



# Durham County

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

## Meeting Agenda Board of County Commissioners

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Monday, June 3, 2019

9:00 AM

Commissioners' Chambers

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### Work 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.

### 9:00 am Work Session Agenda

#### 1. Citizen Comments (30 min)

[19-0297](#)

#### 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 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:** Monica W. Toomer, 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. Consent Agenda (15 min)

### 19-0108

#### **Request to Award Library Contract for Audiovisual Materials and Cataloging & Processing Services**

**Agenda Text:**

The Board is requested to authorize the County Manager to enter into a contract with Midwest Tape, LLC that allows the company to serve as the primary vendor for the purchase of audiovisual materials (music compact discs, DVDs, and audiobooks on disc) and cataloging & processing services as specified in RFP #19-026 for a total not to exceed \$150,000.00 in fiscal year 2020. The term of the contract is from July 1, 2019 through June 30, 2020, with the option to renew for four (4) successive one (1) year periods. The funds for this contract will come from the existing FY20 budget.

**Alignment with Strategic Plan:** Goal 1 (Community Empowerment and Enrichment) and Goal 5 (Accountable, Efficient, and Visionary Government)

**Resource Persons:** Tammy Baggett, Library Director; Katherine Makens, Resources and Finance Officer; Jan Seabock, Collection Development Administrative Librarian

**County Manager's Recommendation:** The County Manager recommends that the Board authorize the Manager to enter into a contract with Midwest Tape, LLC for a total not to exceed \$150,000.00 in fiscal year 2020 with the option to renew for four (4) successive one (1) year periods.

**Attachments:**

[Baker & Taylor References RFP 19-026](#)

[Discount-Price Comparison for RFP 19-026](#)

[Midwest References RFP 19-026](#)

[RFP 19-026 AV Materials and Cataloging & Processing Evaluation Scores](#)

[MWBE Compliance Review Form-AAF for 19-026 RFP 050619](#)

[AAF RFP 19-026 Agenda Action Form Supplemental Document](#)

### 19-0185

#### **Budget Ordinance Amendment No. 19BCC00051 Appropriating Lebanon Fire Tax District Fund Fund Balance (\$110,000), and Transferring to the General Fund for Personnel Costs that were not included in the Original Budget for FY2018-19**

**Agenda Text:**

The Board is requested to approve Budget Ordinance Amendment No. 19BCC00051, which appropriates \$110,000 of Lebanon Fire Tax District Fund Balance and transfers these funds to the General Fund to offset Lebanon Volunteer Fire Department employee expenses related to the implementation of the Classification and Compensation Study, as well as increased expenses related to paying employees for annual accrued time rather than reserving it for later use.

As part of the FY2018-19 adopted budget, funds were placed in the

Non-Departmental Business Area to cover the implementation of the Classification and Compensation Study for Public Safety Employees. There are 12 Durham County employees at Lebanon Fire Department, and their expense is covered by the Lebanon Fire Tax District, through transfers from the District to the General Fund to reimburse actual expenditures. The cost for implementation of the Classification and Compensation study for the Lebanon employees is \$61,376, which requires an increase in the appropriate Fund Center. In addition, due to Lebanon Fire staffing reaching full capacity this entire fiscal year - the first time it has reached full staffing in several years - staff discovered unanticipated budget impacts of paying employees for accrued benefit time (compensatory time) instead of reserving that time to be taken off at a later date. This amendment addresses and resolves this issue, and FY2019-20 budget will also reflect this adjustment. This amendment ensures that all expenditures related to these 12 employees are offset by District Funds transferred to the General Fund.

**Alignment with Strategic Plan:** Goal 5 Efficient Government. While directly impacting our ability to provide for a Safe Community (Goal 3), this spending measure ensures the use of Fire District funds for directly related expenditures.

**Resource Persons:** James E. Groves, Fire Marshal/Emergency Management Director; David N. Ades, Assistant Director of Budget and Management.

**County Manager's Recommendation:** The County Manager recommends that the Board approve Budget Ordinance Amendment No. 19BCC00051, which appropriates \$110,000 of Lebanon Fire Tax District Fund Balance and transfers these funds to the General Fund to offset Lebanon Volunteer Fire Department employee expenses related to the implementation of the Classification and Compensation Study, as well as increased expenses related to paying employees for annual accrued time rather than reserving it for later use.

**Attachments:**      [AAF-51 Supplement Appropriate Lebanon Fund Balance \(\\$110,000\) and transfer](#)  
[AAF-51 Legal Form Appropriate Lebanon Fund Balance \(\\$110,000\) and transfer](#)

**19-0210**      **Contract Amendment to annual Microsoft Premier Support Agreement for additional support hours in the amount of \$47,125**

**Agenda Text:**

The Board is requested to authorize the County Manager to execute a service contract amendment with Microsoft Premier Support Services in the amount of \$47,125 to increase the existing service contract. If approved, the revised contract total will increase to a total amount of \$86,153.

The Microsoft Premier Support agreement keeps Durham County in line with the shift to cloud services and best practices across the private and government sectors including the City of Durham, Mecklenburg County, Wake County, Guilford County and many other counties and municipalities in North Carolina.

**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 service contract amendment with Microsoft Premier Support Services in the amount of \$47,125, which will increase the total contract amount to \$86,153.

**Attachments:** [NC-County Of Durham\\_FNCS\\_FY19 Add-On\\_4219](#)  
[MS Premier Support Add-On AAF](#)  
[AAF Supplemental Document -Premier Support Add-on](#)  
[FY19 APPRD Contract Microsoft Premier](#)  
[FR19-585Microsoft-COMPLETE\\_20190501182916.994\\_X](#)

**19-0225** Capital Project Amendment No. 19CPA000021 - Creation of the Alliance Behavioral Healthcare Backfill Renovation Project (47302635DC145), and Execution of Contract for Architectural Design Services with Perkins + Will Architects for the Alliance Behavioral Healthcare Backfill Renovation and Budget Ordinance Amendment No. 19BCC000059 to Appropriate Debt Service Fund fund Balance of \$150,000 and transfer the funds to the Pay as You Go County Contribution Fund and appropriate this amount to Alliance Behavioral Healthcare Backfill Renovation Project

**Agenda Text:** The Board is requested appropriate \$150,000.00 to create a new Capital project for the Alliance Behavioral Healthcare Backfill Renovation Project and to authorize the County Manager to execute a contract with Perkins + Will (PW) to provide architectural services for the Alliance Behavioral Healthcare, Veteran Services Renovations inside the Health and Human Services Building, located at 414 E. Main Street, Durham for a fee \$136,013.56. The total including architectural fees, reimbursables and contingency fees not to exceed the budget of \$150,000.00. (See Attachment 1, Pages 1-8).

The project involves renovating the former Alliance Behavioral Healthcare and Veteran Services spaces located within the Health and Human Service Facility. The existing Alliance behavioral space including lobby, will be subdivided to create two, distinct spaces, one for Veteran Services, and one for Childcare services, each with their own secured access points. The renovated area will also include expanding a small portion of Environmental Health. The existing Veteran Services space once vacated will be renovated to accommodate the reduced staffing needs for Alliance Behavioral. The total interior area to be renovated is 11,000 square feet. To the degree possible, the work will include utilizing the existing demountable glass

partitions, interior workstations and some centralized conference rooms with AV capabilities similar to those of the original project. Completion of this project will relocate Child Services from a leased space on Briggs avenue. The renovation will improve space usage, efficiency and increase the ability to serve more citizens.

The services to be rendered under this contract amendment include preparation of design drawings and specifications, conducting a pre-bid conference, bid evaluation, construction administration, inspection and project closeout. For MWBE participation (see attachment 2)

The \$150,000 will be funded from a Debt Service Fund fund balance appropriation and transferring these funds to the Pay as You Go County Contribution Fund.

**Alignment with Strategic Plan:** The implementation of this project addresses Goal 4 of the Strategic Plan as the sustainable building aspects of the facility increase energy efficiency. The overall building concept of having multiple services under one roof addresses Goal 5 by providing more efficient service delivery and better customer service.

**Resource Persons:** Peri Manns, Deputy Director of Engineering and Environmental Services, Brenda Hayes-Bright, Assoc. AIA, CDT, Project Manager, Engineering Department, Keith Lane, Director of Budget and Management Services and Paul Banta, AIA, Senior Associate, Perkins + Will.

**County Manager's Recommendation:** The County Manager recommends the Board approve Capital Project Amendment No. 19CPA000021 to create the Alliance Behavioral Healthcare Backfill Renovation Project to create a new capital project for the Alliance Behavioral Healthcare and Veteran Service spaces (See Attachment 1, pages 1) and to authorize the County Manager to execute a contract with Perkins + Will (PW) to provide architectural design services for the Alliance and Veteran services for a fee of \$136,013.56, Project, thus, the total project costs for architectural services, reimbursables and contingencies, not to exceed \$150,000.00 and approve Budget Ordinance Amendment No. 19BCC000059 to Appropriate Debt Service Fund fund Balance of \$150,000 and transfer the funds to the Pay as You Go County Contribution Fund and appropriate this amount to Alliance Behavioral Healthcare Backfill Renovation.

**Attachments:**

[AAF Attachment 1 Alliance Perkins Will](#)

[AAF Attachment 2 MWBE Compliance Review Form-](#)

[AAF Supplemental Document PerkinsWill- Contract Alliance061019](#)

[CPA-21 Legal Form Alliance Behavioral Healthcare Backfill Renovation \(\\$150,](#)

**19-0240**

**Execution of Consulting Services Agreement with SEDC Engineering, P.C. dba NV5 for the Fundamental LEED Commissioning Services for the Durham County Administration Building Renovation. Project No.: 4730DC137**

**Agenda Text:**

The Board is hereby requested to authorize the County Manager to enter into a

contract with SEDC Engineering, P.C. (SEDC) dba NV5 to provide Fundamental LEED Commissioning Services for the Durham County Administration Building Renovation located on 200 E. Main Street in the amount of \$49,927.00 (See Attachment 1, Pages 1 - 19).

Based on the fact that the services are similar in scope to the Main Library Renovation, currently under construction, staff has elected to utilize NV5 for the Administration Building Renovation as well. SEDC will verify that the project's energy related systems are installed, calibrated and perform according to the owner's project requirements, basis of design and construction documents. Benefits of commissioning include reduced energy use, lower operating costs, reduced contractor callbacks, better building documentation, improved occupant productivity and verification that the systems perform in accordance with the owner's project requirements.

On October 27, 2008, the Durham County BOCC adopted the High Performance Building Policy for County projects. The Durham County High Performance Building Policy requires that new construction receive a "Gold" level LEED (Leadership in Energy and Environmental Design) Certification and that renovation projects receive a "Certified" level certification. The proposal includes the necessary scope for the project to qualify for the LEED Energy & Atmosphere Prerequisite 1 for Fundamental Commissioning of Building Energy Systems. The project team is targeting a "Silver" level certification for this project. Funding for this service is available in the Administration Building Renovation Capital account. For M/WBE Participation information (See Attachment 1, Page 19).

**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 renovation of this facility also addresses Goal 5 by providing more efficient service delivery and better customer service.

**Resource Persons:** Jay Gibson, P.E., General Manager/Director of Engineering and Environmental Services; Peri Manns, ASLA, LEED GA, Deputy Director of Engineering and Environmental Services; James Faress, P.E., Senior Project Manager

**County Manager's Recommendation:** The County Manager recommends that the Board authorize the County Manager to enter into a contract with SEDC Engineering, P.C. (SEDC) dba NV5 to provide Fundamental LEED Commissioning Services for the Durham County Administration Building Renovation located on 200 E. Main Street in the amount of \$49,927.00.

**Attachments:** [Attachment 1, AAF Backup - NV5 Contract - Administration Building Renovation](#)

**19-0250**

**Award of Contract to Upgrade Nurse Call System at Health and Human Services**

**Agenda Text:**

The Board is requested to authorize the County Manager to execute a service contract with A3 Communication, Inc. in the amount of \$46,271.36 to upgrade the nurse call system at the Health and Human Services Complex. This total includes A3 Communication Inc.'s proposed price of \$42,064.87 plus a 10% contingency. The existing Tektone NC300II nurse call system is obsolete and in need of replacement.

Two proposal responses were received for RFP 19-029, Human Services Nurse Call System Upgrade. A3 Communication, Inc. was deemed the most qualified firm based on an evaluation committee's review. The proposal provided by A3 Communication, Inc. presented a well-defined process and timeline that set them apart from the other candidate. A3 Communication, Inc. has extensive, successful experience implementing technology systems within the unique confines of government-owned facilities as part of a near 30-year tenure which makes them distinctly qualified to upgrade Human Service's nurse call system.

In review of the MWBE compliance for RFP 19-029 Human Services Nurse Call System Upgrade, there were no participation goals achieved on this project. A3 Communications, Inc. will be utilizing their own workforce to perform this particular service on the project.

**Alignment with Strategic Plan:** This request aligns with the County's Strategic Goal 3: Partner with the community to prevent and address unsafe conditions, protect life and property and respond to emergencies.

**Resource Persons:** Motiryo Keambiroiro, Director of General Services, David Alpaugh Building Supervisor, Eli McCutcheon Quality Control & Contract Specialist

**County Manager's Recommendation:** The County Manager recommends that the Board authorize the County Manager to execute a service contract with A3 Communication, Inc. in the amount of \$46,271.36 to upgrade the nurse call system at the Health and Human Services Complex.

**Attachments:**

[AAF Supplemental Document - Contract Approval](#)

[Bid Tab](#)

[MWBE Compliance Review Form-AAF for 19-029 RFP 050819](#)

[Proposal Sheet](#)

[Vendor Quote](#)

[Service Contract, A3 Communication Inc, Upgrade Nurse Call System at HHS](#)

[Scope of Services \(RFP19-029\) HHS Nurse Call Upgrade](#)

**19-0251****Contract Amendment with Robert Half International (RHI) in the amount of \$15,040****Agenda Text:**

The Board is requested to authorize the County Manager to execute a service contract amendment with Robert Half International (RHI) to increase the current contract in the amount of \$15,040 for the contracted services for a Technical Support



Analyst to work with the IS&T Client Services team. This contracted position will assist in several capital improvement projects and will also serve to fill a vacancy during the time of scheduled paternity leave. If approved, the amended contract total will be \$51,040.

The IS&T Client Services team is responsible for all first and second level IT support, and responsible for managing capital improvement projects for all Life Cycle Replacement of client systems (desktop, laptops, phones, tablets) and Audio Video equipment. Monthly the IS&T Client Services team of six Technical Support Analyst receive over 1,000 requests for incident repair or services. Between the months of June 2019 and August 2019 the Client Services team will also be responsible to replace over 600 client systems in 16 different County departments. Extending this contract will also serve to fill a vacancy due to a paternity leave request by a team member planned to begin in August 2019.

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

**Resource Persons:** Aaron W. Stone, Assistant Director of Information Technology, Greg Marrow, Director of Information Technology & Chief Information Officer

**County Manager's Recommendation:** The County Manager recommends that the Board authorize the County Manager to execute a contract amendment in the amount of \$15,040 for the contracted services for a Technical Support Analyst to work with the IS&T Client Services team, which will increase the total contract amount to \$51,040.

**Attachments:**

[RHI Contract Amendment](#)

[FR19-849ROBERTHALFTECHNOLOGY\(THECREATIVEGROUP\) 201905031](#)

[RHI AAF Supplemental Document - Final Contract Approval Request MAY2019](#)

**19-0252**

**Budget Ordinance Amendment No. 19BCC000056 recognizing \$29,998 in CCTA Grant funds in the Fire Marshal/Emergency Management Department supporting a workshop on the 4/10/19 explosion in Durham**

**Agenda Text:**

Approve Budget Ordinance Amendment No. 19BCC000056 to recognize \$29,998 in CCTA funds.

On August 13, 2018, the BOCC approved a service agreement for \$229,033 with Hagerty Consulting, Inc., to develop a Complex Coordinated Terrorist Attack (CCTA) Regional Guideline plan. Information learned from the workshop and information gathering sessions will be used to validate the draft CCTA documents and modify the content in the CCTA Guideline and annexes as appropriate.

The total service agreement will be amended to reflect an increase from the previously approved amount of \$229,033 to \$259,031.



**Alignment with Strategic Plan:** This purchase aligns with 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 Budget Ordinance Amendment No. 19BCC000056 recognizing \$29,998 in CCTA Grant funds in the Fire Marshal/Emergency Management Department supporting a workshop on the 4/10/19 explosion in Durham.

**Attachments:**

[AAF Supplemental CCTA Hagerty](#)

[Hagerty Consulting Amendment #2](#)

[Darby Contract Extension for CCTA](#)

[Hagerty Contract Approval 8-13-19](#)

[AAF-56 Legal Form Recognizing Grant Revenue for EM Hagerty Consulting CC](#)

**19-0259**

**Budget Ordinance Amendment No. 19BCC00058- Appropriating \$226,564 of Durham County Fire Rescue (DCFR) Fire Service Tax District Fund Fund Balance for Multiple Funds for expenditures incurred after July 1, 2018, the effective date of the City/County Fire Merger Interlocal Agreement (ILA).**

**Agenda Text:**

The Board is requested to approve Budget Ordinance Amendment No. 19BCC00058 appropriating \$226,564.00 DCFR Service Tax District Fund Fund Balance to reimburse multiple funds for expenditures incurred by DCFR. These expenditures were primarily the result of remaining commitments of the County as of June 30, 2018 as per the ILA, (e.g., goods and or services ordered as of yearend but not yet received such as Telephone, TV and Internet Charges, Gasoline, Vehicle Upfit, Staff Uniforms and Protective Clothing, Operational Travel and Copy Fees). However, there were some expenditures that have occurred during this fiscal year that were not included in the consolidation (e.g., utilities at the Leesville Station during this fiscal year due to the storage of two surplus fire trucks, salaries and benefits after the beginning of the fiscal year, annual radio maintenance fees per a different interlocal agreement (ILA) with the City, etc.). Please note that per the terms of the radio maintenance ILA, the formula for the payment to the City is a reimbursement for a prior fiscal year's inventory and use (e.g., not fiscal year 2019).

In the approval of this amendment, the budget will be increased accordingly to support the postings both directly to the DCFR Service Tax District Fund (e.g., uniforms, gasoline, etc.) as well as transfers to General Fund, Benefits Plan Fund and the Debt Service Fund accordingly. Expenditures were posted in the General Fund and Benefits Plan Fund (e.g., salaries, benefits and building and grounds).

Final amortization schedules were also received for the three fire trucks purchased earlier this fiscal year, and the first payment is \$34,964, which is higher than the projected payment of \$28,500 (which is the amount in the original budget).

Please note that the requested budget amount is slightly higher than what has actually been expended to date to ensure sufficient budget as of fiscal year end and that transfers will only be made for the actual expended amount in the fiscal year.

This table summarizes the budget changes that will occur with this Board action; transfers will be made from the DCFR district to cover all increased expenditure amounts.

Action	Orig.Budget	Additional Needed		Amended Budget
General Fund (DCFR Fund Center)		\$0	\$55,000	\$55,000
Benefits Fund (DCFR Fund Center)		\$0	\$100	\$100
DCFR District Fund Expenses		\$4,152,946	\$165,000	\$4,317,946
Debt Service Fund	\$28,500	\$6,464	\$34,964	
<b>Total</b>	<b>\$4,181,446</b>	<b>\$226,564</b>	<b>\$4,408,010</b>	

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

**Resource Persons:** James E. Groves, Fire Marshal/Emergency Management Director and David Ades, Assistant Budget Director.

**County Manager's Recommendation:** The County Manager recommends that the Board approve Budget Ordinance Amendment No. 19BCC00058 appropriating \$226,564.00 DCFR Service Tax District Fund Fund Balance for multiple funds for expenditures incurred by DCFR after July 1, 2018, the effective date of the City/County Fire Merger Interlocal Agreement.

**Attachments:** [AAF-58 Legal Form Appropriate DCFR Fund Balance and transfer to multiple fu](#)  
[Supplemental Document 19-0259](#)

### **19-0261**

### **Resealing of Kennel Floors at Durham County Animal Shelter (RFP 19-028)**

**Agenda Text:**

The Board is requested to approve the County Manager to execute a contract with Enecon Solutions in the amount of \$234,867.00, for RFP 19-028 (Reseal the Kennel Floors at Durham County Animal Shelter). Funding for this project is reserved within our Building Envelope CIP program. This item has been noted on the last 2 inspections conducted by the Dept of Agriculture and Consumer Services, for needing repair. The RFP went out for public advertisement with 5 contractors showing up at the pre-bid site visit. Enecon Solutions was the only company to submit a proposal for the work.

**Alignment with Strategic Plan:** The proposed work needs to be done to keep in line with the County's goals #2- Health and Well-being for All and #5- Accountable, Efficient and Visionary Government.

**Resource Persons:** Motiryo Keambiroiro- Director General Services, Shawn Swiatocha- Assistant Director General Services, Charles King- Project Facilitator

**County Manager's Recommendation:** The County Manager recommends that the board approve the County Manager to execute a contract with Enecon Solutions in the amount of \$234,867.00, for RFP 19-028 (Reseal the Kennel Floors at Durham County Animal Shelter).

**Attachments:** [RFP 19-028 - Resealing of Kennel Floors at DCo Animal Shelter](#)  
[Kennel Floor Contract](#)  
[AAF Supplemental Document](#)  
[Enecon Proposal](#)  
[MWBE Compliance Review Form-AAF for 19-028 RFP 052819](#)

**19-0266**      **Budget Ordinance Amendment No. 19BCC000061 - Recognize Continuation of Durham County Library Grant Revenue: "NIH - All of Us Durham"**

**Agenda Text:** The Board is requested to approve Budget Ordinance Amendment No. 19BCC000061 to recognize \$51,650 in grant revenue for Durham County Library to continue implementing *All of Us Durham* through April 2020.

As part of this project and through this continued funding, Durham County Library will continue to collaborate with the Durham County Public Health Department, Duke University Medical Center Library, and other community partners over the next year. The project will create additional health programs as well as expand on a current series of Self-Management Programs. Duke Medical Center Library staff will serve as a resource for training to increase health information literacy among library staff. The training that staff receive will equip them to better serve the public by providing access to on-line health resources, adding materials to the library collection, and implementing health related programs in the Durham community.

The national *All of Us* Research Program is an effort to collect health data to advance the Precision Medicine Initiative. The goal is to recruit at least one million participants to expand and diversify the data pool so researchers can better understand the role genetics and environment have on individuals' health and response to treatment. Durham County Library will not play a role in actively recruiting participants or the data collection.

This grant is made possible by the National Library of Medicine (NLM), National Institutes of Health (NIH) under cooperative agreement number UG4LM012340 with the University of Maryland, Health Sciences and Human Services Library.

**Alignment with Strategic Plan:** This aligns with Strategic Goal 5: Accountable, Efficient, and Visionary Government, Customer Engagement and Responsiveness.

**Resource Persons:** Tammy Baggett, Library Director; Terry B. Hill, Project Manager and Library Deputy Director; and Stephanie Fennell, Project Manager and Manager of North Regional Library.

**County Manager's Recommendation:** The County Manager recommends that the Board approve Budget Ordinance Amendment No. 19BCC000061 to recognize \$51,650 in grant revenue for Durham County Library to continue implementing *All of Us Durham* through April 2020.

**Attachments:**

[All of Us Proposal 2019 - 4.1.2019](#)

[Budget Form for Awardees. 4.1.2019](#)

[All of Us Budget Justification. 4.1.2019](#)

[Durham County Library Amendment](#)

[AAF Supplemental Form Library NIH All of Us. 2019](#)

[AAF-61 Legal Form Library Grant NIH - All of Us Durham \(\\$51,650\)](#)

**19-0270**

**Amendment of Xylem d/b/a Godwin Pumps Services Contract in the Amount of \$59,335.64 for a Total Contract Value of \$212,835.64 for Emergency Pumping Services at the Stirrup Iron Creek Lift Station and Date Extension**

**Agenda Text:**

The Board is requested to authorize the County Manager to enter into a contract amendment to increase the existing Xylem d/b/a Godwin Pumps services contract (FR# 19-312) in the amount of \$59,335.64, bringing the total contract amount from \$153,500 to \$212,835.64 and to extend the contract date to August 31, 2019, to continue to provide emergency pumping services at the Stirrup Iron Creek Lift Station.

Xylem is providing emergency pumping services at the Stirrup Iron Creek Lift Station until the completion of the Stirrup Iron Creek Lift Station Capacity Improvements (IFB 18-029R1) project due to the permanent failure of one 200 HP wastewater pump.

**Alignment with Strategic Plan:** This action is in accordance with Durham County Strategic Plan Goal 4: "Environmental Stewardship and Community Prosperity," as this project will continue to minimize the risk for a sanitary sewer overflow at the Stirrup Iron Creek Lift Station due to insufficient pumping capacity. Additionally, this action will allow Durham County to stay in compliance with the County's Collection System Permit and DEQ regulations.

**Resource Persons:** Jay Gibson PE, General Manager; Peri Manns ASLA, Interim General Manager; Stephanie Brixey, Deputy Director of Engineering and Environmental Services

**County Manager's Recommendation:** The County Manager recommends the Board to authorize the County Manager to enter into a contract amendment to

increase the existing Xylem d/b/a Godwin Pumps services contract (FR# 19-312) in the amount of \$59,335.64, bringing the total contract amount from \$153,500 to \$212,835.64 and to extend the contract date to August 31, 2019, to continue to provide emergency pumping services at the Stirrup Iron Creek Lift Station.

**Attachments:**      [Xylem Supplemental form](#)  
[FR 19-312 Xylem Contract](#)  
[FR 19-312 Xylem Contract Amendment](#)  
[Rental Quote](#)

**19-0272**      **Approval of Increase in the Contract Amount for Intermedix for Emergency Medical Services (EMS) Billing and Collections in the Amount of \$90,000 to be Funded within the Current EMS Budget**

**Agenda Text:**      The Board is requested to approve increasing the contracted services amount for Intermedix (IMX) for the EMS Billing and Collections in the amount of \$90,000 to be funded within the current EMS budget.

IMX receives an agreed upon amount of the revenues collected. The monthly revenues collected are multiplied by the agreed upon amount in the current contract (e.g., 0.054 per \$1 collected). However, the not to exceed amount on the current contract is not sufficient to cover the estimated amount that will be owed to IMX for the fiscal year. Therefore, County staff are requesting the amount of the contract be increased by \$90,000 to be funded within the current EMS budget. No budget amendment is required.

Increasing the contract amount will ensure that EMS adheres to the County's contract processes, procedures and policy as well as adhering to general statutes regarding the encumbrance of funds and the pre-audit.

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

**Resource Persons:** Kevin Underhill, Interim Director of EMS and Susan Tezai, Chief Financial Officer

**County Manager's Recommendation:** The County Manager recommends that the Board approve increasing the contract amount with IMX for EMS Billing and Collections by \$90,000 to ensure that EMS adheres to the County's contract processes, procedures and policy as well as adhering to general statutes regarding encumbrances and satisfying the pre-audit.

**Attachments:**      [IMX 2019 AAF](#)  
[FR15-1110 Intermedix](#)

**19-0274**      **Budget      Ordinance      Amendment      No.      19BCC000060 -      Approve**

**Appropriation of \$2,500,000 of General Fund Fund Balance and Transfer to the Benefits Plan Fund for Increased County Self-Funded Medical Costs****Agenda Text:**

In analyzing the Benefits Plan Fund and assessing where the County's costs for these benefits will be at fiscal year end, it is County staff's belief that expenditures will exceed the current amount budgeted for medical (health) costs. As such, the Board is requested to approve Budget Ordinance Amendment No. 19BCC000060 to increase the Benefits Plan Fund expenditure budget in the amount of \$2,500,000 for medical (health) self-insured costs and increase the Benefits Plan Fund funding sources of a one-time County contribution transfer of \$2,500,000. The General Fund will be amended as follows: Increase the transfer to health benefits \$2,500,000 and increase fund balance appropriated by \$2,500,000.

Please note that while County staff does estimate the need for additional budget for FY2018-19 for the medical (health) costs, the requested budgetary increase is a conservative estimate. County staff does not anticipate the need for the entire amount; however, the Local Government Commission will not allow amendments to the budget after June 30th for the current fiscal year. Therefore, staff is requesting this amount to ensure that we do not exceed budget appropriations. This amendment is consistent with an amendment that was brought before the board in FY2017-18 in the amount of \$3,350,000. Of this amount, \$2,180,000 was required.

**Alignment with Strategic Plan:** This request relates to the following elements of the Durham County Strategic Plan: the amendment aligns with Goal #5 (Accountable, Efficient, and Visionary Government).

**Resource Persons:** Kathy Everett-Perry, Chief Human Resources Officer; Claudia Hager, General Manager; Deidre Gonzales, Benefits Manager.

**County Manager's Recommendation:** The County Manager recommends that the Board approve Budget Ordinance Amendment No. 19BCC000060 appropriating of \$2,500,000 of General Fund fund balance and transferring those funds to the Benefits Plan Fund for increased County self-funded medical costs.

**Attachments:**

[AAF-60 Benefits Plan Supplemental Document](#)

[AAF-60 Legal Form Benefits Plan Fund increase for health \(\\$2,500,000\)](#)

**19-0275****Budget Ordinance Amendment No. 19BCC000057- Social Services Budget Reduction of \$1,161,500 for Medicaid Transportation and \$150,000 for Medicaid Cost Settlement Funds in FY2018-19****Agenda Text:**

The Board is requested to reduce the Medicaid Transportation budget by \$1,161,500.00 because Durham County has now been fully integrated into the State NC FAST system for transportation. Moving forward Durham County will no longer issue provider payments as this is a state function. All payments to vendors providing Medicaid Transportation now are issued by the state via the NC Fast system so the Department is no longer required to budget an expense and revenue line for this

service. Effective November 1, 2019, all Medicaid clients enrolled in the new Medicaid Managed Care program will have their transportation services provided through their pre-paid health plan. DSS will continue to coordinate the transportation of Medicaid clients not enrolled in a standard plan with payments being issued still by NC Fast.

The Board is also requested to reduce Medicaid Cost Settlement revenues budgeted by \$150,000 because Durham County is not eligible to receive Medicaid Cost Settlement funds anymore.

Medicaid Transportation (5300642000 - 5200174800; 4300313800)

\$1,200,000 Total

\$ 8,000 Mandated service to transport clients by stretcher or wheelchair to medical appointments

\$ 30,500 DSS purchase bus passes for Medicaid clients for medical appointment

\$1,161,500 Reduce budget by this amount

Medicaid Cost Settlement (5300643000 - 4300339000)

\$ 150,000 Total

The FY2019-20 County Manager recommended budget has also been reduced by these amounts.

**Alignment with Strategic Plan:** Goal 2: Health and Well-being for All which decrease health disparities within the community and Goal 3: Safe and Secure Community to improve outcomes for vulnerable, children, youth and adults.

**Resource Persons:** William Rose, Director and Rhonda Stevens, Assistant Director.

**County Manager's Recommendation:** The County Manager recommends that the Board approve Budget Ordinance Amendment No. 19BCC000057 to reduce the Social Services budget \$1,161,500.00 in Medicaid Transportation and reduce Medicaid Cost Settlement revenues \$150,000 for FY2018-19.

**Attachments:**

[AAF Revenue Reduction Supplemental Doc](#)

[AAF-57 Legal Form Reduce DSS revenues Medicaid Transportation and Medici](#)

**19-0277**

**Lease Renewal with Animal Protection Society of Durham, Inc. for 2117 East Club Blvd.**

**Agenda Text:**

The Board is requested to approve a five-year lease renewal with the Animal Protection Society of Durham, Inc. (APS) for the facilities they occupy under a Service Contract with the County located at 2117 East Club Blvd. The APS is a 501(c)(3) non-profit organization that has managed the Durham County Animal Shelter since 1990. The County benefits from this relationship since APS performs a



valuable and needed service to the community. The APS has had a lease with the County for the shelter facility since 2004.

The terms and conditions in the attached lease are identical to those in the current lease, which expires June 30, 2019. The APS Board of Directors has approved the attached lease.

The APS annual Service Contract is currently in place through June 30, 2019 and is scheduled to be renewed for the July 1, 2019 - June 30, 2020 period. The attached lease is dependent upon this service contract for the operation of the Animal Shelter. In the event the Service Contract is not renewed, or is terminated, the lease with APS would be terminated as well. The lease rate is \$1 per year for the term of the lease which is July 1, 2019-June 30, 2024. Pursuant to NCGS 160A-272, the County's intent to lease the property to the APS has been advertised.

**Alignment with Strategic Plan:** This lease supports Strategic Plan Goal 5:

“Accountable, Efficient, and Visionary Government by continuing to provide shelter operations through the service agreement and provision of space under this lease agreement.

**Resource Persons:** Nancy Mitchell, Sr. Real Estate Officer; Jane Korest, Open Space and Real Estate Division Manager;

**County Manager's Recommendation:** The County Manager recommends that the Board approve a five-year lease with the Animal Protection Society of Durham, Inc. (APS) for the facilities they occupy under a service contract with the County located at 2117 East Club Blvd.

**Attachments:**

[AAF Supplemental APS Lease Renewal 060319](#)

[Attachment 1 2117 E Club LEASE SUMMARY](#)

[Attachment 2 APS Lease at 2117 E Club Blvd 2019-24](#)

**19-0279**

**Purchase of Real Property Located at 11894 and 12018 N Roxboro Road**

**Agenda Text:**

The Board is requested to approve the acquisition of two parcels located at 11894 and 12018 N. Roxboro Road, Bahama, NC 27503 (parcel ID #s 190536 and 190527) for the purpose of constructing a new convenience center in northern Durham County, subject to approval of the Special Use Permit by the Board of Adjustment.

In November 2018, the Board approved the Option Agreement/Offer to Purchase and Contract for Vacant Land to purchase both lots for \$195,000. These parcels together total 23.44 acres of unimproved land located on the east side of North Roxboro Road (15-501 North). Durham County is purchasing this land for future

placement of a new Convenience Center to serve residents in northern Durham County. Per the Option to Purchase, the County has until August 30, 2019 to exercise the Option and must close no later than 60 days following notifying the Seller that the Option is being exercised.

The General Services Department has engaged the services of a design consultant (HDR), whose work includes a community engagement process to determine what services are most desired, complete the site plan, meet with the City Planning Department, and submit the application for Special Use Permit to the Board of Adjustment. General Services staff have met with the neighboring property owner and have received support for the facility design for the protection of his entryway. The site plan and SUP application was submitted in April and the Board of Adjustment is expected to rule on the application in July. Approval of the recommended motion will allow staff to proceed quickly after the Special Use Permit is approved in order to close on the property and issue a bid for construction.

**Alignment with Strategic Plan:** The purchase of this property supports the Strategic Plan Goal 5: “Accountable, Efficient and Visionary Government.”

**Resource Persons:** Nancy Mitchell, Sr. Real Estate Officer; Motiryo Keambiroiro, Director, General Services; Jane Korest, Open Space and Real Estate Manager;

**County Manager’s Recommendation:** The County Manager recommends that the Board approve the acquisition of two parcels located at 11894 and 12018 N. Roxboro Road, Bahama, NC 27503 (parcel ID #s 190536 and 190527) for the purpose of constructing a new convenience center in northern Durham County, subject to approval of the Special Use Permit by the Board of Adjustment.

**Attachments:**

[AAF Supplemental Convenience Site Purchase](#)

[Attachment 1 - Map of Durham Convenience Centers North](#)

**19-0280**

**Conveyance of Surplus Real Property to the City of Durham for Affordable Housing**

**Agenda Text:**

The Board is requested to authorize the conveyance of County-owned parcels to the City of Durham for the purpose of developing affordable housing, pursuant to the Revised Durham County Policy for Conveying County-owned Surplus Property and the Interlocal Agreement Between Durham County and the City of Durham. The properties are: 1510 Angier Avenue, 711 Belgreen Rd, 2604 East Main Street, 1300 Fleetwood Street and 1413 Sedgfield Street.

In November 2018, the Board approved the Revised Durham County Policy for Conveying County-owned Surplus Property, which requires that suitable parcels be offered to the City of Durham for the provision of affordable housing. In February 2019, City Council approved the Interlocal Agreement that sets forth the agreement between the parties to meet the requirements and intent of the County policy.

Per the policy, County staff presented to the City a list of parcels available for conveyance and asked that they confirm their intention to accept the parcels, pending Board approval, or decline. City staff have concluded their due diligence and have indicated their agreement to accept conveyance of five (5) parcels. To complete these conveyances, the Board must first authorize the Manager to convey the parcels pursuant to the policy and the statutory authority upon which it is based.

**Alignment with Strategic Plan:** The attached policy supports Strategic Goal 1 “Community Empowerment and Enrichment, Strategy 1.3.D on affordable housing, as well as Goal 5 “Accountable, Efficient and Visionary Government.”

**Resource Persons:** Nancy Mitchell, Sr. Real Estate Officer; Peri Manns, Deputy Director of Engineering and Environmental Services; Jane Korest, Division Manager Open Space and Real Estate

**County Manager’s Recommendation:** The County Manager recommends that the Board authorize the conveyance of 1510 Angier Ave., 711 Belgreen Rd., 2604 E Main St., 1300 Fleetwood St., and 1413 Sedgefield St. to the City of Durham pursuant to the Revised Durham County Policy for Conveying County-owned Surplus Property and the Interlocal Agreement Between Durham County and the City of Durham.

**Attachments:**

[AAF Supplemental Document](#)

[Attachment 1 - Parcels to City of Durham](#)

[Attachment 2 - Durham County Policy Amendment on Surplus Real Property 11](#)

**19-0281**

**Service Contract with Evoqua Water Technologies, LLC for Collection System Odor and Corrosion Control Services**

**Agenda Text:**

The Board is requested to authorize the County Manager to enter into a service contract with Evoqua Water Technologies, LLC for collection system odor and corrosion control services (RFP 19-035), with a total contract price of \$75,539. This contract may be extended yearly, for up to four additional one-year periods in accordance with the terms and conditions of the original contract and subject to budget availability.

**Alignment with Strategic Plan:** (brief statement and relevant goal)

**Resource Persons:** Jay Gibson PE, General Manager; Peri Manns ASLA, Interim General Manager; Stephanie Brixey, Deputy Director of Engineering and Environmental Services

**County Manager’s Recommendation:** The County Manager recommends the Board to authorize the County Manager to enter into a service contract with Evoqua Water Technologies, LLC for the collection system odor and corrosion control services, with a total contract price of \$75,539.

**Attachments:**      [AAF Supplemental Document - Odor Control RFP 19-035](#)  
[MWBE Compliance Review Form-AAF for 19-035 RFP 052219](#)  
[Proposal Tabulation](#)  
[Review Committee Evaluation Summary](#)

**19-0284**      **Capital Project Amendment No. 19CPA000022 to Amend the Main Library Renovation Project to Accept Funding from the Library Foundation for Main Library furniture as well as Approval of the Purchase of Goods contract(s) with various vendors for the Private Office, Conference and miscellaneous furnishings from the U.S. Communities/GSA and/or NC State Contracts Buying Programs for the Main Library Renovation Project No.: 6110DC094**

**Agenda Text:**      The Board is requested to authorize the County Manager to approve Capital Project Amendment No. 19CPA000022 appropriating \$800,000 of Library Foundation donation funding to the Main Library Renovation Project for furniture. As part of the Main Library Renovation project, the Durham County Library Foundation is continuing fundraising efforts to help bring the library's mission of encouraging discovery, connecting the community and leading in literacy. Through this effort \$800,000 is being donated to assist with the furniture procurement and STEAM technology for the project.

This Library Foundation funding and related furniture purchases is separate and in addition to the furniture contract being described below.

The Board is separately requested to enter into contracts with the following furniture suppliers for the purchase of furniture for the Main Library Building located at 300 N. Roxboro Street, Durham, NC in the amount of \$1,028,058.86 plus owner's contingency at \$51,402.94 and to execute any other related contracts, if necessary, not to exceed the budget of \$1,079,461.80.

- |                                     |                     |                                    |
|-------------------------------------|---------------------|------------------------------------|
| 1) Carolina Business and Interiors: | \$272,632.39        | (Private Offices, guest chairs)    |
| 2) Alfred Williams:                 | \$323,671.34        | (Workstations, File/Storage, etc.) |
| 3) Carolina Furnishing + Design:    | <u>\$431,755.13</u> | (Shelving)                         |
|                                     | Furniture Subtotal: | \$1,028,058.86                     |
|                                     | Contingencies@5%:   | <u>\$51,402.94</u>                 |
|                                     | Total:              | \$1,079,461.80                     |

The private office, conference, seating and other furnishings for the Main Library Renovation project, from previous vendors used for the Admin II Building furniture, purchased through the U.S. Communities Buying Program, NC State Contracts, GSA and/or other buying programs. G.S. 143-129(e) allows local governments to

be exempted from the competitive bidding requirements and purchase furnishings/equipment through group purchasing programs. This provides Durham County the deepest discount possible for purchases under this program (See attachment 1, pages 1-176). The Engineering Department has reviewed the recommendations with Vines Architecture and the Purchasing Department and recommends that the County proceed with the procurement of the items referenced in the attached proposals. For M/WBE participation information (See Attachment 2, Page 1).

Many of the new furnishings have extensive lead times due to upholstering and fabrication which requires us to bring these contracts for approval timely to meet the anticipated occupancy schedule for the project. The construction of the Main Library is currently underway, scheduled for substantial completion in Fall 2019. Durham County anticipates occupancy in the Fall of 2019. This will require the remaining furniture installations to be in place prior to occupancy by staff. Additional furniture purchases, and approvals will be required in the upcoming months for complete fit-up of the facility. Funding for these contracts is available in the Durham County Main Library Renovation account.

**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:** Peri Manns, ASLA, LEED GA, Deputy Director of Engineering and Environmental Services, Brenda Hayes-Bright, Assoc. AIA, CDT, Project Manager, Engineering Department; and Kaitlan Phelps, IIDA, Vines Architecture - Interior Designer

**County Manager's Recommendation:** The County Manager recommends Board approval of Capital Project Amendment No. 19CPA000022, appropriating \$800,000 of Library Foundation donation funding to the Main Library Project for furniture as well as authorize the execution of the various Purchase of Goods contracts with Carolina Business Interiors, Alfred Williams and Carolina Furnishing + Design for the purchase of the private office, workstations, shelving , storage and misc. furnishings from the various Federal and/or State Buying Programs for the Main library building Renovation in the amount of \$1,028,058.86, and to execute any other related contracts, if necessary, not to exceed the budget of \$1,079,461.80.

**Attachments:**

[AAF Attachment 1\\_Main Library Furniture package 1 061019](#)

[CPA-22 Supplement Form Library Foundation Donation added to the Main Libr](#)

[CPA-22 Legal Form Main Library renovation Project Library Foundation Donati](#)

[MWBE Compliance Review Form-AAF for Furniture Package #1 for Main Librar](#)

**19-0288**

**Budget Ordinance Amendment No. 19BCC0000XX to Recognize**

**\$400,000 from North Carolina Biotechnology Center for Local Economic Development Awards****Agenda Text:**

The Board is requested to approve Budget Ordinance Amendment No. 19BCC0000XX to recognize \$400,000 from the North Carolina Biotechnology Center for Local Economic Development Awards (EDA) to be disbursed by the County. The funds are to be recognized by Durham County as the local unit of government and then awarded to Pairwise (\$200,000), Locus Biosciences, Inc. (\$100,000) and AveXis (\$100,000). The NC Biotechnology Center has agreed to provide an economic development grant award through the County to incentivize companies to expand and maintain new business operations in Durham County while the disbursements of funds to the local government allows the County to maintain a direct relationship with the identified companies.

As part of their individual agreements Locus Biosciences will create and maintain at least thirty (30) new FTEs, Pairwise will create and maintain ninety (90) new FTEs and AveXis will create at least two hundred (200) new FTEs over a four (4) year period. Pairwise, using CRISPR technology, will research gene editing techniques to create non-GMO farm products with the goal to create and produce crops that use fewer resources and are more productive as well as making healthier foods more accessible. Locus Biosciences, Inc, using their CRISPR-Phage platform combines the antibacterial power of CRISPR-Cas3 with the efficient, safe delivery of bacterial viruses called bacteriophage. This process selectively removes unwanted bacteria while leaving the many species of good bacteria intact, crPhage™ can address the growing set of diseases shown to be related to the human microbiome. AveXis works to develop and commercialize gene therapies for patients and families that are suffering from rare and life-threatening neurological genetic diseases.

The North Carolina Biotechnology Center collaborates with North Carolina communities to attract life science economic development projects. Its Bioscience Industrial Development team provides industry-specific expertise and resources. The Center also supports community efforts through its Economic Development Award (EDA) Program. The EDA Program provides performance-based grants to local units of government in support of life science company projects. Grants are linked to job creation and retention milestones for specific company projects in the locality of interest. The local government administers the grant and allocates funds to the company to be used for project-related investments providing sustainable benefit to the company and community. The Center partners with both community and company to determine the appropriate use of EDA funds. In the case of the three agreements receiving the awards, funds will be used to contribute to the cost of real and tangible personal property investments with portions to be either spent on machinery and/or equipment or operations and/or research and development.

**Alignment with Strategic Plan:** This item aligns with Goal 4: Environmental

Stewardship and Community Prosperity to promote and support the community and economic vitality for all residents.

**Resource Persons:** Andy Miracle, Economic Development Officer and Jay Gibson, General Manager Goal 4

**County Manager's Recommendation:** The County Manager recommends that the Board approve Budget Ordinance Amendment No. 19BCC0000XX to recognize \$400,000 from the North Carolina Biotechnology Center for Local Economic Development awards.

**19-0290**

**Approval of Interlocal Agreement with the City of Durham for YouthWork Internship Placements and Reimbursements**

**Agenda Text:**

The Board is requested to review and approve the attached interlocal agreement with any modifications they may agree upon and also to authorize the County Manager to execute it.

The City and County of Durham have long been partners in facilitating summer employment and internships for Durham's high school aged youth. In recent years, the County has funded 50 summer internships, 25 of them inside County government and 25 placed in external institutions. Since the City has historically been the key agency coordinating those external internships, the County relies on the City to find, track, support, and process payroll for those internships and then reimburse the City for the direct payroll expenses. The reimbursement process has not worked very well over the past year or two, primarily due to the lack of a good interlocal agreement. The attached interlocal agreement allows the County to reimburse the City for 25 internships from last summer, the same number this coming summer, and whatever numbers we budget for and agree upon with the City in the future.

**Alignment with Strategic Plan:** The YouthWork Internship Program is strongly aligned with a broader work-based learning continuum and a key driver for future economic success of Durham's young people.

**Resource Persons:** Drew Cummings, Chief of Staff

**County Manager's Recommendation:** The County Manager recommends that the Board review and approve the attached interlocal agreement with any modifications they may agree upon and also to authorize the County Manager to execute it.

**Attachments:**

[County -OWED Interlocal Agreement - Summer Intern Program FINAL](#)

**3. Discussion Items:**

**19-0276**

**Presentation on the new Comprehensive Plan (20min)**

**Agenda Text:**

The Board is requested to receive a presentation on the new Comprehensive Plan

Attachments:

**Attachment 1:** Consultant scope of work



**Alignment with Strategic Plan:** This item supports Goal 4, Environmental Stewardship and Economic Prosperity, by promoting a well-planned community.

**Resource Persons:** Sara Young, AICP, Assistant Planning Director, and Patrick Young, AICP, Planning Director.

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

**Attachments:**

[BOCC Memo](#)

[Attachment 1 - Scope of Work 3-25](#)

[Comp Plan Presentation](#)

**19-0174**      **2018 Durham Historic Preservation Commission Annual Report (5min)**

**Agenda Text:**

The Board is requested to receive the 2018 Durham Historic Preservation Commission Annual Report.

Attachments:

**Attachment 1:** Letter from Joseph Jordan, HPC Chair, March 1, 2019

**Attachment 2:** 2018 Historic Preservation Commission CLG Annual Report

**Attachment 3:** 2018 Historic Preservation Annual Attendance Report

**Alignment with Strategic Plan:** Staff finds the request to align with Goal Five, "Accountable, Efficient and Visionary Government," of the strategic plan.

**Resource Persons:** Karla Rosenberg, AICP, Planner

**County Manager's Recommendation:** The County Manager recommends that the Board receives the 2018 Durham Historic Preservation Commission Annual Report.

**Attachments:**

[BOCC Cover Memo 2018 HPC Annual Report - FINAL](#)

[Attachment 1 Letter from Chair](#)

[Attachment 2 Durham CLG Report](#)

[Attachment 3 - HPC Annual Attendance-2018](#)

**19-0186**      **City-County Planning Department FY20 Work Program (5min)**

**Agenda Text:**

The Board is requested to approve the proposed FY20 Planning Department Work Program.

**Summary.** The Interlocal Cooperation Agreement between the City and County for merged planning functions charges the Planning Director with preparing and submitting to the Joint City-County Planning Committee, the Planning Commission and both Managers a work program and annual budget that must be forwarded to both governing bodies for approval. The proposed work program is structured on the

Department receiving sufficient resources for 49 full-time employees and operational overhead. Staff resources have been fully allocated for the tasks reflected in the proposed work program with no capacity to take on additional tasks without either revising the work program to modify tasks by deleting existing tasks or changing expected outcomes and/or timelines.

**Attachments:**

**Attachment 1:** Proposed Work Program, FY20, Part A, Programs

**Attachment 2:** Proposed Work Program, FY20, Part B, Programs and Descriptions

**Attachment 3:** Proposed Work Program, FY20, Part C, Future Projects

**Motion:** To approve the City-County Planning Department FY20 Work Program.

**Alignment with Strategic Plan:** This request aligns with County Strategic Plan Goal Five, Accountable, Efficient and Visionary Government: An effective organization committed to the pursuit of excellence through collaborative leadership, exceptional customer service, innovations, transparency and fiscal responsibility.

**Resource Persons:** Patrick O. Young, AICP, Planning Director, 919-560-4137 x28273, [Patrick.Young@DurhamNC.gov](mailto:Patrick.Young@DurhamNC.gov) <<mailto:Patrick.Young@DurhamNC.gov>>

**County Manager's Recommendation:** The County Manager recommends that the Board approve the Proposed FY20 Planning Department Work Program.

**Attachments:**

[WP FY20 BOCC Memo](#)

[Planning WP FY20 Part A-APRIL](#)

[Planning WP FY20 Part B-APRIL](#)

[Planning WP FY20 Part C-draft 4-11-19](#)

**19-0207**

**Environmental Affairs Board Annual Report (5min)**

**Agenda Text:**

The Board is requested to receive the 2018 Durham Environmental Affairs Board Annual Report.

**Alignment with Strategic Plan:** The Environmental Affairs Board performs its work in furtherance of Goal 4 of the Strategic Plan, Environmental Stewardship.

**Resource Persons:** Laura D. Woods, Senior Planner.

**County Manager's Recommendation:** The County Manager recommends that the Board receive the 2017 Durham Environmental Affairs Board Annual Report.

**Attachments:**

[BOC Cover Memo\\_final](#)

[Attachment 1: Durham Environmental Affairs Board 2018 Annual Report](#)

[Attachment 2](#)

**19-0215**

**2018 Durham Planning Commission Annual Report (5min)**

**Agenda Text:** The Board is requested to receive the 2018 Durham Planning Commission Annual Report.

Attachments:

**Attachment 1:** 2018 Planning Commission Annual Report

**Attachment 2:** 2018 Planning Commission Cases

**Attachment 3:** 2018 Planning Commission Attendance

**Alignment with Strategic Plan:** Staff finds the request to align with Goal Five, “Accountable, Efficient and Visionary Government”, of the strategic plan.

**Resource Persons:** Grace Smith, AICP, Planning Supervisor, and Patrick Young, AICP, Planning Director.

**County Manager’s Recommendation:** The County Manager recommends that the Board receives the 2018 Durham Planning Commission Annual Report.

**Attachments:** [BOCC cover memo PC report](#)  
[Attachment 1- 2018 PC report](#)  
[Attachment 2- 2018 PC Cases docx](#)  
[Attachment 3- PC Attendance 2018](#)

**19-0222**     **2018 Durham City-County Appearance Commission Annual Report (5min)**

**Agenda Text:** The Board is requested to receive the 2018 Durham City-County Appearance Commission Annual Report.

Attachments:

**Attachment A:** 2018 Appearance Commission Annual Report

**Attachment B:** 2018 Appearance Commission Attendance Report

**Alignment with Strategic Plan:** This item supports Goal 4, Environmental Stewardship and Environmental Prosperity, by promoting community beautification and appearance efforts.

**Resource Persons:** Kayla Seibel, AICP, Senior Planner, and Patrick Young, AICP, Planning Director.

**County Manager’s Recommendation:** The County Manager recommends that the Board receives the 2018 Durham City-County Appearance Commission Annual Report.

**Attachments:** [02 DCCAC 2018 Annual Report - Staff Memo](#)  
[03 DCCAC 2018 Annual Report-Attachment A](#)  
[04 DCCAC 2018 Annual Report - Attachment B - Attendance Report](#)

**19-0223****2018 Board of Adjustment Annual Report (5min)****Agenda Text:**

The Board is requested to receive the 2018 Board of Adjustment Annual Report.

**Alignment with Strategic Plan:** Staff finds the request to align with Goal Five, “Accountable, Efficient and Visionary Government”, of the strategic plan.

**Resource Persons:** Jessica Dockery, CZO, Major Development Review Planning Supervisor, and Patrick Young, AICP, Planning Director.

**County Manager’s Recommendation:** The County Manager recommends that the Board receive the 2018 Board of Adjustment Annual Report.

**Attachments:**

[BOCC cover memo BOA report](#)

[A1.2018 Annual Report Memo-BOCC \(draft\)](#)

[A2.2018 Cases Heard by the Durham Board of Adjustment](#)

[A3.BOA Attendance-All 2018](#)

**19-0229****2018 Durham Open Space and Trails Commission Annual Report (5min)****Agenda Text:**

The Board is requested to receive the 2018 Durham Open Space and Trails (DOST) Commission Annual Report.

Attachments:

**Attachment A:** 2018 DOST Annual Report

**Attachment B:** 2018 DOST Attendance Report

**Alignment with Strategic Plan:** This item supports Goal 4, Environmental Stewardship and Environmental Prosperity, by promoting community beautification and appearance efforts.

**Resource Persons:** Scott Whiteman, AICP, Planning Supervisor, and Patrick Young, AICP, Planning Director

**County Manager’s Recommendation:** The County Manager recommends that the Board receives the 2018 DOST Annual Report.

**Attachments:**

[DOST Staff Memo](#)

[Attachment A - DOSTAnnualReport2018](#)

[Attachment B - DOST Attendance-All 2018](#)

**19-0255****300 and 500 Blocks of East Main St. Redevelopment - Update on the Process for Selection of Development Partner(s) and Discussion on the Next Steps (Update #8) (45min)****Agenda Text:**

The Board is requested to receive an update from the University of North Carolina School of Government’s Development Finance Initiative on the 300 and 500 Block East Main St. Development.

The Solicitation(s) for Development closed on April 5, 2019 with a total of (9) responses. The purpose of this update (Update #8) is to discuss the next steps of the selection process with the BOCC, receive input if appropriate and update the public on the process.

**Alignment with Strategic Plan:** This project is in accordance with Strategic Plan Goal 4 - Environmental Stewardship and Community Prosperity particularly Strategy 4.2C - Regional Planning: Participate in smart growth practices and support regional planning partnerships to promote a high quality of life for all.

**Resource Persons:** Sarah Odio, Project Manager, DFI; Marcia Machado-Perritt, Associate Director, DFI; Peri Manns, ASLA, LEED GA, Deputy Director of Engineering and Environmental Services; Jay Gibson, P.E. General Manager - Goal 4

**County Manager's Recommendation:** The County Manager recommends that the Board receive the update and provide input to DFI and County staff if appropriate.

#### 4. Lunch

[19-0287](#)

#### **Economic Development Policy Revision Update (60min)**

**Agenda Text:**

The Board is requested to receive an update on the County's Economic Development Policy and the revisions that are being considered to further effectuate the County's goals as informed by best practice and legal parameters while maintaining our economic competitive and comparative advantage. Over the course of the last 15 months, the Board has received a number of presentations and engagements to help shape and inform what a revised policy might look like that include to the following:

1. Review of Current Policy - Board Feedback and Revision Goals (Spring Retreat, 2018)
2. School of Government Presentation - ED Fundamentals and Legal Parameters (June Worksession, 2018)
3. Policy Benchmarking of NC Peers - Identify Strategies to Revise Policy (Fall Retreat, 2018)

The next iteration of this conversation will involve the consideration of approaches to improve contract terms and structure as well as the assessment of criteria & threshold refinement that inform which projects are eligible for consideration and how projects are evaluated. Some components may be adopted immediately while others may take additional time to structure and implement, such as new policy strategies. This conversation will identify both immediate and longer-term implementation criteria and strategies that the County will pursue to revise its Economic Development Policy.

**Alignment with Strategic Plan:** This item aligns with Goal 4: Environmental Stewardship and Community Prosperity to promote and support the community and

economic vitality for all residents.

**Resource Persons:** Andy Miracle, Economic Development Officer and Jay Gibson, General Manager

**County Manager's Recommendation:** The County Manager recommends that the Board receive an update on the County's Economic Development Policy and make revisions to the policy that further promote the County's goals in this program area.

**Attachments:** [Durham County Economic Development Policy](#)  
[ED Policy Revisions DRAFT 6-3-19](#)

**19-0187**

**Approval of Fourth Amendment to the Management Agreement for the Durham Convention Center (5min)**

**Agenda Text:** The Board is requested to suspend the rules and vote on the fourth amendment to the Management Agreement for the Durham Convention Center.

This item was discussed at the May 6, 2019 Work Session but was not placed on the May 13, 2019 Regular Session agenda for approval. Parties have already signed the agreement and with the Board's approval, the remaining signatures can be obtained. Please see the information below provided at the May 6, 2019 meeting:

The Board is requested to receive information on the proposed, fourth amendment to the management agreement for the Durham Convention Center and, if appropriate, to approve it and authorize the County Manager to execute it.

Durham County and the City of Durham jointly own the Durham Convention Center. The facility, which opened in the late 1980s, was managed for many years by The Shaner Corporation, which also owned and operated the attached Marriott hotel. In FY10-11, the City and County decided to bid out management of the convention center, and in February 2011 entered into our first management agreement with Global Spectrum (now doing business as Spectra).

The agreement has already been extended twice. Global Spectrum's performance has taken a facility which regularly required over \$1 million per year in subsidy to a facility losing very little money at all. In FY17-18 the facility actually made money. Based on this positive performance and also on helpful elements incorporated in this proposed amendment, City and County staff are happy to bring forward this proposed ten-year extension of the management agreement. The proposed agreement does provide for a full management review after the first five years.

**Alignment with Strategic Plan:** A high-performing Durham Convention Center exposes many new people to Durham and is a driver for a great deal of economic activity, aligning it well with Goals 1 and 4 of the Durham County Strategic Plan.

**Resource Persons:** Drew Cummings, Chief of Staff; Jina Propst, Asst. Dir. (City General Services); Bill Kalkhof, Chair of the Durham Convention Center Authority.

**County Manager's Recommendation:** The County Manager recommends that the Board suspend the rules and vote on the fourth amendment to the Management Agreement for the Durham Convention Center.

**Attachments:**

[4TH CONTRACT AMENDMENT GLOBAL SPECTRUM DCC - 4-15-2019](#)

[AGENDA MEMO 4TH AMENDMENT DCC GLOBAL SPECTRUM - 4-15-2019](#)

**19-0289**

**Review of BOCC Directives (10min)**

**Agenda Text:**

The Board is requested to review the report showing staff responses to BOCC directives and ask any questions they wish.

Board directives from previous meetings as well as staff follow-up are reviewed at monthly work Sessions. Staff strive to have all directives input into the system as accurately as possible as soon after they are issued as possible and to follow-up with the board and/or with other relevant parties in an appropriate time frame.

**Alignment with Strategic Plan:** Specific directives can relate to any goal area, but overall, timely response to Commissioner directives aligns with Goal 5 - Accountable, efficient, and visionary government.

**Resource Persons:** Drew Cummings, Chief of Staff (and other staff, as appropriate)

**County Manager's Recommendation:** The County Manager recommends that the Board review the report showing staff responses to BOCC directives and ask any questions they wish.

## 5. Adjournment