



Durham County

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

Meeting Agenda Board of County Commissioners

Thursday, February 8, 2018

8:30 AM

Commissioners' Chambers

Worksession (Thursday Meeting date)

"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.

8:30 am Worksession Agenda

1. Citizen Comments

[18-0610](#)

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:**18-0576****Presentation of 2017 Resident Survey Data - 30 min****Agenda Text:**

The Board is requested to receive the presentation on 2017 resident survey data and ask any questions they wish.

For the third consecutive year, Durham County has partnered with the City of Durham to conduct a resident survey. The survey, which was conducted in late Fall 2016, presents information about service quality and resident prioritization of services. This data, including trends from the past two years, will be used to help Durham County make service improvements in the spirit of the County's continuous improvement model, Managing for Results. The survey also enables Durham County to compare itself to other, similar-sized communities across America.

Alignment with Strategic Plan: Statistically valid survey data covering a broad range of City and County services and resident opinions helps across all goal areas.

Resource Persons: Jason Morado, ETC Institute; Drew Cummings, Chief of Staff; Michael Davis, Strategic Initiatives Manager

County Manager's Recommendation: The County Manager recommends that the Board receive the presentation on 2017 resident survey data and ask any questions they wish.

Attachments:

[REPORT - Durham City and County Resident Survey - County Report \(January](#)

[Durham County GIS Maps - Feb 2, 2018 - Compatibility Mode](#)

[2017 Durham City County Survey document](#)

[Supplemental Document for Resident Survey Discussion 2-8-17](#)

18-0637**Classification and Compensation Study - 45 min****Agenda Text:**

The Board is requested to authorize the County Manager to enter into a contract with Management Advisory Group International (MAG), Inc. to conduct a comprehensive Classification and Compensation Study for the County as specified in RFP #18-015. The funding was budgeted and approved by the board in the Fiscal Year 2017-18 budget.

The study will include performing a comprehensive review of the County's classification and compensation systems. The proposal was reviewed by an Evaluation Committee of County Employees which included detailed reference checks. In addition, Management Advisory Group International, Inc. was interviewed by county employees. Based on the RFP proposal, interview process and reference checks, staff recommends Management Advisory Group International (MAG), Inc to complete the classification and compensation study.

Alignment with Strategic Plan: The Classification and Compensation Study aligns with Goal 5 Accountable, Efficient and Visionary Government; Objective 5.2: Talented workforce - Attract, recruit and retain talented workforce.

Resource Persons: Kathy Everett-Perry, Human Resources Director and Tony Noel, Human Resources Manager

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to enter into a contract with Management Advisory Group International (MAG), Inc. to conduct a comprehensive Classification and Compensation Study for the County as specified in RFP #18-015. The funding was budgeted and approved by the board in the Fiscal Year 2017-18 budget.

Attachments:

[Supplemental - RFP Award Class and Comp Study](#)

[MAG Proposal to Durham County \(003\)](#)

[Classification and Compensation Study Overview to BOCC - Feb 2018](#)

[MAG Detailed Tasks and Timeline for Class and Comp Study Feb 2018](#)

18-0630

Light Rail Quarterly Update - 30 min

Agenda Text:

The Board is requested to receive this update from GoTriangle staff on the status of the Durham Orange Light Rail Transit (DOLRT) project.

GoTriangle staff have previously agreed to bring the Durham County Board of County Commissioners quarterly updates on the progress of this important community project. In this update, GoTriangle will offer a general update on the status of the transit plans and a more detailed overview of topics related to the status of the Durham-Orange Light Rail Transit Project including contracts, DBE participation, funding, contingency funds, schedule, design progress, and public involvement.

Alignment with Strategic Plan: With its impacts on housing, economic development, and the sustainability of our community, the DOLRT project touches particularly strongly with Goals 1 and 4 of our Durham County Strategic Plan.

Resource Persons: John Tallmadege and Matthew Clark of GoTriangle; Drew Cummings, Chief of Staff

County Manager's Recommendation: The County Manager recommends that the Board receive this update from GoTriangle staff on the status of the Durham Orange Light Rail Transit (DOLRT) project.

Attachments:

[GoTriangle Feb.2018 quarterly DOLRT update](#)

18-0639

Joint City-County Committee on Public Confederate Monuments and Memorials - 15 min

Agenda Text:

The Board is requested to receive a report on the framework for the Joint City-County Committee on Public Confederate Monuments and Memorial that came out of the meeting of the City and County Clerks, City and County Managers, Mayor and Chair of Board of County Commissioners. The next steps are the final approval

of this framework to move forward with the committee appointment process.

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 receive the report, suspend the rules, and approve the report to move forward with the committee appointment process.

Attachments: [City-County Monument Committee](#)

18-0617

Request to Approve Six Positions Mid-Year for the Department of Social Services Child Welfare Division - 15 min

Agenda Text:

The Board is requested to review and approve six new positions for the Department of Social Services Child Welfare Division. This request is seeking authorization to establish five new Child Welfare Social Worker Positions and a Child Welfare Social Worker Supervisor to deliver Child Protective Services for the County of Durham.

This request is being generated due to a staffing shortage within Child Protective Services that prevents the Department from meeting the required caseload standard of 1 worker per 10 cases. In addition, new state legislation is driving performance standards for County Social Services that will require certain benchmarks be met within the program or the County could face potential corrective actions and/or state assumption of the program. Ensuring adequate staffing capacity is one of the critical steps in meeting new state requirements under HB 630.

This request will not require any additional funding from the County for FY2018. The positions will be funded from lapsed salaries identified from currently vacant positions within DSS. Starting July 1, 2018, to maintain these new positions and all other current positions within Child Welfare, DSS will request an additional \$593,333 in the FY2019 budget request.

Alignment with Strategic Plan: This request aligns with Strategic Goal 2, Health and Well-Being for All as it provides the staffing capacity to help ensure healthy children and youth through Protective Services. In addition, this request supports Strategic Goal 3, Safe Community, by providing the capacity for the Department to ensure safety for children from abuse and neglect and reduce the risks of harm or death to children due to abuse/neglect.

Resource Persons:

Ben Rose, Director; Jovetta Whitfield, Assistant Director; Ann Granby, Program Manager

County Manager's Recommendation: The County Manager recommends that the Board approve 6 new positions for the Department of Social Services Child

Welfare Division.

Attachments:

[Mid-Year Position Request Justification Letter](#)

[County Comparative chart](#)

[FTE to Caseload Ratio Q2 FY18 County Comparison Graph](#)

[Funding Memo for Mid-Year Request](#)

[HB 630 General Overview](#)

[House Bill 630 Text](#)

[Child Welfare Strategic Five Year Plan](#)

[DSS powerpoint presentation feb 8 2018](#)

18-0603

Security Services Contract Amendment - HHS Screening Officer Additions, Specialty Pay and Insurance Increases - 15 min

Agenda Text:

The Board is requested to receive the staff report and provide staff with policy guidance towards the implementation of a security screening pilot program at the Health and Human Services building, the creation of a sergeant and dispatcher specialty designation with hourly pay increases, and the inclusion of insurance costs.

Staff is requesting policy direction regarding the aspects of a proposal to provide additional security officers and screening equipment to implement a security screening process in the main lobby of the Health and Human Services building.

The Department of Social Services board has requested that the county add a security screening process at the HHS main entry lobby to mitigate the threat of weapons and other prohibited items from being brought into the facility. Security vulnerability assessments conducted in 2014 by Security Management Consultants as well as a subsequent assessment performed by the Security Manager in 2015 and 2016 identified this concern as a risk to employees, contractors, and visitors to HHS.

To properly provide a screening process it will be necessary to install two walk-through metal detectors, provide the electrical infrastructure for this equipment, and increase security staffing by five full-time and two part-time officers at a cost of \$ 107,875.35.

The span of control for Nighthawk site leadership is currently at 1:45 officers. Staff is recommending that a sergeant designation and subsequent hourly pay increase be implemented to provide a more successful organizational layout.

Dispatchers are a key position within the security organization and require specialty training and skills. Staff is recommending that a specialty designation of Dispatcher be created with a subsequent hourly pay increase to compensate for the additional training and duty requirements.

Nighthawk has implemented an insurance plan for their employees that has generated

an additional cost for the contract.

Alignment with Strategic Plan: Goal 3 Safe and Security Community

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

County Manager's Recommendation: The County Manager recommends that the Board to receive the staff report and provide staff with policy guidance towards the implementation of a security screening pilot program at the Health and Human Services building, the creation of a sergeant and dispatcher specialty designation with hourly pay increases, and the inclusion of insurance costs.

Attachments: [Durham Contract Cost Increases Letter](#)
[Contract Amendment HHS Screening 01052018.docx](#)
[Nighthawk Security Organizational Structure](#)
[Supplemental - Security Contract Amendment](#)

18-0640 Board Directives

Agenda Text: The Board is requested to review follow-up for earlier Board directives and ask any questions they wish.

County staff are getting more accustomed to the new directive management and follow-up system. Staff continue to draft the follow-up items during meetings and firm them up in the day or two following the meeting. Follow-up items will require different amounts of time for appropriate follow-up, but the noted staff have been asked to note current status and expected time frames in all cases.

Alignment with Strategic Plan: This item is strongly aligned with Goal 5 - accountable, efficient, and visionary government.

Resource Persons: Drew Cummings, Chief of Staff

County Manager's Recommendation: The County Manager recommends that the Board review follow-up for earlier Board directives and ask any questions they wish.

Attachments: Links to Directives

3. Consent Agenda (15 min)

18-0599 Contract Amendment for Cox & Company

Agenda Text: The Board is requested to approve an amendment to the contract with Cox & Company. The amendment is to extend the services from the 2017/2018 fiscal year in an amount not to exceed \$135,000.00.

Cox & Company is the developer and provider for the Durham County Computer Assisted Mass Appraisal (CAMA), Tax Billing and Collection systems. Cox & Company will provide maintenance and support for the One/Tax software. One/Tax is a fully integrated, multi-year system for County Government Tax Departments in North Carolina. The amended request is for an additional module to the software known as CAPS Application Software. The module will allow for a field application for appraisers to complete field work in the field versus the need for additional resources for keying the field work in the office. The application will be used for the 2019 General Reappraisal (Revaluation).

Alignment with Strategic Plan: Goal 5, Accountable, Efficient, Visionary Government. Having one software vendor providing this full scope of services from valuation to collections provides the greatest coverage of needs with the least integration issues.

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 Cox & Company through fiscal year 2017/2018 in an amount not to exceed \$135,000.00.

Attachments:

[Cox & Co amendment](#)

[DRH CAPS](#)

[Supplemental Item - Cox amendment.docx](#)

18-0601

Contract Amendment for Westaff

Agenda Text:

The Board is requested to approve the amendment to the current contract with Westaff to increase the previously approved amount of \$109,000.00 to an amount not to exceed \$189,000.00.

Westaff is a temporary staffing agency currently used to assist in the data entry process for the 2019 General Reappraisal data entry project that requires the relisting of 115,000 parcels. The County has followed the new General Reappraisal Guidelines set forth by the NC Department of Revenue requiring that all property be relisted for the reappraisal process. To ensure the department meets the timeframe for setting value for the 2019 General Reappraisal additional data entry personnel has been required to complete the task. All data entry for the reappraisal must be completed prior to September 1, 2018 to prepare for the change of value notices that will be mailed in December of 2018.

The Tax Administration Office requests approval to amend the current contract with Westaff for an additional \$80,000.00; for a total not to exceed \$189,000.00.

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

Government. Westaff has placed several temporary staff within our organization. Several of those placements have previous tax office experience resulting in minimal downtime allowing us to be more efficient in our training efforts and data entry projects.

Resource Persons: Kimberly H. Simpson, Tax Administrator

County Manager's Recommendation: The County Manager recommends that the Board amend the contract with Westaff for temporary staffing purposes and approve the Contract Amendment to increase the contract amount by \$80,000.00 to an amount not to exceed \$189,000.00.

Attachments:

[Westaff Contract Amendment](#)

[AAF Supplemental data for Westaff 2018.docx](#)

18-0605

Social Services Budget Ordinance No. 18BCC000020 Recognizing First Presbyterian Church Contribution of \$8,000 and SHIFT NC Contribution of \$2,000 for a Total of \$10,000

Agenda Text:

The Board is requested to approve the Department's request to recognize funds subsequent to the adoption of the FY2017-2018 budget.

First Presbyterian Church (FBC) will contribute a minimum of one thousand eight hundred seventy-five dollars (\$1,875) per quarter for housing and utility assistance or miscellaneous expenses with supervisory approval and contribute one hundred twenty-five dollars (\$125) per quarter for medical assistance. DSS will assess clients for eligibility based on current criteria for emergency assistance. If the eligible client's need exceeds DSS criteria then FPC Funds can be used to meet a one-time per year crisis need for housing or utilities. The Department recognizes \$8,000 and will adhere to the two year terms of the Memorandum of Understanding entered into on September 1, 2016. No County dollars are required.

SHIFT NC (Sexual Health Initiatives For Teens): SHIFT NC is a statewide nonprofit providing community support to a variety of youth-serving organizations in Durham to support organizations' capacity to connect young people (ages 15-19) to quality sexual and reproductive health services that meet their needs. DSS has entered into a Memorandum of Understanding with SHIFT NC to receive \$500 per quarter for Fiscal Year 2017 and 2018. DSS identified staff will participate in training opportunities offered by SHIFT NC to support this effort; provide staff with supportive materials that can be distributed to youth and make referrals most appropriate for the youth. The Department recognizes \$2,000 and will adhere to the two year terms (Fiscal Year 2017 and 2018) of the Memorandum of Understanding. No county dollars are required.

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

Resource Persons: William Rose, Director; Janeen Gordon, Assistant Director, and Jovetta Whitfield, Assistant Director

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No. 18BCC000020 recognizing First Presbyterian Church contribution of \$8,000 and SHIFT NC contribution of \$2,000 for a total of \$10,000.

Attachments: [First Presbyterian & SHIFT NC AAF Supplemental Doc](#)
[AAF-20 Legal Form DSS FBC contribution \(\\$8,000\) and SHIFT NC \(\\$2,000\)](#)

18-0628 **Execution of Architectural Design Service Contract with DTW Architects and Planners, Ltd. for the Administration Building Renovations Project No.: DC 137**

Agenda Text: The Board is requested to authorize the County Manager to execute a contract with DTW Architects and Planners, Ltd. of Durham to provide architectural services for renovations to the Durham County Administration Building, located at 200 E. Main Street, Durham, in the amount of \$691,000.00 plus additional services and reimbursable expenses in the amount of \$30,000.00 for a total not-to-exceed amount of \$721,000.00 (Attachment 1, p. 1).

The Request For Qualifications (RFQ) for architectural services for the project was advertised in local newspapers on February 11, 2017. Five (5) responses were received on March 9, 2017 and were evaluated by a selection committee representing Legal, Purchasing, County Manager, 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. M/WBE participation proposed by the project team is approximately 48%, significantly exceeding the general County aspirational goal of 25% MWBE participation (Attachment 1, p. 2).

An initial Needs Assessment and Building Systems Analysis was conducted by DTW Architects to determine the space needs of each department and proposed building space allocation, along with an assessment of the condition of existing building systems. This findings of this preliminary investigation and work form the basis for the scope of work contemplated by the attached Architectural Scope of Services as presented in this Agenda Action Item.

It is recommended that the County proceed with all work described in the proposal dated January 11, 2018. Funding for the architectural design contract is available in the Administration Building Renovation Capital Project Account.

Alignment with Strategic Plan: This aligns with Goal 5 - Accountable, Efficient and Visionary Government - 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; 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 Administration Building Renovation project in the amount of \$691,000.00 plus a reimbursable amount of \$30,000.00 thus totaling a not to exceed budget of \$721,000.00.

Attachments: [AAF - Backups - Administration Bldg Renovations - DTW Architects and Planners](#)
[AAF - Supplemental Document Form - Administration Bldg Renovations - DTW](#)

18-0632 **Resolution Supporting NCDOT Project to Resurface a Portion of Page Road**

Agenda Text: The Board is requested to approve the attached resolution, which NCDOT requires to move forward with the project.

NCDOT is planning to both strengthen and resurface the portion of Page Road between Chin Page Road and TW Alexander (see attached map) in 2017. The extra strengthening, designed to help the road handle both current and future traffic, is anticipated to cost approximately \$400,000 and thus requires a resolution of support from all relevant local boards, which in this case are the Wake County and Durham County Boards of County Commissioners. No County funds would be required for expended as part of this project.

The width of the road does not make it suitable for any easy additional of bicycle lanes / facilities, nor is there time, given the specific source of funds for this project, to try to assemble funding to acquire additional right-of-way, for example. The source of funds is called "High Impact/Low Cost" and has essentially replaced the old Small Construction funds. Whatever projects are chosen have to be under construction within 12 months, which rules out many, more complex project.

NCDOT uses criteria to screen, but not rank, projects, and they include AADT, accident rate, existing lane width, improvement to Level Of Service (LOS), non-highway components, other funds, and County Tier Designation. According to NCDOT representative Mike Kneis, "It's a fairly easy bar to qualify, but the 12 months and R/W (right-of-way) issues will keep a lot of projects out."

Alignment with Strategic Plan: Well-paved roads are important for many important activities across all five of our Strategic Plan goals.

Resource Persons: Drew Cummings, Chief of Staff

County Manager's Recommendation: The County Manager recommends that the Board approve the attached resolution, which NCDOT requires to move forward with the project.

Attachments:

[Supplemental Document - Page Rd. resurfacing](#)

[Resolution Supporting Page Rd Resurfacing and Strengthening for 2-12-18](#)

[Info on other funded and unfunded projects](#)

4. Adjournment