



# 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*

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Monday, November 13, 2017

7:00 PM

Commissioners' Chambers

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### Regular Session

#### “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 Chair will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair 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)

#### 17-0505 Announcements

Agenda Text:

- 1) The ACA Open Enrollment Period is November 1 until December 15, 2017. Consumers who are not eligible for Medicare or Medicaid and do not have other health insurance coverage can enroll in or change health plans during open enrollment. New coverage begins January 1, 2018. MDC, Durham County Department of Social Services and the Lincoln Community Health Center have navigators available to help individuals enroll in ACA. For a full list of local ACA assistance, visit <https://localhelp.healthcare.gov>. North Carolina consumers can also call 855-755-3711 to schedule an appointment with an ACA Navigator.

- 2) The Matching Grants Program of the Durham Open Space and Trails Commission is accepting applications from nonprofit organizations in Durham City and County. The grants are available to assist selected nonprofit organizations with their efforts to preserve open space lands and promote new or improved recreational opportunities for citizens. The application deadline is 5 p.m. on Wednesday, November 15, 2017. Grant guidelines and applications are available online at [www.dconc.gov/openspacegrants](http://www.dconc.gov/openspacegrants). For project specific questions and more about the grant process, contact Brendan Moore, matching grants administrator for Durham County, at (919) 560-7957 or email [brmoore@dconc.gov](mailto:brmoore@dconc.gov).
- 3) The Durham County Women's Commission is hosting a 30th Anniversary Luncheon celebration entitled "Forward Together" on Thursday November 30, 2017 11:30 am - 1:30 pm at the Durham Country Human Services Building. The luncheon will feature a multi-cultural/multi-generational panel discussion on the Power, Confidence and Unity of Women. The cost is \$30 to attend. Please contact the Clerk's Office for additional information.
- 4) 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)

[17-0506](#) Minutes

Attachments: [Regular Session - October 23, 2017](#)

#### 5. Ceremonial Items

[17-0510](#) Introduction of Mr. William "Ben" Rose as the new Director Social Services

Agenda Text: The Board is requested to welcome Mr. William "Ben" Rose as the new Director of Social Services. He joined Durham County on October 9th after spending 8 years as Human Services Director at Cabarrus County and he also served as Director at Chowan County Social Services for 18 years.

Rose holds a master's degree in social work from Tulane University, and a bachelor's degree in biology from Campbell University. Currently, he is a member of the North Carolina Association of County Social Services Directors, The National Association of Human Service Administrators and the Rotary Club.

**Alignment with Strategic Plan:** This item aligns with Goal 5, Efficient and Effective

Government.

**Resource Persons:** Wendell M. Davis, County Manager

**County Manager's Recommendation:** The County Manager recommends that the Board welcomes Mr. William "Ben" Rose as the new Director of Social Services

**17-0514**

**Congratulations to Catherine Williamson-Hardy on her Tenure as Interim Director of Social Services**

**Agenda Text:**

The Board is requested to extend congratulations to Mrs. Catherine Williamson-Hardy for her outstanding service as Interim DSS Director from April until October when Mr. Ben Rose assumed the position. Shortly after former Director Michael Becketts announced his resignation, the Board of Social Services engaged her to lead the organization. She made it clear that while she would temporarily head the department, she was not interested in applying for the position.

Shortly after assuming the role, she had to familiarize herself with the entire DSS Budget and present the FY 17-18 Budget to County Commissioners. Catherine worked to keep staff, the DSS Board, the General Manager, County Manager, and Commissioners well-informed of policy and procedures impacting the Department, including the numerous 2017 Legislative Bills.

As the Interim Director Williamson-Hardy led the Department's efforts in the 2017 Single Audit, and on July 24th received this email from the Chief Financial Officer.

*"I wanted to take a minute to let you know that the Single Audit for FY2017 was the best in the 16 years that I have been the CFO for Durham County. We are now two to three weeks ahead of schedule. I believe that your leadership is responsible for this improvement and hope that FY2018 will be even better. Again, Thanks for your leadership." George Quick*

In addition, she kept a focus on staff morale and provided Exceptional Customer Service training to all DSS supervisors. During the 2017 All Staff meeting, the motivational speaker she invited addressed morale and challenged staff to start with how they show-up at work. Since that meeting, staff began to work on morale themselves. As an example, one morning three staff stood outside the building and welcomed their co-workers to work. It was a small act that had a major impact. During her impactful tenure, Mrs. Williamson-Hardy demonstrated that she is a superb example of leadership for others to follow.

**Alignment with Strategic Plan:** This item aligns with Goal 5, Efficient and Effective Government.

**Resource Persons:** Wendell M. Davis, County Manager

**County Manager's Recommendation:** The County Manager recommends that the Board extend heartfelt congratulations to Mrs. Catherine Williamson-Hardy for the dedicated and outstanding service she rendered as Interim Director of Durham County Social Services.

**17-0511****Introduction of Ms. Darlana Moore as Internal Audit Director****Agenda Text:**

The Board is requested to welcome Ms. Darlana Moore as the new Director of Internal Audit. Moore joined Durham County on October 23rd and succeeds former Director Richard Edwards who retired earlier this year,

Moore was formerly chief audit executive for the City of Rocky Mount and brings more than 20 years of auditing experience to Durham County Government. Her extensive expertise in financial management includes auditing, cost reporting, analysis, policies and procedures documentation, implementation and planning of long range quality improvement and risk management program, staff education and professional development.

She is also a certified fraud examiner. Her professional background includes conducting fraud investigations as in accordance with the Association of Certified Fraud Examiners, and performing financial, operational and compliance audits in accordance with the Institute of Internal Auditors and Generally Accepted Government Auditing Standards.

Moore earned a Bachelor of Science in Accounting from Winston Salem State University and a Master of Business Administration/Healthcare Management from the University of Phoenix.

**Alignment With Strategic Plan:** This item aligns with Goal 5, Efficient and Effective Government.

**Resource Persons:** Wendell M. Davis, County Manager

**County Manager's Recommendation:** The County Manager recommends that the Board the Board welcomes Ms. Darlana Moore as Director of Internal Audit.

**17-0494****Proclamation - National Adoption Awareness Month****Agenda Text:**

The Board is requested to issue a Proclamation declaring the month of November as Adoption Awareness Month in Durham County. This Proclamation emphasizes the importance of adoption as a path to permanency for children in foster in our community.

Each year National Adoption Month is celebrated in November to raise awareness of the need for adoptive homes for children in foster care.

See the attached proclamation.

**Alignment with Strategic Plan:** Goal 1- Community Prosperity and Enrichment and Goal 3 - Safe Community

**Resource Persons:** Ben Rose, Director; Jovetta L. Whitfield, Assistant Director; Sharyn Flood, Program Manager; and Janice Williams, Adoption Supervisor

**County Manager's Recommendation:** The County Manager recommends that

the Board issue the Proclamation declaring November Adoption Awareness Month in Durham County.

**Attachments:** [Proclamation - National Adoption Month](#)

## 6. Consent Agenda (15 min)

### [17-0445](#) **FY2017 Annual Claims Report**

**Agenda Text:** The board is requested to accept the Risk Management Division's annual report of liability claim settlements in compliance with the Resolution Policy of Uniform Standards for Claims Against Durham County. Values are as of July 1, 2017.

#### Liability Claims

For FY2017 the County had thirty-seven (37) total liability claims which included thirty-one (31) automobile liability claims. The County incurred a total of \$41,363.82 of which \$31,538.82 has been paid and \$9,825.00 is reserved.

#### Subrogation Collections

For FY2017 the County has recovered \$24,210.90 in subrogation collections.

**Alignment with Strategic Plan:** This annual liability claims report aligns with Strategic Goal 5: Accountable, Efficient and Visionary Government.

**Resource Persons:** Lowell Siler, County Attorney and Ngat Awass, Interim Risk Manager

**County Manager's Recommendation:** The County Manager recommends that the Board accept the annual liability claims report from the Risk Management Division in compliance with the Resolution Policy of Uniform Standards for Claims Against Durham County.

**Attachments:** [AAF-Supplemental 1](#)

[AFF-Supplemental 2](#)

[AFF-Supplemental 3](#)

[AFF-Supplemental 4](#)

### [17-0467](#) **Capital Project Amendment No. 18CPA000006 - Moving Unspent 2007 General Obligation Bond Funds between Durham Public School Capital Projects and Returning Unspent Lottery Funds to NCDPI**

**Agenda Text:**

On October 12, 2017, the Durham Public Schools (DPS) Board of Education approved adjustments to remaining 2007 General Obligation (GO) Bond and Lottery funded capital projects. Pursuant to the Interlocal Agreement with DPS, as amended, the Durham County Board of County Commissioners is requested to consider transferring unspent 2007 General Obligation Bonds to 2016 DPS capital projects SH239, SH241, SH251 and SH273. Unspent Lottery funds will be returned to

NCDPI for a future reallocation.

The table below indicates funds reconciled by DPS and the County that are available for transfer:

Project	Current Budget	Increase/ Decrease	Revised Budget
07 GO Bond - Y.E. Smith Elementary (SH146)		\$8,202,063.45	(\$1,176.35) \$8,200,887.10
07 GO Bond - DPS Project Management (SH151)		\$2,975,875.94	(\$2,543.54) \$2,973,332.40
07 GO Bond - DPS Technology (SH156)		\$8,736,448.62	(\$201.84) \$8,736,246.78
07 GO Bond - Eno Valley Elementary Sc (SH202)		\$1,583,746.56	(\$6,763.26) \$1,576,983.30
07 GO Bond - Hillandale Elementary Sc (SH206)		\$1,476,689.56	(\$0.00) \$1,476,689.56
07 GO Bond - Southwest Elementary Sc (SH212)		\$813,101.13	(\$95,490.07) \$717,611.06
07 GO Bond - New Elementary School C (SH214)		\$1,027,680.00	(\$42,750.42) \$984,929.58
07 GO Bond - School of Creative Studies (SH216)		\$682,672.22	(\$19,177.92) \$663,494.30
07 GO Bond - WG Pearson MS (SH219)		\$95,520.00	(\$0.00) \$95,520.00
07 GO Bond - Northern High School (SH222)		\$1,374,311.00	(\$7,341.10) \$1,316,969.90
LF 16 - Southwest Elementary School (SH233)		\$1,500,000.00	(\$27,234.30) \$1,472,765.70
07 GO Bond - HVAC Controls (SH235)		\$1,900,000.00	(\$0.00) \$1,900,000.00
07 GO Bond - Middle Sc Gym Bleachers (SH237)		\$472,041.04	(\$226.25) \$471,814.79
07 GO Bond - Districtwide Backflows (SH238)		\$200,000.00	(\$23,292.09) \$176,707.91
16 GO Bond - Northern High School (SH239)		\$51,250,000.00	\$57,341.10 \$51,307,341.10
16 GO Bond - Eno Valley Elementary Sc (SH241)		\$7,320,194.00	\$79,617.85 \$7,399,811.85
16 GO Bond - School of Creative Studies (SH251)		\$350,000.00	\$19,177.92 \$369,177.92
16 GO Bond - Construction Services (SH273)		\$900,000.00	\$2,543.54 \$902,543.54
Unspent Lottery Funds Returned to NCDPI*		\$117,516.73	
<b>Totals</b>	<b>\$91,668,237.01</b>	<b>\$0.00</b>	<b>\$91,550,720.28</b>

\*Includes \$90,282.43 from SH212 and \$27,234.30 from SH233.

**Alignment with Strategic Plan:** This capital project amendment aligns with **Goal 1-Community and Family Prosperity and Enrichment**, though providing access to educational, vocational, economic and cultural opportunities and by providing support for educational opportunities that ensure high academic achievement.

**Resource Persons:** Jon Long, DPS Executive Director, Construction & Capital Planning.

**County Manager's Recommendation:** The County Manager recommends that the Board approve Capital Project Amendment No. 18CPA000006 transferring the remaining 2007 General Obligation (GO) Bond funds to 2016 DPS capital projects SH239, SH241, SH251 and SH273 as outlined above. Unspent Lottery funds will be returned to NCDPI for a future reallocation.

Attachments:      [CPA-06 Moving GO Bond Funds Between DPS Capital Projects](#)  
[CPA-06- Legal Form Moving GO Bond Funds Between DPS Capital Projects](#)

**17-0469      Budget Ordinance Amendment No. 18BCC000013 - Budget Changes Related to Capital Finance Program Dedicated Revenues, Transferring \$1,055,009 of General Fund Fund Balance to the Capital Financing Fund**

Agenda Text:      As part of the Durham County Policy on financing capital projects, all collected Article 40 and 42 sales tax as well as Occupancy tax are directed for support of capital projects and their related debt service. In FY 2016-17, \$1,055,009 from these revenue sources was realized over what was budgeted to be collected in the General Fund (Fund 101), and per financing policy needs to be transferred to the Capital Financing Fund (Fund 125) where they can be applied to debt service needs. Per Generally Accepted Accounting Principles (GAAP) the revenues are recorded in the fiscal year that they apply, FY 2016-17. However, it is too late to amend the prior year budget to transfer the over realized funds in the prior fiscal year, therefore these monies have fallen to fund balance within the General Fund for the prior fiscal year (FY 2016-17). A budget amendment transferring these dollar amounts should be approved for the current fiscal year (FY 2017-18) and these monies transferred in the current fiscal year. Thus, the Board is requested to approve Budget Ordinance Amendment No. 18BCC000013 increasing the amount of FY 2017-18 General Fund (Fund 101) fund balance appropriated by \$1,055,009 and transferring those funds to the Capital Financing Fund (Fund 125).

Revenues per source collected over budgeted amounts:

- Article 40:            \$430,620
- Article 42:            \$128,047
- Local Occupancy Tax:    \$496,343
- **Total:**                **\$1,055,009**

Moving these funds from the General Fund to the Capital Financing Fund will not affect the overall fund balance percentage for the General Funds, as both of these funds are accounted for in the overall fund balance percentage.

**Alignment with Strategic Plan:** This request relates to the following elements of the Durham County Strategic Plan: the effort aligns with Goal #5 (Accountable, Efficient, and Visionary Government).

**Resource Persons:** Keith Lane, Director - Budget and Management

**County Manager's Recommendation:** The Manager recommends the Board of County Commissioner approve Budget Ordinance Amendment No. 18BCC000013 appropriating \$1,055,009 of FY 2016-17 General Fund revenue, now residing in FY 2017-18 General Fund fund balance, and transferring it to the Capital Financing Fund to comply with the County's capital and debt financing policy.

**Attachments:** [AAF-13 Legal Form Appropriating FY 2016-17 Overrealized sales tax and occur](#)

**17-0476** **Approval of Contract for Emergency Management Situational Awareness/Incident Management Software Tool**

**Agenda Text:** The Board is requested to approve a five year contract totaling \$149,129.72 with Intermedix for situational awareness/incident management software. The software will be used by Emergency Management personnel daily to create an outward-facing situational awareness report to key stakeholders on the status of preparedness and response efforts throughout the City and County. Additionally, it will be used when the Emergency Operations Center (EOC) is activated to assist in managing large scale incidents, (i.e. hazardous materials spill, active assailant), or multiple incidents occurring simultaneously, (i.e. hurricane or tornado response).

Using a common software platform will allow all departments and agencies assigned emergency responsibilities by the City/County Emergency Operations Plan to view the response and recovery operations at a glance and will assist in coordinating resources within the County and State. The County Attorney's Office has reviewed and approved the proposed contract. The contract would be funded by the Emergency Management Preparedness Grant.

**Alignment with Strategic Plan:** This request aligns with County's Goal 3: Safe Community.

**Resource Persons:** Leslie O'Connor, Division Chief of Emergency Management.

**County Manager's Recommendation:** The County Manager recommends that the Board approve the proposed contract with Intermedix totaling \$149,129.72 and authorize the County Manager to execute the contract.

**Attachments:** [ESi AAF Supplemental Document - Contract Approval](#)

[ESi Service Agreement - SIGNED 10-25-17](#)

[ESi Scope of Services](#)

[RFP 18-004 Bid Tab - Situational Awareness & Incident Support Tool](#)

[MWBE Compliance Review](#)

**17-0477** **The Library Requests to Add Opening Day Collection Audiovisual Materials and Cataloging and Processing Services to the Existing Contract for Audiovisual Materials and Cataloging and Processing Services with Baker & Taylor Inc. for an Increase of \$40,000 to a Total Not to Exceed \$224,000 by June 30, 2018.**

**Agenda Text:** The Board is requested to provide approval to add Opening Day Collection Audiovisual Materials and Cataloging and Processing Services to the existing contract for Audiovisual Materials and Cataloging and Processing Services with Baker & Taylor Inc. for an increase of \$40,000 to a total not to exceed \$224,000 by June 30, 2018.

On June 10, 2013, Baker & Taylor Inc was awarded the contract to serve as the primary vendor for the Library's purchase of audiovisual materials and cataloging and processing services as specified in RFP #13-019. The specifications of RFP #13-019 included the provision of Opening Day Collection services on an as needed basis.

The initial term of the contract was from July 1, 2013 through June 30, 2014, with the option to renew for five (5) successive one (1) year periods. The Library has renewed this contract for four fiscal years based on the satisfactory performance of the vendor.

**Alignment With Strategic Plan:** This request aligns with the Strategic Plan Goal 5 "Accountable, Efficient and Visionary Government" in seeking the best combination of services, cost and discount for the provision of library materials.

**Resource Persons:** Tammy Baggett, Library Director; Katherine Makens, Resources and Finance Officer; Jan Seabock, Collection Development Administrative Librarian

**County Manager's Recommendation:** The County Manager recommends that the Board approve the Request to add Opening Day Collection Audiovisual Materials and Cataloging and Processing Services to the existing contract for Audiovisual Materials and Cataloging and Processing Services with Baker & Taylor Inc. for an increase of \$40,000 to a total not to exceed \$224,000 by June 30, 2018.

**Attachments:**

[Baker Taylor Contract Amendment#5 Add Opening Day Collection for AV and AAF Supplemental Document - Baker Taylor Opening Day Coll AV and CP Ser](#)  
[AAF 7h Audiovisual - Library Baker Taylor](#)  
[Baker & Taylor Amendment#5 Attachment 1 - Scope of Services B&T Opening](#)

**17-0478**

**The Library Requests to Add Opening Day Collection Books and Cataloging and Processing Services to the Existing Contract for Books and Cataloging and Processing Services with Baker & Taylor Inc. for an Increase of \$232,300 to a Total not to Exceed \$1,012,300 by June 30, 2018**

**Agenda Text:**

The Board is requested to provide approval to add Opening Day Collection Books and Cataloging and Processing Services to the existing contract for Books and Cataloging and Processing Services with Baker & Taylor Inc. for an increase of \$232,300 to a total not to exceed \$1,012,300 by June 30, 2018.

On May 12, 2014, Baker & Taylor Inc was awarded the contract to serve as the primary vendor for the Library's purchase of books and cataloging and processing services as specified in RFP #14-017. The specifications of RFP #14-017 included the provision of Opening Day Collection services on an as needed basis.

The initial term of the contract was from July 1, 2014 through June 30, 2015, with the

option to renew for five (5) successive one (1) year periods. The Library has renewed this contract for three fiscal years based on the satisfactory performance of the vendor.

**Alignment With Strategic Plan:** This request aligns with the Strategic Plan Goal 5 “Accountable, Efficient and Visionary Government” in seeking the best combination of services, cost and discount for the provision of library materials.

**Resource Persons:** Tammy Baggett, Library Director; Katherine Makens, Resources and Finance Officer; Jan Seabock, Collection Development Administrative Librarian

**County Manager’s Recommendation:** The County Manager recommends that the Board approve the request to add Opening Day Collection Books and Cataloging and Processing Services to the existing contract for Books and Cataloging and Processing Services with Baker & Taylor Inc. for an increase of \$232,300 to a total not to exceed \$1,012,300 by June 30, 2018.

**Attachments:**

[Baker & Taylor Contract Amendment#4 Add Opening Day Collection for Books](#)

[AAF Supplemental Document - Baker Taylor Opening Day Collection Books an](#)

[AAF Baker&Taylor Books RFP 14-017](#)

[Baker & Taylor Amendment#4 Attachment 1 - Scope of Services B&T Opening](#)

**17-0479**

**Request to Award General Construction Contract to Progressive Contracting Company, Inc. for the Durham County Detention Center Elevator Upgrade Project**

**Agenda Text:**

The Board is requested to approve the award of a construction contract for IFB No. 18-003: Detention Center Elevator Upgrades, to Progressive Contracting Company, Inc. in the amount of \$1,632,500.00. This total is inclusive of the base bid with all four alternates accepted. The contract will allow for total re-modernization of all six elevators including cabs, motors, drives, electrical, and communications, with the addition of a five-year maintenance agreement from the installing elevator contractor.

Formal bids were received by the Purchasing Department on Thursday, September 14, 2017 at 2:00. Five general contractors submitted a responsive bid package, which were opened publicly with all five bidders in attendance. RND Architects PA, the engineer of record for this project, was also in attendance and produced a certified bid tabulation which is attached to this document for reference. The proposed contract total falls below the engineer’s estimate of \$2,292,571.00.

In review of the MWBE participation for IFB 18-003 Durham County Detention Center Elevator Upgrades, there were no participation goals achieved on this project. Progressive Contracting Company, Inc. will be using their own workforce to perform this particular service on the project, and they have provided a responsive bid. The subcontractor identified on this project has been contacted and encouraged to pursue MWBE certification status as a Black-American business.

**Alignment with Strategic Plan:** Improvements to this facility addresses Goal 5 by providing more efficient service delivery and better customer service, Goal 3 by providing a more reliable means to respond to emergencies within the facility.

**Resource Persons:** Motiryo Keambiroiro, Director of General Services; Shawn Swiatocha, Assistant Director of General Services; Joel T. Jones, Quality Control and Contract Specialist

**County Managers' Recommendation:** The County Manager recommends that the Board approve the award of a construction contract for IFB No. 18-003: Detention Center Elevator Upgrades, to Progressive Contracting Company, Inc. in the amount of \$1,632,500.00.

**Attachments:** [AAF Supplemental Document - Detention Center Elevator Upgrades](#)  
[IFB 18-003 Bid Award Recommendation letter 09-29-2017](#)  
[IFB 18-003 Bid Tabulation Elevator Upgrades Detention Center Certified](#)  
[IFB 18-003 Progressive Contracting Bid Form](#)  
[MWBE Compliance Review Form-AAF for IFB 18-003 100917](#)  
[Construction Contract, Progressive Contracting, Detention Center Elevator Repl](#)

**17-0480** **Budget Ordinance Amendment No. 18BCC000014 - Appropriate Restricted Funds for the Sheriff's Office, Fire Marshall, Youth Home, Public Health, and Social Services**

**Agenda Text:** The Board is requested to approve a budget amendment in the amount of \$1,122,548.92 to appropriate restricted funds for the Sheriff's Office, Fire Marshall, Youth Home, Public Health, and Social Services. These revenues are unspent monies that were received in FY2017 for restricted purposes. These monies were restricted in fund balance in FY2017. This is an annual process in which County departments identify remaining (unspent) restricted revenue (e.g., grant, federal/state award, donations, etc.). Because they are restricted in fund balance, there is no impact on unassigned fund balance or the fund balance as a percentage of total general fund expenditures. This is a budgetary entry only for FY2018 to allow the spending of the restricted monies for the purposes of which they were received.

Below is a list of programs with restricted fund balance to be allocated in FY2017:

<b>Allocation of Restricted Monies</b>	<b>AMOUNT</b>
<b>Sheriff</b> - State Forfeitures; Federal Forfeitures, JAG	\$99,244.98
<b>Fire Marshall</b> - Emergency Management Program Grant (2016 EMPG Optional)	\$2,914.36
<b>Youth Home</b> - All Together Now (SHIFT-NC)	\$1,910.65
<b>Public Health</b> - NALBOH Community Guide, Ann Wolfe, City of Durham, RWJF Culture of Health - Mini Grants, Rural Cancer Prevention Centers,	

CC4C - Care Coord. for Children, OBCM - Pregnancy Care Mgt, NACCHO - MRC, MEANINGFUL USE, All Together Now (SHIFT-NC), Healthiest Cities and Counties, City of Seattle-Contract, DMACF, Shift-NC, Credit Suisse, Triangle Foundation, Brian Grovenstein Donation	\$389,391.51
<b>Social Services</b> - First Presbyterian Church, Adoption Promotion Fund/Special Children Adoption Fund, Child Support Settlement	\$629,087.42
<b>TOTAL:</b>	<b>\$1,122,548.92</b>

**Alignment with Strategic Plan:** This request relates to the following elements of the Durham County Strategic Plan: The effort aligns with Goal #5 (Accountable, Efficient, and Visionary Government).

**Resource Persons:** George Quick, Chief Financial Officer and Keith Lane, Budget and Management Services Director

**County Manager's Recommendation:** The County Manager recommends that the Board approve Budget Ordinance Amendment No. 18BCC000014 to appropriate restricted fund balance in the amount \$1,122,548.92

**Attachments:**

[AAF-14 Appropriate Restricted Funds from FY17 \(\\$1,122,548.92\)](#)

[AAF-14 Legal Form Appropriate Restricted Funds from FY17 \(\\$1,122,548.92\)](#)

**17-0482**

**Approval of Non-Profit Service Contract with the Museum of Durham History**

**Agenda Text:**

The Board is requested to review the proposed non-profit service contract with the Museum of Durham History and, if appropriate, approve it and authorize the County Manager to execute it.

The Museum of Durham History (MODH) received its 501(c)(3) in 2008 and its physical space, the History Hub, opened in the redesigned former bus transfer station in October 2013, a space which it leases from the City of Durham. The History Hub has attracted over 30,000 visitors since it opened, and in addition to planning for expansion and enhancement of that space which its proponents believe will make it an even more integral part of downtown, the History Hub has also aggressively sought out opportunities for temporary exhibits in other locations.

MODH proponents and staff presented their ideas for a five year expansion plan to the Joint City-County Committee in February 2017 and had multiple conversations with staff as well. The proposed plan included substantial additional operating and capital dollars from both City and County. Ultimately, the City and County both approved \$51,000 in additional operating funds in their FY17-18 budgets.

The attached contract and contract attachments are designed to help the County track current operations, the development of a more detailed expansion plan, and the

securing of private funding support which would be available to help match potential additional public funding.

**Alignment with Strategic Plan:** Strong cultural institutions remembering and strengthening Durham's historical roots have a clear relationship with Goal 1 objectives in the County strategic plan.

**Resource Persons:** Patrick Mucklow, Interim Executive Director (MODH); Drew Cummings, Chief of Staff

**County Manager's Recommendation:** The County Manager recommends that the Board review the proposed non-profit service contract with the Museum of Durham History and, if appropriate, approve it and authorize the County Manager to execute it.

**Attachments:**

[MoDH proposed contract](#)

[MODH- Scope of Work FY18 Updated](#)

[MoDH Q1 Program Report](#)

[MoDH Q1 Financial Report](#)

[AAF Supplemental Document for 11-6-17](#)

[Attachment A Durham Cultural Master Plan Excerpts MoDH](#)

[Attachment B MoDH Economic Impact Reports and Projections](#)

[Attachment C Vision for Expanded Museum of Durham History](#)

[Attachment E Testimonials](#)

[Attachment F Five Year Plan](#)

[MoDH Joint City-County Committee Presentation 2-2-17](#)

**17-0488**

**Library Contract Amendment - Matthews Specialty Vehicles for a Durham County Mobile Technology Vehicle**

**Agenda Text:**

The Board is requested to approve an amendment to the Matthews Specialty Vehicles contract in the amount of \$22,917 for additional modifications to the Durham County Mobile Technology Vehicle.

Durham County issued an Invitation for Bid (IFB 17-025) on February 23, 2017. Only one bid was received from Matthews Specialty Vehicles, Inc., and they provided a responsive bid. The Library entered into this contract with Matthews Specialty Vehicles, Inc. in FY2017. The current contract is for the purchase of one Thomas Built Bus Series 4000-102 W, in the amount of \$430,172. The Library requests the contract amount be amended by \$22,917 to \$453,089, for the installation of a robust security camera system, a more powerful diesel generator, and functional improvements. Funds will come from the Library's existing budget. The Board is also requested to provide approval for the County Manager to execute any other related contracts such as amendments, if necessary, up to \$30,000, for a total not to exceed contract amount of \$483,089.

**Alignment with Strategic Plan:** Aligns with Goal #1 (Community and Family Prosperity and Enrichment), and Goal #5 (Accountable, Efficient, and Visionary Government).

**Resource Persons:** Tammy Baggett-Best, Library Director; Sandra Lovely, Assistant Director; Katherine Makens, Resources and Finance Officer

**County Manager's Recommendation:** The County Manager recommends that the Board authorize the Manager to execute an amendment to the Matthews Specialty Vehicles contract in the amount of \$22,917, for a total amended contract amount of \$453,089, for additional modifications to the Durham County Mobile Technology Vehicle. The Board is also requested to provide approval for the County Manager to execute any other related contracts such as amendments, if necessary, up to \$30,000, for a total not to exceed contract amount of \$483,089.

**Attachments:** [2017-2018 technology mobile contract amendment](#)  
[Durham County Library Revised Option #2 Change Order #1 091917](#)  
[TechMobilesupplemental document2017](#)  
[AAF TechMobile.1](#)

### **17-0491**

#### **Approval of Contract with ETC Institute for Third Annual Resident Survey**

**Agenda Text:** The Board is requested to review the proposed contract and, if appropriate, approve it and authorize the County Manager to execute it.

This fall's resident survey will be the third that the City and County have done together. The proposed contract is once again with ETC Institute out of Olathe, KS, which is the firm the City used for these surveys before the County joined with them.

This survey is done using a randomly chosen, representative sample (approximately 700-750) of the County's population and thus represents statistically valid feedback from both City and County residents. For this survey we try to stick to the kinds of questions that most of the sample group will have a valid, informed opinion about. The more specific the question, often the fewer of those 700+ residents will have that kind of opinion. So, while this survey is one important source of information concerning County residents' feelings on various issues (and how they change over time), it is certainly not the only source.

Results of this fall's survey will be shared with you and with County departments in early 2018 so that survey results can be integrated into work plans, budget preparation, and other aspects of the County's work as appropriate.

**Alignment with Strategic Plan:** Survey results can and already have had an impact on all five goal areas of the County's strategic plan.

**Resource Persons:** Drew Cummings, Chief of Staff

**County Manager's Recommendation:** The County Manager recommends that the Board review the proposed contract and, if appropriate, approve it and authorize the County Manager to execute it.

**Attachments:** [ETC FY17 County contract draft 10-17-17](#)  
[ETC FY18 - County Contract - Exhibit A Oct 9 County](#)  
[ETC FY18 - County Contract - Exhibit B Oct 9 CountyA](#)  
[AAF Supplemental Document - Contract Approval](#)

**17-0495**      **Budget Ordinance Amendment 18BCC000015 - Sheriff's Office Acceptance of 2017 Homeland Security Grant Program (HSGP)**

**Agenda Text:** The Board is requested to approve Budget Ordinance Amendment 18BCC000015 accepting \$54,455.00 in Homeland Security Grant Program funds which will provide funding for bomb technician protective equipment. The Sheriff's Office is one of fourteen bomb squads in North Carolina and is assigned to protect a five county region including Durham, Granville, Person, Orange, and Chatham. The Durham County Sheriff's Office serves as the sole bomb squad for this region which is home to an estimated 932,108 residents. Equipment purchased under the HSGP be will utilized in a collaborative and regional manner serving all areas within our region and the County's federal and state partners. There is no match requirement for this grant and no additional funding is required.

**Alignment with Strategic Plan:** This request aligns with the County's Strategic Goal 3: Safe Community.

**Resource Persons:** David McNulty, Finance Officer, Durham County Sheriff's Office; Anthony Prignano, Detention Services Director, Durham County Sheriff's Office

**County Manager's Recommendation:** The County Manager recommends that the Board approves Budget Ordinance Amendment 18BCC000015 accepting the \$54,455.00 HSGP award.

**Attachments:** [HSGP - AAF Supplemental Document.docx](#)  
[AAF-15 Legal Form Sheriff Homeland Security Grant Program \(54,455\) Grant Award](#)

**17-0497**      **Approval of Board of Commissioners' 2018 Meeting Schedule**

**Agenda Text:** The Board is requested to approve its 2018 meeting schedule. A draft schedule has been circulated for review. The schedule includes budget Worksessions and a 2-day budget retreat. Once the schedule is approved, the Clerk's Office will place all dates on the Outlook calendar and invite all commissioners to accept the meetings.

**Alignment With Strategic Plan:** Goal 5 - Accountable and efficient government

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

**County Manager's Recommendation:** The County Manager recommends that

the Board approve the 2018 meeting schedule as proposed.

**Attachments:** [BOCC 2018 DRAFT MEETING CALENDAR](#)

**17-0498** **Execution of Architectural Design Service Contract with DTW Architects and Planners, Ltd. for the EMS Station #1 Project No.: DC 132**

**Agenda Text:** The Board is requested to authorize the County Manager to enter into a contract with DTW Architects and Planners, Ltd. of Durham to provide architectural services for Durham County EMS Station #1, located at 402 Stadium Drive, Durham, in the amount of \$268,000.00 plus additional services and reimbursable expenses in the amount of \$30,000.00 thus totaling a not to exceed amount of \$298,000.00 (See attachment 1, pages 1&2).

The request for qualifications (RFQ) for architectural services for the project was advertised in local newspapers on November 17, 2009. Sixteen (16) responses were received on December 17, 2009 and were evaluated by a selection committee representing Emergency Medical Services, Purchasing, General Services and County Engineering. The firm of DTW Architects and Planners, Ltd. was determined to be the most qualified firm to provide design services for this project. DTW Architects & Planners, Ltd. is located in Durham, NC. For M/WBE participation information (See Attachment 2, page 1).

When the building was constructed, the EMS vehicles in use at the time were Type II van ambulances which were much shorter and smaller than the EMS vehicles in use today. Over the past 30 plus years, vehicles have had to increase in size to accommodate national and state mandates for equipment related to the care of patients and for protective equipment for personnel. The current ambulance bays are not wide or long enough for the current ambulance vehicles. It is important to note that this facility previously housed various EMS administrative functions which are currently slated to be housed in the Administrative Building II Renovation (former Judicial Building) currently under construction. Therefore, the project will be a four bay base prototype highlighted in the Long Range EMS Space Planning and Analysis completed in late 2015. After extensive evaluations and cost modeling, it was determined that due to the size of the building and type of construction it does not lend itself to any significant cost benefit through the salvage of the structure. Therefore, the project team recommended a total demolition and new construction at this location. This project was recommended in the EMS Long Range Space Plan due to changes in EMS operations, the deteriorating condition of the facility and associated planned projects. The services to be rendered under this contract include programming, preparation of design drawings and specifications, conducting a pre-bid conference, bid evaluation, construction administration, inspection and project closeout. The project will also be pursuing LEED Certification.

It is recommended that the County proceed with all work described in the proposal

dated October 26, 2017. Funding for the architectural design contract is available in the EMS Station #1 Capital Project Account. Following the completion of this project, forecasted projects identified in the EMS Long Range Facility Master Plan include the Martin Luther King Boulevard, Duke West, Far East Durham and others. It should also be noted that the EMS/Fire Station #17 is currently under construction and future co-location opportunities are being explored by both the City and County of Durham.

**Alignment With Strategic Plan:** This aligns with Goals 3, 4 and 5 - Safe Community- by replacing essential infrastructure needed to provide EMS services to residents, Environmental Stewardship - through the improvement of the environmental performance of County buildings to reduce energy use and greenhouse gas emissions from the built environment and by providing more efficient service delivery and better customer service.

**Resource Persons:** Jay Gibson, P.E., General Manager; Peri Manns, ASLA, LEED GA, Deputy Director of Engineering; James Faress, P.E., Senior Project Manager; Kevin Underhill, Interim Director of Emergency Medical Services, Brandon Mitchell, Administration and Finance Chief, and Robert Sotolongo, AIA, DTW Architects & Planners, Ltd.

**County Manager's Recommendation:** The County Manager recommends that the Board authorize the execution of the contract with DTW Architects & Planners, Ltd. to provide design services for the Durham County EMS Station #1 project in the amount \$268,000.00 plus a reimbursable amount of \$30,000.00 thus totaling a not to exceed budget of \$298,000.00.

**Attachments:**

[County CIP update](#)

[AAF - Backups - EMS Station #1 - DTW Architects and Planners - 11-13-17](#)

[AAF - Supplemental Document Form - Emergency Medical Services Station #1](#)

**17-0507**

**Interlocal Agreement between the County of Durham and City of Durham Regarding Reimbursement of Lost Revenue and Fees**

**Agenda Text:**

The Board is requested to approve the proposed Interlocal Agreement with the City of Durham regarding the reimbursement of lost revenue and fees due to the passage of SB266 (see attached) on June 30, 2017. As a result of its passage, 409 parcels of land were annexed into the corporate limits of the City of Durham. The annexation resulted in portions of real property formerly located within Durham County fire tax districts, along with certain tangible personal property and registered motor vehicles, being removed from the districts' tax rolls causing the loss of ad valorem tax revenues and solid waste fees to Durham County. The proposed agreement has been reviewed and approved by the County Attorney's Office.

The agreement provides for the direct reimbursement of lost revenue from the fire service districts and solid waste fees for the current fiscal year. Motor vehicle tax reimbursement was not included in the agreement as recommended by Tax

Administrator Kim Simpson. The records review process in the state system needed to determine the amount of reimbursement would take a significant investment of staff time with little financial return anticipated.

**Alignment with Strategic Plan:** This request aligns with Goal 3: Safe Community and Goal 5: Accountable, Efficient and Visionary Government.

**Resource Persons:** Jodi Miller, General Manager and Willie Darby, Senior Assistant County Attorney

**County Manager's Recommendation:** The County Manager recommends that the Board approve the proposed Interlocal Agreement with the City of Durham regarding the reimbursement of lost revenue and fees and authorize the County Manager to execute the agreement.

**Attachments:** [Reimbursement ILA AAF Supplemental Document - Non-contract.docx](#)  
[S266v3.pdf](#)  
[Final ILA agreement docx.pdf](#)  
[Exhibit A.pdf](#)

## 7. ITEMS PULLED FROM CONSENT AGENDA (20 min)

## 8. Closed Session

### 17-0513 Closed Session

**Agenda Text:**

- 1) The Board is requested to adjourn to closed session to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes pursuant to G.S.143-318.11(a)(1).
  
- 2) The Board is requested to adjourn to closed session to discuss matters relating to the location or expansion of business or industry pursuant to G. S. 143-318.11(a)(4).

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

## 9. Adjournment