

CUMBERLAND COUNTY FINANCE COMMITTEE
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564
APRIL 6, 2017 – 9:30 AM
REGULAR MEETING MINUTES

MEMBERS PRESENT: Commissioner Marshall Faircloth, Chairman
Commissioner Jimmy Keefe

OTHER COMMISSIONERS PRESENT: Commissioner Glenn Adams
Commissioner Michael Boose
Commissioner Larry Lancaster

OTHERS: Amy Cannon, County Manager
Tracy Jackson, Assistant County Manager
Melissa Cardinali, Assistant County Manager
Sally Shutt, Governmental Affairs Officer
Rick Moorefield, County Attorney
Vicki Evans, Finance Director
Michael Gibson, Fayetteville-Cumberland Parks and Recreation
Director
Candice H. White, Clerk to the Board
Press

ABSENT: Commissioner Jeannette Council

Commissioner Faircloth called the meeting to order.

1. APPROVAL OF MINUTES – MARCH 9, 2017 FINANCE COMMITTEE SPECIAL MEETING

MOTION: Commissioner Keefe moved to approve the March 9, 2017 special meeting minutes.

SECOND: Commissioner Faircloth

VOTE: UNANIMOUS (2-0)

Amy Cannon, County Manager, requested the removal from the agenda of Item 4. Presentation of Agenda Process Review Conducted by the Enterprise Solutions Division of Information Services and asked that it be brought back to the next meeting. Consensus followed.

2. PRESENTATION OF PARKS AND RECREATION COUNTY DISTRICT PROJECTS FOR FY18

BACKGROUND:

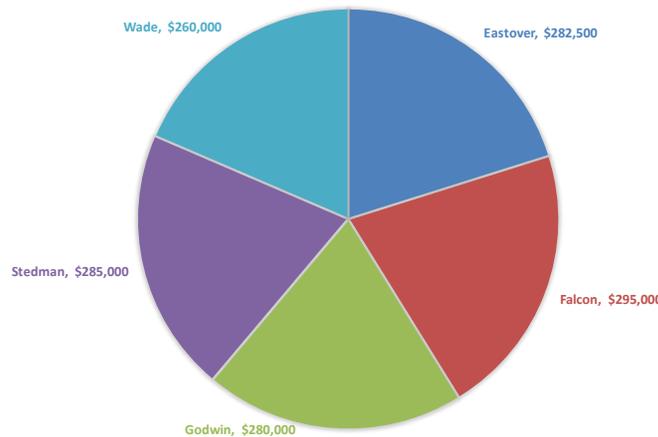
Each fiscal year, Fayetteville-Cumberland Parks & Recreation considers existing plans and new requests for improvements to County parks. Michael Gibson, Director of Fayetteville-Cumberland Parks and Recreation, will provide an overview of the proposed projects for Fiscal Year 2018 and take questions from the Finance Committee.

RECOMMENDATION/PROPOSED ACTION:

No action required. Funding considerations for Fiscal Year 2018 will occur during the Board of Commissioner budget work sessions. Consider the proposed improvements to County parks planned for Fiscal Year 2018 and approve for further consideration by the full Board of Commissioners at a future meeting unless there are changes to the recommended improvements.

Ms. Cannon called on Michael Gibson, Fayetteville-Cumberland Parks and Recreation Director, who provided the following presentation on proposed district projects for FY2017-2018. Mr. Gibson referenced the district budget of the past year’s approximately \$1.5 million.

DISTRICT BUDGET \$1,402,500



Mr. Gibson also referenced the following summary, to include the PARTF grant in Linden, and stated the remaining balances will be spent in the Falcon, Godwin, Wade, Stedman and Eastover communities.

PARK	BEGINNING BALANCE	FY 2015 EXPENSES	FY 2016 EXPENSES	FY 2017 EXPENSES (THRU MARCH 17)	REMAINING BALANCE
FALCON	\$ 295,000.00	\$ -	\$ 22,801.49	\$ 20,222.87	\$ 251,975.64
GODWIN	280,000.00	-	33,080.00	18,680.00	228,240.00
WADE	260,000.00	-	75,542.66	21,180.00	163,277.34
STEDMAN	285,000.00	-	43,225.00	102,594.33	139,180.67
EASTOVER	282,500.00	-	137,227.37	28,629.95	116,642.68
Total	\$ 1,402,500.00	\$ -	\$ 311,876.52	\$ 191,307.15	\$ 899,316.33

PARTF GRANT	Budget	FY 2015 EXPENSES	FY 2016 EXPENSES	FY 2017 EXPENSES (THRU NOV 2016)
LINDEN	\$ 463,231.00	\$ 153,726.00	\$ 218,950.09	\$ 90,554.17

Mr. Gibson highlighted the remaining projects to be completed in FY18.

Eastover	Godwin	Wade
FY 18	FY 18	FY 18
Tennis Courts Volleyball Area Drainage Improvement	Recreation Room Addition Mini Shelter Multipurpose Field	Restroom (build) Mini Shelters/4 Tennis Court Resurfacing
Falcon	Stedman	
FY 18	FY 18	
Park Ditch Rip T-Ball Field	Basketball Court Improvement Tennis Court Resurfacing	

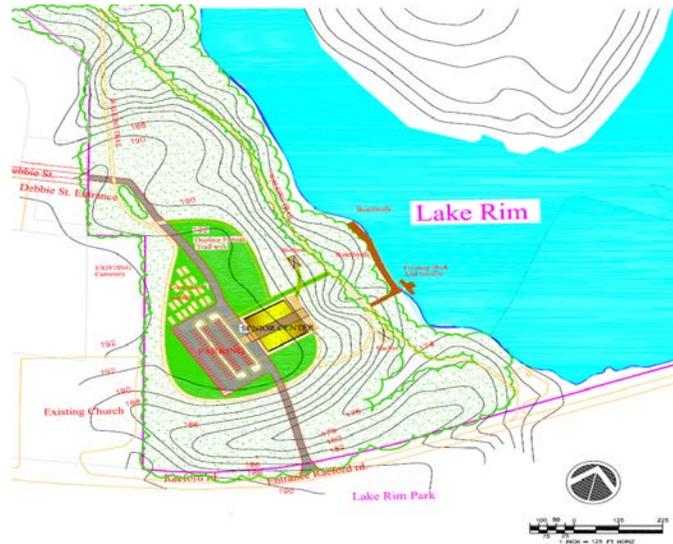
Mr. Gibson reviewed the list of capital projects for FY 18:

Facility	Expenditure
Falcon Town Park	Splash Pad
Godwin Town Park	Splash Pad
Wade Town Park	Splash Pad
Stedman Town Park	Splash Pad
Linden Town Park (Little River Community Park)	Splash Pad
Eastover Town Park	Splash Pad
Gray's Creek Community Park	Community Park
Cape Fear High School	Tennis Court Lights
Pine Forest Middle School	Air Conditioning

Mr. Gibson highlighted possible splash pad locations in Falcon, Eastover, Godwin, Linden, Stedman and Wade. Mr. Gibson stated splash pads run between \$150,000 and \$200,000 per facility and their size is between 1,000 to 1,500 SF per pad. Mr. Gibson stated splash pads as a water feature at parks do not have high maintenance costs, do not require life guards or a pool manager and are basically self sufficient. Mr. Gibson stated they are basically irrigation systems that sit on top of concrete, can be turned on and off and checked remotely, are good in a rural environment and are very popular in the district.

Mr. Gibson stated other big items include tennis court lights at Cape Fear High at approximately \$150,000, an HVAC system at Pine Forest High at an estimated cost of \$120,000 and a recreation center in Grays Creek. Mr. Gibson shared pictures of tennis court lighting and stated there is a working agreement with the school system so when the high school is finished using its tennis courts, a timer system will turn the lights on and off. Ms. Gibson stated with the development of the Grays Creek area, the population has grown away from the recreation center so because of that, he would like to develop the community park in the general area where the people are located as opposed to close to the recreation center as originally proposed. Mr. Gibson stated the community park will likely be eight to ten acres with elements like shelters, walking trails, a splash pad and playground unit. Mr. Gibson displayed a picture of the HVAC system for the gymnasium at the high school in Stedman and stated the same thing will be done at Pine Forest.

For county wide service projects, Mr. Gibson provided highlights of the proposed West Senior facility of approximately 18,000 SF to be located on Lake Rim and stated it ties into services that have no boundary lines. Mr. Gibson stated as part of the bond package, the two senior centers will be developed and will have participation from the district and the city. Mr. Gibson shared aerial photos of the view from the building across Lake Rim and stated there is a storm water easement for trails and there will also be boating.



Mr. Gibson also provided highlights of the senior facility (west) features to include renderings of potential facility facades. Mr. Gibson stated the district will be asked to support soft costs to outfit this new 18,000 SF facility. Mr. Gibson stated the hope is to begin construction in early 2018 so it can open by the end of 2018.

Will house current FCPR senior staff and all current programming to include:

- A lobby with reception desk
- Office space for staff
- Restrooms
- Library/computer room
- Conference room
- Game room
- Art room
- Fitness room
- Dance studio
- Kitchen/Café
- Health education, preventative and nutritional services
- Video/theatre room
- Therapy Pool

County funding of 10% will cover soft cost (i.e. furniture, televisions, weight equipment)

Mr. Gibson stated county wide special need projects included a proposed upgrade to the Massey Hill inclusive playing field and Gilmore Therapeutic Recreation Center. Mr. Gibson stated a \$250,000 grant was received from the NC Connect bond and another \$40,000 was received from Major League Baseball which will be used to build a totally rubber miracle field of about 150

feet for physically challenged individuals. Mr. Gibson stated the Gilmore Center was designed as a teen center but it is now being used as a therapeutic recreation center. Mr. Gibson stated significant upgrades are needed and the plan is to enlarge to 3,000 SF and add a sensory room which will allow individuals to come to the recreation center to see a therapist rather than the hospital. Mr. Gibson stated this is a soft cost that the district will be asked to support. Commissioner Faircloth stated the Finance Committee will not take any action as this will be part of the budget process.

3. CONSIDERATION OF CONSULTANT FOR SELECTION OF NEW TAX SOFTWARE SYSTEM

BACKGROUND:

Cumberland County’s goal is to reduce overall County expenses by phasing out the usage of the Mainframe as a system to handle data and routine processes. The Tax System, Oasis, is soon to be the final product still hosted on the Mainframe. To ensure the successful selection and migration to a new system, Cumberland County has identified the need for professional services to ensure an optimal solution. The selection is based on the following criteria:

- Needs Assessment (Discover what our organizational requirements are)
- Development of a Request for Proposal (RFP)
- Guide County through the ERP software selection process through on-site demonstrations, off-site client visits, and final selection. (Matching our needs with a system)
- Contract Development, Negotiations, and a Statement of Work (Ensuring that our system is properly designed)

Five companies provided responses for assistance in selection. Three of those were qualified for the scope of the project.

Please reference the summary table below for additional comparison.

Vendor	Ranking	Evaluation Findings	Key Risks Identified	Costs
Harris Consulting	1 st	<ul style="list-style-type: none"> • Specializes in municipal government systems • Proven track record of extensive experience in Tax solution initiatives • Verified references from 2 NC agencies (Guilford and Orange) confirming exceptional service provided throughout their Tax project • Has established relationships with many of the Tax solution vendors 	<ul style="list-style-type: none"> • No identified risks 	<ul style="list-style-type: none"> • \$93,700.00
ClientFirst	2 nd	<ul style="list-style-type: none"> • Verified references from NC agencies confirming exceptional service provided but for ERP solutions related to financials • Solid approach to consultation process • When asked on multiple occasions 	<ul style="list-style-type: none"> • Lack of experience with Tax solution initiatives • Lack of on-site hours during requirements gathering process • Will require greater use of 	<ul style="list-style-type: none"> • \$89,249.00

		about references or experience with Tax solutions, nothing was provided	County resources (IT support and collaboration with Tax staff) due to initial requirements gathering process <ul style="list-style-type: none"> • Are not involved in site visits to other NC agencies for demos 	
Panorama	3 rd	<ul style="list-style-type: none"> • Highest cost of the 3 options • Has extensive experience but lacked viable references within NC • Undetermined experience with government agencies 	<ul style="list-style-type: none"> • No recommendations provided from any NC agencies 	<ul style="list-style-type: none"> • \$130,410.00

Selecting one of these three vendors to assist with the Needs Assessment, Requirements Gathering, RFP development, Software Selection, and Contract Negotiations for the Cumberland County Tax Department will increase the quality of the implementation of an ERP Solution. All phases are projected to take 6-8 months to complete.

RECOMMENDATION/PROPOSED ACTION:

Recommend the Finance Committee approve Harris Consulting for the needs assessment and selection services of a new tax system and the associated budget revision.

Recommend the approval of Budget Ordinance Amendment B171120 in the amount of \$93,700 to procure the services of Harris Consulting. Please note, this amendment requires the use of fund balance that was specifically allocated during the FY2017 budget process – to be used for technology upgrades.

Keith Todd, Information Services Director, reviewed the background information and summary table for three of the companies qualified for the scope of the project recorded above. Mr. Todd stated Harris Consulting has a proven track record of over twenty years working with tax and procurement selection processes and additionally were the most engaged in the process. Mr. Todd stated from the start to selecting the software to implementation will take six to eight months. Mr. Todd reviewed the recommendation/proposed action recorded above.

Commissioner Boose inquired regarding the total allocation to include upgrades. Ms. Cannon responded \$4.5 million. Additional questions and comments followed. Commissioner Faircloth referenced Harris Consulting’s relationships with many tax vendors and stated it needs to be clear that they are working for Cumberland County and not the vendors with whom they have relationships.

MOTION: Commissioner Keefe moved to approve Harris Consulting for the needs assessment and selection services of a new tax system and the associated Budget Ordinance Amendment B171120.

SECOND: Commissioner Faircloth

VOTE: UNANIMOUS (2-0)

4. REMOVED FROM AGENDA
5. PRESENTATION OF CAPITAL IMPROVEMENT PLAN (CIP) - FINANCING UPDATE

BACKGROUND:

An update regarding financing of the capital improvements plan last occurred during the Budget Work Session on March 6, 2017.

As a reminder, the benefits of this financing structure include: permits and contracts are not required up front but will be required as projects approach their starting point; overall administrative costs (financial advisor, bond counsel, bank counsel and LGC fees) will be lower as there will be two financings as opposed to financings occurring each fiscal year for three years.

The application process and meeting with the Local Government Commission (LGC) as well as a bank financing request for proposal is required this year and at the end of project completion. Funds will be drawn from the bank as invoices become due. Upon completion of the projects after the three years, the total amount utilized over the three years will be financed and repayment will begin during the fourth year (fiscal year 2021).

The financing calendar is recorded below. The findings resolution and authorization for LGC filing and calling for a public hearing will be presented during the June 5, 2017 Board of Commissioners' meeting. Adoption of the approving resolution and the public hearing will be considered during the June 19, 2017 Board of Commissioners' meeting. Approval from the LGC will be sought at their meeting scheduled for July 11, 2017.

RECOMMENDATION/PROPOSED ACTION:

No action is necessary, for information purposes only.

**COUNTY OF CUMBERLAND, NORTH CAROLINA
2017 GENERAL GOVERNMENT DRAW PROGRAM**

DRAFT FINANCING SCHEDULE- PENDING COUNTY & LGC REVIEW

<u>DATE</u>	<u>EVENT</u>	<u>PARTICIPANTS</u>
April 3	Send Complete Financing Package Information to LGC	FA
April 6	Meeting with Finance Committee	County
May 10	Send RFP for Proposed Financing	FA/County
May 24	Bids Due - FA and County Discuss Financing Proposals	County/FA
May 25	Send Joint Legislative Committee Letter (on or before)	County/BC
TBD	LGC Kickoff Meeting	All
May 31	County Commission Items Due for June 5 th Meeting	County/BC
Wk of June 5th	Distribute First Draft of Documents	BC/PC

June 5	County Adopts Findings Resolution and Authorize LGC Filing; County Calls for Public Hearing	County/BC
June 6	Submit Application to LGC	County
June 7	Publish Notice of Public Hearing (on or before)	County/BC
June 8	Meeting with Finance Committee	County
June 13	County Commission Items Due for June 19 th Meeting	County/BC
June 19	County Adopts Approving Resolution and Holds Public Hearing	County/BC
Wk of July 10	Discuss Closing Requirements	All
July 11	LGC Approval (Executive Committee)	LGC
July 19 (est)	Closing	All

Vicki Evans, Finance Director, reviewed the background information and the draft financing schedule recorded above. Ms. Evans stated the calendar will drive action by the Board of Commissioners at Board meetings. No action was required.

6. OTHER ITEMS OF BUSINESS

There were no other items of business.

There being no further business, the meeting adjourned at 10:08 a.m.