



# 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, July 31, 2017

7:00 PM

Commissioners' Chambers

---

### "Public Charge"

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

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

### 7:00 pm Regular Session

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

#### 17-0342 Announcements

Agenda Text:

- 1) The Community is invited to attend the Durham Local Reentry Council's Kick-Off event hosted by the Criminal Justice Resource Center on Monday, August 7, 2017 from 4pm - 6pm. The purpose of the event is to inform the community about a new resource designed to assist justice involved individuals. The kick-off will be held at the Durham Human Services Building located at 414 East Main Street. Light refreshments will be served. This is a collaborative effort that continues to grow and evolve to meet the needs of citizens who have been involved with the justice system. For more information or to rsvp for the event, please contact Karen Shaw at 919-560-0514 or [klshaw@dconc.gov](mailto:klshaw@dconc.gov) <<mailto:klshaw@dconc.gov>>.
- 2) Please plan to participate in one of the 99 registered National Night Out sites tomorrow throughout the City and County. This is a joint partnership between

local law enforcement and neighborhoods to make neighborhoods safer, more caring places to live. Most activities begin by 5:00 pm and end by 9:00 pm. For more information, visit the City of Durham's website - National Night Out, or contact the Public Relations Office at 919-560-4322.

#### 4. Minutes (5 min)

##### [17-0343](#)

##### Minutes

**Attachments:**

[Rougemont Ruritan - April 4, 2017.doc](#)

[Worksession - June 5, 2017](#)

[Strategic Plan Retreat - January 19, 2017](#)

[Regular Session - June 26, 2017](#)

#### 5. Other Business

##### [17-0326](#)

##### Citizen Comments

**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.

#### 6. Ceremonial Items

##### [17-0317](#)

##### Resolution Honoring the Life of Former State Senator Ralph A. Hunt, Sr.

**Agenda Text:**

The Board is requested to extend condolences to the family of the late Ralph A. Hunt, Sr., former State Senator and Durham City Councilman who passed last month. Senator Hunt was elected to the NC General Assembly in 1985 where he served as Chair of the Senate Finance Committee and Majority Whip. He was

also appointed to the State Utilities Commission and served from 1993-2001. Mr. Hunt will always be remembered for his humble spirit, his willingness to help others and for his unselfish manner.

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

**Resource Persons:** Wendy Jacobs, Chair

**County Manager's Recommendation:** The County Manager recommends that the Board extend sincere condolences to the Hunt family on behalf of the citizens of Durham County.

**Attachments:** [Resolution - Senator Ralph Hunt](#)

**17-0337**

**Proclamation - Youth Home Celebrates 70 Years of Service**

**Agenda Text:**

The Board is requested to recognize the Youth Home's 70 years of service to the Durham community. The Durham County Youth Home came into existence because of an idea by Durham Juvenile Court Judge Mamie Dowd Walker. The home was built on a plot of land that was provided by the County and began operations in 1947. This is the first county facility of this kind in the State of North Carolina. The building of a separate facility for juveniles was a progressive and bold move to improve juvenile detention in North Carolina by Durham County.

**Alignment with Strategic Plan:** Goal 3: Safe Community

**Resource Persons:** Angela G. Nunn, Youth Home Director

**County Manager's Recommendation:** The County Manager recommends that the Board recognize with a proclamation the Youth Home's 70 Years of service to the Durham community.

**Attachments:** [Proclamation - Youth Home Anniversary](#)

## 7. Consent Agenda (15 min)

**17-0256**

**Approval of the Updated Interlocal Agreement with Chatham County for Fire Protection Services**

**Agenda Text:**

The Board is requested to approve an updated inter-local agreement with Chatham County, NC for the provision of Fire-Rescue Services. The interlocal agreement has been reviewed and approved by the County Attorney's Office.

The Parkwood Volunteer Fire Department entered into the existing inter-local agreement with Chatham County on June 15, 2015 to provide continued fire protection and prevention services within the Chatham County portion of the Parkwood District. The Parkwood Volunteer Fire Department ceased the provision of Fire and Rescue Services on June 30, 2015 when they were incorporated into the Durham County Fire Rescue Department. Since that time, Durham County Fire Rescue has provided fire protective and prevention

services in that area of Chatham County.

The updated inter-local agreement has been modified to show the agreement is now between Chatham County and Durham County. In addition, at Chatham County's request, the agreement has been modified to show that 99% of the funds collected shall be remitted to Durham County, versus the existing 95% of funds being remitted. The budgeted amount of funding for the inter-local agreement in 2017/2018 is \$350,000.00. County staff believes that this is a fair amount of funding for the services provided by Durham County Fire Rescue.

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

**Resource Persons:** Jim Groves, Fire Marshal/Emergency Management Director

**County Manager's Recommendation:** The County Manager recommends that the Board approve the inter-local agreement with Chatham County and authorize the County Manager to sign and execute the agreement.

**Attachments:**

[Chatham Co Inter-local AAF Supplemental Document - Non-contract](#)  
[DCFR-CHATHAM INTERLOCAL AGREEMENT 2017 vFinal3](#)  
[Fire Department Certificate Iran Divestment](#)

**17-0332**

**Approval of the 1st Lease Amendment for 309 Crutchfield Street between the County of Durham and Alliance Behavioral Healthcare and Authorize the County Manager to Execute the Amendment**

**Agenda Text:**

The Board is requested to approve the 1st Lease Amendment for 309 Crutchfield Street property which houses the Crisis Center and authorize the County Manager to Execute the Amendment.

The amendment was developed based on the following agreed upon changes:

- Include administrative fees in the costs of the rental amount and document costs incurred through June 30, 2017;
- Shift majority of maintenance and repair responsibilities from General Services to Alliance as specified in an attachment;
- Alliance will assume annual rental amount to \$1 since prior rental amount covered the costs of General Services providing maintenance; and
- Document that Alliance will be responsible for the costs of preapproved renovations and any damages done to the building as a result of making such changes, alterations or renovations.

Except for the changes made in the 1st Lease Amendment, the Original Lease Agreement shall remain in full force and effect to the extent not inconsistent with this Lease Amendment. In the event that there is a conflict between the

Original Lease Agreement and this Amendment, this Amendment shall control.

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

**Resource Persons:** Gayle B. Harris, General Manager; Claudia Hager, General Manager; Willie Darby, Attorney; and Motiryo Keambiroiro, General Services Director

**County Manager's Recommendation:** The County Manager recommends that the Board approve the 1st Lease Amendment for 309 Crutchfield Street between the County of Durham and Alliance Behavioral Healthcare and authorize the County Manager to execute the Amendment.

**Attachments:** [AAF Supplemental Document - Contract Approval 1st Lease Amendment for 309 Crutchfield Street](#)  
[Lease Agreement 309 Crutchfield Street](#)  
[REVISED IST AMENDMENT 309 CRUTCHFIELD STREET 7.13.2017](#)

**17-0335** **Records Retention and Disposition Schedule for the Fire Marshal/Emergency Management Department**

**Agenda Text:**

The Board is requested to approve the County Management Records Retention and Disposition Schedule, Standard six (6) - Emergency Services Records as amended, for the Fire Marshal/Emergency Management Department in accordance with N.C. General Statute §121-5(b). This schedule identifies and provides retention and disposition instructions for records that are produced and maintained by the Department. These records are defined under Chapter 132 of the General Statutes of North Carolina as "public records." General Statute §121-5 mandates that these public records be disposed of only in accordance with an official records retention schedule. Such schedules are written by the North Carolina Department of Cultural Resources, Division of Historical Resources in cooperation with the agency or governing body and require the official approval of these bodies, as required by law, for records disposition actions.

Standard six (6) of the Schedule contains a listing and brief description of the types of records that could be maintained by the Fire Marshal/Emergency Management Department and identifies the minimum period of time each record series must be retained. The schedule provides a comprehensive records disposition plan, which, when followed, ensures compliance with statutory authority above. In the event that a state or federal legal requirement, statute, local ordinance, or program requires that a record be kept longer than specified in this schedule, the longer retention period shall be applied. The current County Management Records Retention and Disposition schedule was issued on April 15, 2013 with Standard four (4) - Budget, Fiscal, and Payroll Records being amended on August 28, 2013, Standard 11 - Personnel Records amended on November 7, 2014, and Standard six (6) - Emergency Services Records amended on October 1, 2016.

**Alignment with Strategic Plan:** The agreement aligns the County's Strategic

Goal 3: Safe Community and Strategic Goal 5: Accountable, Efficient, and Visionary Government.

**Resource Persons:** Jim Groves, Fire Marshal and Emergency Management Director

**County Manager's Recommendation:** The County Manager recommends that the Board approve the Records Retention Schedule, Standard six (6) - Emergency Services Records as amended, issued by the North Carolina Department of Cultural Resources for records maintained by the Fire Marshal/Emergency Management Department.

**Attachments:** [Retention Policy Supplemental Form](#)  
[County Management 2016Amendment](#)  
[County Management 20130415 Record Retention Policy](#)

**17-0338 Capital Project Amendment No. 18CPA000001 - FY 2017-18 Appropriation of Approved County Contribution Funds (\$5,305,585) for Multiple Capital Projects**

**Agenda Text:** The Board is requested to approve Capital Project Amendment No. 18CPA000001 appropriating County Contribution funds of \$5,305,585 to thirteen capital projects (seven existing and five new projects). The budget amendment is a standard annual procedure that occurs at the beginning of each fiscal year. The funds were approved in the FY 2017-18 budget and the FY 2017-26 Capital Improvement Plan, and are as follows:

PROJECT	FY2017-18 APPROPRIATION	REVISED PROJECT BUDGET		
<b>PROJECT STATUS</b>				
Ongoing Roof Replacement (4190DC073)	\$54,118	\$2,894,639	Existing	
Ongoing Parking Resurfacing (4190DC074)	\$141,918	\$1,246,632	Existing	
Ongoing HVAC Replacement (4190DC076)	\$92,887	\$1,862,354	Existing	
County Building Envelope Upgrades (4190DC078)	\$500,000	\$1,000,000	Existing	
County Security Improvements (4190DC081)	\$243,798	\$446,366	Existing	
IT Major Laserfiche Upgrade (4200DC102)	\$150,000	\$430,000	Existing	
Open Space & Farmland Acquisition (4730DC083)	\$500,000	\$13,039,375	Existing	
Elections Equipment (4170DC001)	\$860,000	\$860,000	New	
Bethesda VFD Building Support (4190DC082)	\$145,864	\$145,864	New	
18 IT Hardware Upgrade (4200DC106)	\$2,177,000	\$2,177,000	New	
EMS MLK BLVD Station (4410DC134)	\$240,000	\$240,000	New	
Stormwater Retrofit (4730DC143)	\$200,000	\$200,000	New	

**Alignment with Strategic Plan:** Consistent funding support for ongoing capital projects meets the Strategic Plan Goal 5 “Accountable, Efficient, and Visionary Government” by enabling the County to provide the timely upgrades and capital purchases necessary to most efficiently meet infrastructure demands.

**Resource Persons:** Keith Lane, Director, Budget & Management Services

**County Manager's Recommendation:** Approve Capital Project Amendment No. 18CPA000001 appropriating \$5,305,585 of budgeted County Contribution funds for fourteen capital projects.

**Attachments:** [CPA-01 Legal Form Annual County Contribution to capital projects](#)

**17-0339**

**Capital Project Amendment No. 18CPA000002 Closing and Reducing Multiple Completed Capital Projects Allowing Closed Projects to Become Final Assets and Budget Ordinance Amendment No. 18BCC000002 Closing One Related Capital Project Fund Transferring the Balance of Funds to the Debt Service Fund to Service the Debt**

**Agenda Text:**

The Board is requested to approve the official closing of sixteen projects listed below, along with decreasing the budget of four existing projects, and Budget Ordinance Amendment No. 18BCC000002 officially closing one associated general ledger capital project fund. With the approval of this request, an approximate net equity of \$253K will be transferred to the Debt Service Fund to service debt.

<b>Durham County Capital Projects</b>	<b>Increase/Decrease</b>	<b>Project Status</b>
New Justice Center (4190DC066)	(\$208,620.27)	Closing
County Storage Facility (4190DC069)	(\$14,694.26)	Closing
FY12 County IT Hardware Project (4200DC099)	(\$53,691.68)	Closing
Human Services Complex (4730DC070)	(\$385,042.25)	Closing
07 GO Bond Mangum Elementary (SH142)	\$0	Closing
07 GO Bond Parkwood Elementary (SH144)	\$0	Closing
07 GO Bond Fuller Building (SH150)	\$0	Closing
07 GO Bond DPS/Lakewood YMCA Purchase and Renovation (SH153)		\$0 Closing
07 GO Bond Burton Elementary (SH200)	\$0	Closing
07 GO Bond Oak Grove Elementary (SH210)	\$0	Closing
07 GO Bond George Watts Elementary (SH213)	\$0	Closing
07 GO Bond Githens Middle School (SH217)	\$0	Closing
07 GO Bond Lowes Grove Middle School (SH218)	\$0	Closing
07 GO Bond Staff Development Center (SH226)	\$0	Closing
DTCC Campus Improvements (5920CC007)	\$0	Closing
NCML&S Bioquest (6190CD032)	\$0	Closing

<b>Durham County Capital Fund</b>	<b>Fund Number</b>	<b>Fund Status</b>
Computer Hardware Upgrade (2012)	4004550000	Closing

The closing of these completed projects and capital funds is a technical issue as completed (final) capital projects cannot become a final asset and begin depreciation until they are officially closed by the Board. In addition, because the projects are complete, the balance of monies remaining in the above general ledger capital project fund needs to be used to service the related debt or the County will be subject to arbitrage penalties for these monies as long as they remain in the capital project general ledger fund.

**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 K. Quick, Chief Financial Officer; Keith Lane, Budget Director

**County Manager's Recommendation:** The County Manager recommends that the Board approve Capital Project Amendment No. 18CPA000002 approving the official closing of sixteen projects, along with decreasing the budget of four existing projects and Budget Ordinance Amendment No. 18BCC000002 closing one associated general ledger capital project fund to the Debt Service Fund to service the debt. With the closing of the general ledger capital project fund, an approximate net equity of \$253K will be transferred to the Debt Service Fund to service debt.

**Attachments:**

[CPA-02 Legal Form Closing Capital Projects](#)

[AAF-02 Legal Form Close Computer Hardware Upgrade Fund 4004550000](#)

[AAF-02 Supplement Closing Computer Hardware Upgrade Fund and transferrin](#)

**17-0345**

**Contract Amendment for Vincent Valuations LLC**

**Agenda Text:**

The Board is requested to approve an amendment to the contract with Vincent Valuations LLC. The amendment is to extend the services from the 2016/2017 fiscal year through the 2017/2018 fiscal year in an amount not to exceed \$660,000.00.

Vincent Valuations LLC is a Consulting Service that has been working with Tax Administration in data collection, field canvassing, new construction, training of commercial staff appraiser's, reviewing, analyzing, preparing, for the 2019 General reappraisal, they are also assisting with appeals before the Board of Equalization and Review.

**Alignment with Strategic Plan:** Goal 5, Accountable, Efficient, Visionary Government. Vincent Valuations LLC will assist Tax Administration with efficient and transparent analysis and presentation of commercial appeals and assist citizens with the process of appeal presentation.

**Resource Persons:** Kimberly H. Simpson, Tax Administrator

**County Manager's Recommendation:** The County Manager recommends that the Board approve an amendment to a contract with Vincent Valuations LLC through fiscal year 2017/2018 in an amount not to exceed \$660,000.00.

**Attachments:**

[AAF Supplemental Document - Contract Approval Vincent Valuations 2017-18](#)

[Vincent Valuations contract](#)

**17-0346**

**Budget Ordinance Amendment No. 18BCC000001 to Recognize Grant Funds in the Amount of \$750.00 from Shift NC "All Together Now" Award for the Youth Home**

**Agenda Text:**

The Board is requested to approve budget Ordinance Amendment No. 18BCC000001 to recognize \$750.00 from Shift NC "All together Now" for the Youth Home. The Youth Home received the first installment award of \$1,250.00 in May of 2016 (FY2015-16). These funds are a continuation of the

original grant award.

The project will help build and strengthen a referral network to link young people to quality care. The funds will be used to purchase materials to educate youth on health lifestyles.

**Alignment with Strategic Plan:** This request aligns with Goal 3: Safe Community, Goal 2: Health and Well-being for All, and Goal 5: Accountable, Efficient and Visionary Government.

**Resource Persons:** Angela G. Nunn, Youth Home Director

**County Manager's Recommendation:** The County Manager recommends that the Board approve Budget Ordinance Amendment No. 18BCC000001 to recognize \$750.00 from Shift NC "All Together Now" for the Youth Home.

**Attachments:** [AAF Supplemental Document -Shift NC July-2017](#)

[MOA Shift](#)

[AAF-01 Legal Form Youth Home Shift NC All Together Now \(\\$750\)](#)

#### **17-0347**

#### **Appoint Voting Delegate to NC County Commissioners' Conference**

**Agenda Text:**

The Board is requested to appoint Ellen Reckhow as the voting delegate to the NC County Commissioners' Conference to be held August 10-13, 2017 in Durham County, NC.

**Alignment with Strategic Plan:** Goal 5

**Resource Persons:** Wendy Jacobs, Chair; V. Michelle Parker-Evans, Clerk

**County Manager's Recommendation:** The County Manager recommends that the Board approve Ellen Reckhow as the voting delegate for the NC County Commissioners' Conference.

#### **17-0349**

#### **Approve Needed Fee Schedule Changes for Public Health Family Planning Contraceptives**

**Agenda Text:**

The Board is requested to approve needed fee schedule changes for Public Health Family Planning Contraceptives.

Supply limits have prevented the department from being able to procure less expensive Intrauterine Device (IUD) Liletta and injection Depo-SubQ Provera. Therefore the currently used IUD (Mirena) and injection Depo-Provera have to be continued. We will add the two new contraceptive items to our formulary when they are sufficiently available. This amendment is also to correct the fee for Depo-SubQ Provera injection to 6.24 (from .01 to .06 per 104 units).

Mirena	46.47
Depo-Provera	24.00
Depo-SubQ Provera	6.24

The Board of Health has approved this amendment.

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

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

**County Manager's Recommendation:** The County Manager recommends that the Board approve needed fee schedule changes for Public Health Family Planning Contraceptives.

## 8. Public Hearings

### [17-0354](#) Public Hearing - The Hill Center, Inc.

**Agenda Text:**

The Board is requested to hold a public hearing and receive comments on educational facilities of The Hill Center, Inc. to be financed with proceeds from the issuance of tax-exempt bonds by the Public Finance Authority.

At the conclusion of the public hearing, the Board is requested to adopt the attached resolution entitled: RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF DURHAM, NORTH CAROLINA, APPROVING THE ISSUANCE BY THE PUBLIC FINANCE AUTHORITY (WISCONSIN) OF UP TO \$4,000,000 AGGREGATE PRINCIPAL AMOUNT OF ITS EDUCATIONAL FACILITIES REVENUE BONDS (THE HILL CENTER), SERIES 2017 FOR THE PURPOSE OF REFINANCING CERTAIN FACILITIES IN THE COUNTY OF DURHAM, NORTH CAROLINA

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

**Resource Persons:** Lowell L. Siler, County Attorney

**County Manager's Recommendation:** The County Manager recommends that the Board hold the public hearing and adopt the attached resolution.

**Attachments:**

[2017 The Hill Center - TEFRA \(Durham County\)](#)

[Affidavit - Hill Center](#)

[Hill Center--Durham County minutes](#)

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

### [17-0344](#) 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:

- Convention Center Authority
- Durham-Wake Counties Research and Production Service District

- Homeless Services Advisory Committee
- Library Board of Trustees

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

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

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

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

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

## **11. Adjournment**