



# Durham County

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

## Meeting Agenda Board of County Commissioners

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Monday, July 8, 2019

7:00 PM

Commissioners' Chambers

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### Regular Session

### Closed Session (To be held at: 5:00 pm)

**19-0341**

#### Closed Session

**Agenda Text:**

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, pursuant to G.S. 143-318.11(a)(6).

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

**Resource Persons:** Monica W. Toomer, Clerk to the Board

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

#### "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)

**19-0343**

#### Announcements

Agenda Text:

1. **Neighborhood College Now Accepting Applications** - Residents looking to play a more active role in their neighborhoods and the Durham community should apply now for the 2019 Durham Neighborhood College.

Applications are being accepted through Friday, July 26 and space is limited to 30 participants. Area high school students ages 15 and up as well as Latino residents are encouraged to apply. To learn more please visit <http://bit.ly/neighborhood-college>. Paper applications are available at the Durham County Clerk's Office on 200 E. Main Street and the City Clerk's Office on 101 City Hall Plaza.

2. **The City and County Launches EngageDurham Initiative** - This initiative ensures that all Durham voices are heard as the future of Durham is shaped through projects like the Comprehensive Plan, public transit, and trail projects.

For more information please contact Lisa Miller, Senior Urban Designer with the Durham City-County Planning Department at [lisa.miller@durhamnc.gov](mailto:lisa.miller@durhamnc.gov) or 919-560-4137 ext. 28270.

3. **Innovate Durham: An Innovation Partnership Program** - We're turning local government into a laboratory for startups and entrepreneurs. Innovate Durham participants will work with Durham City and County departments to test, scale and innovate new ideas and technology. The 12-week partnership program turns the City of Durham and Durham County into a lab to test your ideas, product or services.

The application process for the 2019 Cohort closes on July 22, 2019. For more information on the program criteria and application process please visit <https://durhamnc.gov/3165/Innovate-Durham> or contact Eric Marsh at [emarsh@dccon.gov](mailto:emarsh@dccon.gov).

4. **Your Thoughts are Needed on the Eno-Haw Regional Hazard Mitigation Plan** - Durham County along with Alamance, Orange, and Person counties are working together to update their plan required to maintain eligibility for future pre-and post-disaster funding from the Federal Emergency Management Agency (FEMA).

A public meeting providing information on the planning process and identified hazards will be held on Thursday, July 11th at 5:30pm at the Whitted Human Services Building located at 300 West Tryon Street, Hillsborough, NC 27278.

5. **County Convenience Sites Closed on July 11th** - All four of the Durham County Convenience Sites (Rougemont, Bahama, Redwood and Parkwood) will be closed on Thursday, July 11th for staff professional development training. They will all reopen with normal business hours on Friday, July 12th.
6. **Champs Grant Presents Summer Meals** - Durham Public Schools and the City of Durham invite **ALL** children ages 1-18 to **FREE** meals daily (Monday-Friday) during summer vacation (ending August 9th). Parent meal cost is \$2.00 (meals are FREE for DHA resident parents)

For meal locations text "FOODNC" to 877-877 or call 1-866-348-6479. For more information please contact Linda Harris at 919-560-2370 ext. 26287.

7. **Prepare your 4-year old for Kindergarten: Apply Now for Pre-K** - All Durham residents may apply for free to low cost, high quality learning. Your child must be 4-years old by August 31, 2019 to qualify. Please call 919-403-6960 for more information.

#### 4. Minutes (5 min)

[19-0348](#) Minutes

Attachments: [Work Session - June 3, 2019](#)

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

[19-0342](#) 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.

## 7. Consent Agenda (15 min)

### **19-0332 Approve the Contract between Courthouse Computer System and the Durham County Register of Deeds**

**Agenda Text:** The Board is requested to approve the contract between Courthouse Computer System and the Durham County Register of Deeds in the amount of \$52,000.00.

The purpose of the contract is for providing professional services to create an electronic index of old real estate books for the years of 1975 & 1976. This information to create the electronic index will be extracted from the existing paper-based index books to preserve the details of how the document was originally indexed. The records will be made available in a standard format for upload to the existing Thomson Reuters Records Management System.

**Alignment with Strategic Plan:** By converting the index to an electronic format, the citizens of Durham will be able to view the indexes in a more efficient format, and the paper-based index can be preserved for historical purposes.

**Resource Persons:** Sharon A. Davis, Register of Deeds

**County Manager's Recommendation:** The County Manager recommends that the Board approve the contract between Courthouse Computer system in the amount of \$52,000.00 for the purpose of creating an electronic real estate index for years of 1975 & 1976.

**Attachments:** [Courthouse Computer System Contract Packet 06.24.19](#)

### **19-0333 Award of Contract to EMS Management & Consultants (EMS/MC) for the EMS Billing and Collection Services for the County**

**Agenda Text:** The Board is requested to authorize the County Manager to execute a service contract with EMS/MC for the EMS billing and collection services for the County. The contract period will be July 1, 2019 through June 30, 2020 (e.g., fiscal year 2020).

The County performed EMS billing and collection services in-house until the end of fiscal year 2015. The County went out for bid for these services in fiscal year 2015 and awarded the EMS billing and collection services to Intermedix, Inc. (IMX) effective July 1 of fiscal year 2016. During the County's four years with IMX, we have not seen the revenue growth that was initially projected. In addition, there have been other issues (e.g., customer service, debt set off filing and reporting, micro-management, etc.). As a result, EMS and Finance staff as well as the Manager's Office thought that it was time that the County went out for bid again for

the provision of EMS billing and collection services.

The Request for Proposal (RFP) was advertised March 18, 2019 with responses due to the County April 5, 2019 by 2:00 PM. Eleven (11) responses were received. The evaluation committee consisted of seven (7) members (e.g., 4 EMS staff and 3 Finance staff). Each member of the evaluation committee independently reviewed and evaluated the proposals. The results being that all seven members selected EMS/MC as the vendor to provide the EMS billing and collection services for the County.

EMS/MC's headquarters is located in Winston-Salem, NC. The company began in North Carolina, and while North Carolina continues to be their biggest client base, they now have a presence in 19 states.

EMS/MC owns their software (e.g., not purchased from a 3rd party). They have developed a multi-step claims management process with a focus on automation that minimizes human "touch points" and increases approved claims.

The implementation period will be from July 1st through August 31st of fiscal year 2020 with the go-live date of September 1, 2019. The County will continue billing and collection services with the current provider from July 1st through August 31st. As of September 1, 2019, the current vendor, IMX, will have a 120 day "wind down" period whereby they will collect on the accounts that they have billed up to August 31, 2019. (The rate with the current vendor is 5.4% and \$1 per privacy notice mailing.) At the end of the 120 "wind down" period, the legacy data will be converted to EMS/MC, and all activity with the current vendor will cease.

More information and details about the bid process, company structure and implementation approach are included on the supplemental form.

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

**Resource Persons:** Susan Tezai, Chief Financial Officer; Kevin Underhill, Interim EMS Director; Claudia Hager, General Manager; Jodi Miller, General Manager

**County Manager's Recommendation:** The County Manager recommends that the Board authorize the County Manager to execute a service contract with EMS/MC for the EMS billing and collection services for the County.

**Attachments:** [AAF Supplemental Document - EMS Billing Collection Services Contract 7.08.2](#)  
[RFP 19-032 Emergency Medical System Billing & Collection Services](#)  
[EMSMC Response to Durham County 040519](#)  
[MWBE Compliance Review Form-AAF for 19-032 RFP 061219](#)  
[RFP 19-032 Proposal Tabulation - EMS Billing and Collections Svcs](#)  
[2019-06-26 Durham County EMS Contract and BAA](#)

**19-0335****Service Contract with Animal Protection Society of Durham, Inc****Agenda Text:**

The Board is requested to approve the service contract with Animal Protection Society of Durham, Inc. (APS) for the operation of the Durham County Animal Shelter, in the amount of \$730,674.63. This includes services such as (i) caring for, at the shelter, all dogs, cats and other animals impounded by Animal Control and/or delivered to it by members of the general public; (ii) providing necessary veterinary care for animals impounded, housed, or surrendered to the shelter, and (iii) maintaining accurate records and providing monthly reports of all animals impounded, the disposition of all animals, amounts collected for board, redemption fees, and civil penalties by APS.

The request is for a contract continuation for funding for the operations of the Durham County Animal Shelter. APS has a lease agreement with Durham County for the Durham County Animal Shelter through June 30, 2020. The 4% increase requested by APS will cover general operating increases related to health insurance premium increases, merit raises for shelter staff and general operating increases associated with medical care for animals.

**Alignment with Strategic Plan:** This request aligns with Goal 2: Health and Well-being for all and Goal 3: Safe Community.

**Resource Persons:** David LaBarre, Director of Planning & Development, Durham County Sheriff's Office and Anecia Jacobs, Asst. Finance Manager, Durham County Sheriff's Office.

**County Manager's Recommendation:** The County Manager recommends that the Board approve the service contract with Animal Protection Society of Durham, Inc for the operation of the Durham County Animal Shelter in the amount of \$730,674.63

**Attachments:** [AAF Supplemental - APS Contract FY20](#)  
[APS Service Contract FY20](#)  
[Durham County Budget Request Letter FY20](#)

**19-0336****Service Contract with Durham Literacy Center****Agenda Text:**

The Board is requested to approve the service contract with Durham Literacy Center (DLC) to provide literacy services for individuals housed inside the Durham County

Detention Facility. The Durham Literacy Center contract amount for FY2019-20 is \$100,725.63. These services include the instruction of High School Equivalency Classes and Job/Life Skills classes to detained individuals at the Durham County Detention Facility. The DLC will work in close partnership with the Durham County Sheriff's Office to effectively implement and manage the program. All classes are voluntary and will be open to detainees of any age who meet the approval of the Durham County Detention Facility staff. All classes will be taught and coordinated by qualified DLC staff members who have the necessary education, credentials and experience to perform their work effectively. Services will be implemented by one full time coordinator/lead instructor and one full time High School Equivalency instructor.

The request is for a contract continuation for funding for the operations of the Durham Literacy Center. DLC's HiSET and Life Skills Program has been a vital service provided to detainees housed inside the detention facility and proven to increased opportunities for those in re-entry. These services are open to any detainee that wishes to attend the instruction, however 16-24 year old detainees will be the focus. Some students who expressed interest in High School Equivalency are required to have at least a 5th grade reading level. To that end, enrollment has steadily increased. The Detention Facility has been approved as an official testing site for HiSET. Fourteen students graduated HiSET in FY19.

**Alignment with Strategic Plan:** This request aligns with the County's Strategic Plan Goal 1: Community Empowerment and Enrichment and Goal 3: Safe Community

**Resource Persons:** David LaBarre, Director of Planning and Development, Durham County Sheriff's Office and Anecia Jacobs, Asst. Finance Manager, Durham County Sheriff's Office.

**County Manager's Recommendation:** The County Manager recommends that the Board approve the service contract with the Durham Literacy Center for the services provided to detainees housed in the Durham County Detention Facility in the amount of \$100,725.63 and authorize the Manager to execute the Agreement.

**Attachments:** [AAF Supplemental - DLC FY2019-20](#)  
[DLC Proposal and Scope of Services FY 19-20](#)  
[DLC Contract Amendment\\_FY2020](#)

**19-0337** **Contract Amendment #4 for Security Services for FY2019-20 and Budget Ordinance Amendment No. 20BCC00001 to transfer funds from the Cooperative Extension budget to the General Services budget in the amount of \$18,700 for their portion of the contract.**

**Agenda Text:** The Board is requested to review and authorize the County Manager to execute a service contract amendment with Nighthawk Security and Consulting, LLC in the amount \$21,842.47. If approved, the revised contract for Durham County Security Services for FY2019-20 will increase to a total amount of \$1,930,284.23.

Amendment #4 will extend the service contract with Nighthawk Security until June 30, 2020. The amendment modifies posts and makes staff reductions as well as adds 26 weeks of uniformed security services for the Main Library building upon its opening.

In review of the MWBE compliance for RFP 17-026 Durham County Security Services, Nighthawk Security and Consulting is MWBE certified Black-American Firm and will be utilizing 100% MWBE participation on this project.

**Alignment With Strategic Plan:** This item aligns with Goal 3 - Safe and Secure Community.

**Resource Persons:** Motiryo Keambiroiro, Director of General Services

**County Manager's Recommendation:** The County Manager recommends that the Board authorize the County Manager to execute service contract amendment #4 with Nighthawk Security and Consulting, LLC in the amount \$21,842.47 and approve Budget Ordinance Amendment No. 20BCC000001 to transfer funds in the amount of \$18,700 from the Cooperative Extension budget to the General Services budget for their portion of the contract. The revised contract for Durham County Security Services for FY2019-20 will increase to a total amount of \$1,930,284.23.

**Attachments:**

[AAF Supplemental Document - Nighthawk Amend 4](#)

[Copy of Copy of FY20 Security Posts and Hours \(latest\)](#)

[Contract Amendment Nighthawk Security Services FY19-20](#)

[AAF-01 Legal Form Transferring funds for the security contract from Coop Exter](#)

**19-0339**

**Service Contract with Velasquez Digital Media Communications, LLC**

**Agenda Text:**

The Board is requested to authorize the County Manager to execute the attached contract with Velasquez Digital Media Communications, LLC in an amount not to exceed \$67,200.00.

Velasquez Digital Media Communications, LLC has provided broadcast services to Durham County Government along with other special video services for many years. During each Board Of County Commissioners meeting, Velasquez Digital Media works collaboratively with county staff to ensure that viewers receive the meetings via live broadcast and live stream. In addition to ensuring that residents receive board meetings on a regular basis, Velasquez also provides the filming and editing of Durham County's monthly TV Show, "In Touch with Durham County", produced in our Admin II, 4th Floor Studio. Velasquez Digital Media has been an important partner in advising the County as we continue to fully develop the studio functions.

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

**Resource Persons:** Deborah Craig-Ray, General Manager for Strategic Planning



and Innovation.

**County Manager's Recommendation:** The County Manager recommends that the Board approve the request and authorize the County Manager to execute a contract for broadcasting services with Velasquez Digital Media for an amount not to exceed \$67,200.00

**Attachments:** [DCo COI 2019-20 Velasquez](#)  
[Attachment 1 - Scope of Services Form FY2020- Velasquez Digital Media2](#)  
[Service Contract Template FY2020-Velasquez](#)  
[Velasquez Media Exemption from Worker's Comp Insurance 072019](#)

### **19-0344**

### **Board of Elections Delivery Services Contract Amendment**

**Agenda Text:**

The Board is requested to approve the Durham County Board of Elections request to acquire pickup and delivery services from Kline LLC dba Marrins' Mooving. Service will include the pickup and delivery of voting equipment and supplies to and from polling places and the Board of Elections Warehouse. Service delivery will occur during Early Voting and Election Day for four election events scheduled as follows:

- October 8, 2019 - Municipal Primary
- November 5, 2019 - Municipal Election
- March 3, 2020 - Primary Election
- April or May 2020 - Second Primary (if necessary)

The total cost of the request is; \$86,000.00.

Also, with the recommendation of Angela Perry from the Purchasing Department, we would like to request the following:

- The Durham County Board of Elections requests the BOCC to approve the contract and give the Manager authority to execute the contract in the amount not to exceed \$86,000.
- The Durham County Board of Elections requests that BOCC give the Manager authority to execute any other related contracts such as amendments within the budgeted appropriations, not to exceed \$86,000.

**Alignment with Strategic Plan:** This request is consistent with Goal 5 of the strategic plan (Accountable, Efficient and Visionary Government).

**Resource Persons:** Elections Director Derek Bowens and Elections Compliance Manager Brenda Baker

**County Manager's Recommendation:** The County Manager recommends that the Board approve the delivery services contract amendment request made by the Durham County Board of Elections.

**Attachments:** [2019\\_06\\_26\\_Marrins\\_Contract.pdf](#)  
[2019\\_AAF\\_Supplemental\\_Document\\_Marrins\\_Contract\\_Approval.docx](#)

**8. Other Business (50 min)****19-0340 300 and 500 Blocks of East Main St. Redevelopment - Update on the Selection Process for Development Partner(s) and Discussion of Next Steps (20min)**

**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 of East Main Street Redevelopment.

Interviews of the (3) short-listed firms were recently held on June 27 & 28, 2019 and the purpose of this update (Update #9) 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.

**19-0345 Review and Endorsement of New Durham County Transit Plan Process (30min)**

**Agenda Text:** The Board is requested to review, discuss, and endorse the proposed process for development of a new Durham County Transit Plan.

The previous Durham County Transit Plan was dominated by the Durham-Orange Light Rail Project. With the demise of that project, a very important pair of new questions is what will go into the new plan and how will we as a community make those decisions. City, County, GoTriangle, and DCHC-MPO staff have been meeting and discussing these questions for the past several months, and the proposal in front of Commissioners this evening is the product of that work.

The process described in this document would replace the Staff Working Group. It would involve heavy community engagement aligned with community engagement for the Durham Comprehensive Plan Update. It also describes a more Durham-centric process led at least initially by our own City-County Planning Department. A guiding principle in this document and the process it describes is that it is a more strength-based approach. While it does reflect a diminished role for GoTriangle, the

roles they will retain are in areas where they have significant advantages over other transit partners.

**Alignment with Strategic Plan:** A good county transit plan will help Durham County meet many objectives in Goals 1, 2, 4, and 5 of the Durham County Strategic Plan

**Resource Persons:** Patrick Young, Director of City-County Planning

**County Manager's Recommendation:** The County Manager recommends that the Board review, discuss, and endorse the proposed process for development of a new Durham County Transit Plan.

**Attachments:** [Transit Plan brief 7-1-19](#)  
[New Durham County Transit Plan Process](#)

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

### **19-0334** Board and Commission Appointments (10min)

**Agenda Text:** Monica Toomer, Clerk to the Board, will distribute ballots to the Board to make appointments to the following boards:

- Board of Adjustment
- Convention Center Authority
- Criminal Justice Advisory Board
- Environmental Affairs Board
- Homeless Services Advisory Committee
- Juvenile Crime Prevention Council
- Library Board of Trustees
- Planning Commission
- Women's Commission
- Workforce Development Board

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

**Alignment with Strategic Plan:** This item aligns with Goal 5 Accountable, Efficient and Visionary Government. When citizens are engaged and partners on our Boards and Commissions, the vision of our Strategic Plan is achieved - a thriving, vibrant

diverse community with abundant opportunity for all residents to live, work, learn, play and grow.

**Resource Persons:** Monica Toomer, Clerk to the Board

**County Manager's Recommendation:** The County Manager recommends that the Board of County Commissioners vote to appoint a member to the aforementioned Boards and Commissions.

**Attachments:** [8july19](#)

## 10. Items Pulled from the Consent Agenda (20 min)

## 11. Closed Session

### [19-0346](#) Closed Session

**Agenda Text:** 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 pursuant to G.S. 143-318.11(a)(4).

**Alignment with Strategic Plan:** This item aligns with Strategic Goal 4: Environmental Stewardship and Economic Prosperity

**Resource Persons:** Andy Miracle, Economic Development Director

**County Manager's Recommendation:** The County Manager recommends that the Board go into Closed Session for Economic Development purposes.

## 12. Adjournment