



Durham County

200 E. Main Street
Durham, NC 27701
(919) 560-0025

Meeting Agenda Board of County Commissioners

Wendy Jacobs, Chair
James Hill, Vice Chair
Heidi Carter, Commissioner
Brenda A. Howerton, Commissioner
Ellen W. Reckhow, Commissioner

Monday, January 23, 2017

7:00 PM

Commissioners' Chambers

"Public Charge"

The Board of Commissioners asks its members and citizens to conduct themselves in a respectful, courteous manner, both with the Board and fellow citizens. At any time, should any member of the Board or any citizen fail to observe this public charge, the Chairman will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chairman will recess the meeting until such time that a genuine commitment to the public charge is observed.

As a courtesy to others, please turn off cell phones during the meeting.

7:00 pm Regular Session

1. Opening of Regular Session - Pledge of Allegiance (5 min)
2. Agenda Adjustments (5 min)
3. Announcements (5 min)

17-0021 Announcements

Agenda Text:

- 1) January is National Radon Action Month. Durham County Cooperative Extension will give out free Radon test kits to Durham County residents throughout the month, from 8:30 am - 4:00 pm at their office, 721 Foster Street, on a first come, first served basis. Kits will also be available from 8:30 am - 5:00 pm at the Durham County Health Department, Environmental Health Office, 414 E. Main Street.
- 2) The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization is requesting input from residents on the draft Comprehensive Transportation Plan (CTP). The CTP lists proposed highway, bus transit, light rail transit, bicycle, pedestrian and other transportation improvements to be implemented over the next

several decades. Comments will be accepted on the MPO's website: www.dchcmpo.org <<http://www.dchcmpo.org>> thru February 24, 2017. You may contact Andrew Henry, 919-560-4366, ext., 36419 for details.

- 3) The 2017 Durham County Cares Applications are now open to all nonprofit organizations that service the Triangle Community. Durham County Cares is the annual Durham County Government Employee Giving Campaign, in which our employees donate funds to those nonprofit agencies chosen as our annual Recipient Organizations. Applications will be open from January 9th - 27th, 2017. For more information, or to apply to be a 2017 Recipient Organization, please visit dcocares.org.
- 4) Due to the recent winter weather event, Durham County Department of General Services' Solid Waste Division had to reschedule the safety upgrades planned for the Bahama and Redwood Convenience Sites. Each site will temporarily close for one and half days to allow for the installation of safety rails alongside the open top roll off containers. The upgrades will now take place on the following days: Tuesday, January 24, 2017, the Bahama Site will be closed and reopen on Wednesday, January 25, 2017 at 1 p.m. On Wednesday, January 25, 2017, the Redwood Site will be closed and reopen on Thursday, January 26, 2017 at 1 p.m. For more information, contact the Solid Waste Division at (919) 560-0433.
- 5) We invite you to tune in to Cable TV Channel 8 or 97-5 to see rebroadcasts of tonight's meeting as well as other Durham County programming that may be of interest to you. Please contact the Public Information Office at 919-560-0008 or our website www.dconc.gov <<http://www.dconc.gov>> for more information.
- 6) These announcements may also be found on the County's website or you may call the Clerk's Office at 919-560-0025.

4. Minutes (5 min)

[17-0022](#) Minutes

Attachments: [Regular Session - December 12, 2016.doc](#)

5. Ceremonial Items

[17-0025](#) Proclamation - National Mentoring Month

Agenda Text: The Board is requested to issue a proclamation declaring January 2017 as National Mentoring Month in Durham County. The goal of the proclamation is to urge all residents of Durham County to rededicate ourselves to preventing

youth from entering the juvenile and criminal justice systems and recommit to building a community where all our youth can grow, flourish, and take Durham County to new and greater heights through effective mentoring relationships.

Created in 2002 by the Harvard School of Public Health and MENTOR: The National Mentoring Partnership, National Mentoring Month (NNM) focuses national attention on the need for mentors, as well as how each of us - individuals, businesses, government agencies, schools, faith communities and nonprofits - can work together to increase the number of mentors to assure positive outcomes for our young people.

NMM celebrates mentoring and the positive effect it can have on young lives. Its goals are to raise awareness of mentoring in its various forms, recruit individuals to mentor, especially in programs that have waiting lists of young people and promote the rapid growth of mentoring by recruiting organizations to engage their constituents in mentoring.

Alignment with Strategic Plan: Goal 1: Community & Family Prosperity and Enrichment; Goal 3: Safe & Secure Community; and Goal 5: Accountable, Efficient and Visionary Government

Resource Person(s): DeWarren K. Langley, Executive Director, Charles Hamilton Houston Foundation, Inc.

County Manager Recommendation: The County Manager recommends that the Board issue a proclamation declaring January 2017 as National Mentoring Month in Durham County.

Attachments: [National Mentoring Month - 2017](#)

17-0030

Recognize Board of Elections Board Members, Staff, Poll Workers and Volunteers for Efforts with the November 2016 General Election

Agenda Text:

The Board is requested to recognize the Board of Elections, BOE staff, poll workers, Durham County Staff volunteers and community volunteers for efforts associated with early voting and November 8 general elections. Further, the Durham County Board of Elections completed a state ordered recount of 94,000 ballots December 4 - December 5.

The County is grateful for the Board of Elections, Board of Elections permanent and temporary staff as well as the many volunteers that helped ensure the accuracy and preserve the integrity of all votes cast in Durham County, as evidenced by the consistent election results produced in the recount.

Alignment With Strategic Plan: Goal 5: Accountable, Efficient, and Visionary Government

Resource Persons: Bill Brian, BOE Chair, Donna Baxton, BOE Member, Margerett Griffin, BOE Member, Kate Cosner, Interim BOE Director, Lowell

Siler, County Attorney, Marie Inserra, Assistant County Attorney and Claudia Hager, General Manager.

County Manager's Recommendation: The County Manager recommends that the Board recognize the Board of Elections Board members, staff, poll workers and volunteers.

6. Consent Agenda (15 min)

17-0005

Award Janitorial Contract to The A Plus Group & Amend Existing Contracts With B&R Janitorial, Fredderick's House Keeping, and Kreative Koncepts

Agenda Text:

The Board is requested to approve a contract with The A Plus Group, and amend existing contracts with B&R Janitorial, Fredderick's House Keeping, and Kreative Koncepts to provide janitorial services at the facilities that were once held by American Facility Services. Due to nonperformance at the HHS Building, Main Library, Southwest Library, and Memorial Stadium, the contract with American Facility Services will be terminated effective January 12, 2016.

General Services has requested and received updated proposals from current, qualified, janitorial contractors (that initially responded to RFP #15-016) to take over the subject facilities for the remainder of the existing contract term and corresponding renewal years. An evaluation committee consisting of General Service's staff has reviewed the proposals and recommends the following companies for annual contract:

The A Plus Group - Health & Human Services Building \$341,977.92

B&R Janitorial - Main Library \$88,608.00

Fredderick's House Keeping - Memorial Stadium \$26,916.00

Kreative Koncepts - Southwest Library \$28,968.00

Proposed contracts/amendments are attached for reference.

In response to the new contracts for RFP 15-016 Janitorial Services for Durham County, the MWBE participation is as follows:

The A Plus Group (Health & Human Services Building-\$341,977.92) will be providing 12.5% minority participation.

B&R Janitorial (Main Library-\$88,608.00) will be providing 100% minority participation.

Fredderick's House Keeping (Memorial Stadium-\$26,916.00) will be providing 0% minority participation.

Kreative Koncepts (Southwest Library-\$28,968.00) will be providing 100% minority participation.

Alignment with Strategic Plan: Goal 2-Health and Well-being for All: Improve the quality of life through preventative, behavioral, and physical care services. Reduce barriers to access services.

Resource Persons: Motiryo Keambiroiro, Director of General Services, Deborah Booth, Deputy Director of General Services, Joel T. Jones, Quality Control & Contract Specialist

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to enter into contract with The A Plus Group, and amend existing contracts with B&R Janitorial, Fredderick's House Keeping, and Kreative Koncepts to provide janitorial services at Durham County Facilities for the specified amounts.

Attachments:

[Service Contract, HHS Janitorial, The A Plus Group](#)

[Contract Amendment, B&R Janitorial, add Main Library RFP 15-016](#)

[Contract Amendment, Fredderick's Housekeeping Services, Add Stadium RFP :](#)

[Contract Amendment, Kreative Koncepts, Add Southwest Regional Branch Libr:](#)

17-0009

Award of Utility Locating Services for Durham County, RFP 17-019

Agenda Text:

The Board is requested to authorize the County Manager to enter into a service contract with Taylor Wiseman & Taylor Inc. to provide Utility Locating Services to Durham County in the amount of \$46,800 for the remainder of the 2017 fiscal year, and also authorize that this contract may be extended yearly in an amount of \$93,600 per year for up to four additional one-year periods in accordance with the terms and conditions of the original contract and subject to budget availability.

Durham County has historically performed locate services for buried underground infrastructure (sanitary sewer, water, reclaimed water, and utility fiber) in-house with County employees. The average number of locate requests has increased from 200 per month in 2014 to 600 per month in 2016. Additionally, there has been a large increase in the number of new residential construction projects in south Durham. Due to the extreme increase in locate requests associated with new buried fiber telecommunication lines it has become impossible for staff to perform locates in the minimum response time required by state statute and inspect new construction projects. Funding for this work will be from the Sewer Utility operating budget, which is funded from the Enterprise Fund.

Durham County issued a Request for Proposals (RFP 17-019) on November 10, 2016. RFP 17-019 was advertised in local newspapers and on the Durham County website. Additionally, the requirements were emailed to eighteen contractors. Five proposals were received on December 6, 2016. Based on a review of the five proposals, Taylor Wiseman & Taylor was chosen for this work based on their experience in providing this type of service, public sector experience, demonstrated ability to meet the RFP requirements, qualifications of the staff to be assigned to the project, specific plans and methodology for providing the proposed services, references from similar clients, financial stability, price, and safety record. The proposal price tabulation is attached.

In review of the MWBE participation, there were no participation goals achieved on this project. Taylor Wiseman & Taylor will be utilizing their own workforce to perform this particular service on the project, and they have provided a responsive bid.

Alignment with Strategic Plan: Goal 4, Environmental Stewardship: Awarding a contract to Taylor Wiseman & Taylor ensures the timely locating of County owned utilities resulting in less infrastructure damage. This action is in accordance with the Durham County Strategic Plan Goal of Environmental Stewardship.

Resource Persons: Jay Gibson, PE, General Manager, Joe Pearce PE, Deputy Director, and Kyle Manning, Project Manager

County Manager's Recommendation: The County Manager recommends the Board authorize the County Manager to enter into a service contract with Taylor Wiseman & Taylor, Inc. to provide Utility Locating Services to Durham County in the amount of \$46,800 for the remainder of the 2017 fiscal year, and also authorize that this contract may be extended yearly in an amount of \$93,600 per year for up to four additional one-year periods in accordance with the terms and conditions of the original contract and subject to budget availability.

Attachments: [RFP 17-019 Utility Locating Services for Durham County](#)

17-0013 **Budget Ordinance Amendment No. 17BCC000041 to Recognize \$2,235 from the Department of Health and Human Services Division of Public Health for Family Planning Services**

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No. 17BCC000041 to recognize funds in the amount of \$2,235 from the Department of Health and Human Services Division of Public Health for Family Planning Services in Durham County. The one-time additional Healthy Mothers, Healthy Children (HMHC) Title V funding is to assist with purchasing contraceptives and medical supplies in the Family Planning Clinic.

Please note that this amendment requires no additional County funds.

The Board of Health has approved this amendment.

Alignment with Strategic Plan: This grant aligns with Strategic Goal 2: Health and Well-being for All by providing more resources to purchase supplies for the provision of family planning services.

Resource Persons: Gayle B. Harris, MPH, Health Director

County Manager's Recommendation: The County Manager recommends that the Board of County Commissioners approve Budget Ordinance Amendment No. 17BCC000041 to recognize funds in the amount of \$2,235 from the Department of Health and Human Services Division of Public Health for Family Planning Services in Durham County.

Attachments: [AAF-41 Legal Form Public Health NC DHHS Funds for Family Planning Service](#)

17-0014 **Budget Ordinance Amendment No. 17BCC000042 to Recognize \$6,687 from NC DHHS, Division of Public Health to Support Public Health Preparedness Planning and Operational Readiness for Zika**

Agenda Text: The Board is requested to approve Budget Ordinance Amendment No. 17BCC000042 to recognize \$6,687 from the Epidemiology/PH Preparedness & Response Branch of NC DHHS, Division of Public Health to support Zika planning and response. The funds are to be used to complete the Zika Preparedness Checklist provided by PHP&R. Completing the list assures a robust and thorough Zika response program.

The Board of Health has approved this amendment.

Please note that this amendment requires no additional County funds.

Alignment with Strategic Plan: This aligns with Strategic Goal 2: Health and Well-being for All. It is imperative to deploy a response system quickly if symptoms of high consequence pathogens such as Zika are detected.

Resource Persons: Gayle Harris, MPH, Public Health Director.

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No. 17BCC000042 to recognize \$6,687 from the Epidemiology/PH Preparedness & Response Branch of NC DHHS, Division of Public Health to support Zika planning and response.

Attachments: [AAF-42 Legal Form Public Health NC DHHS Funds to Support Zika Preparedne](#)

17-0017 **Extension of the 2017 Listing Period for Business Personal Property**

Agenda Text: The Board is requested to give the Assessor authority to grant extensions, for the listing of business personal property upon written request showing good cause that an extension is to be granted. The format would be to extend until April 17, 2017.

Under G.S. 105-307, the period during which property is to be listed for taxation each year shall begin on the first business day of the month of January and, unless extended as herein provided shall continue through the month of January. The Board of Commissioners shall grant individual extensions of time for the listing of personal property upon written request and for good cause shown. The request may be filed with the Assessor no later than the ending date of the regular listing period. The Board may delegate the authority to grant extensions to the Assessor.

Alignment with Strategic Plan: Goal 5, Accountable, Efficient, Visionary Government. To ensure the county complies with North Carolina General Statutes ensures we are accountable to our citizens. The Board of E&R ensures

that we are accountable and efficient as tax reviews are impacted by the actions of this Board. The actions of the tax department and this Board impact all strategic goals due to the revenues needed.

Resource Persons: Kimberly H. Simpson, Tax Administrator

County Manager's Recommendation: The County Manager recommends that the Board give the Tax Assessor authority to grant extensions for taxpayers, required by North Carolina General Statutes to list business personal property, who request an extension and show good cause during the month of January until April 17, 2017.

17-0020

Budget Ordinance Amendment No. 17BCC000043 to Recognize \$6,401 from the NC DHHS Division of Public Health Women's and Children's Health/Women's Health Branch

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No. 17BCC000043 to recognize funds in the amount of \$6,401 from the Department of Health and Human Services Division of Public Health for Maternal Health Services in Durham County.

The one-time additional Healthy Mothers, Healthy Children (HMHC) Title V funding is to assist with purchasing medical supplies, educational materials, and staff development and training in the Maternal Health Program.

The Board of Health has approved this amendment.

Please note that this amendment requires no additional County funds.

Alignment With Strategic Plan: This grant aligns with Strategic Goal 2: Health and Well-being for All by providing more resources to purchase medical supplies, educational materials, and staff development and training for the provision of Maternal Health services.

Resource Persons: Gayle B. Harris, MPH, Health Director

County Manager's Recommendation: The County Manager recommends that the Board of County Commissioners approve Budget Ordinance Amendment No. 17BCC000043 to recognize funds in the amount of \$6,401 from the Department of Health and Human Services Division of Public Health for Maternal Health Services in Durham County.

Attachments:

[AAF-43 Legal Form Public Health NC DHHS Funds for Maternal Health Service](#)

17-0023

Request for Update to Resolution Creating a Special Board of Equalization and Review

Agenda Text:

The Board is requested to adopt a resolution that amends the prior resolution creating a Special Board of Equalization and Review (BOER). The amended

resolution establishes minimum professional requirements for BOER members, and also establishes two additional alternate member positions, candidates for which would be nominated to the Board by the appointed BOER members.

Alignment With Strategic Plan: (brief statement and relevant goal)

Resource Persons: Kimberly H. Simpson, Tax Administrator

County Manager's Recommendation: The County Manager recommends that the Board adopt a resolution that amends as described the prior resolution creating a Special Board of Equalization and Review.

Attachments:

[Memo 2017 BOER.doc](#)

[2017 BOER Resolution DRAFT \(BW Edits 1-11-17\).doc](#)

[2017 BOER Resolution DRAFT.doc](#)

17-0024

Property Tax Releases and Refunds for December 2016

Agenda Text:

The Board is requested to approve the Releases and Refunds for the month of December 2016. Due to property valuation adjustments for over assessments, listing discrepancies, duplicate listings, and clerical errors, etc. the attached report details releases and refunds for the month of December 2016.

Releases and Refunds for 2016 total equals \$112,791.25. Prior year's (2015) releases and refunds for December 2016 are in the amount of \$7,909.62. The current year and prior year's releases and refunds amount to \$120,700.87.

Alignment With Strategic Plan: Goal 5, Accountable, Efficient, Visionary Government. To ensure the county complies with North Carolina General Statutes ensures we are accountable to our citizens. The Board of E & R ensures that we are accountable and efficient as tax revenues are impacted by the actions of this Board. The actions of the tax department and this Board impact all strategic goals due to the revenues needed.

Resource Persons: Kimberly H. Simpson, Tax Administrator

County Manager's Recommendation: The County Manager recommends that the Board accept the property tax release and refund report for December 2016 as presented and authorize the Tax Assessor to adjust the tax records as outlined by the report.

Sponsors:

Board of County Commissioners

Attachments:

[NCVTS October Refund report](#)

[Releases & Refunds-Backup Detail-Dec. 2016-Jan. 23, 2017](#)

[Releases & Refunds-Backup-Dec. 2016-Jan. 23, 2017](#)

17-0027

Execution of the Contract Amendment with Swanson & Stewart Architects for the Additional Design Services for the Lincoln Community Health Center Phase II Renovation Project. Project No. 4730DC139

Agenda Text:

The Board is requested to authorize the County Manager to amend the design contract with Swanson + Stewart Architects (SSA), to include the additional design services for the Lincoln Community Health Center Phase II Renovation project located at 1301 Fayetteville Street, Durham in the amount of \$37,000.00, thus increasing the total compensation for basic design services, additional design services, reimbursable expenses to \$160,900.00 (See Attachment 1, Pages 1&2). Funding for this amendment is available in the LCHC Phase II Renovation Capital Project account.

On November 9, 2015, the board approved Capital Project Amendment No. 16CPA000006 - creating the Lincoln Community Health Center - Phase II Renovation Project (4730DC139) appropriating \$1,000,000 of Department Health and Human Services Grand Funds to the capital project account, and the execution of the contract for architectural design services to Swanson + Stewart Architects for design, construction administration services and reimbursable fees in the amount of \$123,900.00. As outlined in the proposal, the project's scope, construction costs and schedule has increased resulting in increased cost required to cover the design and construction administration services for S+S Architects and their plumbing, mechanical and electrical consultants for the project. During the design phase, LCHC requested scope increases to the Pharmacy area, Dental Clinic, all existing toilet rooms and other miscellaneous modifications to the facility.

This amendment also extends construction administration services through the remainder of the project. The building itself will remain occupied and functional during construction which makes the renovation challenging from a scheduling standpoint. The construction phase, now divided into (4) phases plus an interim period for staff relocation has been extended from 9 months to 12 months. However, all work will be performed in accordance with the deadlines established in the grant. SSA is a WBE owned firm and proposes approximately 60% WBE participation for Architectural/Engineering Services on the project.

Alignment With Strategic Plan: This aligns with Strategic Goal 2 - "Health and Wellbeing for All" by supporting important health services providers such as Lincoln Community Health Center.

Resource Persons: Jay Gibson, P.E., CFM, General Manager, Peri Manns, ASLA, Deputy Director of Engineering & Environmental Services, Brenda Hayes-Bright, Assoc. AIA, CDT, Project Manager, and Leigh Stewart, AIA, LEED AP, Swanson + Stewart Architects

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to amend the design contract with Swanson + Stewart Architects (SSA), to include the additional design and construction administration fee related services for the Lincoln Community Health Center Phase II Renovation project in the amount of \$37,000.00, thus

increasing the overall total compensation for basic design, construction administration and additional services including reimbursable expenses up to \$160,900.00.

Attachments: [AAF - Backups - LCHC Phase II Renovation S+S Architects - Additional Services](#)

17-0028

Capital Project Amendment No. 17CPA000012- Appropriation of \$1,191,520 of Lincoln Community Health Center Funding to the Capital Project, and Execution of the Construction Contract for the Lincoln Community Health Center Phase II Renovation - Project No.: 47302635DC139

Agenda Text:

The Board is requested to approve Capital Project Amendment No. 17CPA000012 appropriating \$1,191,520 of Lincoln Community Health Center Funding into the Lincoln Community Health Center Phase II Renovation Capital Project Account (See Attachment 1, Page 1 & 2) and to authorize the County Manager to enter into a contract with Harrod and Associates Constructors, Inc. (HAC) for the Phase II Renovation of the Lincoln Community Health Center (LCHC) located at 1301 Fayetteville St., Durham, in the amount of \$1,774,200 (Base Bid plus Alternates 1-5), and to execute any other related contracts including change orders, if necessary, not to exceed the available construction budget of \$1,951,620.

On November 9, 2015, the Board of County Commissioners appropriated \$1,000,000 of federally awarded grants funds to create the LCHC Phase II Renovation capital project account and authorized the execution of a contract with Swanson + Stewart Architects (SSA) to provide architectural design services for this project. At the time of the previous approval, it was noted that LCHC would appropriate the additional funding into Durham County's Capital Project Account above and beyond the previously allocated grant funding to cover the cost of the project. LCHC has agreed to commit an additional \$1,191,520 to the project which must be incorporated into the capital project account prior to the execution of the construction contract. This amount has increased from the original estimate due to increased scope requested by LCHC.

The scope of work for the project will include: interior renovation of portions of both floors of the building in several phases in order for the facility to remain operational during construction. Renovations include demolition and reconfiguration of walls, new casework and finishes, new ceiling tile and light fixtures, new plumbing fixtures, and reconfiguration of the existing mechanical system to support the new work. There are several alternates for the renovation in additional areas, specifically conference rooms, existing toilets and office areas. The total area to be renovated (including alternate bids) is 22,616 square feet primarily to the Pharmacy, Dental Clinic, WIC, HIMS and the Behavioral Health Departments. New materials will include recycled content flooring and low-VOC paint products. The Lincoln Community Health Center Phase II Renovation project was advertised on October 1, 2016 and a pre-bid conference was held on October 25, 2016. Ten (10) bid proposals were received and

publicly opened and read on November 10, 2016. Due to the best interest of the County, the project was re-bid on December 2, 2016. Six (6) bid proposals were received and publicly opened and read on December 15, 2016. HAC submitted the lowest bid price of \$1,774,200 (See Attachment 2, Pages 1-5). Completion of this project will provide a reliable working environment by eliminating current space deficiencies and improve service delivery at this facility.

In review of the M/WBE compliance for IFB 17-014R Lincoln Community Health Center Phase II Renovation (Rebid), Harrod and Assoc. Constructors, Inc. will be utilizing 7.5% African-American and .2% Women-Owned for the M/WBE participation on this project and has provided a responsive bid. Per discussion with Harrod and Assoc. Constructors, Inc., they have been informed and have accepted the course of action to extend their efforts on M/WBE inclusion in order to increase participation on this project.

Alignment With Strategic Plan: This aligns with Strategic Goal 2 - "Health and Wellbeing for All" by supporting important health services providers such as Lincoln Community Health Center.

Resource Persons: Jay Gibson, P.E., CFM, General Manager, Peri Manns, ASLA, Deputy Director of Engineering & Environmental Services, Brenda Hayes-Bright, Assoc. AIA, CDT, Project Manager, Philip Harewood, Chief Executive Officer, LCHC, Keith Lane, Director of Budget and Management Services, Jacqueline Boyce, Purchasing Manager, and Leigh Stewart, AIA, LEED AP, Swanson + Stewart Architects, P.A.

County Manager's Recommendation: The County Manager recommends that the Board approve Capital Project Amendment No. 17CPA000012 appropriating \$1,191,520 of Lincoln Community Health Center funding to the Lincoln Community Health Center Phase II Renovation Capital Project Account and authorize the County Manager to execute the construction contract with Harrod and Associates Constructors, Inc. in the amount of \$1,774,200 (Base Bid plus Alternates 1-5), and to execute any other related contracts including change orders, if necessary, not to exceed the available construction budget of \$1,951,620.

Attachments: [AAF - Backups - LCHC CPA and Construction Contract w Harrod and Assoc. - /](#)
[AAF - Backups - LCHC CPA and Construction Contract w Harrod and Assoc. - /](#)
[CPA-12 Legal Form LCHC Phase II Renovation DC139 \\$1,191,520](#)

17-0033

Execution of Consulting Services Agreement with Heery International, P.C. for the Moving Consulting Services for the Main Library Renovation Project. Project No.: 6110DC094

Agenda Text:

The Board is hereby requested to authorize the County Manager to enter into a contract with Heery International, P.C. (Heery) to provide moving consulting services for the Main Library Renovation Project located at 300 N. Roxboro St. Durham, North Carolina in the amount of \$100,171.00. The purpose of this

contract is to engage a firm to perform moving consulting services for planning the large scale move and associated coordination activities associated with the renovation of the Main Library. The proposed fee includes consulting services for pre-construction, post construction and associated activities. (See Attachment 1, Pages 1&2).

Heery International, P.C. has extensive experience with the relocation of Durham County offices having provided moving consulting and other related services for both the Human Services and Justice Center projects. Heery is a qualified firm providing fair pricing for the project and will perform moving consulting services for the multiple phases of the relocations required for the Main Library Renovation project.

The desired outcome for this effort is to complete necessary relocation services while minimizing loss of productive time for library staff. As such, the consultant's scope of work includes the relocation of library personnel, furniture coordination to support staging requirements, and equipment of the library to accommodate both the pre-construction and post construction move phases for the Main Library Renovation project. This will include coordination of the various elements that will be moving to and from various temporary facilities including Northgate Mall, DCVB, Stanford Warren Branch, Southwest Branch, East Branch, North Branch, Head Start Office, Friends of The Library office, Duke Library Service Center, and the Durham County Warehouse. The Pre-construction move/surplus relocation effort is scheduled for late January 2017- April 2017 in support of the scheduled Library Renovation project completion in early 2019.

In review of the M/WBE participation for this project, Heery International is not a certified M/WBE company and is capable of performing the associated services utilizing its own workforce. However, Heery International understands Durham County's established M/WBE goals and has committed to utilizing M/WBE firms for assistance on this project as the opportunity prevails. Funding for this service is available in the Durham County Main Library Capital Project account.

It is recommended that the County proceed with the execution of a moving consulting services agreement with Heery per the proposal dated January 17, 2017 in an amount not to exceed \$100,171.00.

Alignment With Strategic Plan: The Relocation of the Library staff and services support Goal 1 - "Community and Family Prosperity and Enrichment" by providing space for public programs during the Main Library transformation. The relocation of various departments also addresses Goal 5 - "Accountable, Efficient and Visionary Government" by providing more efficient service delivery and better customer service.

Resource Persons: Jay Gibson, P.E., CFM, General Manager, Peri Manns, ASLA,

LEED GA, Deputy Director of Engineering & Environmental Services, Brenda Hayes-Bright, Assoc. AIA, CDT, Project Manager, Tammy Baggett, Director of Library Services, Sandra Lovely, Assistant Director of Library Planning and Facilities.

County Manager's Recommendation: The County Manager recommends that the Board authorize the execution of a consulting services agreement with Heery International, P.C. to provide moving consulting services for the Main Library Renovation project located at 300 N. Roxboro St., Durham, North Carolina in the amount not to exceed \$100,171.00

Attachments: [AAF - Backups - Heery International, P.C. - Main Library Move Consulting Servi](#)

17-0034

Capital Project Amendment No. 17CPA000013 - Appropriating \$330,600 of 2017 Voter Approved General Obligation Funds to the Main Library Renovation Capital Project and Execution of the Moving Services Contract for the Main Library Renovation Project No.: 6110DC94

Agenda Text:

The Board is requested to approve Capital Project Amendment No. 17CPA000013 appropriating \$330,600 of 2017 voter approved General Obligation funds to the Main Library Renovation Project (See Attachment 1, pages 1 & 2). This funding is required to allow the necessary up-fitting and moving expenses associated with the relocation of library staff into various locations throughout Durham County as part of the Main Library Transformation. General Fund dollars will fund purchases made before General Obligation Bond funds are available through an interfund loan of that amount and will be reimbursed/repaid once the loan funds become available.

The Board is also requested to authorize the County Manager to enter a contract with Cameron and Cameron, Inc. for the moving services for the Main Library Renovation Project located at 300 N. Roxboro St. Durham, North Carolina in the amount of \$209,400. This fee includes pre-construction, post construction, surplus moves and all other move related activities. (See Attachment 2, Pages 1-8).

This fee was evaluated by representatives from Heery International, P.C., Durham County Engineering and Environmental Services and the Purchasing Division. Cameron and Cameron, Inc. was recommended by Heery as a qualified firm providing fair pricing for the project and will perform the moving services for the Main Library Renovation project. Similarly, Cameron and Cameron, Inc. provided move contracting services for both the Human Services and Justice Center projects demonstrating extensive familiarity with the relocation of Durham County offices.

The scope of work for the proposal includes the following three (3) phases:

Pre-construction will include the relocation of approximately 80 Durham County library personnel, boxes, equipment, furniture and 200,000 items in the collection from 300 N. Roxboro Street to: Northgate Mall, DCVB, Stanford Warren Branch, Southwest Branch, East Branch, North Branch, Head Start Office, Friends of the library office, Duke Library Service Center and the Durham County Warehouse.

Post-Construction will include the relocation of approximately 80 Durham County

library personnel, boxes, equipment, furniture and 200,000 items in the collection from Northgate Mall, DCVB, Stanford Warren Branch, Southwest Branch, East Branch, North Branch, Head Start Office, Friends of the library office, Duke Library Service Center and Durham County Warehouse to 300 N Roxboro Street.

Surplus move: In conjunction with Pre-construction and post-construction moves Cameron and Cameron will be responsible for removing and disposing of all remaining furniture items not claimed during the surplus furniture process.

In review of the M/WBE participation for the Moving Services project, Cameron and Cameron, Inc. has been identified as a certified Durham based MBE firm, and will be utilizing their own workforce to perform 100% African American participation in association with this service.

The Engineering Department has reviewed the proposal with the Purchasing Department and Heery International, P.C. and recommends that the County proceed with proposal and award the contract to Cameron and Cameron, Inc. Funding for this project will be available pending the approval of the associated Capital Project Amendment. The Renovation of the Main Library project is scheduled for completion in early 2019. The Pre-construction move/surplus relocation is scheduled for late January 2017- April 2017 and is required to allow the transformation of Durham County's Main Library.

Alignment With Strategic Plan: The Relocation of the Library staff and services support Goal 1 - "Community and Family Prosperity and Enrichment" by providing space for public programs during the Main Library transformation. The relocation of various departments also addresses Goal 5 - "Accountable, Efficient and Visionary Government" by providing more efficient service delivery and better customer service.

Resource Persons: Jay Gibson, P.E., CFM, General Manager, Peri Manns, ASLA, Deputy Director of Engineering & Environmental Services, Brenda Hayes-Bright, Assoc. AIA, CDT, Project Manager, Keith Lane, Director of Budget and Management Services and Tammy Baggett, Director of Library, Sandra Lovely, Assistant Director of Library Planning and Facilities.

County Manager's Recommendation: The County Manager recommends that the Board approve Capital Project Amendment No. 17CPA000013 appropriating \$330,600.00 of 2017 voter approved General Obligation funds into the Main Library Renovation Project. General Fund dollars will fund purchases made before General Obligation Bond funds are available through an interfund loan of that amount and will be reimbursed/repaid once the loan funds become available. The County Manager also recommends that the Board authorize the County Manager to execute a contract Cameron and Cameron, Inc. for the moving services for the Main Library Renovation located at 300 N. Roxboro St., Durham, North Carolina in the amount not to exceed \$209,400.00.

Attachments:

[AAF - Backups - Attachment 1 - Page 2 - CPA and Moving Contract for the Mair](#)

[AAF - Backups - Attachment 2 - CPA and Moving Contract for the Main Library |](#)

[CPA-13 Legal Form Main Library Renovation DC094 \\$330,600](#)

17-0035**Rules of Procedures - Board of County Commissioners****Agenda Text:**

The Board is requested to approve minor amendments to its Rules of Procedures as a follow up to a discussion held at the January 3, 2017 Worksession. A list of pending topics is included for your review. Staff will continue to work on these items and present them at an upcoming Worksession for discussion. Please feel free to add additional items you would like for us to review.

Alignment with Strategic Plan: Goal 5

Resource Persons: Lowell Siler, County Attorney; V. Michelle Parker-Evans, County Clerk

County Manager's Recommendation: The County Manager recommends that the Board approve the minor amendments to its Rules of Procedures.

Attachments:

[BOCC--Rules of Procedure \(Proposed Amendments Jan 23, 2017\)](#)

[BOCC--Rules of Procedure \(Proposed Amendments Jan 23, 2017 with commer](#)

[PENDING RULES OF PROCEDURE ITEMS](#)

17-0037**Request Approval of the Purchase of 3 Year License, Setup and Training for Fiscal Technologies Software and Approval of Budget Ordinance Amendment No. 17BCC000044 Appropriating General Fund Fund Balance in the Amount of \$75,702****Agenda Text:**

The Board is requested to approve the purchase of a 3 year license, setup and training for Fiscal Technologies Software and approval of Budget Ordinance Amendment No. 17BCC000044 appropriating General Fund Fund Balance in the amount of \$75,702.

Fiscal Technologies Software is an Accounts Payable (AP) forensics software that would work in conjunction with the County's SAP ERP System for the County's Accounts Payable. This is a preventative software whereby each day's processed payables are exported into Fiscal Technologies Software. Once in the software, the payables go through a multitude of different algorithms checking for possible duplicate payments, potential fraud, or other accounting exceptions. Then, the next morning a report is provided to the Accounts Payable Manager of any processed payables that could possibly be duplicate payments, potential fraud attempt, etc. The Accounts Payable Manager will then double-check these identified payables. If deemed to be a duplicate, possibly fraudulent, or other exceptions, the Accounts Payable Manager will remove these payables from payment processing and report findings accordingly to management as necessary. If the payments are deemed accurate and actual liabilities of the County, the payables will be processed for payment accordingly. As previously stated, this software is preventative. It will assist the County in preventing payments/funds from being disbursed up front which is much more efficient than discovering them after payment has been processed and then having to go through the processes to recoup the funds. Please note that there are checks and balances in the SAP Accounts Payable invoice processing to prevent duplicate

payment of invoices (e.g., payment paying an invoice twice). An example is providing an error if the same invoice number for a vendor is being processed twice/multiple times. However, this is not always full proof. For example, an invoice number such as 012345 may by accident be processed again as O12345 (entering the letter "O" rather than the number "0"). The Fiscal Technologies algorithms include searching for this type of similarities and would report this as one that needs to be checked/validated.

The main benefits have been identified as cost savings and recoveries, saving AP time, improved compliance, master vendor file, process improvements, preventing errors and overpayments, preventing supplier fraud. A "qualified benefits" analysis was performed on these main benefits. The results were that should the County begin utilizing this software the savings over a three year period were estimated at \$91,700. Fiscal Technologies Software will allow us to perform stringent system checks ourselves to guard against invoicing errors and potential fraud.

Please note that the City of Raleigh currently utilizes this software with their financial system and has been very pleased. They have renewed their agreement with Fiscal Technologies just recently.

Alignment With Strategic Plan: Goal 5: Accountable, Efficient, and Visionary Government

Resource Persons: Claudia Hager, General Manager, Goal 5: Accountable, Efficient, and Visionary Government; George K. Quick, Chief Financial Officer

County Manager's Recommendation: The County Manager recommends that the Board approve the purchase of the 3 year license agreement, setup and training for Fiscal Technologies Software in the amount of \$75,702 and approval of Budget Ordinance Amendment No. 17BCC000044 appropriating General Fund fund balance in the amount of \$75,702.

Attachments: [Durham County Sales Agreement January 2017](#)
[AAF-44 Fiscal Technologies Software \\$75,702](#)

17-0038 **Change Meeting Date - April 11, 2017 Regular Session**

Agenda Text: The Board is requested to move the April 10, 2017 Regular Session to April 11, 2017 due to the Passover holiday observance beginning on April 10, 2017.

Alignment with Strategic Plan: Goal 5

Resource Persons: V. Michelle Parker-Evans, County Clerk

County Manager's Recommendation: The County Manager recommends that the Board approve moving its meeting date to April 11, 2017.

Attachments: [2017 BOCC Meeting Schedule](#)

17-0039 **2017 Durham County Legislative Agenda****Agenda Text:**

The Board is requested to approve the 2017 Durham County Legislative Agenda. Now that the long session of the 2017 General Assembly has opened, this document will be used by staff in its critical advocacy with members of the North Carolina General Assembly. Where possible, staff will work in concert with the governmental affairs team of NCACC and other units of government to seek support for and passage of the items contained herein.

With approval from the Board, staff will transmit the package to members of the Durham Legislative Delegation and finalize a planned meeting between the two bodies.

Alignment with Strategic Plan: This item aligns with Goal 5: Accountable, Efficient and Visionary Government.

Resource Persons: Deborah Craig-Ray, General Manager of Strategic Management, Public Affairs, Innovation and Special Projects.

County Manager's Recommendation: The County Manager recommends that the Board approve the 2017 Durham County Legislative Agenda and prepare to provide advocacy and support during the General Assembly session.

Attachments:

[Legislative Agenda Items - 2017](#)

17-0040 **Conservation Easement Option on the Amed Tilley Farm and 2017 Agricultural Lands Easement (ALE) Program Grant submission****Agenda Text:**

The Board is requested to approve an option to purchase a farmland conservation easement on the Amed Tilley Farm, owned by Mr. John Monroe, and to submit a 2017 federal ALE grant request to assist with the cost of the easement, and to use current capital project funds to support Durham County's required match. The farm consists of 33.4 acres in two parcels (#193071 and #193041 partial) located on Amed Road in northern Durham County, just north of Old Oxford Road. The property is very close to Army Corps of Engineers land for Falls Lake as shown on the attached maps, and the farm is bordered on the east by land owned by the State of North Carolina that includes the Butner Correctional Institution. Since 1997, Mr. Monroe has operated Architectural Trees, a horticulture operation, at the farm. The business is open to the public specializing in unusual ornamental trees and shrubs, and includes a "pick your own" blueberry field. The property includes the Amed Tilley house, a historic home dating back to approximately 1890 that was designated a local historic landmark by the Board of County Commissioners in 1989. The Durham Farmland Protection Advisory Board recommended approval of a farmland easement on the property at their January 19, 2017 meeting.

The federal Agricultural Lands Easement Program (ALE) program has a 2017 grant deadline of January 31, 2017. For farms to be eligible to compete for funds, the County needs to have a signed commitment (real estate option)

between the county and the owner signaling the intent to move forward with the easement. The real estate option gives the county the right but not the obligation to close on the easement. The county has preserved over 2107 acres on 14 farms with farmland conservation easements, with 12 of those farms receiving federal farm easement grants. Five more farms have received federal grant funding awards, and are in progress, totaling another 230 acres. In all, Durham County has been fortunate to receive over \$4.6 million in federal funds since 2005 towards conserving permanent farmland in Durham County. With a conservation easement the property remains in private ownership, but the county holds the development rights which provides an affordable way to ensure that the farmland is protected permanently. An attachment explains how the value of conservation easements are determined.

The ALE grant funds would be used to pay for 50% of the approved appraised value for the acquisition of the conservation easement. The appraisal may not be completed until after the federal funds are awarded, so the option to purchase specifies a range between \$3,000 per acre and \$5,000 per acre for the easement value, with the actual cost of the easement determined by the later appraisal. The county's estimated total costs should be no more than \$99,525 and probably significantly less. A budget is provided in Attachment 6. The County's open space and farmland capital project account has sufficient funds to pay for the county's portion of this project, so no additional funding is needed for these easements. A final budget for the farm easement would be brought back to the Board prior to closing. If awarded, the grant funds are not paid until the time the easement on the farm is conveyed.

Alignment With Strategic Plan: The acquisition of farmland conservation easements for permanent open space directly supports the County's Strategic Plan Goal #4 Environmental Stewardship, Outcome Measure #4 which is: "Number of total acres of open space and farmland that have been protected/influenced by Durham County." Protection of permanent farmland also supports water quality protection goals and helps to preserve rural character, two other Goal 4 objectives.

Resource Persons: Jane Korest, Open Space & Real Estate Manager; Jay Gibson, General Manager

County Manager's Recommendation: The County Manager recommends that the Board approve the conservation easement option for the Amed Tilley farm with Mr. John Monroe for three years through June 30, 2020, and authorize the Manager to submit a 2017 federal ALE grant request to assist with the cost of the easement, and to use current capital project funds to support Durham County's required match.

Attachments: [Attachments 1-6 Amed Tilley Farm Conservation Easement](#)

17-0041

Consent to Approve Amendment of the County's 5-Year SAP Cloud Services Contract to Add the Following New Software Licenses:

SAP JAM Collaboration, Enterprise Edition and HCP Application Services

Agenda Text: The Board is requested to authorize the County Manager to approve the amendment of the County's current 5-Year SAP Cloud Services Contract (SAP Reference No. 0220635697) to add an additional SAP SuccessFactors Module to our current contract: SAP JAM Collaboration, Enterprise Edition and HCP Application Services, using existing funds scheduled for software upgrades in the Information Services & Technology (IS&T) operating budget. The quote provided by SAP to add this additional software module to our 5-year contract is a total of: \$194,553.67.

Year 1	Year 2	Year 3	Year 4	Year 5
\$22,165.67	\$43,097.00	\$43,097.00	\$43,097.00	\$43,097.00

In keeping with improving the organization's business processes and increasing operational efficiencies, adding this new software module to our SAP SuccessFactors suite of modules allows the County to upgrade our 10 plus year old SAP Portal Software (NetWeaver) and replace our 10 plus year old County Intranet (DCINFO) used for employee communications with a more robust, secure collaboration platform. This software will allow the County to significantly improve electronic communications throughout the enterprise reducing paper-based processes, eliminate information silos, and connect employees, content, applications, and real-time data from back-end enterprise systems. SAP JAM software integrates seamlessly with our SuccessFactors HR software and helps to minimize employee training costs through social learning and sharing of best practices to drive engagement.

Alignment with Strategic Plan: Goal 5: Accountable, Efficient, and Visionary Government

Resource Persons: Greg Marrow, Chief Information Officer

County Manager's Recommendation: The County Manager recommends that the Board approve amending the County's 5-Year SAP Cloud Services contract to add the SAP JAM Collaboration, Enterprise Edition software module and HCP Application Services.

Attachments: [SAP JAM HCP Contract Amendment](#)

17-0048 Adoption of Initial Resolutions for (GO BAN) and Initial Resolution and call for Public Hearing for Limited Obligation Bonds

Agenda Text: The Board is requested to adopt the attached Resolutions which authorize the start of the Financing process for the General Obligation Bonds (\$50M) approved in the 2016 Referendum and the issuance of LOBAN for the Renovation of the Judicial Building and other projects (\$72.2M). The BOCC is also requested to hold a Public Hearing on the issuance of the LOBAN (Limited Obligation Bond Anticipation Notes) during its February 13, 2017 meeting. A Public hearing is required because LOBAN debt is not voter approved.

During the February 13, 2017 meeting the final documents for the above mentioned transactions will be presented for approval through Resolutions. The transaction are as follows:

\$50M contract with Bank of America to purchase Bond Anticipation Notes

\$72.2M Contract with PNC to purchase LOBAN.

Alignment with Strategic Plan: Goal #5, Accountable, Efficient and Visionary Government

Resource Persons: George K. Quick, Chief Financial Officer

County Manager's Recommendation: The County Manager recommends that the Board approve the Resolutions and set the Public Hearing.

Attachments: [9386517 v1 County of Durham, N.C. Proceedings of Board of Commissioners](#)
[9385598 v1 Durham County, NC - Proceedings of Board of Commissioners on](#)

7. Public Hearings

[17-0012](#)

Public Hearing - Street Closing of a 220.66 Linear Foot Portion of Dickens Lane

Agenda Text: The Board is requested to conduct a public hearing on and approve the permanent closing of a 220.66 linear foot portion of Dickens Lane, located north of Freeman Road, west of Valmet Drive, and east of Greyson Drive.

Attachment 1, Context Map

Attachment 2, Aerial Map

Attachment 3, Street Closing Application

Attachment 4, Street Closing Plat Reduction

Attachment 5, Street Closing Order

Alignment With Strategic Plan: Staff finds the request to align with Goal Five, "Accountable, Efficient and Visionary Government," of the strategic plan. This portion of Dickens Lane is presently unused and is not maintained by NCDOT.

Resource Persons: Kyle Taylor, Planner and Sara Young, Acting Planning Director

County Manager's Recommendation: The Manager recommends that the Board hold the public hearing and adopt an order permanently closing a 220.66 linear foot portion of Dickens Lane.

Attachments: [SC1600003 Report_Final](#)
[A1.SC1600003 context](#)
[A2. SC1600003 aerial](#)
[A3.SC1600003 application](#)
[A4. SC160003 - Plat 20161020](#)
[A5.Street Closing Order](#)

17-0018 Public Hearing and Award of Franchise to Provide Ambulance Service in Durham County**Agenda Text:**

The Board is requested to conduct a public hearing, as required by ordinance, in order to grant an ambulance franchise for Jan Care of McDowell County, Inc. to provide the following services within Durham County: non-emergency and inter-facility transportation at the basic and advance life support level, back-up emergency ambulance service at the request of the County, and special events coverage at the request of the County. Jan Care of McDowell County, Inc. has fulfilled the requirements for an ambulance franchise set forth in Chapter 12, Article 2, Division 2 of the Durham County Code of Ordinances.

The franchise application and a copy of the public hearing advertisement are provided. The public hearing was advertised in The Herald-Sun newspaper December 23, 2016-January 6, 2017. If approved, this will be the fourth ambulance franchise authorized by the County.

Alignment with Strategic Plan: This request aligns with the County's Strategic Goal #2: Health and Well-being for All, Strategic Goal #3: Safe and Secure Community, and Strategic Goal #5: Accountable, Efficient, and Visionary Government.

Resource Persons: Skip Kirkwood, Director of EMS

County Manager's Recommendation: The County Manager recommends that the Board conduct a public hearing and if appropriate based on the comments received during the hearing, award an ambulance franchise to Jan Care of McDowell County, Inc.

Attachments:

[Jan Care Public Notice](#)

[Jan Care Franchise App](#)

[JanCare Public Notice](#)

8. Other Business**17-0008 Presentation of FY2016 Comprehensive Annual Financial Report****Agenda Text:**

The Board is requested to receive a presentation by the County's external Auditors, Cherry Bekaert on the FY2016 audit.

Alignment with Strategic Plan: Goal #5, Accountable, Efficient and Visionary Government

Resource Persons: George K. Quick, Chief Financial Officer and Scott Duda, Partner, Cherry Bekaert

County Manager's Recommendation: The County Manager recommends that the Board receive the presentation.

Attachments:

[2015-16 Audit Presentation to Durham County BOCC](#)

17-0042 Main Library Outreach Efforts during the Closing of Main Library**Agenda Text:**

In an effort to update the Board of County Commissioners and inform the community of Outreach efforts that will take place during the closing of Main Library from January 17, 2017 to early 2019 the following information is being brought forth for the knowledge and acceptance of the Commissioners.

- The MakerLab at Northgate Mall will provide various initiatives of STEAM (Science, Technology, Engineering, Art & Math), as well as Maker programs. Outreach Staff of Durham County Library will also operate inside this space. This space will open to the public the weekend of March 4. Initially the space will only be open during programming and Mall events. We will also host school field trips during the day, adult and teen programming in the evenings, and programming for all ages during weekend hours.
- Additionally, the North Carolina Collection will be housed at Northgate Mall and a “lucky day” collection will be available for customers to select fiction and non-fiction items. The Lucky day collection consists of our most popular titles that are readily available for check-out.
- We will have a Digital Access Center at CJRC. Hours will begin the weekend of March 4. Hours of operation will be Friday 10:00am - 6:00pm, Saturday 10:00am - 6:00pm and Sunday from 2:00pm - 6:00pm. This space will include 12 computers, public printing, internet access and public Wi-Fi access. We will offer computer classes, financial literacy and ESOL classes in this space.
- We are partnering with Durham Housing Authority: Liberty Street beginning the week of February 6. Hours of operation will be from 3:00pm - 5:00pm on Tuesdays and Thursdays. Programming will be provided by Librarians Olivia Singleton and Wright Adams. Additional programs are being planned utilizing a Google Grant.
- In partnering with East Durham Children's Initiative we have multiple program dates that are being finalized. This includes STEAM programming to be provided for Spring Break camp, Robotics 20 hour curriculum to be provided over the course of 6 weeks during summer camp. This is provided by Archie Burke and additional teen staff. Our Summer Lunch Adventures will also be held at EDCI and will include library programming every Thursday during the summer to consist of preschool aged focus and simultaneous adult/bilingual programming
- Tutoring Programs will be held on Mondays and Wednesdays for the Spring semester through the first week in May at the Scrap Exchange

It should be noted that there are countless individual outreach opportunities as well. They include single event/monthly occurrences partnerships such as John Avery Boys and Girls Club, DPS, local daycare centers, DPR, and more.

During the closing of Main Library Administrative Staff, Resources & Technical Services Staff, Marketing, & Information Technology Staff will be located at the old DCVB building. Other staff are being relocated to other library facilities.

We are also looking to extend our hours open to the public on Fridays. Friday hours of operation would become 9:30am - 6:00pm. We would also add Sunday hours of 2:00pm to 6:00pm at Stanford L. Warren Library. We would maintain these hours of operation when we reopen in 2019.

Alignment with Strategic Plan: Main Library Outreach Efforts supports Goal 1 “Community and Family Prosperity and Enrichment” by providing resources and space for public programs during the Main transformation, as well as Goal 5, “Accountable, Efficient and Visionary Government.”

Resource Persons: Tammy Baggett-Best, Library Director; Terry Hill, Deputy Director; Sarah Alverson, Community Engagement Administrator; and Faith Burns, Interim Manager of Main Library

County Manager’s Recommendation: The County Manager recommends that the Board accept the Main Library Outreach efforts as brought forth by the staff of Durham County Library. It is also requested that the Board approve the extension of open hours to the public on Fridays to now reflect 9:30am - 6:00pm and the addition of Sunday hours of 2:00pm to 6:00pm at Stanford L. Warren Library.

[17-0044](#)

Approval of Service Contract with Nehemiah Christian Center

Agenda Text:

The Board is requested to authorize the manager to execute the attached, six-month service contract with Nehemiah Christian Center and to make the appropriate adjustments to the ODS security contract.

The Durham County Main Library has closed for extensive renovations, a process which may last up to two years. Many library patrons will be able to access services at other library locations, but some will not. Durham County wants to make sure that at least some of those services are available during daytime / business hours to those patrons who are unable to access other library locations.

Nehemiah Christian Center, which is located at 514 N. Mangum St., just a few blocks away from the Main Library site, has agreed to host these services at least through the end of the fiscal year. Computer access is a key component of these services, and the County’s partners for refreshing its computers - Kramden Institute, Triangle Eycling, and United Way of the Greater Triangle - have all agreed to provide computers for the center. In addition to Nehemiah staff who will be at the site, Durham County will provide security through ODS and will also be working in partnership with other service providers to arrange additional services to be provided at the site.

Although extending this contract would also be an option, County staff will research the possibility of issuing an RFP in the spring to carry these functions from July 1, 2017 through the end of the main library renovations, and staff hope these conversations may engender further community conversation about the need for a permanent day center in downtown Durham.

Alignment with Strategic Plan: Organized efforts to combat homelessness have strong alignment with multiple County strategic plan goals.

Resource Persons: Drew Cummings, Chief of Staff

County Manager's Recommendation: The County Manager recommends that the Board authorize the manager to execute the attached, six-month service contract with Nehemiah Christian Center and to make the appropriate adjustments to the ODS security contract.

Attachments: [Base Service Contract w Nehemiah](#)
[Nehemiah - Scope of Services](#)
[ODS Contract 5th Amendment FY 2015-2016 \(01172017\)](#)
[Copy of ODS Posts and Hours Rev 01202017](#)

9. Board and Commission Appointments (10 min)

17-0032 Board and Commission Appointments

Agenda Text: Michelle Parker-Evans, Clerk to the Board, will distribute ballots to the Board to make appointments to the following boards:

- Boxing and Wrestling Commission
- Firefighter's Relief Fund Board of Trustees
- Nursing Home Community Advisory Committee
- Public Health Board
- Women's Commission
- Workforce Development Board

The Board of Commissioners recognizes the need to have a representative sample of the citizens of Durham County serve on boards, commissions, committees, and authorities. No citizen may serve more than four consecutive terms for 2-year term boards; three consecutive terms for 3-year term boards; two consecutive terms for 4-year term boards; and one consecutive term for 5 and 6-year term boards in any one position, unless otherwise stated by statute; or there are no other applicants who meet the eligibility requirements. The Equalization and Review Board shall be exempt from these term limits.

Alignment with Strategic Plan: When citizens are engaged and partners on our Boards and Commissions, the vision of our Strategic Plan is achieved - a thriving, vibrant, diverse community with abundant opportunity for all residents to live, work, learn, play and grow.

Resource Persons: V. Michelle Parker-Evans, County Clerk to the Board

County Manager's Recommendation: The County Manager recommends that the Board of County Commissioners vote to appoint a member to the above-mentioned boards and commissions.

10. ITEMS PULLED FROM CONSENT AGENDA (20 min)**11. Closed Session****17-0049** Closed Session

Agenda Text: The Board is requested to adjourn into Closed Session pursuant to:

- 1) G. S. 143-318.11(a)(4) to discuss matters relating to the location or expansion of a business or industry.

- 2) G.S. 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Alignment with Strategic Plan: Goal #5, Accountable, Efficient and Visionary Government

County Manager's Recommendation: The County Manager recommends that the Board adjourn into Closed Session and direct staff accordingly.

12. Adjournment