DAQ) and more.
- Solid Waste is using a tarp system on the active working face of landfill to preserve airspace
  - Foam was used previously at cost of \$218,000/year.
  - Tarp system will run about \$50,000 annually.
- Established vegetation on the side slopes of 60% of the existing slopes for the C&D Landfill and the Subtitle D Landfill.
- Radios are used to communicate with personnel on the landfill, road trucks and the scale house.
  - Previously cell phones were used at a cost of \$12,362.39 annually.
- Two new cells (Cells 9 and 10) are currently under construction.
- Cells 9 and 10 will have an estimated life expectance of 16 years based on current compaction and volume.
- Hired SCS Engineers of Charlotte to provide engineering support, financial assessments and future planning for landfill.
- Purchased new equipment – Cat 826K Compactor, Cat D8T Dozer, Cat 311 Mini Excavator and PSA 2000 Hydro Seeder

### Challenges:

- Soil Management – Solid Waste relies on soil from the borrow pit to cover slopes and working face weekly.
- Changing soil management method will extend the life of the borrow pit.

## DRAFT

- Leachate – Solid Waste faces a host of leachate issues currently causing damage to existing slopes. This can only be remedied by digging to repair the damage.

### Wilkes Road Facility:

- The Wilkes Road Treatment and Processing Facility at 771 Wilkes Road faces financial and operational issues.
- Wilkes Road is currently under evaluation to determine if the County needs to make changes in the processing facility or seek alternatives.
- The operations site is currently 26 acres in size and processes boiler fuel for vendors.

### Personnel:

- High amount of employee turnover in the past six months, with salaries cited as the biggest issue.
- Working with HR to evaluate.

### Environmental Compliance:

- Three notice of Violations (NOV) in past 10 months
- Notice of Deficiency (Air Quality)
- Currently disputing DAQ NOV for air quality issues
- Meeting with DEQ on October 6, 2017 to address Wilkes Road and Ann Street violations
- Primary reason to hire Compliance Supervisor

### Looking Forward:

- The challenges facing the Solid Waste Department will take time to repair. However, the long-term vision of the department is to enhance the customer experience. Here are proposed plans to achieve that goal:
  - Plant flowers around the facility to improve aesthetics
  - Redesign the traffic pattern and scale house to move customers in and out seamlessly.
  - Add digital boards to update customers about changes in traffic flow and to provide safety messages
  - Develop a partnership with a vendor to improve County's Recycling Program and increase the life of the landfill.
  - Redesign the Ann Street container site to improve access and make disposal more efficient
  - Evaluate long-term financial sustainability of Wilkes Road Facility

Mr. Roberts reviewed the information above. Mr. Roberts stated the Ann Street Landfill is due for an expansion of the Landfill Gas Collection and Control System. Mr. Roberts further stated the landfill is subject to this modification based on our New Source Performance Standards (NSPS). Mr. Roberts stated the NSPS will require landfill gas to



## DRAFT

be collected from waste after placed for five (5) years in an active landfill. Mr. Roberts further stated the last expansion was done November 2012 and to remain in compliance the Ann Street Landfill must expand the system no later than January 2018. Mr. Roberts stated the project is expected to start November 1, 2017. Mr. Jackson stated he plans to bring this forward to the Board of Commissioners at the October 16, 2017 meeting for consideration. Chairman Adams stated as soon as the cost amounts are determined for the project that Mr. Jackson and Mr. Roberts email the figures to the Board of Commissioners prior to the meeting on October 16, 2017 in case there are any questions.

Commissioner Keefe asked about the contract regarding methane gas and when the contract will end and how we can get out of the contract. Commissioner Keefe asked if the contractor has any obligation to participate in the expansion. Mr. Moorefield stated there is language in the contract that needs to be explored. Mr. Moorefield stated he would look at the contract and bring an opinion back to the commissioners before the October 16, 2017 meeting.

No action taken.

### 6. OTHER ITEMS OF BUSINESS

There were no other items of business.

MEETING ADJOURNED AT 9:45 AM.



**OFFICE OF THE COUNTY ATTORNEY**

5<sup>th</sup> Floor, New Courthouse • P.O. Box 1829 • Suite 551 • Fayetteville, North Carolina 28302-1829  
(910) 678-7762

**MEMO FOR THE AGENDA OF THE NOVEMBER 2, 2017,  
MEETING OF THE FACILITIES COMMITTEE**

**TO:** Asst. Co. Manager Tracy Jackson  
**FROM:** Co. Atty. *R. Moorefield*  
**DATE:** October 23, 2017  
**SUBJECT:** Consideration of Offer of Blue Sky LLC to Purchase a Parcel in the  
Cumberland Industrial Center

**Requested by Asst. Co. Manager Tracy Jackson**

**Estimate of Time Needed: 15 minutes**

**Attachment: Portion of Plat of Cumberland Industrial Center, Section I**

**BACKGROUND:**

Blue Sky LLC has made an offer of \$10,000 to purchase the parcel described as Outparcel "A" on the plat of the Cumberland Industrial Center recorded in Plat Book 68 at page 13 in the Office of the Register of Deeds. A copy of the relevant portion of the recorded plat is attached. The parcel lies in the intersection of Tom Starling Road and Research Drive. It is a narrow parcel approximately 75' in width and 700' in length lying between Research Drive and the property of McCune Technology, Inc. The recorded plat identifies it as "undevelopable at current standards."

The parcel is identified in the tax records with Parcel ID 0423-99-5861. It is assessed as commercial property with an assessment rate of 0.49 per square foot and a total assessed value of \$25,203.

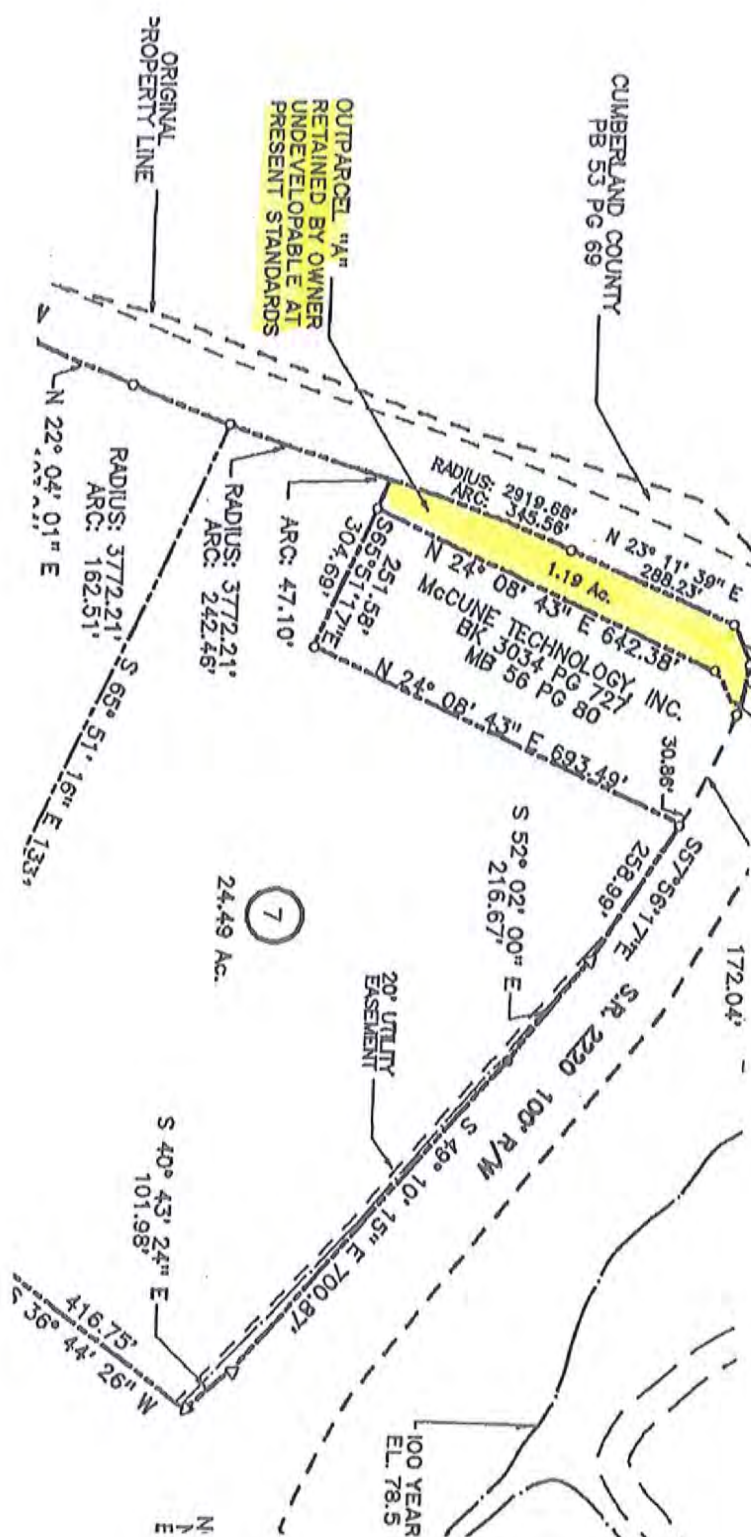
Signage for the Cumberland Industrial Center is located on the parcel near the street intersection. The buyer has agreed to accept the property subject to a signage easement. The buyer has also been informed that the sale must be subject to the upset bid process.

**RECOMMENDATION/PROPOSED ACTION:**

The county attorney advises that acceptance of this offer must be made subject to the following conditions:

- (1) a determination that property is not needed for governmental purposes;
- (2) the reservation of a signage easement deemed sufficient by the county engineer to maintain and replace the signage;
- (3) the liability for ad valorem taxes set out in G.S. § 105-285(d); and
- (4) the upset bid process set out in G.S. § 160A-269.

## Cumberland Industrial Center, Section I







Scale: 1"= 200'



AMY H. CANNON  
County Manager

MELISSA C. CARDINALI  
Assistant County Manager



ITEM NO. 3

DUANE T. HOLDER  
Assistant County Manager

TRACY JACKSON  
Assistant County Manager

SALLY S. SHUTT  
Assistant County Manager



## OFFICE OF THE COUNTY MANAGER

### MEMO FOR THE AGENDA OF THE NOVEMBER 2, 2017, MEETING OF THE FACILITIES COMMITTEE

**TO:** Members of the Facilities Committee  
**FROM:** Rick Moorfield, County Attorney  
Amy Cannon, County Manager  
**DATE:** October 27, 2017  
**SUBJECT:** Consideration of Transfer of E. Newton Smith and Executive  
Place Facilities to Cumberland County Hospital System, Inc.,  
d/b/a Cape Fear Valley Health System

**Requested by:** Amy Cannon, County Manager  
**Estimate of Time Needed:** 15 minutes

#### **BACKGROUND:**

Cape Fear Valley Health System, the "Hospital," needs additional space to accommodate its new residency program. The Hospital currently leases approximately half of the County's office building at 711 Executive Place for \$108,762 annually and the fourth floor of the E. Newton Smith building for \$94,555 annually. Both of these facilities are sufficient for the Hospital's uses for the residency program and other hospital functions. The County's employee pharmacy and the Board of Elections occupy the first floor of the E. Newton Smith building. The remaining portion of the Executive Place office building is leased to Alliance Behavioral Health Care for \$225,848 annually. Alliance has the right to lease its space until December 31, 2023. There is a separate, small office building at Executive Place occupied by the County's Community Development Department and Senior Community Service Employment Program.

County and Hospital management are engaged in on-going discussions of the transfer of these two facilities to the Hospital. The conveyance of county-property to a non-profit hospital corporation is governed by G. S. § 131E-8. This would be the same type of transfer that was done with the 2006 Transfer Agreement when the county-owned hospital property was transferred to the Hospital; however, the continued occupancy of portions of these facilities by County Departments and a commercial tenant present an issue that must be addressed to comply with the statutory restrictions.

To assure statutory compliance, the county manager and county attorney recommend the County pursue an agreement with the Hospital as follows:

- (1) The E. Newton Smith building be transferred to the Hospital pursuant to G.S. § 131E-8, subject to the reservation of a leasehold interest to the County for its continued use and occupancy of the first floor for County's governmental purposes for a term not to exceed 90 years, with the Hospital to be responsible for all maintenance including the first floor.
- (2) The entire parcel at Executive Place be transferred to the Hospital pursuant to G.S. § 131E-8 at such time as the Alliance lease terminates with the County to continue to maintain the property and the Hospital to continue to pay rent pursuant to its lease.
- (3) The transfer of the Executive Place parcel would be subject to the reservation of a leasehold interest to the County for its continued use and occupancy of the separate, small office building for County's governmental purposes for a term not to exceed 90 years, with the County to be solely responsible for all maintenance of that building.

Once all the details are finalized the agreement must be reviewed by bond counsel to determine whether there are any further limitations to the transaction arising from the use of tax-exempt financing for the acquisition or construction of the facilities.

**RECOMMENDATION/PROPOSED ACTION:**

County Manager and County Attorney ask the Facilities Committee to recommend the transfer of these facilities to the Hospital and direct the County Attorney develop a formal agreement with the Hospital for this purpose.





ITEM NO. 4

**CUMBERLAND**  
★ **COUNTY** ★  
NORTH CAROLINA

**ENGINEERING & INFRASTRUCTURE DEPARTMENT**

Engineering Division · Facilities Management Division · Landscaping & Grounds Division · Public Utilities Division

**MEMO FOR THE AGENDA OF THE NOVEMBER 2, 2017**  
**MEETING OF THE FACILITIES COMMITTEE**

**TO: FACILITIES COMMITTEE MEMBERS**

**FROM: JEFFERY P. BROWN, PE, E & I DIRECTOR**

**THROUGH: TRACY JACKSON, ASSISTANT COUNTY MANAGER**

**DATE: OCTOBER 26, 2017**

**SUBJECT: PRESENTATION ON J.P. RIDDLE STADIUM  
IMPROVEMENTS AND LEASE EXTENSION**

**Requested by: JEFFERY P. BROWN, PE, E & I DIRECTOR**

**Presenter(s): JEFFERY P. BROWN, PE, E & I DIRECTOR**

**Estimate of Committee Time Needed: 10 MINUTES**

**BACKGROUND:**

Jeremy Aagard, General Manager for the SwampDogs along with the team owner, Lew Handelsman, reached out to County staff requesting that the County make capital improvements to J.P. Riddle Stadium that would enhance the fan experience. In exchange, the SwampDogs are willing to execute a four-year lease with the County with the ability to extend the lease for an additional term of four years, provided, however the parties can negotiate various terms in the agreement. Renegotiating the terms of the lease agreement with the SwampDogs may allow them to stay in Fayetteville and continue to utilize J.P. Riddle stadium.

The SwampDogs are interested in addressing the following items in the existing lease that expires on December 31, 2017:

- Rent and concessions payment percentage
- Cap of twenty (20) non-Coastal Plain League (CPL) events that the SwampDogs have the ability to schedule at the stadium.
- HVAC system maintenance for the Club Office and telephone services for the clubhouse and office.

The SwampDogs are also interested in the following improvements:

- Replace the existing scoreboard with a video scoreboard \$230,000
- Upgrade the existing marquee sign to digital LED \$22,000

Funding identified for improvements to the E. Newton Smith facility as part of the installment financing may be redirected to fund these requested improvements.

**RECOMMENDATION/PROPOSED ACTION:**

Staff is seeking permission to negotiate the terms of a new lease agreement with the SwampDogs and bring back to the Facilities Committee.



MODEL - 3336

36 ft

5 ft



# FAYETTEVILLE SWAMPDOGS



10mm Pixel Pitch - 33.6" x 18.9"

AT BAT	BALL	STRIKE	OUT	H/E
37	1	2	2	E4

	1	2	3	4	5	6	7	8	9	10	RUNS	HITS	ERR
<small>Varsity</small> GUEST	0	2	0	0	0	0	0	0	0	0	8	6	2
S.DOGS	0	2	0	5	0	1	0	0	0	0	2	13	0





## SIGN SPECIFICATIONS

### SIGN TYPE

48sq ft Double Sided Internally Illuminated Sign  
Single Pole Mounted - UL Listed

## MATERIAL & COLORS

### FACES

Pan & Emboss 3/16" Acrylic  
Backpainted: Blue Background  
White Lettering w/ Black Outline  
Digital Message Ctr-Lexan Vandal Cover

### CABINET/FRAMING

Aluminum/Steel Const.  
Cabinet & Pole Cover  
Blue Finish

### ILLUMINATION

Daylight High Output  
Flourescent Lamps  
16mm Red LED's (48x144)

### INSTALLATION

Crane  
Bucket Truck  
2 Men

### TRIM COLOR

N/A

### RETURN COLOR

N/A

### RACEWAY INFO

N/A

### ELECTRICAL INFO

Power must be set & connected  
by Licensed Electrician.



### Job Name

FAY SWAMP DOGS  
JP RIDDLE STADIUM

### Designer

DEAN

### Job Location

LEGION ROAD,  
FAYETTEVILLE, NC 28304

### Design #/Date

02 / 3-4-13



### Approvals

This drawing and artwork remains the exclusive property of Mass Connection, Inc. and its companies. It is submitted for your consideration in the purchase of the products manufactured according to these plans. This design and artwork cannot be copied in part or whole, altered or exhibited in any matter without the written permission of Mass Connection, Inc. and its companies. Any unauthorized use of this drawing or artwork will result in civil liability. The proposed sign(s) is contingent upon verification of all conditions, dimensions and is subject to local sign ordinances. We reserve the right to substitute products of like kinds and quality as it deems appropriate.

### Client Approval/Date

Your signature hereby authorizes work to begin and you approve all sizes, colors, spelling and any other information in the provided sketch. You hereby understand that once production has started, any changes made will be done at an additional cost to you the client.

X /  
PRINT NAME DATE  
X /  
SIGN NAME DATE



BRENDA REID JACKSON  
Director



ITEM NO. 5



DEPARTMENT OF SOCIAL SERVICES

ASSISTANT DIRECTORS

Bobbie Redding  
Legal Services

Crystal Black  
Adult Services

Sandy Connor  
Children's Services

John Nalbene  
Business Operations

Vacant  
Economic Services

MEMO FOR THE AGENDA OF THE NOVEMBER 2, 2017  
MEETING OF THE FACILITY COMMITTEE

**TO:** Facility Committee Members  
**FROM:** Brenda Reid Jackson, CCDSS Director *BRJ*  
**THROUGH:** Tracy Jackson, Assistant County Manager  
**DATE:** October 27, 2017  
**SUBJECT:** PRESENTATION ON COUNTY GROUP HOME FACILITIES  
**PRESENTER:** Brenda Reid Jackson, CCDSS Director

**ESTIMATE OF COMMITTEE TIME NEEDED:** 10-15 Minutes

**BACKGROUND:**

The Group Care Program addresses issues and other identified problems by providing youth & their parents or caregivers with a 24-hour program designed to strengthen their relationships. Right Track (boys) and Safe Landing (girls) Group Homes were created in Cumberland County through the use of Juvenile Crime Prevention Council, state/federal foster care and county funds to assist in addressing these needs in the community. The target population is youth aged 13-17 years and their families. The program works closely with Juvenile Court Counselors, Juvenile Assessment Centers, Mental Health professionals, DSS, Schools, Communicare and NC Dept. of Juvenile Justice affiliated programs. Both group homes are Community- Based Alternative facilities, licensed by NC Department of Health and Human Services.

Today's presentation is a follow-up to the September 7, 2017 discussion about improving the effectiveness and efficiency of group home services and properties. Based on utilization of current facilities, staff believes there are advantages to combining group home placements into one facility. Over the past year there has been a steady decline in the number of referrals received for the group home placements for girls. The home is licensed for six youths. There is an average of two youth in the girls group home per month. The boys group home maintains consistent occupancy.

**RECOMMENDATION/PROPOSED ACTION:**

Staff requests approval to combine the current boy's facility with the girl's facility at Safe Landing to create one unisex group home effective July 1, 2018, pursuant to formal approval in the Juvenile Crime Prevention Council (JCPC) budget process which is anticipated to be completed in early 2018.

*We stand united to strengthen individuals and families and to protect children and vulnerable adults...*

# DSS Group Care

## General Operation Budget - Preliminary Projections

October 27, 2017

Cost of Operations: FY18	Current 2 Group Homes		
Total Expenses		\$	725,833.00
Total Revenue (Includes State/Federal, In-Kind, County Match)		\$	541,288.00
Additional County Dollars		\$	184,545.00
Total County Dollars		\$	257,227.00

Cost of Operations: FY19	Safe Landing - Unisex Group Home	6 Males and 2 Females	
Total Expenses *		\$	763,820.00
Total Revenue (Includes State/Federal, In-Kind, County Match)		\$	541,288.00
Additional County Dollars		\$	222,532.00
Total County Dollars		\$	295,214.00

*\*Includes one time cost of \$35,000 to renovate to accomadate unisex facilities*

*\*Includes increases in salary and fringe costs*

Cost of Operations: FY19	Right Track - Hold Facility		
Total Expenses		\$	3,932.00
Total Revenue (Includes State/Federal, In-Kind, County Match)		\$	-
Additional County Dollars		\$	3,932.00
Total County Dollars		\$	3,932.00

*Minimal expenses for utilities, security, pest control, and annual inspections*



AMY H. CANNON  
County Manager

MELISSA C. CARDINALI  
Assistant County Manager



**CUMBERLAND**  
★ **COUNTY** ★  
NORTH CAROLINA

ITEM NO. 6

DUANE T. HOLDER  
Assistant County Manager

TRACY JACKSON  
Assistant County Manager

SALLY S. SHUTT  
Assistant County Manager

## OFFICE OF THE COUNTY MANAGER

### MEMORANDUM FOR THE AGENDA OF THE NOVEMBER 2, 2017 MEETING OF THE FACILITIES COMMITTEE

**TO:** MEMBERS OF THE FACILITIES COMMITTEE

**FROM:** TRACY JACKSON, ASST. COUNTY MANAGER

**THROUGH:** AMY CANNON, COUNTY MANAGER

**DATE:** OCTOBER 25, 2017

**SUBJECT:** CONSIDERATION OF A REQUEST TO RELOCATE AND  
RENOVATE COURT OFFICES IN THE E. MAURICE BRASWELL  
COURTHOUSE

**Requested by:** Tracy Jackson, Asst. County Manager

**Presenter(s):** Tracy Jackson, Asst. County Manager

**Estimate of Committee Time Needed:** 15 Minutes

#### **BACKGROUND:**

As services and staffing of various Court-related agencies continues to grow, so does the need for additional office space to house Court staff and their files. The District Attorney's Office and the Clerk of Court have received additional staff recently and need more office space for these employees. Cumberland County Court Officials have met as a group, along with County Management, to discuss space needs and potential options. Attached is a summary of the space needs as identified by Court Officials and a preliminary cost estimate has been compiled, and are being requested, by the lead Court Officials of Cumberland County. Also attached is a floorplan showing requested changes in occupancy by Court Officials. The estimated cost for these changes is \$97,600 (see attached cost estimate).

#### **RECOMMENDATION/PROPOSED ACTION:**

Staff presents the attached material for the Facilities Committee review and as information only.

**To: Amy Cannon, Tracy Jackson, and Jeffrey Brown**

**From: Courthouse Facilities Committee (members of the committee: Senior Resident Superior Court Judge James F. Ammons, Jr.; Chief District Court Judge Robert J. Stiehl, III; District Attorney, William R. West; Public Defender, Bernard P. Condlin, Clerk of Court, Lisa J. Scales, Sheriff, Ennis Wright, Lt. Darryl Scales, Register of Deeds, Lee Warren, Chief Juvenile Court Counselor, Miguel Pitts, County Attorney, Rick Moorefield, and Trial Court Administrator, Ellen Hancox)**

September 28, 2017

**Re: Renovation and Reallocation of Courthouse Space**

The Courthouse Facilities Committee held a meeting on September 27, 2017 to discuss our individual needs for additional space. The Committee agrees to these changes and would like to propose the following changes to meet most of our needs.

The Register of Deeds needs additional space and he would like space on the lower level currently used by the Clerk of Court-Juvenile Court Division (Room 24). Please see attached explanation from the Register of Deeds for this space. He will need some desks and rolling shelves, and he will need some data ports. He thinks he has some budget for these needs.

The Clerk of Court has agreed to this change if the Clerk's Juvenile Court Division can move to the 3<sup>rd</sup> floor Space currently used by the Cumberland County Law Library. This will help them for Juvenile Court needs and they have 5 new Clerks positions they will fill in the next month. They would like to use the existing book shelves and they will have staff and will need to move their current cubicles. They will need state data ports. **Note:** Ellen Hancox Trial Court Administrator contacted the Courts in Forsyth, Wake, Guilford, Durham and Mecklenburg counties and none of their courthouses have Law Libraries.

2nd Floor- Rooms 217 and 218 are needed for attorney /prisoner meeting rooms in addition to the current Rm 216. Courthouse Security can attest to the number of prisoners moving through this area. They would need to add windows to the doors on room 217, and 218 with mesh reinforcement and room 217 needs cages for the 2 outside windows.

Room 217 is currently being used for the Public Defender's Investigator's Office and he would move to the small waiting room next to room 207D. This would require a wall between room 207d and the waiting room and a door into the new office. He would need state data port for computer and phone.

Room 215 is a small office and the Civilian Employee of the Sheriff's Office would move to this office from the crowded Transportation office outside of the 2<sup>nd</sup> floor holding cell.

Juvenile Court Rm 206 would be used for Special Sessions of Domestic and Abuse/Neglect Cases every week which means fewer parties in this small space. Judge Stiehl would like to close in the Public Waiting Space since it will not be needed for DSS Court and use this for Conference Room for attorneys and families in Special Sessions of Court. This would require a wall, a door, and a table and chairs. Superior Court will give District Court Courtroom 4B for 2 weeks a month to use for DSS Court in addition to District Court 4C.

District Court would need metal cages on the window in Room 449 to use as a holding room for delinquents. District Court would like to add 2 more rows (pews) in the Courtroom 4C and move the existing free standing counsel tables closer to the Judges Bench. The State would need to move the recording equipment from Courtroom 4A to Courtroom 4B. Additionally, Judge Stiehl would let the DSS Social Workers use Rm 450 behind Courtroom 4C as a work space when they are here for Court.

Judge Stiehl will let Pretrial Services use Rm 207 D twice a month for the juvenile diversion program.

The District Attorney has 4 new attorneys and additional support staff and he would like to take the Office Suite that includes Room 335,336 and 337 the former Superior Court Judges Offices that currently is used by the Court Reporters. He will use the 3 current desks and would need 3 Desks and 6 desk chairs. Judge Ammons has agree to this if the Court Reporters can move their 3 offices to Clerk's Meeting Room on the 4<sup>th</sup> floor next to the 4B Judges Chamber. The Storage closet rm455 currently belongs to the Court Reporters and would remain their storage space. The 12 filing cabinets of capital and non- capital murder trials would move to a space in the Superior Court Judges Office. The Court reporters would need three separate offices and 3 desks and 3 chairs. They will need a county data port and 3 State data ports. See attached drawing done by Engineering as a proposal.

Rm. 330 currently used by the District Attorney will be used by District Court for legal aid attorneys and victim advocates for Domestic Violence cases.

Superior Court is not including the renovations to Courtroom 4A since those have already been approved and funded.

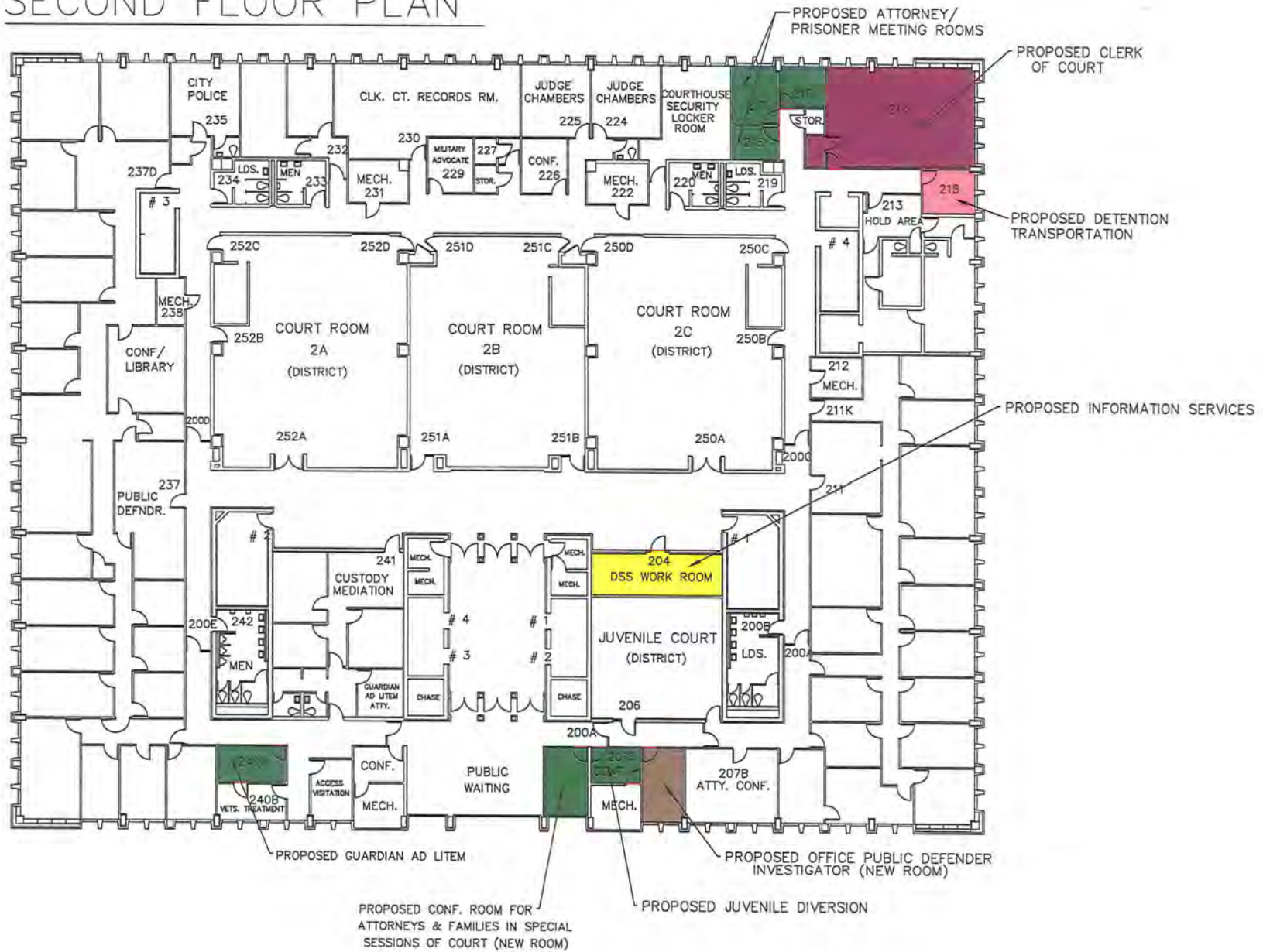
The Office of Juvenile Court Counselors located on the lower level in Room 23 will have future needs when the new law called Raise the Age goes into effect **December 1, 2019**. Miquel Pitts informed the Committee he anticipates an increase in 9 to 10 staff members. Rm 22 currently is used by Adult Probation. It may be necessary to reallocate the Rm 22 space for the Juvenile Court Counselor's Office before this law takes effect in 2019.



## LOWER LEVEL PLAN



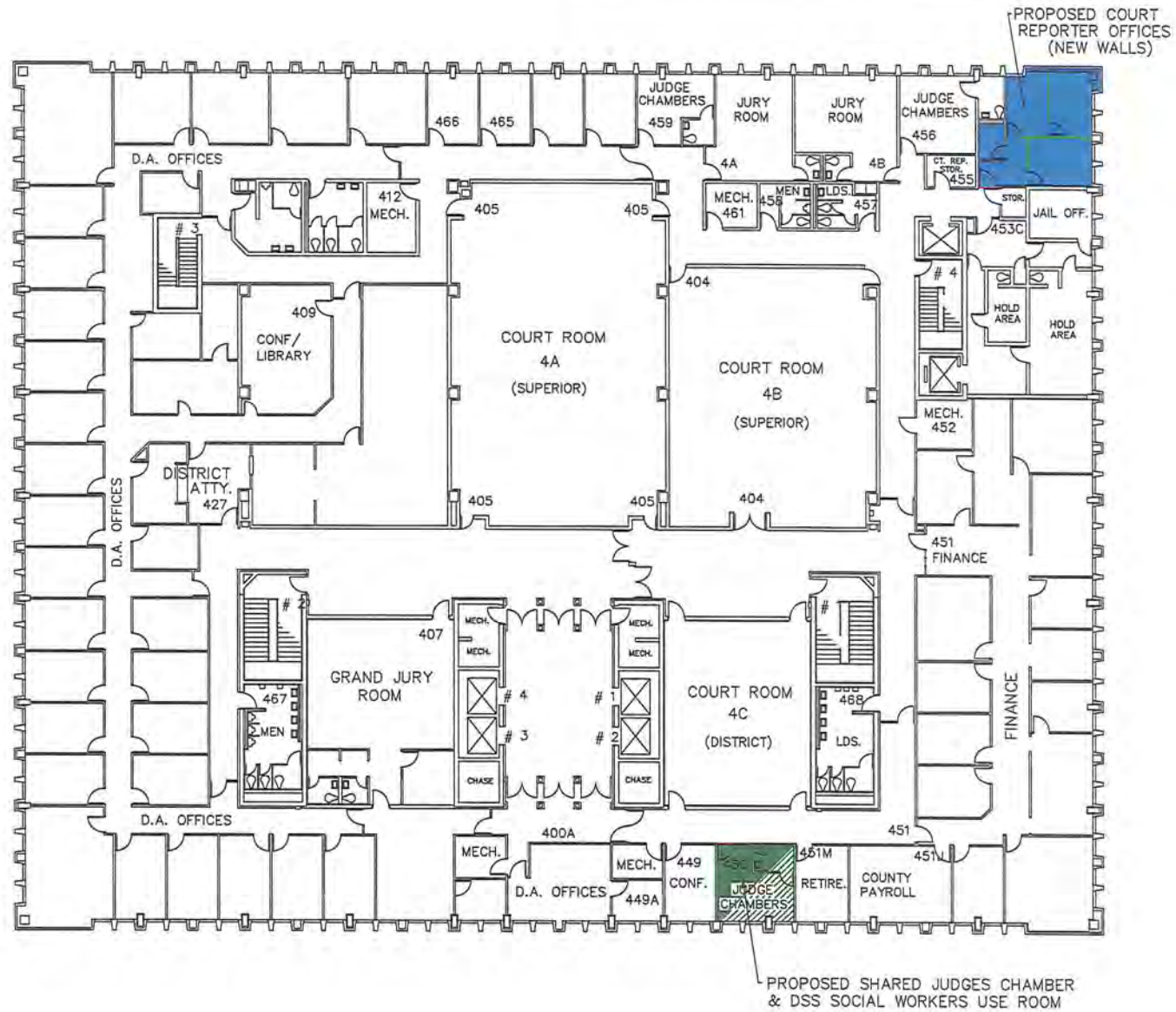
# SECOND FLOOR PLAN



# THIRD FLOOR PLAN



# FOURTH FLOOR PLAN





# Renovation and Reallocation of Courthouse Space Project Estimates

## Room 207C (New)

Wall/door	\$2,500
Carpet	1,600
Fire Strobe move	1,000
Data/Elec/Mech Hardware	1,500
	<u>\$6,600</u>

## Law Library (Existing)

Cubicle/workspaces moved from Rm 24	\$8,000
2 new workstations	6,000
Install 11 new data lines	3,300
Add blinds to 2 existing windows	800
Demo counter/repair carpet	500
Build new front counter	2,500
Movers (1 day)	1,000
Elec/Mech/Fax	500
Shelving (possibly keep)	600
	<u>\$23,200</u>

## Room 24 (Existing)

1 desk/chairs	\$4,000
Carpet	7,500
Roll file system	paid for by ROD
3 Data/1 Phone	1,200
Elec/Mech/Paint	1,200
	<u>\$13,900</u>

## Room 214 (Existing)

complete	\$0
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## Room 216 (Existing)

no changes	\$0
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## Room 217 (Existing)

Relocate security cages to windows	\$200
Add security window to existing door	500
	<u>\$700</u>

## Room 218 (Existing)

Add security window to existing door	\$500
	<u>\$500</u>

## Courtroom 4C (Existing)

Add 1 row of benches	\$5,000
	<u>\$5,000</u>

## Room 204 (Existing)

Demo existing workstations	\$200
Paint	500
Data/Elec/Mech	1,200
Relocate workstations	2,100
	<u>\$4,000</u>

## Room 200 (New)

Add walls (10.5' tall)/door	\$4,000
Hardware	200
Data/Elec/Mech	1,500
Carpet	2,000
Remove TV/remount	500
Sprinklers	2,500
Conference Table/Chairs	5,000
	<u>\$15,700</u>

## Room 449 (Existing)

Completed	\$0
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## Room 335, 336 (Existing)

3 rectangle desks/6 chairs	\$9,000
Misc	600
	<u>\$9,600</u>

## Room 454 (New Interior Rooms)

3 small desks/3 chairs	\$5,000
Walls/doors (3 offices)	8,000
Data/Elec/Mech	1,200
Hardware/Paint	1,000
	<u>\$15,200</u>

## Room 215 (Existing)

1 desk/chair	\$2,000
Remove security bars on 2 windows	200
Data/Elec	500
	<u>\$2,700</u>

## Room 240A (Existing)

Chair	\$500
	<u>\$500</u>

GRAND TOTAL \$97,600

## PROPOSED USE OF EXISITING COURTHOUSE SPACE

*November 2, 2017*

*Facilities Committee Meeting*

Agency	Move From	Move To
Register of Deeds	Off-site File Storage (Patterson)	Room 24 – Lower Level
Clerk of Court	Room 24 – Lower Level	Law Library – Third Floor
Attorney/Client Visitation	N/A	Using Room 216 now; want to add 217 & 218
Public Defender Investigator	Room 217 - Second Floor	Second Floor waiting room next to 207D
Sheriff Transportation	Second Floor outside of holding cell	Room 215
Juvenile District Court/Domestic Violence Court	Reassign uses of various rooms to allow for attorneys and families to meet	Create a conference room for attorneys and families
DSS Court	206 - Second Floor	Courtroom 4B – Fourth Floor
Juvenile District Court	206 - Second Floor	Courtroom 4C – Fourth Floor
New DA Staff	N/A	Rooms 335-337; Third Floor
Court Reporters	Rooms 335-337; Third Floor	Clerk's Meeting Room – Fourth Floor
Legal Aid	---	Room 330 – Third Floor

AMY H. CANNON  
County Manager

MELISSA C. CARDINALI  
Assistant County Manager



**CUMBERLAND**  
★ **COUNTY** ★  
NORTH CAROLINA

ITEM NO. 7

DUANE T. HOLDER  
Assistant County Manager

TRACY JACKSON  
Assistant County Manager

SALLY S. SHUTT  
Assistant County Manager

## OFFICE OF THE COUNTY MANAGER

### MEMO FOR THE AGENDA OF THE NOVEMBER 2, 2017 MEETING OF THE FACILITIES COMMITTEE

**TO:** FACILITIES COMMITTEE MEMBERS  
**FROM:** SALLY SHUTT, ASSISTANT COUNTY MANAGER  
**THROUGH:** AMY CANNON, COUNTY MANAGER  
**DATE:** OCTOBER 25, 2017  
**SUBJECT:** PRESENTATION ON PIO/INFORMATION SERVICES  
TECHNOLOGY UPGRADES

**Requested by:** Sally Shutt  
**Presenter(s):** Sally Shutt and Shamon Larson  
**Estimate of Committee Time Needed:** 20 minutes

**BACKGROUND:** The Public Information Office and Information Services Department have partnered on two major projects:

- upgrading the broadcasting equipment and meeting room technology; and
- creating a new County website.

#### **Broadcasting Equipment and Meeting Room Upgrades**

The Public Information Office ensures that Board of Commissioners meetings held in Room 118 are broadcast live through Spectrum Channel 5, the Fayetteville Cumberland Education Channel, and rebroadcast at different times. The meetings are also streamed live through the County website and posted to the County's YouTube channel.

The equipment in the Commissioners Meeting Room was antiquated and had been subject to numerous issues in recent months, including loss of camera control, streaming capability and system response, which often resulted in the need to reboot the system during live meetings.

After issuing a Request for Proposals, the County purchased new Broadcast Pix equipment, as well as four high-quality cameras in Room 118 that will be lowered to provide better positioning.

The podium will be updated with a monitor facing the Board of Commissioners and two laser projectors will go in Room 118 and one in Room 564 to replacing the existing aging units.



The contract includes equipment installation and 20 hours of training for PIO and IS staff.

**New Website**

PIO and IS will preview the County's new website during the meeting. The website has been built in-house and uses content-management software, which allows departments to update their information when needed.

The IS Web Team are the technical experts responsible for building, deploying and supporting the backend technology for the website.

The Public Information Office manages and publishes all content for departments and maintains quality and style consistency based on the Web Content Style Guide that was written in collaboration between PIO and IS staff.

County departments have assigned content contributors who write and maintain up-to-date website content. Website training for department contributors was held October 18-20.

**RECOMMENDATION/PROPOSED ACTION:** The update is provided for information only. No action is requested.