



Durham County

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

Meeting Agenda Board of County Commissioners

Monday, October 14, 2019

7:00 PM

Commissioners' Chambers

Regular Session

"Public Charge"

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

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

7:00 pm Regular Session

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

19-0507 Announcements

Agenda Text:

1. **FALL 2019 Youth Hiring Event** - NCWorks and NEXTGEN are hosting this year's Youth Hiring Event on Wednesday, October 16, 2019 from 1:00pm - 4:00pm at the ReCity Building located on 112 Broadway Street.

To register online please visit www.ncworksnextgendurham.com
<<http://www.ncworksnextgendurham.com>> or call 919-943-2603 for additional details.

2. **US 15-501 Corridor Study: Reimagining 15-501** - The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) and the North Carolina Department of Transportation (NCDOT) are co-hosting a third public workshop for the Reimagining 15-501 Corridor Study on Thursday, October 17, 2019 from 6 p.m. to 8 p.m. in the Chapel Hill Bible

Church, located at 260 Erwin Road, Chapel Hill.

The purpose of this third public workshop is to review and comment on proposed concepts for addressing future transportation challenges in the U.S. Highway 15-501 Corridor between Ephesus Church Road in Chapel Hill and University Drive in Durham.

For more information visit <https://www.reimagining15501.com/>

3. **Contractors Empowerment Event: Business Communications Simplified** - All Business Owners are welcome to attend this **FREE** empowerment event on Saturday, October 19, 2019 from 11:00am - 1:30pm at the Archie K. Davis Conference Center located on 12 Davis Drive. The event overview includes: Professional Development, Expert Advice, Business Networking and Question & Answer Sessions.

Please visit www.eventbrite.com <http://www.eventbrite.com> to register.

4. **Information Session on Becoming a Foster Parent** - Help change the life of a child by learning more about becoming a foster parent and meeting community partners who provide support to children in care at a Foster Parent Information Session hosted by the Durham County Department of Social Services on Saturday, October 26, 2019.

The event will be held from 12-3 p.m. at the Durham Public Schools Career & Technical Education, 2107 Hillandale Rd., Durham, NC 27705.

For more information, call (919) 560-8000 or email to fosterdreams@dcconc.gov <mailto:fosterdreams@dcconc.gov>.

5. **Come Hear About the Future of 300 & 500 Blocks of East Main Street** - The Durham Board of County Commissioners (BOCC) selected Laurel Street and ZOM Living to execute on its vision for the two County-owned sites. The proposed plan includes a mix of affordable and market-rate apartments, commercial space along East Main Street, and parking for tenants and County employees.

Please join Durham County and the development team at one of the following informational sessions:

- Saturday, November 2 at 10 a.m. at the Holton Career and Resource Center

located at 401 N. Driver St.

- Tuesday, November 12 at 7 p.m. at the Durham County Human Services Building located at 414 E. Main St.

To learn more about the redevelopment of the 300 and 500 blocks of East Main, please visit www.dconc.gov/EMainSt.

6. **2019 Home Repair and Rehabilitation Programs for Durham County** - Triangle J Council of Government is accepting applications for the 2019 Home Repair and Rehabilitation Program for Durham County homes (this **excludes** homes within the City of Durham).

To qualify, one person in the household must be 62 years of age or older; a Veteran; a recipient of Social Security or Disability benefits or a child under the age of 6 exposed to lead-based paint. You must also meet a gross household income of at or below 80% of the median county income limits. Interested homeowners must apply by December 31, 2019.

For additional information, please contact Erika Brown, Housing Planner with TJCOG at ebrown@tjcog.org <<mailto:ebrown@tjcog.org>>

7. **ENGAGEDurham: Comprehensive Plan** - The City and County are beginning work on a new Comprehensive Plan - the community's vision for shaping Durham's future growth. We invite you to join us at one of the five Listening and Learning Workshops listed below to gain more information.
- Thursday, November 14, 7:00-9:00 pm - Hillside High School
 - Saturday, November 16 10:00 am-12:00 pm - Carrington Middle School
 - Sunday, November 17 3:00-5:00 pm - Southern High School
 - Monday, November 18 11:00 am-1:00 pm - Durham County Administration II Building (201 East Main Street)
 - Tuesday, November 19 7:00-9:00 pm - Rogers-Herr Middle School

If you plan to attend, please RSVP at
www.engagedurham.com/youre-invited/
<<http://www.engagedurham.com/youre-invited/>>

8. **Durham County Library Needs Your Help** - Do you love reading and art? Now's your chance to have an impact on the transformed Main Library in downtown Durham. Fill out a short survey from the Durham County Library to help determine what kind of art will go outside the awesome new building!

Take the survey now: <<https://www.surveymonkey.com/r/TDKBJ92>>

4. Minutes (5 min)**19-0502****Minutes****Attachments:**[Work Session - September 3, 2019](#)[Regular Session - September 9, 2019](#)**5. Ceremonial Items (50min)****19-0496****Resolution for Ava Lewis (10min)****Agenda Text:**

The Board is requested to approve a resolution honoring Little Miss Ava Lewis, a generous three-year-old girl who came up with the idea of selling lemonade in front of her mother's business on Hillsborough Road and using her proceeds to buy boxes of diapers and other supplies for families in need. Ava's items were then donated to women residents of the Good Samaritan Inn operated by the Durham Rescue Mission.

Alignment with Strategic Plan: This item aligns with Goal 1: Community and Family Prosperity

Resource Persons: Wendy Jacobs, Chair, Durham County Commissioners

County Manager's Recommendation: The County Manager recommends that the Board approve the resolution and present to Little Miss Ava Lewis along with sincere congratulations.

Attachments:[Resolution - Ava Lewis](#)**19-0501****Proclamation - National Case Management Week 2019 (10min)****Agenda Text:**

The Board is requested to issue a proclamation declaring October 13 - 19, 2019 as National Case Management Week in Durham County.

National Case Management Week is an annual weeklong celebration of this essential health care practice to recognize the dedication, compassion and patient care outcomes achieved by the members of the Case Management Department throughout the community and across the care continuum. Case Managers, Clinical Social Workers and Utilization Managers are making a difference for the citizens of Durham.

Alignment with Strategic Plan: This item aligns with Goal 2: Health and Well-Being for All

Resource Persons: Kathryn Flanagan, Director of Case Management & Clinical

Social Work at Duke University Hospital and Marcia Moulton, Director of Case Management at Duke Regional Hospital

County Manager's Recommendation: The County Manager recommends that the Board issue a proclamation declaring October 13 - 19, 2019 as National Case Management Week in Durham County.

Attachments: [Proclamation - National Case Management Week- October 2019](#)

19-0503

Resolution - 100th Anniversary of the 19th Amendment Giving Women the Right to Vote (10min)

Agenda Text:

The Board is requested to approve the resolution recognizing the 100th Anniversary of the 19th Amendment Giving Women the Right to Vote.

During the 2019 North Carolina Association of County Commissioners (NCACC) Conference in Guilford County the League of Women Voters of North Carolina (LWVNC) asked all 100 counties to pass a resolution commemorating the passage of the 19th Amendment giving women the right to vote.

With their slogan, "100 counties for 100 years" they ask Durham County to join with others across North Carolina in support of the resolution.

Alignment with Strategic Plan: This item aligns with Goal 1: Community Empowerment and Enrichment

Resource Persons: Krishna Mondal, President of the LWV of Orange, Durham and Chatham Counties; Mary Klenz, 2nd President of LWVNC; Vicki Boyer, Former President of LWVNC; Commissioners Brenda Howerton and Ellen Reckhow

County Manager's Recommendation: The County Manager recommends that the Board approve the resolution recognizing the 100th Anniversary of the 19th Amendment Giving Women the Right to Vote.

Attachments: [Resolution - 100th Anniversary of the 19th Amendment](#)

19-0505

Proclamation - Neighbors Feeding Neighbors Day (10min)

Agenda Text:

The Board is requested to proclaim October 16, 2019 as Neighbors Feeding Neighbors Day in Durham County.

Alignment with Strategic Plan: This item aligns with Goal 1: Community Empowerment and Enrichment

Resource Persons: Spencer Bradford, CROP Hunger Walk Board Member

County Manager's Recommendation: The County Manager recommends that the Board proclaim October 16, 2019 as Neighbors Feeding Neighbors Day in Durham County.

Attachments: [Proclamation - Neighbors Feeding Neighbors Day - 2019](#)

19-0506**Proclamation - National Mammography Awareness Day (10min)****Agenda Text:**

The Board is requested to proclaim October 18, 2019 as National Mammography Awareness Day.

As October is designated as Breast Cancer Awareness Month, and October 18, 2019 is the 26th Anniversary of National Mammography Awareness Day (MAD), the ladies of Alpha Zeta Omega chapter of Alpha Kappa Alpha Sorority, Inc. kindly request that the Durham Board of County Commissioners share the attached proclamation with the residents of Durham County.

Alignment with Strategic Plan: This item aligns with Goal 2: Health and Well Being for All

Resource Persons: Kamala Uzzell, Corresponding Secretary, Alpha Zeta Omega Chapter/AKA Sorority, Incorporated

County Manager's Recommendation: The County Manager recommends that the Board proclaim October 18, 2019 as National Mammography Awareness Day.

Attachments:

[Proclamation - National Mammography Awareness Day - October 2019](#)

6. Consent Agenda (15 min)**19-0436****FY2018-2019 Encumbrance Rollover - Budget Ordinance Amendment No. 20BCC000015****Agenda Text:**

The Board is requested to approve Budget Ordinance Amendment No. 20BCC000015 for FY 2019-20, amending the budgets for the outstanding encumbrances at fiscal year-end FY 2018-19. Encumbrances outstanding at fiscal year-end represent obligations/commitments entered into by the County for either services not yet completed or performed, or goods not yet received. These moneys must be restricted in the fund balance within the equity section of the balance sheet for FY 2018-19 to honor these obligations/commitments once completed and/or received. These encumbrances outstanding at year-end do not represent expenditures or liabilities. These encumbrances outstanding are included in the amount reported as "Restricted Stabilization by State Statute" in the fund balance section of the Balance Sheet in the Comprehensive Annual Financial Report (CAFR).

According to generally accepted accounting principles (GAAP), governmental type funds are the only funds to record encumbrances in the CAFR. However, during the fiscal year, the County maintains encumbrances (purchase orders and service contracts) for all fund types (governmental funds such as the general sub-funds and proprietary funds such as sewer utility) to ensure funds are set aside for obligations and commitments appropriately at the time that they are ordered and/or entered into.

Because these encumbrances lapse at year-end and are re-appropriated in the subsequent fiscal year, they do not affect unassigned fund balance. It is merely a re-appropriation in the subsequent fiscal year of funds for obligations and commitments for goods and services already ordered but not yet received in the prior fiscal year. Encumbering these funds is a statutory requirement.

Therefore, authorization is requested to amend the following funds' budgets in FY 2019-20 to honor the outstanding purchase orders and service contracts as of the end of FY 2018-19:

General Fund (1001010000)	\$ 6,679,755.10
Risk Management Fund (1001020000)	\$ 157,244.96
Reappraisal Reserve Fund (1001050000)	\$ 90,067.33
Benefits Plan Fund (1001500000)	\$ 20,416.75
Sewer Utility Fund (6006600000)	\$ 617,414.18
Total	<u>\$ 7,564,898.32</u>

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

Resource Persons: Susan Tezai, Chief Financial Officer; Keith Lane, Budget and Management Services Director

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No. 20BCC000015.

Attachments:

[AAF-15 Legal Form Encumbrance Rollover \(PO and Funds Reservations\)-\(\\$7.5f](#)

19-0442

Capital Project Amendment No. 20CPA000004 - Appropriate \$750,000 of Collection System Rehabilitation Fund Fund Balance and Transfer to the Collection System Rehabilitation Capital Project (SE051) for a Total Project Budget of \$3,094,705.67

Agenda Text:

The Board is requested to approve Capital Project Amendment No. 20CPA000004 appropriating \$750,000 from the Collection System Rehabilitation Fund (6006690000) fund balance and transferring to the Collection System Rehabilitation Capital Project (SE051).

The Collection System Rehabilitation Project is used primarily for critical collection system projects that reduce the risk of sanitary sewer overflows and decrease ongoing maintenance costs for the Utilities Division. These projects include raising manholes to be above the 100-year flood plain, repairing or replacing damaged sewer pipes due to age, annual manhole labeling and inspections, and for the repair of existing pump stations as required to maintain reliability. Contractor costs associated with emergency responses to sewer spills also comes from this project. Additional work planned for the next twelve months include the rehabilitation of several thousand feet of vitrified clay pipe gravity sewer. Durham County's wastewater collection system consist of thirteen (13) pump stations and one hundred and fifteen (115) miles of piping.

Collection System Rehabilitation Capital Project Budget

Current Budget: \$2,341,705.67

Project Amendment: \$750,000.00

Revised Budget: \$3,094,705.67

Alignment with Strategic Plan: This action is in accordance with Durham County Strategic Plan Goal 4: “Environmental Stewardship and Community Prosperity”. These funds ensure rehabilitation projects can be completed which reduce sanitary sewer overflows, inflow and infiltration, pipe failure, etc.

Resource Persons: Jay Gibson, PE, General Manager; Stephanie Brixey, Deputy Director; Vince Chirichella, PE, Senior Project Manager; and Keith Lane, Budget Director.

County Manager’s Recommendation: The County Manager recommends that the Board approve Capital Project Amendment No. 20CPA00004 appropriating \$750,000 from the Collection System Rehabilitation Fund (6006690000) fund balance and transferring to the Collection System Rehabilitation Capital Project (SE051).

Attachments: [Supplement Form Appropriating Fund Balance to Project SE051 \(\\$750000\) 09.\(CPA-04 Legal Form Appropriating Fund Balance to Project SE051 \(\\$750,000\)](#)

19-0445

Stormwater Utility Planning and Implementation Consultant Contract Amendment

Agenda Text: The Board is requested to approve the amendment of the Consultant Contract with WK Dickson for the Stormwater Utility Planning and Implementation Project from \$185,000 to \$225,000.

In April 2019, the Board of Commissioners approved a consultant contract with WK Dickson to assist the County in planning and implementing a stormwater utility to meet the funding needs of the County’s compliance with the Falls Lake and Jordan Lake Nutrient Management Strategy Rules. Work on this project began in May 2019. During the preliminary work, it was determined that additional impervious surface data was necessary to more accurately develop the final utility rate structure. Raftelis, a subcontractor of WK Dickson, was able to conduct the data collection and provide it for the utility project at a cost of \$40,000.

Funds for this amendment were accounted for in the FY21 budget, so no budget amendment is necessary to cover these costs.

Alignment with Strategic Plan: This project aligns with Goal 4: Environmental Stewardship by creating a funding source for water quality improvement projects across the County.

Resource Persons: Ryan D. Eaves, PE, Stormwater and Erosion Control Division Manager; McKenzie Gentry, Stormwater Manager; Jay Gibson, PE, General Manager; Tom Murray, WK Dickson; Keith Readling, Raftelis

County Manager's Recommendation: The County Manager recommends that the Board approves the contract amendment as requested.

19-0452**Approval to increase contractor hourly rate to reflect current job responsibilities****Agenda Text:**

The Board is requested to approve an increase from the current employment staffing services contract rate of \$21.30/hr (based on an outdated 2015 job description) to \$32.66/hr (to reflect current role and responsibilities).

Justification:

This role has moved from a general clerical assistant (entering and posting data) to a role that includes self-directed efforts and working with many other stakeholders across vendors and Durham County Government. The organizational level of these internal and external interactions ranges from administrative to executive.

Over the years, the processes and demands of IS&T finance and budget have increased to support a rapidly growing County and IS&T's support for Strategy 5.3a (Financial Stability and Stewardship) and 5.3b (Business Continuity). In step, this role has grown with increasing roles of responsibility, but the job description and contractual recognition have not changed across four years.

Original Contracted Scope of Work Per "Scope of Services" cited within original 12/2015 Westaff Contract

- A primary purpose of this administrative service will be to receive, verify, and prepare for approval to process, invoices;
- research vendor inquiries;
- assist with the daily ISTBusiness email account and telephone line
- receive packages and complete receiving log;
- process training and travel advancements and expense reports, enter purchase requisitions into SAP system;
- receive and distribute purchase orders;
- enter goods receipts into SAP system; receive and distribute mail; scan documents into Laserfiche system;
- reserve meeting rooms;
- post expenditures into existing Excel ledgers;
- distribute reimbursement checks;
- should possess procurement, Microsoft office; excellent interpersonal skills
- required for internal and external communications and perform other general Office skills.
- This contractor will reside in the Business Administration division of IS&T.

Current Work

All of the above plus:

- Participates in various IS&T “employee communications” committees
- Creates and maintains Standard Operation Procedures for the IS&T Purchasing function.
- Being responsible and accountable for the purchasing process and payment of, invoices; Integrates SOPs into business processes and into workflow tools.
- Train other IS&T employees in the usage of MSFT Planner and other business processes related to IS&T finance and budget administration
- Creates reports from SAP, MSFT Planner and other data sources for both strategic usage and day-to-day status
- Advises clients on how to work through purchasing and contract workflow and issues with vendor management
- New Job Preference: Working knowledge of Microsoft Planner
- Acts as a primary contact representing the entire IT Business Function (budget, finance MFR) in the function’s efforts to support other departments and all other IS&T Divisions.

The new hourly fee was determined by looking at the closest existing job function within Durham County Government and within the attachment have highlighted the typical tasks in this job function that are currently being performed by our contractor. Administrative Assistant 1, Grade: C1, Salary Range: 36,000-64,880 The requested yearly payment to the contractor is \$44,850.

Alignment with Strategic Plan: Over the years, the processes and demands of IS&T finance and budget have increased to support a rapidly growing County and IS&T’s support for Strategy 5.3a (Financial Stability and Stewardship) and 5.3b (Business Continuity. In step, this role has grown with increasing lines of responsibility in support of these Strategic Plan areas, but the job description and contractual recognition have not changed across four years.

Resource Persons: Greg Marrow, Chief Information Officer

County Manager’s Recommendation: The County Manager recommends that the Board approve an increase from the current employment staffing services contract rate of \$21.30/hr (based on an outdated 2015 job description) to \$32.66/hr (to reflect current role and responsibilities).

Attachments: [AAF Supplemental Document -Contractor Increase](#)
[Westaff Amended Contract FY20](#)

19-0453

The Board is requested to approve an amendment of \$30,000 to an existing contract with Wicresoft vendor to include reporting, analysis and user training

Agenda Text: Approval to amend existing contract with Wicresoft vendor to include reporting,

analysis and user training. Continuing to work with this vendor, versus in-house or another vendor, will enable strategic and long-term consistency of the Microsoft Project and Portfolio Management solution.

Justification:

The IS&T department is responsible for managing technology projects for the department, the County, and individual departments. Now, the department works within a solution and process that the department has outgrown-there is no resource management per project or across projects. Moreover, departments within the organization proceed with their own project management methods that align with their own departmental needs. So, there is no unified project management or high-level portfolio management program to enable consistent data collection, strategic and tactical reporting or community learning.

Durham County Government's IS&T department is working through a methodical pilot of the Microsoft Project and Portfolio Management solution. This solution enables DCo to manage projects, delivers overall management of the portfolio and optimizes Dco's return on investment into Microsoft office productivity tools-particularly those associated with Office 365 cloud.

The initial contract with Wicresoft focused on configuring, installing and implementing the Microsoft Project and Portfolio Management solution. Continuing to work with this vendor for strategic reporting and experienced user training, versus in-house or another vendor, will enable strategic and long-term consistency of the Microsoft PPM solution.

Alignment with Strategic Plan: Accountable and Efficient Government 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 approve an amendment of \$30,000 to the existing contract with Wicresoft vendor to include reporting, analysis and user training. Continuing to work with this vendor, versus in-house or another vendor, will enable strategic and long-term consistency of the Microsoft Project and Portfolio Management solution.

Attachments:

[AAF Wicresoft Supplemental](#)

[FY20 WICRESOFT Contract Amendment](#)

19-0456

Capital Project Amendment No. 20CPA000005 - Appropriating \$84,000 of Public School Building Capital Fund Lottery Funds for a Durham Public School's (DPS) Capital Project

Agenda Text:

The Board is requested to approve Capital Project Amendment No. 20CPA000005 appropriating \$84,000 of DPS allocated Lottery Funds to the Capital Project outlined below. The Public School Building Capital Fund provides capital funds for each Local

Educational Agency. The Board of Education approved the lottery application for the Glenn Elementary School Roof Replacement project at its committee work session meeting on June 6, 2019 which includes both design and construction funds.

Project	Current Budget	Inc./Dec.
Revised Budget		
Glenn ES - DESIGN - Roof replacement (SH278)	\$0	\$84,000
\$84,000		

In August 2019, the North Carolina Department of Public Instruction (NCDPI) notified Durham County of fund transfers from the North Carolina Educational Lottery Fund, through the Public School Building Capital Fund (PSBCF). The transfer includes the design funds for the Glenn Elementary School Roof Replacement Project.

Alignment with Strategic Plan: This item aligns with Goal 1-Community and Family Prosperity and Enrichment, though providing access to educational, vocational, economic and cultural opportunities and by providing support for educational opportunities that ensure high academic achievement.

Resource Persons: Thomas L. Griffis, Jr., DPS Executive Director, Construction & Capital Planning.

County Manager's Recommendation: The County Manager recommends that the Board approve Capital Project Amendment No. 20CPA000005 appropriating \$84,000 of DPS allocated Lottery Funds to the Capital Project outlined above.

Attachments:

[CPA-05 Legal Form Creating one new DPS Capital Project Glenn Roof Replace
Glenn Roof Replacement Design and Construction Application](#)

19-0458

Contract Amendment for Evaluation Services with University of North Carolina at Chapel Hill

Agenda Text:

The Board is requested to authorize the County Manager to amend the service contract with the University of North Carolina at Chapel Hill for the Durham County Integrated Reentry Program in the amount of \$108,890 (for a total amount of \$133,167) and authorize the County Manager to execute any related contracts, such as amendments, not to exceed budgeted appropriations. The contract amendment has been reviewed and approved by County Legal Department.

In September 2018, the Durham County Criminal Justice Resource Center received a three-year grant from the US Department of Justice to create an Integrated Reentry Program for persons in the Durham County Detention Facility who have been identified with co-occurring mental illness and substance use disorders. The program is designed to enhance existing jail- and community-based support services. A critical (and mandated) component of the project is Program Evaluation. Evaluation of programming is not only best practice, but also vital to ensure the interventions have the intended impact and function as effectively and efficiently as possible.

Durham County had entered into a contract with UNC School of Social Work to provide assistance during the Planning Phase of the project. The proposed contract amendment will extend the initial contract agreement to cover the Implementation

Phase of the project, which will begin in October 2019 and cover the second and third year of the federal grant.

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

Resource Persons: Gudrun Parmer, Criminal Justice Resource Center Director

County Manager's Recommendation: The County Manager recommends that the Board of County Commissioners authorize the County Manager to amend the service contract with the University of North Carolina at Chapel Hill for the Durham County Integrated Reentry Program in the amount of \$108,890 and authorize the County Manager to execute any related contracts, such as amendments, not to exceed budgeted appropriations.

Attachments: [AAF Supplemental Document - CJRC-UNC SSW Contract](#)
[CJRC-UNC SSW, Subrecipient Contract, Year 1](#)
[CJRC-UNC SSW, Contract Amendment 100119-093021](#)
[EXHIBIT B - Federal Uniform Guidance FY19](#)
[Attachment 2 - MWBE Utilization Form 7.16.19](#)

19-0459

Approval to use current Operating Funds for annual Microsoft Premier Support Agreement additional support hours payment of \$155,066

Agenda Text:

The Board is requested to authorize the use of existing Operational funds in the amount of \$155,053 for this fiscal year for additional support hours for Microsoft Premier Support Agreement. Support hours and services will be purchased through Microsoft.

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 use of existing Operational funds in the amount of \$155,053 for this fiscal year for additional support hours for Microsoft Premier Support Agreement.

Attachments: [AAF Supplemental Document -MS Performance Support](#)
[FY20 CONTRACT RENEWAL MIRCROSOFT CORPORATION UNIFIED](#)

19-0462 **Capital Project Amendment No. 20CPA000006 - Reallocating \$4,500 from the Wastewater Treatment Land Purchase Capital Project (SE052) to Stirrup Iron Creek Capital Project (SE056)**

Agenda Text: The Board is requested to approve the Capital Project Amendment No. 20CPA000006 reallocating \$4,500 from the Wastewater Treatment Land Purchase Capital Project (SE052) to Stirrup Iron Creek Capital Project (SE056).

The land acquisition was finalized in 2016 and the remaining funds are no longer needed for this purpose of project SE052. The reallocation of funds will be used to process the final construction contract change order with Carolina Civilworks to complete the Stirrup Iron Creek Project (SE056). The change order is to replace a unistrut rack with an aluminum plate and hood over the control panels. This change was requested by Durham County Utilities Division. This change will allow staff to perform electrical work within control panels under a hood which will provide shade or protection from rain as needed.

Alignment with Strategic Plan: This action is in accordance with Durham County Strategic Plan Goal 4: “Environmental Stewardship and Community Prosperity”. These funds ensure completion of the Stirrup Iron Creek Pump Station upgrade project.

Resource Persons: Jay Gibson, PE, General Manager; Peri Manns, Interim General Manager; Stephanie Brixey, Deputy Director; and Keith Lane, Budget Director.

County Manager’s Recommendation: The County Manager recommends the Board to approve the Capital Project Amendment No. 20CPA000006 reallocating \$4,500 from the Wastewater Treatment Land Purchase Capital Project (SE052) to Stirrup Iron Creek Capital Project (SE056).

Attachments: [CPA-06 Supplement Form Reallocating funds from SE052 to SE056 \(\\$4,500\)](#)
[CPA-06 Legal Form Reallocating funds from SE052 to SE056 \(\\$4,500\)](#)

19-0470 **Budget Ordinance Amendment No. 20BCC000016 - Budget Changes Related to Board of County Commissioner Policy on Capital Finance Program Dedicated Revenues, Transferring \$699,974 of General Fund Fund Balance to the Capital Financing Fund**

Agenda Text: As part of the Durham County Policy on financing capital projects, all collected Article 40 and 42 sales tax and Local Occupancy Tax are directed for support of capital projects and their related debt service. In FY 2018-19, \$699,974 from these revenue sources was realized over what was budgeted to be collected in the General Fund

(Fund 101), and per capital financing policy, needs to be transferred to the Capital Financing Fund (Fund 125) where they can be applied to debt service. Per Generally Accepted Accounting Principles (GAAP) the revenues are recorded in the fiscal year that they apply, FY 2018-19. However, it is too late to amend the prior year budget to transfer the over realized funds in the prior fiscal year, therefore these monies have fallen to fund balance within the General Fund for the prior fiscal year (FY 2018-19). Thus, the Board is requested to approve Budget Ordinance Amendment No. 20BCC000016 increasing the amount of FY 2019-20 General Fund (Fund 101) fund balance appropriated by \$699,974 and transferring those funds to the Capital Financing Fund (Fund 125).

Revenues per source collected over budgeted amounts:

- Article 40: \$558,263
- Article 42 (\$92,818)
- Local Occupancy Tax: \$234,529
- **Total: \$699,974**

Moving these funds from the General Fund to the Capital Financing Fund will not affect the overall fund balance percentage for the General Funds, as both of these funds are accounted for in the overall fund balance percentage.

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

Resource Persons: Keith Lane, Director - Budget and Management and David Ades, Assistant Director of Budget and Management

County Manager's Recommendation: The Manager recommends the Board of County Commissioner approve Budget Ordinance Amendment No. 20BCC000016 appropriating \$699,974 of FY 2018-19 General Fund revenue, now residing in FY 2019-20 General Fund fund balance, and transferring it to the Capital Financing Fund to comply with the County's capital and debt financing policy.

Attachments: [AAF-16 Legal Form Appropriating FY 2018-19 Overrealized sales tax funds to F](#)

19-0472

Contract amendment to increase The Select Group contract amount to \$41,168.

Agenda Text:

The Board is requested to authorize the County Manager to: enter into a collaborative agreement and pay The Select Group to increase the current contract to \$46,168 for the contracted services for a Microsoft Administrator to work with the IS&T Platform team and give the County Manager authority to sign subsequent renewals. This contracted position will assist in several capital improvement projects and will also serve to resources need that we currently do not have within County. The approved funding for this action is from the fiscal year 2019-2020 operational budget.

The IS&T Platform team is responsible for second and third level support within IS&T, and accountable for managing capital improvement projects for all Life Cycle Replacement of Servers, Business applications and Office 365. The IS&T Platforms team consist of six network administrators who are consistently improving the platform infrastructure by deploying enterprise application, Office 365 and servers. This fiscal the platform team plans to deploy features within Office 365 such as Forms, Planner and teams which will provide modern tool to enhance collaboration within the organization and citizen engagements. Extending this contract will continue to provide a dedicated resource to deploying these 365 tools and improve collaboration for employees throughout Durham County.

Alignment with Strategic Plan: Goal 5 - Accountable, efficient, and visionary government

Resource Persons: Antonio Davis, IT Manager-Systems; Aaron Stone, Assistant Director of Info Technology; Greg Marrow, Director of Information Technology

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to extend a contract with The Select Group for up to \$46,168 for the contracted services for a Microsoft Administrator to work with the IS&T Platform Team from the IS&T 2019-2020 Operational Budget.

Attachments:

[FY20 SELECT GROUP AMENDED CONTRACT](#)

[AAF Supplemental Document - Contract Approval TSG OCT2019](#)

19-0482

Capital Project Amendment No. 20CPA000007 - Appropriating \$3,330,530 of Limited Obligation Bonds (LOBS) funding to the New EMS Station #1 Project and reclassing County Contribution Funding in the amount of \$1,081,340.31 to Limited Obligation Bonds (LOBS) for a total LOBS Funding of \$4,411,870.31 and Execution of a Construction Contract with Engineered Construction Company for the New EMS Station #1 Project No. 44103100DC132

Agenda Text:

The Board is requested to approve Capital Project Amendment No. 20CPA000007, appropriating \$3,330,530 into the EMS Station #1 Capital Project Account (See Attachment 1, Page 1) and to authorize the County Manager to enter into a contract with Engineered Construction Company to provide construction services for the New EMS Station #1, located at 402 Stadium Drive, Durham, in the amount of \$3,661,780.00 (Base Bid plus Alternate G2), and to execute any other related contracts including change orders, if necessary, not to exceed the project budget of \$5,029,029. (See Attachment 3, Pages 1-2).

An Invitation for Bids (IFB) for construction services for this work was advertised on July 7, 2019 and bids were received on August 21, 2019. Five (5) bids were received. The lowest bid was received from Engineered Construction Company in the amount of \$3,661,780.00 for the base bid plus Alternate G2. (See Attachment 2, Pages 1-15.). For M/WBE participation information, see Attachment 4, Page 1.

In order to maintain effective EMS coverage during the construction period, a leased office space in a nearby office park is being negotiated as a temporary EMS space housing two EMS crews, vehicles and a supervisor. Having this space allows us to maintain our response time standards. The expectation is that this lease will be finalized and brought forward at an upcoming October meeting for approval.

The Engineering & Environmental Services Department has reviewed the bid proposals with Purchasing and DTW Architects & Planners, Ltd., the project architect recommends that the County award the contract to Engineered Construction Company for the improvements.

It is recommended that the County proceed with the base bid and alternate G2 described in the bid dated August 21, 2019. Funding for the construction contract will be available in the EMS Station 1 Capital Project Account pending the approval of the Capital Project Amendment.

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 project 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, Engineering Department; James Faress, P.E., Senior Project Manager; Paul Young, AIA NCARB, DTW Architects & Planners, Ltd., Scott Dawson, President, Engineered Construction Company.

County Manager's Recommendation: The County Manager recommends that the Board approve Capital Project Amendment No. 20CPA000007 appropriating \$3,330,530 of Limited Obligation Bonds (LOBS) funding and reclassing County Contribution Funding of \$1,081,340.31 to Limited Obligation Bonds (LOBS) Funding for a total LOBS Funding of \$4,411,870.31 into the EMS Station #1 Capital Project Account (See Attachment 1, Page 1) and to authorize the County Manager to enter into a contract with Engineered Construction Company to provide construction services for the New EMS Station #1, located at 402 Stadium Drive, Durham, in the amount of \$3,661,780.00 (See Attachment 3, Pages 1-2).

Attachments:

[Attachment 1 - CPA-07 Legal Form EMS Station #1 Renovation](#)

[Attachment 2 - Bid Response](#)

[Attachment 3 - AAF Supplemental Document - New EMS Station #1 Construc](#)

[Attachment 4 - MWBE Compliance Review Form - 20-002 IFB 092319](#)

19-0489

Approval of FY19-20 \$50,000 Contract for Reach Out and Read

Agenda Text:

The Board is requested to review this contract and ask any questions they wish.

This contract is for the continued provision of age and culturally appropriate books as well as literacy counseling at *all* well-child visits at Duke Children's Primary Care clinics in Durham (Roxboro, Brier Creek, Southpoint, and Lincoln Community Health Center) as well as the Samaritan Health Center clinics and the UNC Family Medicine clinic at Southpoint.

The FY18-19 year-end report is included. Reach Out and Read of the Carolinas' performance was strong and they have added two non-Duke clinics to their Durham program for FY19-20. The dollar amount for FY19-20 is the same as the previous year (\$50,000) and leverages nearly \$70,000 in other funding to complete funding for the Durham program.

Alignment with Strategic Plan: Early literacy improvements serve every other goal in Durham County's strategic plan in the long run.

Resource Persons: Drew Cummings, Chief of Staff

County Manager's Recommendation: The County Manager recommends that the Board review this contract and ask any questions they wish.

Attachments:

[2020 DCo RORC Service Contract draft 9-9-19](#)

[Durham County ROR Scope of Work FY2020](#)

[Durham quarterly Report Template FY20](#)

[Durham quarterly Report Template Q4 7 12 2019 Final](#)

19-0490

Approval of Contract for DPS Central Kitchen Feasibility Study

Agenda Text:

The Board is requested to review and approve the attached contract for a feasibility study for a DPS Central Kitchen.

The County was one of five parties approached in 2018 about the possibility of co-funding a feasibility study for a "DPS Central Kitchen" at \$24,000 apiece. The other parties are the City of Durham, Durham Public Schools, Duke University, and Blue Cross Blue Shield of North Carolina. The plan is to flesh out a vision for a central kitchen that would decrease operational costs for school meals, improve nutrition, strengthen the local agricultural economy, and potentially be a workforce development driver as well.

This concept, including a funding commitment contingent on funding from the other four partners, was agreed to by Commissioners at their March 7th, 2019 worksession and discussed again during budget discussions for the FY19-20 budget.

Durham County has agreed to be the fiscal agent for the contributions coming from the City of Durham and Durham Public Schools, which brings the total dollar amount of this contract to \$72,000, a level requiring Board approval. \$48,000 of that amount will be reimbursed by the City and Durham Public Schools.

Alignment with Strategic Plan: The DPS Central Kitchen concept has potential positive impacts on Goals 1 (Community and Family Prosperity), 2 (Health and Well-Being for All), and 4 (Environmental Stewardship and Community Prosperity) of the Durham County Strategic Plan.

Resource Persons: Drew Cummings, Chief of Staff

County Manager's Recommendation: The County Manager recommends that the Board review and approve the attached contract for a feasibility study for a DPS Central Kitchen.

Attachments: [FIG Central Kitchen contract FINAL](#)
[DPS Central Kitchen Scope of Work update 070119](#)
[DPS Central Kitchen signed support ltr - March 2019](#)

19-0491 **Budget Ordinance Amendment No.20BCC000018 to Recognize
\$2,000 Grant for CJRC Local Reentry Council**

Agenda Text: The Board is requested to approve Budget Ordinance Amendment No.20BCC000018 to recognize \$2,000 in grant revenue from the North Carolina Office of State Budget and Management. The funding was awarded to the Criminal Justice Resource Center for Local Reentry Council operations. The funding will be used to increase community awareness and engagement, as well as provide access to resources and employment opportunities.

Alignment with Strategic Plan: This agenda item aligns with Durham County's Strategic Plan Goal 3: Safe Community

Resource Persons: Roshanna Parker, Assistant Director, Criminal Justice Resource Center

County Manager's Recommendation: The County Manager recommends that the Board
approve Budget Ordinance Amendment No.20BCC000018 to recognize \$2,000 in North Carolina Office of State Budget and Management grant revenue for the CJRC's Local Reentry Council.

Attachments: [AAF Supplemental Document - LRC Mini Grant](#)
[CJRC, LRC Mini Grant, FY19-ZSRLRC-005](#)
[AAF-18 Legal Form for OSBM grant to CJRC - Local Reentry Council \(\\$2,000\)](#)

19-0492 **Approval of the 2020 Board of County Commissioners' Meeting
Schedule**

Agenda Text: The Board is requested to approve the 2020 meeting schedule. This schedule includes Work Session and Regular Session meetings, Joint BOE meetings, Joint City-County meetings, Budget meetings, Crime Cabinet, County recognized holidays and National Association of Counties (NACo) conferences. The North Carolina Association of County Commissioners (NCACC) 2020 conference dates/locations have not been made available.

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

Resource Persons: Monica Toomer, Clerk to the Board

County Manager's Recommendation: The County Manager recommends that

the Board approve the 2020 meeting schedule.

Attachments: [BOCC 2020 DRAFT MEETING CALENDAR](#)

19-0494

Award Contract Amendment for Security Access Control and Video Management Systems at Bragtown Library

Agenda Text:

The Board is requested to authorize the County Manager to execute a service contract amendment with Brady Integrated Security in the amount of \$16,937.14 (for a total contract amount not to exceed \$354,831.37) for the installation of S-2 access control and video management system at Bragtown Library. On August 12, 2019 the Board authorized the County Manager to enter into a service contract with Brady Integrated Security for RFP 19-030 Security Access Control and Video Management Systems for the conversion of the existing Andover access control and DVTel Video Management Systems (VMS) to S-2 access control and VMS for various County Buildings. The current Andover Continuum system is proprietary rather than open-architecture and will be at the end of its useful life in two years.

In review of the MWBE Compliance for Security Access Control and Video Management Systems, there were no participation goals achieved on this project. Brady Integrated Security will be utilizing their own workforce to perform this particular service on the project.

Alignment with Strategic Plan: Enhancing Security at Durham County Buildings. Goal 3 Safe and Secure Community.

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

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to execute a service contract amendment with Brady Integrated Security in the amount of \$16,937.14 (for a total contract amount not to exceed \$354,831.37) for the installation of S-2 access control and video management system at Bragtown Library and be given authorization to execute future contract amendments if within the Security Manager's CIP Budget.

Attachments: [AAF Supplemental Document - Contract Amendment Approval](#)
[RFP 19-030 - Security Access Control and Video Management Systems](#)
[HHS CJRC SLW Bragtown GS S-2 Install Amendment 1 09252019](#)
[Brady Quote Bragtown Library S2 Video 8.19](#)

7. Items Pulled from the Consent Agenda (20 min)

8. Closed Session

19-0522

Closed Session

Agenda Text:

The Board is requested to adjourn into Closed Session for the following:

- To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged, pursuant to G.S. 143-318.11(a)(3)

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

Resource Persons: Lowell Siler, County Attorney

County Manager's Recommendation: The County Manager recommends that the Board adjourn into Closed Session and provide direction to staff.

9. Adjournment