



# Durham County

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

## Meeting Agenda Board of County Commissioners

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Monday, December 11, 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)

*Chair Wendy Jacobs received an excused absence from tonight's meeting.*

#### 2. Agenda Adjustments (5 min)

#### 3. Announcements (5 min)

[17-0539](#)

#### Announcements

Agenda Text:

- 1) Heating, holiday decorations, winter storms and candles all contribute to an increased risk of fire during the winter months. Home fires occur more in winter than in any other season. As you stay cozy and warm this winter season, Be Fire Smart. Heaters, fireplaces and woodstoves require extra care and maintenance. Keep anything that can burn at least 3-feet from any heat source. Have a qualified professional clean and inspect your chimney every year before regular use. If you use fireplaces, woodstoves or gas heaters, we recommend the installation of Carbon Monoxide detectors in your home. Finally, the Fire Marshal encourages the use of electric, or LED, candles instead of traditional open-flame candles. It only takes one accident to cause a deadly fire.
- 2) 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.

- 3) This meeting will conclude the Board's regular meetings for 2017. We wish you safe travels during the holiday season and a Happy New Year. Our next meeting is scheduled for January 2, 2018 at 9:00 am.
- 4) These announcements can be found on the Commissioners' Webpage or you may call the Clerk's Office at 919-560-0025.
- 5) The Eno River Association will present calendars to the Commission.

#### 4. Minutes (5 min)

[17-0540](#)

Minutes

Attachments:

[Worksession - Oct 2, 2017](#)

[Regular Session - November 27, 2017](#)

#### 5. Ceremonial Items

[17-0544](#)

**Proclamation Durham County ACCESS Champions in Transportation Week- December 11- 18, 2017**

Agenda Text:

The Board is requested to proclaim December 11-18, 2017 as Champions in Transportation Week in Durham County. The purpose of the proclamation is to bring greater awareness to the public of the demand response services available to the community and to recognize the customers, partners, and leaders with awards for their commitment and service. Additionally Durham County ACCESS staff and members of the Transportation Advisory Board will participate in activities during that week designed to thank customers for their support and ridership.

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

**Resource Persons:** Linda Thomas, Transportation Program Manager, Durham County ACCESS; and Morris White, Interim Director, Durham County Cooperative Extension

**County Manager's Recommendation:** The County Manager recommends that the Board proclaim the week of December 11-18, 2017 as Champions in

Transportation Week in Durham County.

**Attachments:** [Proclamation - Champions in Transportation Week](#)

**17-0550**

**Presentation of the 2017 Champions in Transportation Awards**

**Agenda Text:**

The Board is requested to formally announce and present the 2017 “Champions in Transportation” Awards. This year will mark the third consecutive year where Durham County ACCESS in conjunction with the Transportation Advisory Board has held this event. This award initiative in conjunction with the “Champions in Transportation” Proclamation serves to highlight customers that rely daily on the vital services of Durham County ACCESS to get to work and medical appointments and to participate in activities that ultimately improve their health and quality of life. The awards recognize some of the true unsung champions that contribute to the success of the ACCESS program.

The 2017 “Champions in Transportation” award categories and recipients are as follows:

- Passengers of the Year - Ms. Tyee Meek, Ms. Keneasa Brandon, and Ms. Kia Willoughby;
- Senior Citizen of the Year - Mr. Frank Groce; and
- Exceptional Leadership - Mr. Ryan Mayers, NCDOT and Ms. Ashley Thomas, Bridges II Sports.

**Alignment with Strategic Plan:** Goal 1- Community and Family Prosperity and Enrichment and Goal 2 - Health & Well-being for All\_

**Resource Persons:** Linda Thomas, Durham County ACCESS, Transportation Program Manager and Morris White, Director Durham County Cooperative Extension.

**County Manager’s Recommendation:** The County Manager recommends that the Board formally announce and present the 2017 “Champion in Transportation” Awards.

**Attachments:** [AAF Supplemental Document - Noncontract FY 17-18 Champions in Transportation](#)  
[CHAMPIONS IN TRANSPORTATION AWARD Recipients Text 12-11-2017](#)

**17-0552**

**Proclamation - HIV Cure Research Day**

**Agenda Text:**

The Board is requested to proclaim December 14, 2017 as HIV Cure Research Day in Durham and to bring awareness about HIV cure research happening in North Carolina and across the world; to increase community buy-in for HIV cure research; to empower community members to engage in critical discussion about the social and ethical concerns about HIV cure research; and to mobilize community members to coordinate prevention and treatment efforts toward the future of HIV cure in in the Triangle region of North Carolina, nationally, and globally. As the 5th highest county for HIV infection and prevalence rates in North Carolina and 9th in the country for

AIDS-related deaths, Durham, NC is disproportionately affected by the HIV/AIDS epidemic, both on a state and national level. African Americans and Latinos represent the majority of those affected by the epidemic, yet are underrepresented in HIV clinical trials aimed at innovating prevention, treatment, and cure methods that could benefit them.

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

**Resource Persons:** Dr. Allison Mathews, Founder & Director of 2BeatHIV and Postdoctoral Researcher at UNC-Chapel Hill's Global Health & Infectious Disease Institute

**County Manager's Recommendation:** The County Manager recommends that the Board read the proclamation and encourage citizens to become engaged in the HIV Cure Research Day activities.

**Attachments:** [Proclamation - HIV CURE RESEARCH DAY 2017](#)

**17-0553**

### **Resolution Honoring Umar Musa Muhammad**

**Agenda Text:**

The Board is requested to adopt a resolution honoring the life of Umar Musa Muhammad who died tragically on July 17, 2017.

Umar Muhammad was a community organizer who worked to improve the lives of criminal justice involved persons and advocated for policy changes locally and statewide.

**Resource Persons:** Roger Echols, Durham County District Attorney and Chair of the Durham County Criminal Justice Advisory Committee

**County Manager's Recommendation:** The County Manager recommends that the Board adopt a resolution honoring the life of Umar Musa Muhammad.

**Attachments:** [Resolution - UMAR MUSA MUHAMMAD](#)

**17-0561**

### **Resolution Recognizing Retirement of George K. Quick as Chief Financial Officer**

**Agenda Text:**

The Board is requested to approve a resolution honoring Durham County Chief Financial Officer George K. Quick, who will retire effective January 1, 2018. His retirement comes after serving Durham County Government for more than 16 years and working many years in the banking and finance industry. During his tenure, George played a significant role in the growth of the organization's fiscal strength and solvency through bolstered fund balance reserves, improvements upon existing financial policies and progressive approaches for debt management.

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

**Resource Persons:** Chair Wendy Jacobs

**County Manager's Recommendation:** The County Manager recommends that the Board approve this resolution and present it to George Quick, along with best wishes for a well-deserved retirement.

**Attachments:** [Resolution - George Quick](#)

**17-0559** Resolution - Joint Resolution Regarding K-3 Class Size Reduction Implementation

**Agenda Text:** The Board is requested to approve a resolution regarding the K-3 class size. The state mandated class size reductions for kindergarten through third grade will have serious budget implications for the upcoming school year for counties across the state. The General Assembly should consider delaying implementation during the special session in January since school districts and counties begin their budget planning in January.

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

**Resource Persons:** Heidi Carter, County Commissioner, Ellen W. Reckhow, County Commissioner

**County Manager's Recommendation:** The County Manager recommends that the Board approve the joint Resolution regarding K-3 class size.

**Attachments:** Resolution-Joint Resolution Regarding K3

## 6. Other Business

**[17-0515](#)** **Presentation of the Fiscal Year 2017 CAFR**

**Agenda Text:** The Board is requested to receive a review of the FY2017 Comprehensive Annual Financial Report. The review will be presented by Scott Duda, Managing Partner for Cherry Bekaert, Durham County's external auditors.

A copy of the 2017 CAFR and the associated letters has been provided to the Commissioners for their review prior to this presentation. They are encouraged to bring those documents to this meeting.

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

**Resource Persons:** George K. Quick, Chief Financial Officer.

**County Manager's Recommendation:** The County Manager recommends that the Board receive the review and ask questions if needed.

**Attachments:**      [CAFR Fiscal Year End 2017](#)  
[Issued Compliance Report - Durham County](#)  
[DC Audit Presentation](#)

## 7. Consent Agenda (15 min)

### **17-0500      Execution of the Construction Manager @ Risk “Guaranteed Maximum Price #2” Contract for the Main Library Renovation (Project No.: DC094)**

**Agenda Text:**

The Board is hereby requested to authorize the County Manager to enter into a contract or change order with Skanska)/Holt Brothers, Inc. (SHB) for the Main Library Renovation project located at 300 North Roxboro Street, Durham NC, for GMP#2 the amount of \$34,905,301.00 (Bid Package B plus alternates and allowances) and approve the owners construction contingency at (3%) in the amount of \$1,047,159.00, to execute any other related contracts including change orders if necessary not to exceed the available budget of \$35,952,460.00 for GMP#2 of the project. (See Attachment 1, Page 1-12)

On August 22, 2016, the BOCC awarded the Construction Manager at Risk (C, M @R) Pre-construction Services contract to Skanska Holt Brothers. The Pre-Construction Services phase of the project was the first step in the Construction Manager at Risk process in which the contracting team provided cost estimating, constructability reviews, schedule development and value analysis of the project design. For an efficient scheduling process the project has been broken down into 2 packages which are Package A which consists of items which were immediate and long lead time (General Trades, Temporary fencing, Demolition, and Abatement & Elevators). Package A was approved by the BOCC on June 12, 2017. Demolition, fencing and abatement activities associated with GMP#1 are complete and GMP#2 is required for the completion of the project. Package B consists of the remaining thirty-six (36) bid packages for the project thus GMP#2. Following the pre-qualification of subcontractors for Package B, bids were received, publicly opened and read by SHB on October 12, 2017. Twenty (20) packages did not receive the statutory requirement of (3) bids necessary to open them, thus a second bid opening was scheduled for the remaining packages. Those packages were publicly opened and read by SHB on October 24, 2017. Bids for the various packages in Package B, are incorporated into “Guaranteed Maximum Price #2” (GMP2) proposal submitted for the renovation project. This mode of bidding allows for the timely completion of construction activities and the opening of the facility, currently scheduled for August 2019.

The existing three-story building is located at 300 North Roxboro Street in Downtown Durham and fronts Roxboro Street to the west. The building is clad in precast panels and glass and the structural system is a two-way waffle slab on a 30’ x 30’ grid of concrete columns. It is expected that only the existing structural system will

remain and be modified to accommodate programmatic/design changes. All other MEP/FP systems within the building will be removed and completely replaced. In addition, it is also anticipated that the majority of the building envelope will be removed and replaced to increase energy efficiency, daylighting/views, and overall building appearance. The project will also be seeking a LEED "Silver" rating. Funding for this service is available in the Main Library Renovation Capital Project account. The contractor is currently tracking MWBE participation at 29.61%. For M/WBE information (See Attachment 2, Page 1). The contractor is also pursuing additional MWBE participation if the opportunity is available.

The Bond referendum for this project was approved in November 2016 for \$44.3M. GMP#1 totaled \$4,310,318.00 plus the owner's contingency amount of \$129,310.00 and GMP#2 totals \$34,905,301.00 plus the owner's contingency of \$1,047,159.00 for a combined construction cost of \$39,215,619.00.

**Alignment with Strategic Plan:** This aligns with Goal 4 - Environmental Stewardship - through the improvement of the environmental performance of County buildings to reduce energy use and greenhouse gas emissions from the built environment. The relocation of various departments into this facility also addresses Goal 5 by providing more efficient service delivery and better customer service.

**Resource Persons:** Jay Gibson, P.E., GM; Peri Manns, ASLA, LEED GA, Deputy Director Engineering & Environmental Services; Brenda Hayes-Bright, Assoc. AIA, CDT, Project Manager; Jacqueline Boyce, Purchasing Division Manager; Victor Vines, Vines Architecture; and Joe Thompson, Project Account Manager, Skanska USA

**County Manager's Recommendation:** The County Manager recommends that the Board authorize the County Manager to execute a Construction Manager at Risk construction contract or change order with Skanska Holt Brothers for the Main Library Renovation for GMP #2 in the amount of \$34,905,301.00 and approve the owners construction contingency at (3%) in the amount of \$1,047,159.00 to execute any other related contracts including change orders if necessary not to exceed the available budget of \$35,952,460.00 (bid package B plus alternates and allowances).

**Attachments:** [AAF Supplemental Document - Contract Approval Main Library - GMP#2](#)  
[AAF Attachments Main Library GMP2 SHB120717](#)

**17-0503** **Execution of the Contract Amendment with Vines Architecture, Inc., for the Additional Services for the Main Library Renovation Project. (Project No.: DC094)**

**Agenda Text:** The Board is requested to authorize the County Manager to amend the design contract with Vines Architecture, Inc., (VA) to include the additional services for the

Durham County Main Library Renovation located at 300 N. Roxboro Street in the amount of \$1,142,000.00 thus increasing the overall total compensation for basic design, construction administration and additional services including reimbursable expenses up to \$3,664,510.00. Funding for this amendment is available in the Capital Project account. The current contract amount with VA is \$2,522,510.00.

On December 8, 2014, the BOCC awarded the architectural design contract to Vines Architecture, Inc. for the Main Library Renovation. Vines Architecture's original contract included programming verification of which the previous program completed by the Smithgroup, Inc. in March 2009, included a renovation estimated at 68,600 S.F. This amendment includes modifications Vines Architecture's original contract scope based on the completed programming verification and requests by Durham County to use the C,M delivery method and to perform more extensive construction administration/monitoring including the following: (1) Program increases from 68, 600 S.F. to 84, 804 S.F. (2) Architecture/Engineering support of CM @Risk Construction Delivery Method (3) Additional Landscape Design that will tie the site amphitheater design into the overall plan (4) Addition of a Roofing and Building Envelope Consultant to include full commissioning of the exterior building envelope. The scope of work is summarized in the attached proposal (See Attachment 1, Pages 1-5).

It is recommended that the County proceed with all work described in the proposal dated November 27, 2017 in an amount up to \$1,142,000.00. For MWBE participation information (See Attachment 2, Page 1).

**Alignment with Strategic Plan:** This aligns with Goal 4- Environmental Stewardship - through the improvement of the environmental performance of County buildings to reduce energy use and greenhouse gas emissions from the built environment. Improvements to this facility also addresses Goal 5 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 and Environmental Services, Brenda Hayes-Bright, Assoc. AIA, CDT, Project Manager, Engineering Department; Victor Vines, AIA, Vines Architecture, Inc.

**County Manager's Recommendation:** The County Manager recommends that the Board authorize the County Manager to amend the design contract with Vines Architecture, Inc., to include the additional services for the DCML project in the amount of \$1,142,000.00, thus increasing the overall total compensation for basic design, construction administration and additional services including reimbursable expenses up to \$3,664,510.00.

**Attachments:** [AAF Supplemental Document Vines- Contract Amendment Main Library -11-](#)  
[AAF - Attachments Vines Arch Amendment 11-30-17](#)

[17-0520](#)

**Budget Ordinance Amendment 18BCC000016 Appropriating \$1,524,165 of Capital Financing Fund Balance and Transferring the Funds to the “Pay-As-You-Go” Capital Project Fund in Support of Approval of Capital Project Amendment No. 18CPA000007 to Create a New Capital Project (420DC135-Duke Fiber Project) in the amount of \$1,524,165. Authorize County Manager to Execute a “Not to Exceed” Collaborative Agreement with Duke University in the Amount of \$1,116,665 and to Execute a Contract in the Amount of \$125,000 with Kimberly-Horn for Design, Permitting and Project Management**

Agenda Text:

The Board is requested to authorize the County Manager to: 1) approve a capital project amendment (Capital Project Amendment No. 18CPA000007) creating a new Duke Fiber capital project with \$1,524,165 of funding coming from a budget amendment (Budget Ordinance Amendment 18BCC000016) appropriating available Capital Financing Fund fund balance. 2) The Board is also requested to authorize the County Manager to enter into a collaborative agreement and pay Duke University up to \$1,116,665 (including contingency funding and 1st year maintenance) for the construction and maintenance of fiber optic spurs to connect fourteen (14) County facilities to a shared fiber backbone that will connect to the County fiber network. 3) The Board is requested to authorize execution of a contract for \$125,000 with Kimley-Horn for design, permitting, and project management.

**Duke Fiber Project**

Duke Construction	\$938,232
Building Entry Costs	\$52,500
Contingency	\$150,000
1st Year Maintenance	\$28,400
Equipment Cost	\$355,000
Total:	\$1,524,165

As part of a greater collaborative Triangle Fiber Project (TFP) with MCNC, Duke University has offered Durham County government and City of Durham the use of eight fiber strands each in the fiber optic “backbone route” through Durham County. The Board authorized the Manager to enter into an initial agreement in May 2017 for use of the fiber optic backbone for a 25-year period, if used within three years. To potentially meet the initial use requirements and leverage an opportunity of significantly lower cost to the County during initial construction of the larger Duke project, the

County collaborated with Duke University and the City of Durham to identify respective facilities for fiber optic cable “spurs” off the backbone route to share in and further lower construction cost for each partner.

Kimley-Horn was contracted to provide the analysis to determine the probable cost of spurs and the potential options to share costs between the partners for the construction of the spurs to make use of the fiber backbone. Construction cost of approximately \$20/foot for the outside fiber plant was assumed. This cost includes the cost of materials, construction and fiber splicing. It presumes fiber will be installed in new, underground conduit and is based on historical costs from previous similar projects. The cost analysis did not include the technology equipment necessary to operate and manage the network as they vary significantly on the network architecture needs of each partner. The cost reflects the significant impact of the larger Duke project to leverage pricing; it is estimated construction cost alone would be as much as 50% higher if the County were to individually pursue the project later.

Thirty County facilities were initially included in the analysis. Fifteen facilities were found to be good candidates for the project eliminating others due to the distance from the backbone, cost for construction, limited use and leased facilities.

The selected fourteen facilities below currently have limited bandwidth leased communications services compared to those on the County downtown area fiber rings implemented in 2006. Larger use facilities such as the regional libraries currently have 200Mb service and others 30Mb, 10Mb or less. Fiber connectivity would provide each with 1,000Mb service and reduce leased annual communications services cost by \$109,400. As bandwidth needs increase over time to support growth and new requirements those leased costs would also increase but are eliminated using the fiber. An annual cost estimated at \$28,500 for fiber optic cable maintenance supported by Duke University will be incurred to maintain and repair the new fiber optic spurs.

Cooperative Extension	721 Foster Street
County Stadium	7500 Stadium Drive
EMS Base	402 Stadium Drive
EMS Station 6	226 Milton Road
EMS Station Bethesda (Station 82)	1724 S Miami Blvd
Fire Marshall	2422 Broad Street
North Regional Library	221 Milton Road
Waste Water Treatment Plant	5926 NC Highway 55
SL Warren Library	1201 Fayetteville Street
South Regional Library	4505 S. Alston Ave
Animal Services	2117 W Club Blvd
East Regional Library	211 Lick Creek Lane
EMS Station 2	615 Old Fayetteville Road

Southwest Regional Library

3506 Shannon Road

The fiber optic connectivity will allow these facilities, including our public libraries, to increase bandwidth 5 times or more, providing significant increases to meet business needs, and with a fiber optic network in place, the capacity for future increases as business needs and technology change. Fiber connectivity also provides a potential backbone for future wireless services as that technology moves to greater bandwidths but shorter ranges relying on fiber optic networks for the backhaul.

Duke University has agreed to contract all construction services (directional boring, permitting and locating) along with the initial fiber purchase and will allow Durham County to reimburse after construction is completed.

**Alignment with Strategic Plan:** Efficient and effective operations of business applications supporting citizens across our County departments aligns with Goal 5 (Accountable, Efficient and Visionary Government) of the Strategic Plan.

**Resource Persons:** Greg Marrow, Chief Information Officer

**County Manager's Recommendation:** Authorize the County Manager to: 1) approve a capital project amendment (Capital Project Amendment No. 18CPA000007) creating a new Duke Fiber capital project with \$1,524,165 of funding coming from a budget amendment (Budget Ordinance Amendment 18BCC000016) appropriating available Capital Financing Fund fund balance. 2) Authorize the County Manager to enter into a collaborative agreement and pay Duke University up to \$1,116,665 (including contingency funding and 1st year maintenance) for the construction and maintenance of fiber optic spurs to connect fourteen (14) County facilities to a shared fiber backbone that will connect to the County fiber network. 3) Authorize the County Manager to execute a contract for \$125,000 with Kimley-Horn for design, permitting, and project management.

**Attachments:**

[Attachment 1a DUKE FIBER OPTICS AGREEMENT - FR 18-363](#)

[Duke Fiber - Scope of Services \(draft JB\)111317](#)

[DUKE AAF Supplemental Document JB 11132017 \(SKL update\)](#)

[AAF-16 Legal Form Duke Fiber Project](#)

[CPA-07 Legal Form Duke Fiber Project \(\\$1,524,165\)](#)

[Kimberly-Horn Consulting Contract](#)

**17-0523**

**Use of Annual Capital Outlay Funding for a Multiyear Purchase of 8 Activity Buses for Durham Public Schools**

**Agenda Text:**

At the October 12, 2017 Durham Public Schools Operational Services & Policy Work Session, the Board of Education approved the purchase of 8 activity buses using a lease purchase agreement with Carolina Thomas, LLC (State Contract Vendor) and Daimler Chrysler. This transaction requires approval by the BOCC as defined under N.C. Gen. Stat. §§ 115C-528 and 115C-441. Installment purchase

contracts exceeding a three-year term and \$250,000 in financing are considered “continuing contracts for capital outlay,” and are subject to approval by the board of county commissioners. (*See, e.g.,* N.C. Gen. Stat. § 115C-528(e), (g) and § 115C-441(c1).)

In addition, the repayment term is less than five years, so the requirement for Local Government Commission approval does not apply since only contracts with terms of five or more years and involving \$500,000 in financing require such approval. (*See* N.C. Gen. Stat. § 115C-528(f) and § 159-148.)

Durham Public Schools will use annual capital outlay funds for this request; therefore no additional funding from the County is required.

**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:** G. Scott Denton, Assistant Superintendent - Auxiliary Services

**County Manager’s Recommendation:** The County Manager recommends that the Board approve the use of annual capital outlay funds to support a multiyear installment purchase contract for 8 activity buses.

**Attachments:**

[Trans - Activity Bus Purchase - 9-17 - Precis \(2\)](#)

[DPS Installment Purchase Contract Supplemental Document](#)

**17-0526**

**Receive an Application to Provide Non-Emergent Ambulance Service in Durham County and Schedule a Public Hearing**

**Agenda Text:**

The Board is requested to receive an application from MedEx Medical Transport, Inc., for a franchise to provide the following services within Durham County: non-emergency and inter-facility transportation at the Basic & Advance Life Support level; back-up emergency ambulance service at the request of the County; and special events coverage at the request of the County. MedEx Medical Transport, Inc. has fulfilled the requirements for an ambulance franchise set forth in Chapter 12, Article 2, Division 2 of the Durham County Code Ordinances, concerning the franchise of ambulance service. MedEx Medical Transport’s application is attached. A public hearing on the application is required by County ordinance.

**Alignment with Strategic Plan:** These requests align with the following County’s Strategic Goals: Goal 2: Health and Well-being for All, Goal 3: Safe Community Goal 5: Accountable, Efficient, and Visionary Government.

**Resource Persons:** Kevin Underhill, Interim Director of EMS

**County Manager’s Recommendation:** The County Manager recommends that the Board receive the application submitted by MedEx Medical Transport, Inc. and schedule a public hearing on the application as required by County ordinance.

**Attachments:**      [MedEx Application.pdf](#)

**17-0529**      **Light Rail DPAC Station Addition Approval**

**Agenda Text:**      The Board is requested to approve the proposed addition of the DPAC station to the Durham-Orange Light Rail Transit project.

The selection of station locations is critical to the success of any fixed transport system. Some stations are sources of riders coming from home and some stations will primarily be destinations. Walkable stations are even more important in urban areas and near major destinations. A station near DPAC (along Pettigrew between Blackwell and Mangum) meets many applicable criteria for station location and, though not included in the original plan, has been discussed as a potential station location for many years.

GoTriangle staff have indicated that the \$2.5 million cost of the DPAC station can be absorbed by the project budget. Unlike the Gateway Station update, however, the addition of the DPAC station is a “Category 1” change (see attached memo) which therefore requires the approval of Durham and Orange County BOCCs as well as the DCHC-MPO Policy Board and GoTriangle Board of Trustees.

**Alignment with Strategic Plan:** A functioning light rail system will have impacts across all goal areas of our Strategic Plan.

**Resource Persons:** Matthew Clark, GoTriangle

**County Manager’s Recommendation:** The County Manager recommends that the Board approve the proposed station area addition.

**Attachments:**      [DPAC Station Addition Memo](#)  
                                 [Supplemental Document on DPAC Station Addition](#)

**17-0530**      **Budget Ordinance Amendment No. 18BCC000017 to Recognize Funds in the Amount of \$18,723 From the Alamance County Health Department for Implementation of the Minority Diabetes Prevention Program**

**Agenda Text:**      The Board is requested to approve Budget Ordinance Amendment No. 18BCC000017 to recognize funds in the amount of \$18,723 from Alamance County Health Department for implementation of the Minority Diabetes Prevention Program.

The Board of Health has approved this amendment.

Please note that this amendment requires no additional County funds.

**Alignment with Strategic Plan:** This program aligns with Strategic Goal 2: Health and Well-being for All.

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

**County Manager's Recommendation:** The County Manager recommends that the Board of County Commissioners approve Budget Ordinance Amendment No. 18BCC000017 to recognize funds in the amount of \$18,723 from Alamance County Health Department for implementation of the Minority Diabetes Prevention Program.

**Attachments:** [MDPP Agreement 7-2017 18,723 Corrected Version](#)  
[AAF Supplemental Document - Noncontract - MDPP \\$18,723](#)  
[AAF-17 Legal Form Public Health Alamance County Funds for Diabetes Preven](#)

**17-0533** **Durham City-County Appearance Commission Interlocal Agreement Renewal**

**Agenda Text:** The Board is requested to review and approve this renewal of the Interlocal Agreement between Durham County and the City of Durham for the continuance of the Durham City-County Appearance Commission.

Attachments:

**Attachment A:** Memorandum

**Attachment B:** Interlocal Agreement (clean)

**Attachment C:** Interlocal Agreement (with mark-up)

**Alignment With Strategic Plan:** The Durham City-County Appearance Commission supports *Goal 4: Environmental Stewardship and Community Prosperity* by advising on beautification and appearance related matters that can enhance Durham County's reputation as an excellent place to live.

**Resource Persons:** Matthew Filter, Senior Planner, and Patrick Young, AICP, Planning Director.

**County Manager's Recommendation:** The County Manager recommends that the Board review and approve this renewal of the Interlocal Agreement between Durham County and the City of Durham for the continuance of the Durham City-County Appearance Commission.

**Attachments:** [00 BOC 12112017 Cover Sheet](#)  
[01 BOC 12112017 Attachment A Memorandum - Updated Nov 28, 2017](#)  
[02 BOC 12112017 Attachment B Interlocal Agreement \(clean\)](#)  
[03 BOC 12112017 Attachment C Interlocal Agreement \(mark-up\)](#)

**17-0534** **Interlocal Agreement Reauthorizing the Durham Bicycle and Pedestrian Advisory Commission**

**Agenda Text:** The Board is requested to authorize the execution of an Interlocal Cooperation Agreement with the City of Durham to reauthorize the Durham Bicycle and Pedestrian Advisory Commission.

**Summary.** The Durham Board of County Commissioners and the Durham City

Council established the Durham Bicycle and Pedestrian Advisory Commission (BPAC) through an Interlocal Agreement in 2001. The current Agreement was approved in 2013 and will soon expire. A new Interlocal Agreement needs to be approved. The term of the new Agreement is from December 1, 2017 to November 30, 2021, and includes one change suggested by the Bicycle and Pedestrian Advisory Commission - an additional item has been added to the list of duties in Section III of the document regarding transportation equity.

**Attachments:**

Attachment 1: Interlocal Cooperation Agreement to Reauthorize the Durham Bicycle and Pedestrian Advisory Commission.

Attachment 2: BPAC Calendar Year 2016 Annual Report

**Alignment with Strategic Plan:** The Interlocal Agreement 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:** Dale McKeel, AICP, Bicycle and Pedestrian Coordinator, [dale.mckeel@durhamnc.gov](mailto:dale.mckeel@durhamnc.gov) <<mailto:dale.mckeel@durhamnc.gov>> 560-4366, ext. 30421.

**County Manager's Recommendation:** The County Manager recommends that the Board authorize the execution of an Interlocal Cooperation Agreement with the City of Durham to reauthorize the Durham Bicycle and Pedestrian Advisory Commission.

**Attachments:** [BOC\\_CoverSheet\\_bpacinterlocal](#)  
[BPACInterlocal\\_Memo\\_final](#)  
[2017\\_BPAC\\_Interlocal\\_Agreement](#)  
[BPAC\\_Annual\\_Report\\_2016](#)

**17-0538** **Approve the Contract to Acquire Services Using IS&T Operational Budget Set Aside for Miscellaneous Contracting Services from SAGE Group Consulting in the amount of \$52,850 for the Contract Management Project with a Project Budget Amount not to Exceed 60,000**

**Agenda Text:** The Board is requested to authorize the County Manager to acquire services from SAGE Group Consulting using IS&T operational budget set aside for miscellaneous contracting services to provide the necessary short-term specialized technical skills for finance configuration, workflow development, and programming support to implement contract management and digital signatures countywide, resulting in a more efficient, effective, and secure contract management process within Durham County.

The Purchasing Division, in an effort drive automation and improve business processes, has piloted electronic signature in two departments and are now ready to

expand its usage into other departments to drive efficiencies. However, to ensure electronic signature is being used effectively and efficiently, it requires decentralizing the existing SAP function by which contract information is entered into SAP. This change allows departments to take on this function with the Purchasing Division providing the final approval once they have reviewed the contract documents. Consulting expertise are being requested to complete the configuration, technical, and development requirements of this this project. The specialized skillsets needed are for Workflow development, Finance configuration, and ABAP workbench forms. This work results in efficiency improvements in the Purchasing Division, through the use of digital signatures and digital storage of contracts and support for contract documentation - eliminating the need for paper based documents circulating throughout the enterprise and improving our data management security as well.

**Alignment with Strategic Plan:** Efficient and effective operations of business applications supporting citizens across our County departments aligns with Goal 5 (Accountable, Efficient and Visionary Government) of the Strategic Plan

**Resource Persons:** Greg Marrow, Chief Information Officer

**County Manager's Recommendation:**

The County Manager recommends that the Board authorize the County Manager to execute a contract with Sage Group Consulting, Inc. for \$52,850 utilizing the IS&T operational budget and a project budget amount not to exceed \$60,000. The purchase will provide the necessary short-term specialized technical skills for finance configuration, workflow development, and programming support to implement contract management and digital signatures countywide, resulting in a more efficient, effective, and secure contract management process within Durham County.

**Attachments:** [SAP SAGE Contract](#)

[SAGE Group Agenda Action Form vGREG](#)

**17-0547** **Amendment to Solid Waste Convenience Site Collection Services Contract**

**Agenda Text:**

The Board is requested to approve the amended Solid Waste Convenience Site Collection Services Contract (RFP 15-015) contract between the County of Durham and Republic Services of North Carolina, LLC to increase the compensation paid to Republic Services of North Carolina, LLC from \$100,000 to \$220,000 for FY 2017-18. This \$122,000 increase will allow the County to provide uninterrupted solid waste and yard waste collection service at its four convenience sites and successfully implement its pilot program where Solid Waste Division staff will provide container hauling services to the Redwood Convenience Site, Durham County Courthouse, Detention Facility, Health and Human Services Complex, and Warehouse. The \$122,000 will be transferred from an unexpended balance of \$362,675 within the Solid Waste Fund Center in the Environmental Protection

Functional Area specifically the 41904300005200160100 Contracted Services budget line.

**Alignment with Strategic Plan:** Durham County Government through State Statutes and County Code of Ordinances is responsible for properly managing and disposing of the solid waste and recyclable materials generated in the unincorporated areas of Durham County. These responsibilities align with Strategic Plan Goal 4- Environmental Stewardship, by reducing the amount of solid waste disposed in landfills.

**Resource Persons:** Motiryo Keambiroiro, General Services Director; Brian S. Haynesworth, Solid Waste Program Manager; David N. Ades, Budget Analyst and Chrissie Koroivui, Waste Reduction Supervisor

**County Manager's Recommendation:** The County Manager recommends that the Board approve the amended Solid Waste Convenience Site Collection Services Contract (RFP 15-015) contract between the County of Durham and Republic Services of North Carolina, LLC to increase the compensation paid to Republic Services of North Carolina, LLC from \$100,000 to \$220,000. This \$122,000 increase will allow the County to provide uninterrupted solid waste and yard waste collection service at its four convenience sites and successfully implement its pilot program where Solid Waste Division staff will provide container hauling services to the Redwood Convenience Site, Durham County Courthouse, Detention Facility, Health and Human Services Complex, and Warehouse. The \$122,000 will be transferred from an unexpended balance of \$362,675 within the Solid Waste Fund Center in the Environmental Protection Functional Area, specifically the 41904300005200160100 Contracted Services budget line.

**..Signature**

**Attachments:**

[Republic Services Contract Amendment FY18 Added Compensation](#)

[AAF Suppl Doc - Convenience Site Collections Services Contract Amend 11 29](#)

**17-0548**

**Courthouse Camera Replacement**

**Agenda Text:**

The Board is requested to receive the staff report and provide staff with policy guidance towards the replacement of 132 Pelco digital cameras and 5 Pelco analog pan-tilt-zoom (PTZ) cameras at the County Courthouse.

Staff is requesting policy direction regarding the aspects of a proposal to replace 132 Pelco digital interior and exterior cameras and 5 Pelco analog PTZ cameras at the Durham County Courthouse through an amendment to the existing Brady Integrated Security S-2 video management system installation contract.

In November 2017 the S-2 video management system approved by the BOCC was installed. During system acceptance it was discovered that the remaining Pelco digital cameras would not allow the S-2 system to record on motion. S-2 and Brady

Integrated Security could not find a patch or work around due to the age of the Pelco cameras as well as the proprietary nature of the camera internal software. The existing analog PTZ cameras do not provide sufficient resolution to allow for adequate assessment of activities on the courthouse exterior plus they are nearing end of life. Replacement of the Pelco cameras is necessary to allow for the minimum 30 days of video storage as well as ensuring that all Courthouse cameras are functional.

Attachments: Attachment A: Brady Integrated Security contract amendment, Brady quote, AAF supplemental

**Alignment with Strategic Plan:** Enhancing courthouse security. Goal 3 regarding Safe and Secure Community

**Resource Persons:** Motiryo Keambiroiro, Director, General Services and Ed Miller, Security Manager

**County Manager's Recommendation:** The County Manager requests that the Board Request the BOCC to amend the Brady Integrated Security contract by \$79,009.02, using existing capital project funds. Although the action requires a contract increase, the overall CIP project budget has the funds needed to support the expense.

**Attachments:** [Courthouse S-2 Brady Contract Amendment 11222017](#)  
[Durham Co Courthouse JCO3b](#)  
[Supplemental AAF](#)

**17-0554** **Request Approval of the Purchase of a 3 Year License, Setup and Training for Concur Travel and Expense Solution and Approval of Budget Ordinance Amendment No. 18BCC000018 Appropriating General Fund Fund Balance in the Amount of \$85,132 for Year 1**

**Agenda Text:** The Board is requested to approve the purchase of a 3-year license, setup and training for Concur Travel and Expense Solution and to approve Budget Ordinance Amendment No. 18BCC000018 appropriating General Fund fund balance in the amount of \$85,132 for Year 1.

Implementing Concur Travel and Expense Solution (Concur) will automate the County's business travel. An automated travel and expense management solution will save the County time and will provide more control over travel expense spending by integrating travel booking and expense tracking into a single service that simplifies the travel process. The solution will be setup to the specifics of Durham County's Travel Policy and will deliver timely information to help manage compliance and reduce the risk of fraud and/or misuse.

Implementing Concur will improve the County's travel processes by providing convenience, speed and accuracy in the travel reporting and in the authorization and payment/reimbursement of business travel expenses. Other significant benefits to

Durham County include:

- Eliminating paper
- Faster reimbursement times
- Gaining improved control of compliance to the County's Travel Policy
- Simplifying processes
- Reducing costs for the administration of County business travel
- Creating a greener solution

With intuitive web-based and mobile tools from Concur, the solution makes it easy for Durham County Employees to book and manage their business travel and complete their expense reports from anywhere, at any time. Automated messages regarding spend limits and alerts simplify compliance making it easy to communicate and enforce policies. Additionally, because all the pieces of travel and expense management are integrated into one solution, users access the system with a single sign-on.

Concur enables:

- Pre-trip approval
- Compliance controls - adherence to travel and expense policies
- GSA rate calculation, expense allocation codes for projects, etc.
- Configurable workflow
- Mobile access
- Back office and front office integration
- Budget insights
- Concur Locate and Active Monitoring - Employee Duty of care and safety
- Concur Drive - GPS Enabled Mileage applications
- Concur Consultative Intelligence Reporting tools

The integrated travel and expense management solution will give the County the reporting and insight to improve the management and compliance in County travel through real-time, complete visibility of all spend amounts and categories. Additionally, the solution enables the County to create auditable reporting to analyze spending by department, vendor, grant, or budget.

Also, Concur works well with our SAP Software. Utilizing solutions/software that do so is a best practice. In addition, Concur can be utilized to maintain the County's procurement card activity which is currently 100% paper. The procurement card activity would become 100% electronic which would serve for the archival of this data and provide reporting for analytics as well.

Attached is the quote for the 3 year license for the setup and annual base fee. Please note that the setup fee is only for the 1st year. Year's 2 and 3 are annual base fee

only. Also, please note page 2 of the attachment is the quote without any discounts and page 3 is the discounted quote. If the County purchases Concur at this time, we are eligible for the 4th quarter discount (calendar year 2017). The savings would be \$30,753.20, \$10,293.84 and \$10,293.84 for year's 1, 2 and 3, respectively, for a total savings of \$51,340.88 (which does not include the savings from eliminating paper, faster reimbursement times, simplifying processes, reducing administrative costs, etc.).

The budget amendment includes an additional \$11,000 for training for a total budget amendment amount for Year 1 of \$85,132.

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

**Resource Persons:** Claudia Hager, General Manager, Goal 5: Accountable, Efficient and Visionary Government, Greg Marrow, Chief Information Officer

**County Manager's Recommendation:** The County Manager recommends that the Board approve the purchase of the 3-year license, setup and training for the Concur Travel and Expense Solution and approve Budget Ordinance Amendment No. 18BCC000018 appropriating General Fund fund balance in the amount of \$85,132 for Year 1.

**Attachments:**

[Durham County 11-21-17](#)

[AAF-18 Legal Form Finance - Concur Travel and Expense Solution Software \(\\$](#)

[AAF Supplemental Doc - Contract Approval Concur Travel & Expense](#)

**17-0556**

**Approval of \$25,000 for Reach Out and Read Expansion**

**Agenda Text:**

The Board is requested to approve the allocation of \$25,000 for expansion of the Reach Out and Read program at the four main pediatric clinics in Durham out of already budgeted funds designated for implementation activities related to the State of Durham's Young Children Report. The Board is further requested to authorize the manager to execute any legal agreements necessary in order for these funds to be allocated.

In the FY17-18 budget, Commissioners ultimately approved \$300,000 for early education initiatives and other implementation items coming out of the State of Durham's Young Children report. Five task forces are working on the main recommendations and prioritizing which actions they think will move the needles most quickly and effectively.

Reach Out and Read (ROR) is a nation-wide, evidence-based program shown to lead to significant gains in early literacy. These gains, in turn, lead to improved kindergarten readiness and development of further literacy skills by 3rd grade. The program basics include basic literacy counseling and the distribution of age-appropriate books at all well-child visits. The four main pediatric clinics in

Durham (Roxboro Rd., Southpoint, Brier Creek, and Lincoln Community Health Center) serve a very high percentage of young children in Durham, and all of them have already been piloting ROR. Implementation has been limited due to lack of funds and the lack of time that the pediatricians, while eager to help implement, have to pursue grants and other outside funding.

The allocation of \$25,000 for the second half of FY17-18 will allow each of the four clinics to ramp up operations so that every parent is receiving this counseling and every child is receiving a book. These funds are already matched with over \$11,000 in private grants / funds and program partners will be seeking an additional \$7,350 from other potential partners to balance the FY17-18 budget. Assuming successful roll-out, the goal is to double the County contribution in FY18-19 (to \$50,000) but to more than match that with private donations.

**Alignment with Strategic Plan:** Early literacy improvements align very strongly with Goal 1 of the County's strategic plan.

**Resource Persons:** Ellen Reckhow, Commissioner; Drew Cummings, Chief of Staff

**County Manager's Recommendation:** The County Manager recommends that the Board approve the allocation of \$25,000 for expansion of the Reach Out and Read program at the four main pediatric clinics in Durham out of already budgeted funds designated for implementation activities related to the State of Durham's Young Children Report. The Board is further requested to authorize the manager to execute any legal agreements necessary in order for these funds to be allocated.

**Attachments:**

[Supplemental Document for 12-11-17](#)

[RORD Rev and Exp for 18 month project 11-20-17](#)

[DurhamChildrensReport.FINAL](#)

## 8. Board and Commission Appointments (10 min)

**17-0560**

### **Board and Commission Appointments**

**Agenda Text:**

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

- Historic Preservation Commission
- Open Space and Trails Commission

The Board of Commissioners recognizes the need to have a representative sample of the citizens of Durham County serve on boards, commissions, committees, and authorities. No citizen may serve more than four consecutive terms for 2-year term boards; three consecutive terms for 3-year term boards; two consecutive terms for 4-year term boards; and one consecutive term for 5 and 6-year term boards in any

one position, unless otherwise stated by statute; or there are no other applicants who meet the eligibility requirements. The Equalization and Review Board shall be exempt from these term limits.

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

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

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

## **9. ITEMS PULLED FROM CONSENT AGENDA (20 min)**

## **10. Adjournment**