

MEMORANDUM

TO: Board of Supervisors
FROM: Katie H. Nunez, County Administrator
DATE: June 22, 2012
RE: Former Middle School Property

There are two major issues to discuss with the Board concerning our capital plan. The first concerns the remaining projects associated with the Eastville area and the second concerns the Middle School Property. I have enclosed a Capital Projects Budget as of today's date that shows the available funds that can be re-assigned as we close out other capital projects as well as the funds already committed to the proposed EMS Relocation to the Middle School.

Item #1: Confirmation of Board's intent to sell the Addison, Ward & former DSS Buildings in downtown Eastville

Much of our capital plan has centered around prior Boards' intention to sell these three buildings and the need to move any existing county agencies from those buildings and provide a new home. To that end, the County constructed a new Social Services building and moved that agency in 2005. We have used the old Social Services building as ancillary storage but it is now fully vacant. We have had roofing issues, mold issues, and general deterioration of the building. With the opening of the new Courthouse, the Commonwealth Attorney was moved out of the Addison building in 2006. With the completion of the County Administration renovation, Voter Registrar was moved out of the Addison building in 2011. The remaining occupant of the Addison building is the Thrift Shop tenant and the terms of our lease require a 30 day notice of termination of the lease. Finally, the Facilities Management department occupies the Ward building and the purchase of the former Verizon property on Stumptown Road was identified as a suitable property to house this department with nominal costs to convert the property for our purpose.

There has been interest expressed from a third party to purchase these buildings (including the adjacent parking lot). We would need to follow the law regarding disposition of real estate but believe that we will be able to sell the property once we have established a new home for the Facilities Management Department.

Item #2: New Home for the Facilities Department

As referenced above, the purchase of the Stumptown Road property was envisioned to fill the need for a new location for our Facilities Management Department. The property is 2 acres with existing fencing, garage space and storage for this type of operation. The building is in excellent shape and the property would provide additional secure storage for County usage (such as for vehicle storage when we take possession of vehicles for back taxes, for example). I have enclosed the GIS overview of the property as well as the site plan of the existing conditions of the property. In addition, I have enclosed the proposed budget to convert this space for our Facilities Management Department. Please note that this budget proposes to tear down the canopy due to the presence of lead paint (results enclosed) – this canopy is not necessary for the departmental operations.

However, there have been recent comments from some Board members indicating that they may not wish to locate the Facilities Department at this location.

Item #3: District 4 Waste Collection Center

Since 2003, my office has been tasked in trying to identify an acceptable location within the District 4 region that did not go too far north to infringe upon the Birdsnest Waste Collection Site or too far south to infringe upon the Bayview Waste Collection Site. I have enclosed a map that shows all of the locations we considered and were unsuccessful in securing ownership. As we have opened the other waste collection centers and made improvements to each subsequent design and construction, we have applied certain rules to ensure that we are meeting the needs of our citizens, now and in the future. We know that we need a minimum of 5 acres, preferably land that is open and already cleared and not located in any low-lying areas prone to flooding, located on a main thoroughfare that is suitable and maintained for heavy truck traffic (for the trash trucks), and centrally located within the district it is serving for quick user access. Recently, the Board has condemned property on Business Rte. 13 that meets these conditions. However, we have received some comments that do not support this location and has resulted in some Board members questioning the suitability of this location. We have incurred costs to date for this location of the condemnation value of the property as well as engineering and design and have remaining in this capital budget of \$376,885. Based upon our prior experience with the other five sites, this budget should be sufficient to complete the last site at this time; however, if we change locations (even if it doesn't require any funds for purchase of land), I believe this budget will be inadequate because the engineering will have to recommence for the new location. At this time, my office has prepared the application for the Special Use Permit that will be required for this facility but we have not filed it with Planning & Zoning until we could confirm the Board's decisions on these matters.

Item #4: Former Northampton Middle School

As requested from our last meeting in which we discussed the capital budget (February 2012), we have brought in several consultants & firms to evaluate the condition of the building and provide estimates to address these issues. The most significant issue that we are aware of is the presence of mold throughout the building. When we had our offices in that building temporarily, that seemed to help minimize the presence of the mold in the occupied areas of the building but did not prevent the development of mold in the building overall, especially in areas that did not have consistent heating or cooling as a result of its vacancy. To address the mold issue, it will

require significant work on the heating and cooling system (we have obtained quotations on two approaches – (1) a full replacement or (2) partial replacement) and then mold remediation. In addition, we believe a reconfiguration of public restrooms on the main hallway of the building is necessary to better serve the overall premises and some maintenance work in the cafeteria if we are going to continue renting this space to the public. The budget estimates are attached as well as the mold report. The costs for this work are separate and apart from the primary budget developed and adopted by the Board for EMS Relocation to the middle school with the exception of the heating and A/C improvements. Within that budget, we had proposed an approach that would have provided a separate HVAC system for the EMS space at a cost estimate of \$113,000

At this time, if the Board wishes to proceed with the work necessary to address the issues at the former middle school so that we can have a fully viable facility, we would need to re-allocate some of the funds from the EMS project as well as assign the remaining available capital funds to this project in order to complete this work. If the Board proposes this course of action, then we would work toward achieving full usage of the building which would include housing EMS, Extension Services (already located there), Parks & Recreation (gymnasium and 4 classrooms for recreational programs and summer camp), secure as much leasing for office space of the back wing (where County Administration had temporary offices), re-engage discussions with the Community College for ancillary classes in the front of the building as well as some type of culinary program run from the kitchen & cafeteria, and continued community rental of the space. Attached is a map of the building and of the property as well as the agreement with the School over shared facilities affecting this property.

If the Board does not wish to continue forward with the Middle School, we would need to come back with an alternate plan for EMS, Extension Services, and county archival storage (which are the mandatory items that need to be provided regardless).

Please note that the improvements considered for the former Middle School property were going to serve another obligation of the County – meeting our outstanding obligation to USDA relative to three outstanding grants associated with the former STIP property. More specifically, the County needs to expend \$599,734.80 on a project that meets the requirements of USDA in a manner similar to which the original grant proceeds had been extended. If the County fails to do this, then USDA will require us to re-pay \$599,734.80 to them to resolve the remaining grant obligations. The conversion of the former middle school into a mixed use community center (public safety, recreation, office space, community meeting rooms) meets the USDA qualifications and is in keeping with our bond requirements. If the Board chooses not to proceed forward with the former middle school, we would need to determine how we will meet this outstanding obligation to USDA.

CAPITAL PROJECTS BUDGET
as of June 22, 2012

| Description | Starting Budget | Expenses | Encumbrances | Balance | % Used | Funds Released from Completed Projects and available for Re-Assignment |
|---|------------------------|------------------------|----------------------|------------------------|------------|--|
| County Admin Renovations | \$ 4,728,000.00 | \$ 4,314,447.56 | \$ 56,066.48 | \$ 357,485.96 | 92% | \$ 357,485.96 |
| J&DR Court Services Construction | \$ 650,100.00 | \$ 638,054.95 | \$ - | \$ 12,045.05 | 98% | \$ 12,045.05 |
| Solid Waste -Waste Collection Centers | \$ 3,161,572.00 | \$ 2,834,286.80 | \$ (49,600.00) | \$ 376,885.20 | 88% | |
| EMS Renovation | \$ 1,260,166.00 | \$ 40,565.00 | \$ 28,329.00 | \$ 1,191,272.00 | 5% | |
| Stumptown Road property (Facilities Management) | | \$ 90,951.00 | \$ 74,100.00 | \$ (165,051.00) | | \$ (165,051.00) |
| Capital Fund Contingency | \$ 74,318.00 | \$ - | \$ - | \$ 74,318.00 | 0% | |
| TOTAL | \$ 9,874,156.00 | \$ 7,918,305.31 | \$ 108,895.48 | \$ 1,846,955.21 | 81% | \$ 204,480.01 |

County Administration: Encumbered funds will be used to: (1) be reserved as "demo" money under our lease agreement with the Town of Eastville at \$34,000; (2) install county signage on property, improve front drive entrance at \$16,000; (3) remove tower and relocate public safety communications equipment to County water tower at \$4,000; and (4) close-out on remaining construction contracts at \$2,066.48. The remaining balance of \$357,485.96 can be re-assigned to other capital projects.

J&DR Court Services: Project has been closed out. The remaining balance of \$12,045.05 can be re-assigned to other capital projects.

Solid Waste Funding: We have encumbered the engineering fees and have expensed the condemnation price for the property on Business Rt. 13

EMS RELOCATION TO MIDDLE SCHOOL: The Board had previously voted the funds from other completed capital projects for the EMS Renovation project. Funds expended to date on that project have been on the feasibility study to convert a portion of the former Middle School for EMS purposes. We have conducted further examination and studies looking at the entire Middle School facility and have provided that information and budget. This item is discussed more fully in a memorandum dated June 22, 2012.

Stumptown Road property (Facilities Management new home): The Board has not adopted a budget for this project; however, we have expensed the purchase of this property against the project. Mike Thomes, Facilities Director, has developed a budget for improvements to the facility for its conversion to the Facilities Management new home at \$74,100. This is listed under encumbrances for that project. The total budget needed for this project is \$165,051

Prepared by Katie H. Nunez, County Administrator