



# Durham County

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

## Meeting Agenda Board of County Commissioners

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Monday, February 12, 2018

7:00 PM

Commissioners' Chambers

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### Regular Session

#### "Public Charge"

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

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

#### 7:00 pm Regular Session

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

#### 18-0627 Announcements

##### Agenda Text:

1. The SummerWork Youth Job Expo has been rescheduled to Wednesday, January 31st at Hillside High School from 3:00-5:00 pm. Youth and young adults ages 14-24 can find summer jobs, internships, and other work-based learning opportunities. Learn tips and techniques for successfully applying for jobs and internships. Register to attend at [bit.ly/SummerWorkYouth2018](http://bit.ly/SummerWorkYouth2018) (URL is case-sensitive).
2. The Durham Board of Elections announces that the candidate filing period for 2018 primaries and elections will commence beginning at noon on Monday, February 12th. Most filings will take place at the Board of Elections Office, located at 201 N. Roxboro Street on the first floor of the Durham County Judicial Annex Building. Filing fees vary by race and must be paid by a check or money order made payable to the Durham County Board of Elections. Please note the candidate filing period will

end on Wednesday, February 28th at noon. For more information, contact Durham Board of Elections by phone at 919 560-0700 or email at [elections@dcnc.gov](mailto:elections@dcnc.gov) <<mailto:elections@dcnc.gov>>.

3. Durham County Invites Public Input to Shape the Redevelopment Plan for Portions of 300 and 500 blocks of Main Street. You may attend a session on Saturday, February 17, 2018 at 10 a.m., Holton Career and Resource Center - Auditorium, 401 N. Driver St; or a session will also be held Thursday, February 22, 2018 at 5 p.m., at the Nehemiah Christian Center, 514 N. Mangum St. Online surveys evaluating options for the redevelopment project are offered in multiple languages to individuals that cannot make the offered sessions:

English: <[https://unc.az1.qualtrics.com/jfe/form/SV\\_4Z8KF4I5IB3IyG1](https://unc.az1.qualtrics.com/jfe/form/SV_4Z8KF4I5IB3IyG1)>

Spanish:

<[https://unc.az1.qualtrics.com/jfe/form/SV\\_88umSXz6r2UYDsx](https://unc.az1.qualtrics.com/jfe/form/SV_88umSXz6r2UYDsx)>

4. These announcements may also be found on the County's website or you may call the Clerk's Office at 919-560-0025.

#### 4. Minutes (5 min)

[18-0620](#)

Minutes

Attachments:      [Regular Session - January 22, 2018](#)

#### 5. Ceremonial Items

[18-0625](#)

**Recognition that Durham County Library and Friends of the Durham Library Received the Service Innovation Award and Library Friend of the Year Award from the North Carolina Public Library Directors Association**

Agenda Text:

The Board is requested to recognize the recent awards received by Durham County Library and Friends of the Durham Library. On Thursday, December 7, 2017, Durham County Library received the Service Innovation Award from the North Carolina Public Library Directors Association (NCPLDA). This award was presented to the library for its Downtown Library Without Walls Initiative, launched in order to continue providing exceptional service to the community in downtown Durham while Main Library undergoes a major renovation and transformation.

Downtown Library Without Walls is an expansive array of inclusive outreach programs, initiatives, and locations, including: the Digital Access Center at the Criminal Justice Resource Center, which provides computer and wireless Internet access three days a week; the MakerLab at Northgate, which continues Maker/STEAM programming for all ages, as well as Main Library's popular tutoring program; The North Carolina Collection at Northgate; and increased outreach

partnerships with organizations such as the Durham Housing Authority, Durham Parks and Recreation, and the Boys & Girls Club of Greater Durham. In addition to continuing to serve the community affected by the closing of Main Library, the unique locations served by Downtown Library Without Walls have given Durham County Library the opportunity to reach new audiences and communities.

Carol Ann Walters and Jane Goodridge, long-time board members and co-chairs of the Friends of the Durham Library's book sales, have been named Library Friend of the Year by the NCPLDA for their years of work as co-chairs of the Friends' book sales and their work in 2017 to open Books Among Friends, the Friends' new book sale location inside Northgate. Walters and Goodridge lead a phenomenal team of volunteer book sorters and a core management team for Books Among Friends. The book sorters, core management team for the book sales, and the entire Friends of the Durham Library Board are exemplary community volunteers and leaders. The award is well-deserved and a testament to the strength of the Friends of the Durham Library Board, the volunteer sorters, and the entire Friends of the Durham Library organization.

NCPLDA is an association of public library directors whose goals are to share professional knowledge and experience for the good of all members, to serve as advocates for public libraries with the state legislature, to give voice to the aspirations of the public library community, and to serve as the primary liaison between the state library agency and the public libraries. In 2017, Durham County Library Director Tammy Baggett served as the president of NCPLDA.

**Alignment With Strategic Plan:** These awards recognize aspects of Durham County Library's and the Friends of the Durham Library's effective contributions to furthering Goal 1 of the county's Strategic Plan: Community empowerment and enrichment by providing access to educational, vocational, economic and cultural opportunities while empowering citizens to choose pathways for their own success.

**Resource Persons:** Tammy Baggett, Library Director; Stephanie Bonestell, Public Relations Officer; Jane Goodridge & Carol Ann Walters, Friends of Durham County Library

**County Manager's Recommendation:** The County Manager recommends that the Board recognize the recent awards received by Durham County Library and Friends of the Durham Library.

## 6. 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 \(\\$2,000\)](#)

**18-0617**

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

**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](#)

**18-0628**      **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](#)

### **18-0637**      **Classification and Compensation Study**

**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](#)

### **18-0649**      **Resolution - Salary of the Sheriff for the Election Filing Period**

**Agenda Text:**      The Board is requested to set the salary for filing purposes at \$105,836 and assess and set the salary of the sheriff when the new or incumbent Sheriff takes office after the election. The current annual salary of the incumbent Sheriff is \$150,099. This amount recognizes his previous education, experience, performance and 36 years of service with Durham County government. The average minimum starting salary for a sheriff in our labor market is \$105,836. This presents an opportunity for the Board to

reduce the filing fee on a salary level that is less than that of the incumbent Sheriff. This would have no impact on the incumbent Sheriff and will still allow the Board to set the salary of a newly elected sheriff in accordance with his/her qualifications.

**Alignment with Strategic Plan:** The election of a Sheriff will align with Goal 3 to provide a safe and secure community.

**Resource Persons:** Kathy Everett-Perry, Director of Human Resources and Derek Bowens, Director of Elections

**County Manager's Recommendation:** The County Manager recommends that the Board set the salary for filing purposes at \$105,836 and assess and set the salary of the sheriff when the new or incumbent Sheriff takes office after the election.

**Attachments:** [Sheriff Survey Data - January 2018](#)

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

## 8. Closed Session

**18-0621**

### Closed Session

**Agenda Text:**

1. The Board is requested to adjourn to Closed Session to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations per G.S.143-318.11(a)(4).
2. The Board is requested to adjourn to Closed Session to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee per G.S.143-318.11(a)(6).
3. The Board is requested to adjourn to Closed Session to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged per G.S. 143-318.11(a)(3).

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

## 9. Adjournment