



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, November 6, 2017

9:00 AM

Commissioners' Chambers

Worksession

“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.

9:00 am Worksession Agenda

1. Citizen Comments

17-0481 Citizen Comments - 30 min

Agenda Text:

The Board of County Commissioners will provide a 30-minute comment period at a meeting once a month. Any citizen of Durham County wishing to speak shall have an opportunity to do so. The Board may direct staff to research and reply to the concerns, if appropriate. Speakers must sign in prior to the start of the meeting providing a mail/email address and telephone number so that staff may reply to comments and/or questions. Citizens who request an immediate response from the Board are encouraged to submit a brief description of the issue to the Clerk to the Board two weeks prior to the meeting to allow an opportunity for research prior to the meeting. **All speakers shall have three (3) minutes to speak and are requested to refrain from addressing issues related to personnel matters.**

Alignment with Strategic Plan: Citizen engagement aligns with all five of the strategic goals by allowing the Board to receive comments and concerns from the community related to important issues in Durham County.

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

County Manager's Recommendation: The County Manager recommends that the Board receive citizen comments and direct staff to respond, as deemed appropriate.

2. Discussion Items:

17-0483 Presentation of Durham Workforce Development Board Metrics, Goals, and Planning - 60 min

Agenda Text:

The Board is requested to receive the presentation from representatives of the Durham Workforce Development Board and ask any questions they wish.

Per the City-County interlocal agreement governing the creation and operation of the Durham Workforce Development Board (DWDB), the Durham County Board of County Commissioners are to play an integral role in providing governance and support to the DWDB. The DWDB, by its very existence, is intended to bring a broad coalition of community stakeholders together to drive positive workforce outcomes for youth and adults in Durham. City and County leaders, elected and appointed alike, would like to see all of these goals come more fully to fruition.

At their August 2017 Worksession, Commissioners were briefly introduced to Andre Pettigrew, the new director of the City's Office of Economic and Workforce Development. This Worksession is designed to dig more deeply into the meaning of the still relatively new Workforce Innovation and Opportunity Act (WIOA), which replaces all early enabling legislation for workforce development boards, and to figure out how City and County and community stakeholders can work together as effectively as possible within and beyond the WIOA framework to make sure we are providing the most effective assistance possible to those preparing to enter or re-enter the workforce (especially those facing one or more challenges to employment). Discussion of how a revised interlocal might assist in creating and guiding a more powerful workforce coalition may be included in the discussion.

Alignment with Strategic Plan: Strong workforce development programming and coalitions would relate to all of the County's strategic plan goals, but particularly goal areas 1 and 4.

Resource Persons: Andre Pettigrew, Director of the City's Office of Economic and Workforce Development; Steven Williams?, Chair of the Durham Workforce Development Board

County Manager's Recommendation: The County Manager recommends that the Board receive the presentation from representatives of the Durham Workforce Development Board and ask any questions they wish.

Attachments:

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

[11-6-17 DWDB Report to County Commissioners](#)

[17-0434](#)**Presentation of Draft MOU from Student U on Future Use of the Old WG Pearson School -20 min****Agenda Text:**

The Board is requested to review the propose Memorandum of Understanding (MOU) brought by Student U and either approve its incorporation into the Public Private Partnership Agreement tied to the renovation of the WG Pearson School building or request additional changes and schedule a new time to review it again.

The Board of County Commissioners approved a three-way Public Private Partnership with Self-Help and Student U in January of 2017 for the renovation and re-use of the old WG Pearson school site. Section 14a of that agreement (which addresses community use), which is attached, stipulates that within 12 months Student U would bring back an MOU “describing (i) potential collaborations for uses of unoccupied portions of the Project by Groups interested in subleasing a portion of the Project at reasonable lease rates, provided, such uses are compatible with ongoing uses of the Premises by Student V; and (ii) short and long-term goals for Student V's increased impact.” When the County Commissioners are ready to approve this MOU, “which approval shall not be unreasonably withheld, the MOU shall be attached hereto as Exhibit C and deemed incorporated herein by reference.”

Student U has spent the last nine months working with Self Help to get renovations well underway, but also talking with many individuals and institutions in the neighborhoods around the old WG Pearson School to get a sense of what the needs and possibilities are. While formal agreements for sub-leases and other arrangements have not yet been finalized, Student U has made a great deal of progress in this direction, progress which is reflected in the attached draft MOU.

Alignment With Strategic Plan: The community and education related work which will be strengthened by Student U’s presence in a renovated WG Pearson school building are tied most clearly to Goal 1 of the Durham County Strategic Plan.

Resource Persons: Alexandra Zagbayou, Executive Director of Student U; Drew Cummings, Chief of Staff

County Manager’s Recommendation: The County Manager recommends that the Board review the propose Memorandum of Understanding (MOU) brought by Student U and either approve its incorporation into the Public Private Partnership Agreement tied to the renovation of the WG Pearson School building or request additional changes and schedule a new time to review it again.

Attachments:

[executed MOU w DCO Self Help and Student U for WG Pearson minus cover p.](#)

[AAF Supplemental Document for MOU 10-11-17](#)

[WGPC Memo to DCO 10.27.17](#)

[17-0501](#)**Unified Development Ordinance Text Amendment, Compact Neighborhood Interim Affordable Housing Bonuses (TC1600005)**

Agenda Text: The Board is requested to receive a presentation on the *Unified Development Ordinance* Text Amendment, Compact Neighborhood Interim Affordable Housing Bonuses (TC1600005).

Summary. Text amendment TC1600005 is a set of amendments to the Unified Development Ordinance (UDO) to update regulatory incentives for affordable housing in Compact Neighborhoods. This is an informational presentation to solicit input prior to advancing to public hearings.

Attachments:

Attachment A, Draft Text Amendment TC1600005, Compact Neighborhood Affordable Housing Bonuses

Alignment with Strategic Plan: The text amendment emphasizes Goal 1 by offering fair and reasonable regulations for the citizens and business community of Durham while adhering to Goal 5 by maintaining a transparent government and welcoming public input.

Resource Persons: Hannah Jacobson, AICP, Senior Planner, and Patrick Young, AICP, Planning Director

County Manager's Recommendation: The County Manager recommends that the Board conduct a public hearing on the proposed *Unified Development Ordinance* text amendment and, if appropriate based on the comments received during the hearing, adopt the appropriate Statement of Consistency and approve the amendment.

Attachments: [BOCWS_CoverSheetTC1600005](#)
[Memo_CN Affordable Housing Bonus_1017_FINAL](#)
[Attachment A_TC1600005_Work Session](#)

17-0502 2045 Metropolitan Transportation Plan - 30 min

Agenda Text: The Board is requested to receive a presentation and provide comments on the draft 2045 Metropolitan Transportation Plan (MTP).

Summary. The Durham-Chapel Hill-Carrboro (DCHC) MPO is currently developing its 2045 Metropolitan Transportation Plan (MTP), which identifies the highway, transit, passenger rail, bicycle and pedestrian projects to be implemented over the next 30 years to meet the region's growing transportation demands. The 2045 MTP is joint planning effort among local governments and the MPO that ultimately sets the transportation investment strategy for the future. The MPO released the 2045 MTP Alternatives Analysis in August, which showed the transportation impacts of four different growth and transportation scenarios in the future. The public was asked to provide comments and input in order to determine the Preferred Option for the 2045 MTP, just released last month. In the 42-day comment period until the

final 2045 MTP is to be adopted, local government boards and commissions are also asked to provide their comments on the Preferred Option.

Attachments:

Attachment 1: Memo

Alignment with Strategic Plan: The Metropolitan Transportation Plan emphasizes Goal 1 by offering fair and reasonable regulations for the citizens and business community of Durham while adhering to Goal 5 by maintaining a transparent government and welcoming public input.

Resource Persons: Andy Henry, Senior Transportation Planner; Evan Tenenbaum, Planner; and Patrick Young, AICP, Planning Director

County Manager's Recommendation: The County Manager recommends that the Board receive a presentation on the draft Metropolitan Transportation Plan.

Attachments:

[BOC_CoverSheetMTP116](#)

[MTP_BOCC_Memo](#)

[2045MTPDurhamBOCCSept2017](#)

[MTP 2045 Plan - MPO Preferred Plan](#)

17-0504

City Local Historic Landmark, Background Information - 20 min

Agenda Text:

The Board is requested to receive a report on the proposed landmark designation of the land associated with the Venable Center (LD1700001).

Summary. On December 4, 2017 the City Council is scheduled to hold a public hearing to consider a local landmark designation for the land associated with one landmark property. The purpose of this report is to provide general information regarding the application as well as the fiscal impact of the designation in advance of the landmark hearing.

Alignment with Strategic Plan: Historic Preservation (Landmark Designation) is aligned with Goal 5 of the County Strategic Plan: Accountable, Efficient, and Visionary Government.

Resource Persons: Karla Rosenberg, AICP, Planner; Patrick Young, AICP, City-County Planning Director

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

Attachments: [Agenda cover sheet county - FINAL](#)
[Landmarks Info Item Memo-2017 FINAL](#)
[LD1700001 Landmark staff report-FINAL CC](#)
[LD1700001 Att 1 - ContextMap](#)
[LD1700001 Att 2 - Application and materials](#)
[LD1700001 Att 3 - CC 2008 landmark staff report](#)
[LD1700001 Att 4 - CC 2016 landmark repeal staff report](#)
[LD1700001 Att 5 - 1984 NR Nomination](#)
[LD1700001 Att 6 - 2003 NR Nomination](#)
[LD1700001 Att 7 - SHPO Response 2](#)
[LD1700001 Att 8 - Designation Ordinance legal](#)

17-0508 Update on Plans for the Durham County Leadership Forum on Opioid Abuse

Agenda Text: The Board is requested to receive an update on the plans for the Durham County Leadership Forum on Opioid Abuse.

Fred D. McClure, 2016-17 President of North Carolina Association of County Commissioners (NCACC), asked for help to address the opioid epidemic. His request is that “every board of county commissioners convene a leadership forum with all the local elected officials in their counties for an informed discussion, to provide an opportunity for all the local elected leaders to jointly learn about the effect of this epidemic on the county’s citizens, and to develop ideas that can be implemented in the county to help reverse the trends.”

Chair Wendy Jacobs and Commissioner Brenda Howerton, 2017-18 President of NCACC, convened a planning committee for the Durham County forum. The forum is tentatively scheduled to be held in the Human Services Building on Tuesday morning, February 27, 2018 from 8:30 - 12:00.

Alignment with Strategic Plan: Goal 2 - Health and Well-being for All

Resource Persons: Gayle Harris, Public Health Director/General Manager

County Manager’s Recommendation: The County Manager recommends that the Board receives the update on the plans for the Durham County Leadership Forum on Opioid Abuse.

17-0493 **Commissioner Comments - 15 min**

Agenda Text: The Board is requested to allow each Commissioner three minutes to report on conferences or make comments regarding issues that may be of interest or concern to the Board.

Alignment with Strategic Plan: Goal 5

Resource Persons: Board of County Commissioners

County Manager's Recommendation: The County Manager recommends that the Board allow comments from each commissioner and direct staff accordingly.

Attachments: [whoseheritage_Southern Poverty Law Center](#)
[Draft Proposal for Durham Public Monuments Commission](#)
[AdHocConfederateFinalReport-081816 - Alexandria VA](#)
[report-of-governor-mcauliffes-monuments-work-group-final - Gov of Virginia](#)
[Confederate Monuments report-Baltimore](#)
[BRCreporttocouncil - Charlottesville](#)

3. Lunch Break -30 min

4. Consent Agenda

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	(57,341.10) \$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	
Totals	\$91,668,237.01	\$0.00	\$91,550,720.28

*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:

Allocation of Restricted Monies	AMOUNT
Sheriff - State Forfeitures; Federal Forfeitures, JAG	\$99,244.98
Fire Marshall - Emergency Management Program Grant (2016 EMPG Optional)	\$2,914.36
Youth Home - All Together Now (SHIFT-NC)	\$1,910.65
Public Health - 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
Social Services - First Presbyterian Church, Adoption Promotion Fund/Special Children Adoption Fund, Child Support Settlement	\$629,087.42
TOTAL:	\$1,122,548.92

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 will be 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](#)

17-0498

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:

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

[County CIP update](#)

[EMS Station Proposal Ltr_10_26_17](#)

[MWBE Compliance Review Form-AAF for EMS Station #1 103117](#)

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](#)

5. Adjournment