



Durham County

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

Meeting Agenda Board of County Commissioners

Monday, November 28, 2016

7:00 PM

Commissioners' Chambers

"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 Chairman will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chairman 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)

16-1381

Announcements

Agenda Text:

- 1) Help us update Durham County's Strategic Plan. Please go to tinyurl.com/durhamcountyplan to share your vision for what Durham County should be doing in the areas of community prosperity, health, safe and secure community, the environment and visionary government. This online community forum, which only takes a few minute to complete, will be live now through the end of the year. We greatly value your feedback as we refresh our Strategic Plan and plan for the future of Durham County.
- 2) Please contact the Clerk's Office at 919-560-0025 or clerk@dconc.gov to find out about opportunities to serve on one of our volunteer boards or commissions.
- 3) These announcements may also be found on the County's website or you may call the Clerk's Office at 919-560-0025.

4. Minutes (5 min)[16-1424](#)**Minutes**

Attachments: [Worksession Minutes - November 7, 2016](#)

5. Ceremonial Items[16-1419](#)**Community Thank You to Board of County Commissioners**

Agenda Text: The Board is requested to receive community appreciation for its support and recent action taken to give employees paid leave off for parental leave.

Alignment With Strategic Plan: (Goal 2 - Health and Well-being for All)

Resource Persons: Beth Messersmith, NC Campaign Director, Momsrising

County Manager's Recommendation: The County Manager recommends that the Board receive the thank you and appreciation from the community.

[16-1418](#)**Recognition of Outgoing County Commissioners Michael D. Page and Fred Foster, Jr.**

Agenda Text: The Board is requested to share personal reflections and extend good wishes to Chairman Michael D. Page and Fred Foster, Jr. as they prepare to leave the Board. Earlier this evening, the two were honored with a reception celebrating their outstanding contributions to Durham County.

Chairman Michael D. Page was elected to the Board of Commissioners in 2004. He served as Chairman from 2008 -2012 and from 2013 until the present.

Commissioner Fred Foster, Jr. was elected to the Board in 2012. He served as Chairman of the Board from 2012-2013.

County Manager Wendell Davis will also introduce a special presentation.

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

Resource Persons: Wendell M. Davis, County Manager

County Manager's Recommendation: The County Manager recommends that the Board extend sincere congratulations to Chairman Michael D. Page and Commissioner Fred Foster, Jr. for visionary leadership during their outstanding tenures as Durham County Commissioners.

6. Consent Agenda (15 min)[16-1365](#)**Property Tax Releases and Refunds for October 2016**

Agenda Text:

The Board is requested to approve the Releases and Refunds for the month of October 2016. Due to property valuation adjustments for over assessments, listing discrepancies, duplicate listings, and clerical errors, etc. the attached report details releases and refunds for the month of October 2016.

Releases and Refunds for 2016 total equals \$161,009.42. Prior year's (2007-2015) releases and refunds for October 2016 are in the amount of \$5,871.52. The current year and prior year's releases and refunds amount to \$166,880.94.

Alignment with Strategic Plan: Goal 5, Accountable, Efficient, Visionary Government. To ensure the county complies with North Carolina General Statutes ensures we are accountable to our citizens. The Board of E & R ensures that we are accountable and efficient as tax revenues are impacted by the actions of this Board. The actions of the tax department and this Board impact all strategic goals due to the revenues needed.

Resource Persons: Kimberly H. Simpson, Tax Administrator

County Manager's Recommendation: The County Manager recommends that the Board accept the property tax release and refund report for October 2016 as presented and authorize the Tax Assessor to adjust the tax records as outlined by the report.

Sponsors:

Board of County Commissioners

Attachments:

[Releases & Refunds Backup-Oct. 2016-Nov. 28, 2016](#)

[Releases & Refunds-Backup Detail-Oct. 2016-Nov. 28, 2016](#)

[NCVTS September Refunds](#)

16-1369**A Request to Adopt a Resolution to Schedule a Public Hearing on January 9, 2017 to Consider the Closing of a 220.66 Linear Foot Portion of Dickens Lane****Agenda Text:**

The Board is requested to adopt a resolution to schedule a public hearing for January 9, 2017 to consider the closing of a 220.66 linear foot portion of Dickens Lane.

Attachment 1, Context Map

Attachment 2, Street Closing Public Hearing Resolution

Alignment With Strategic Plan: Staff finds the request to align with Goal Five, "Accountable, Efficient and Visionary Government," of the strategic plan. Scheduling a public hearing for this item will permit the public an opportunity to formally comment on the request at a date certain.

Resource Persons: Kyle Taylor, Planner, and Grace Smith, Planning Supervisor, City/County Planning

County Manager's Recommendation: The Manager recommends that the Board adopt a resolution to schedule a public hearing for January 9, 2017 to consider the

closing of a 220.66 linear foot portion of Dickens Lane.

Attachments: [Agenda Action Form](#)
[A1.SC1600003 context](#)
[A2. SC1600003 Resolution- County final](#)
[SC1600003 Memo BOCC set](#)

16-1374 **Budget Ordinance Amendment No. 17BCC000029 to Recognize \$556.00 from the NC DHHS Division of Public Health Epidemiology/Communicable Disease Section**

Agenda Text: The Board is requested to approve Budget Ordinance Amendment No. 17BCC000029 to recognize funds in the amount of \$556.00 from the Department of Health and Human Services Division of Public Health to provide TB Control Services in Durham County. These funds are to be used for expanded targeted testing for latent tuberculosis infection (LTBI) and support any resulting LTBI treatment needed, including purchasing supplies needed to do so.

The Board of Health has approved this amendment.

Please note that this amendment requires no additional County funds.

Alignment with Strategic Plan: This grant aligns with Strategic Goal 2: Health and Well-being for All by providing more resources to purchase supplies for expanding targeted testing and treatment for latent tuberculosis infection.

Resource Persons: Gayle B. Harris, MPH, Health Director

County Manager's Recommendation: The County Manager recommends that the Board of County Commissioners approve Budget Ordinance Amendment No. 17BCC000029 to recognize funds in the amount of \$556.00 from the Department of Health and Human Services Division of Public Health to provide TB Control Services in Durham County.

Attachments: [AAF-29 Legal Form Public Health NC DHHS Funds for TB Control Services \(\\$5](#)

16-1376 **Award of Stirrup Iron Creek Lift Station Improvements, IFB 17-002**

Agenda Text: The Board is requested to award the construction contract to TA Loving Company for the construction of Stirrup Iron Creek Lift Station Improvements in the amount of \$390,000; to authorize the County Manager to execute the contract; to authorize the County Manager to execute any related contracts, not to exceed a total project budget of \$429,000.

These Stirrup Iron Creek Lift Station Improvements (IFB 17-002) are designed to improve the reliability of the facility and increase safety for Utility Division employees. The improvements include an increase in the size of the odor control chemical storage tank, the addition of a comminutor, cleaning of the wet well, a structural review of an

existing (#2) pump base, and the addition of permanent fall protection around the existing wet well. A ten percent contingency is recommended for this project to fund the repair of #2 pump base, if repair is determined to be feasible.

Funding for this project is from the Collection System Rehabilitation project fund, which is funded from the Enterprise Fund.

Durham County issued an Invitation for Bid (IFB 17-002) on September 1, 2016. IFB 17-002 was advertised in local newspapers and on the Durham County website. Additionally, the requirements were emailed to seven contractors. Four bids were received on October 13, 2016. The bid tabulation is attached.

In review of the MWBE participation, there were no participation goals achieved on this project. T.A. Loving Company will be utilizing a non-minority subcontractor to perform service on the project, and they have provided a responsive bid. T.A. Loving Company has been contacted to encourage their course of action to extend their good faith efforts on MWBE participation on future projects.

Alignment with Strategic Plan: Goal 4, Environmental Stewardship: Awarding this contract to TA Loving Company increases the overall reliability of the Stirrup Iron Creek lift station resulting in a decreased risk of future operational issues. This action is in accordance with the Durham County Strategic Plan Goal of Environmental Stewardship.

Resource Persons: Jay Gibson PE, General Manager; Joe Pearce PE, Deputy Director; and Kyle Manning, Project Manager.

County Manager's Recommendation: The County Manager recommends the Board award the construction contract to TA Loving Company for the Stirrup Iron Creek Lift Station Improvements in the amount of \$390,000; to authorize the County Manager to execute the contract; and to authorize the County Manager to execute any related contracts, not to exceed a total project budget of \$429,000.

Attachments: [IFB 17-002 Bid Tabulation](#)

16-1377

Capital Project Amendment No. 17CPA000010 - Appropriation of \$679,000 of Collection System Rehabilitation Fund Balance to Project SE051

Agenda Text:

The Board is requested to approve the appropriation of \$679,000 from the Collection System Rehabilitation Fund fund balance to the Collection System Rehabilitation Project SE051. These funds are needed to rehabilitate existing infrastructure in Durham County. The Durham County wastewater collection system includes 14 pump stations and approximately 100 miles of collection sewer.

Current Budget:	\$1,136,134.67
Budget Addition:	\$ 679,000.00

Revised Budget: \$1,815,134.67

Alignment with Strategic Plan: Goal 4, Environmental Stewardship: By approving this balance transfer, the Board will be helping to maintain the wastewater collection system and reducing the risk of impaired water quality. This action is in accordance with the Durham County Strategic Plan Goal of Environmental Stewardship.

Resource Persons: Jay Gibson PE, General Manager; Joe Pearce PE, Deputy Director; Kyle Manning, Project Manager; and Keith Lane, Budget Director.

County Manager's Recommendation: The County Manager recommends that the Board approve the appropriation of \$679,000 of Collection System Rehabilitation Fund Balance to Project SE051.

Attachments: [CPA-10 Appropriating Fund Balance to Project SE051](#)

16-1378

Budget Ordinance Amendment No. 17BCC000028 to Recognize \$72,532.00 from the NC DHHS Division of Public Health Women's and Children's Health Section/Children and Youth Branch

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No. 17BCC000028 to recognize funds in the amount of \$72,532.00 from the Department of Health and Human Services Division of Public Health to provide Triple P (Positive Parenting Program) in Durham County. These funds are to be used to purchase the local health department's portion of the three-year North Carolina Triple P Stay Positive Campaign. This includes the parent website in English and Spanish, the provider website in English only, preprinted brochures and flyers, posters, Tip papers in English only, and media/presentation folders in English and Spanish.

The Board of Health has approved this amendment.

Please note that this amendment requires no additional County funds.

Alignment with Strategic Plan: This grant aligns with Strategic Goal 2: Health and Well-being for All by performing Triple P parenting program to parents, provider educational training, and educational materials to parents.

Resource Persons: Gayle B. Harris, MPH, Health Director

County Manager's Recommendation: The County Manager recommends that the Board of County Commissioners approve Budget Ordinance Amendment No. 17BCC000028 to recognize funds in the amount of \$72,532.00 from the Department of Health and Human Services Division of Public Health to provide Triple P (Positive Parenting Program) in Durham County.

Attachments: [AAF-28 Legal Form Public Health NC DHHS Funds for Triple P Program \(\\$72.5](#)

16-1385

Contract Amendment for Third-Party Administrator Services with CorVel Enterprise Comp Inc (\$21,455.00)

Agenda Text:

The Board is requested to approve an amendment to the contract for third-party administrator services with CorVel Enterprise Comp, Inc. The amendment is to increase the not to exceed amount from \$100,000.00 to \$121,455.00 (increase of \$21,455.00) for the first year only. All other years will remain a not to exceed amount of \$100,000. This increase reflects additional services fees to administer worker's compensation claims that occurred prior to contract inception but where still open.

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: Lowell Siler, County Attorney; David English, Risk Manager

County Manager's Recommendation: The County Manager recommends that the Board approve an amendment to the contract with CorVel Enterprise Comp, Inc. for third-party administrator services to increase the first year not to exceed amount to \$121,455.00.

Attachments:

[CorVel FY2017 Contract Amendment](#)

16-1386**Contract with Pictometry International Corp to provide Oblique Imagery of the County****Agenda Text:**

The Board is requested to approve a contract with Pictometry International Corp in the amount of \$160,709.83. Pictometry will provide Durham County with three-dimensional aerial photography with high-resolution images of land and buildings in their entirety. Pictometry shows structures at an oblique angle (45-degree angle) from all sides providing perspective and overhead shot images.

Durham County Tax expects to secure Pictometry International Corp for two separate projects. The first project will commence during January/February of 2017. Images are purposely obtained during a time of the year when foliage is minimized, so that optimum exposure of structures may be obtained. Separating the undertaking into two separate projects is a budgetary decision. The second project will be funded in a future budget year and will conclude the current project.

Pictometry images are captured by a fleet of planes outfitted with USGS-certified cameras. Because every pixel in the image is georeferenced, the images become actionable. Web-based access and tools make it easy to view and analyze the images and information.

Alignment with Strategic Plan: Goal 5: Accountable, Efficient and Visionary Government by providing collaborative leadership, exceptional customer service, innovation, transparency and fiscal responsibility.

Resource Persons: Kimberly H. Simpson, Tax Administrator

County Manager's Recommendation: The County Manager recommends that

the Board approve the contract with Pictometry International Corp to provide three-dimensional aerial photography with high-resolution images of land and buildings for the 2019 General Reappraisal.

Attachments: [Pictometry - Durham County Service Contract rev ssm](#)
[Pictometry Agreement with changes](#)

16-1391

Contract Amendment for Red Zone Resources Inc.

Agenda Text:

The Board is requested to approve the amendment to the current contract with Red Zone Resources Inc to increase the previously approved amount of \$40,000.00 to an amount not to exceed \$57,200.00.

Red Zone Resources Inc is a temporary staffing agency that has placed some experienced technical candidates in our office.

The Tax Administration Office requests approval to amend the current contract with Red Zone Resources Inc for an additional \$17,200.00; for a total not to exceed \$57,200.00.

Alignment with Strategic Plan: Goal 5, Accountable, Efficient, Visionary Government. Red Zone Resources is a locally owned staffing company that was able to place a temporary person within our organization that has previous training resulting in minimal downtime allowing us to be more efficient in our training efforts.

Resource Persons: Kimberly H. Simpson, Tax Administrator

County Manager's Recommendation: The County Manager recommends that the Board amend the contract with Red Zone Resources Inc. for temporary staffing purposes and approve the Contract Amendment to increase the contract amount by \$17,200.00 to an amount not to exceed \$57,200.00

Attachments: [Red Zone Contract Amendment](#)

16-1395

Consideration of Public Private Partnership Agreement for Renovation of W.G. Pearson School

Agenda Text:

The Board is requested to consider the additional information provided on this agreement and, if appropriate, authorize the County Manager to execute it.

Commissioners were able to review an earlier draft of this agreement at their November 7th Worksession. Based on questions asked that day and over subsequent weeks, Student U has provided an updated memo addressing many of the questions and concerns. It is now proposed to become an attachment to a further revised public private partnership agreement which is attached to this item in both redline and clean form. Finally, a cover letter from the County Manager and the Chief of Staff's final email on this matter have also been included.

Alignment with Strategic Plan: A stronger, broader array of education providers

working in renovated, historical buildings presents strong alignment with Goal 1 of the County's strategic plan (Community and Family Prosperity).

Resource Persons: Wendell Davis, County Manager; Drew Cummings, Chief of Staff

County Manager's Recommendation: The County Manager recommends that the Board consider the additional information provided on this agreement and, if appropriate, authorize the County Manager to execute it.

Attachments:

[Student U PPP Agreement v11 redline \(1\)](#)

[Student U PPP Agreement v11clean](#)

[Student U's Future at the WG Pearson Center 11-21](#)

[CM ltr to BOCC on W.G. Pearson PPP Agreement 11-14-16](#)

[Drew C final email on WGP PPP](#)

16-1399

Adoption of a New Minority and Women Business Enterprise (MWBE) Ordinance

Agenda Text:

The Board is requested to adopt a new Minority and Women Business Enterprise (MWBE) Ordinance (see attached). On January 14, 2008, the Board of County Commissioners adopted an MWBE Ordinance which expired December 31, 2015.

On November 7, 2016, the Board received an update on the County's MWBE Program. As a result of a disparity study that was conducted by Griffin & Strong, P.C. to review the effectiveness of the County's programs for contractual awards in construction, goods, and services, staff discussed the status of implementing the recommended changes to the program.

The County has determined to have an aspirational overall MWBE goal of 25% and to also set project specific goals, when deemed appropriate. The established aspiration goals are shown in Sec 8-134 Goals of the new MWBE Ordinance. In addition, the MWBE Ordinance gives the County Manager or designee the authority to implement an MWBE Program Plan document that establishes the written policies and procedures for managing the County's MWBE Program and reaffirms the Board of County Commissioners' commitment to its policy of nondiscrimination through a positive and continuing business process of specific policies and practices designed to ensure equal opportunity in all of the County's contracting opportunities.

Alignment With Strategic Plan: To align with *Goal 1 Community and Family Prosperity and Enrichment*, creating awareness and engagement by allowing citizens to know about Durham County's Minority and Women Business Enterprise (MWBE) program and efforts in providing contracting opportunities.

Resource Persons: Jacqueline Boyce, Procurement Manager, Farad Ali, NC

Institute of Economic Development

County Manager's Recommendation: The County Manager recommends that the Board adopts the new Minority and Women Business Enterprise (MWBE) Ordinance.

Attachments: [AAF Attachment 1 - New MWBE Ordinance Nov 2016](#)

16-1401 **Reject the Bids Received for 704 Eva Street and 518 Boone Street and Approve the Sale of 704 Eva Street and 518 Boone Street to the City of Durham**

Agenda Text: The Board is requested to reject the bids received for 704 Eva Street (#111412) and 518 Boone Street (#114505) and to approve the sale of the two properties to the City of Durham for \$19,107.92. The City is requesting to purchase the two properties in order to increase their stock of buildable lots to address affordable housing needs. Conveying these properties to the City is a way for the County to work in partnership with the City to address the needs for increased affordable housing since the City has a community development department with staffing and expertise in affordable housing. Governmental units in N.C. may convey property to each other under NCGS 160A-274, with or without consideration. The Durham City Council approved the request to purchase the properties at their November 21, 2016 meeting.

The City has offered to purchase the 704 Eva Street for \$3,391.30, and 518 Boone Street for \$15,716.62, for a combined price of \$19,107.92 (council memo attached). These amounts represent the county's investment in the two properties. The term "investment" refers to the back taxes and expenses related to the foreclosure actions, with the city's portion of the unpaid taxes equaling about one-half of the back taxes which the county collects on behalf of the city.

When the County receives a tax foreclosure property, it is first routed to city and county departments to see if there is any public need for the property before it is made available on the surplus property list. These properties were routed several years ago, and the Board of County Commissioners (Board) authorized going through the upset bid process for these two properties on May 23, 2016 after bids were placed on the properties. The City Council adopted a more vigorous and robust policy on affordable housing initiatives in June 2016, and the City Manager requested the purchase of these two properties in August 2016 as a way to more aggressively pursue land options to address affordable housing. It is important to note that the Board always reserves the right to accept or reject the high bid at the end of the upset bid process, and this right for the Board to reject any bid is specifically authorized under the upset bid statutes in NC GS160A-269. The high bid for 518 Boone Street is \$60,000 and was placed by Joshua Jenson. The high bid for 724 Eva Street is \$50,000 and was placed by Thayer Custom Homes. Should the Board reject the bids placed on these two properties, the bidders would receive their bid deposits

back.

With the City's more aggressive efforts to obtain available land for affordable housing initiatives, county staff will continue to work closely with city staff to review future surplus properties to identify potential parcels desired for affordable housing before they are placed on the surplus list. There are also two other properties (1200 Scout Street and 1300 Fleetwood Street) that the City is presently researching and may be interested in purchasing; action on those parcels would be brought to the Board at a future meeting. Besides these two properties listed above, there are no other properties currently on the county's surplus list.

Alignment With Strategic Plan: The conveyance of these two surplus properties to the City of Durham for affordable housing purposes supports Goal 1 "Community and Family Prosperity and Enrichment", as well as supporting Strategic Plan Goal 5: "Accountable, Efficient and Visionary Government" by partnering with the City of Durham to support affordable housing goals for the broader community.

Resource Persons: Jane Korest, Open Space and Real Estate Manager; Jay Gibson, General Manager

County Manager's Recommendation: The County Manager recommends that the Board reject the bids received on 518 Boone Street and 724 Eva Street, and authorize the Manager to convey the two properties to the City of Durham for \$19,107.92

Attachments: [Attach 1 City Council Memo on acquiring Eva and Boone Street](#)
 [Attach 2 Background Info on 518 Boone and 704 Eva Street](#)

16-1402 **Approval of Budget Ordinance Amendment No. 17BCC000030 Appropriating \$284,446 of Lebanon Fire Tax Fund fund balance to fund 50% of a Fire Engine for the Lebanon Volunteer Fire Department**

Agenda Text: The Board is requested to approve Budget Ordinance Amendment No. 17BCC000030 appropriating \$284,446 of Lebanon Fire Tax Fund fund balance to the Lebanon Volunteer Fire Department (VFD) to purchase a fire engine that will service the Lebanon Rural Fire District. This budget amendment for will cover 50% of the cost for the new fire engine.

As of June 30, 2016, the Lebanon Fire Tax Special Revenue Fund had over \$555,000 above the 4% fund balance goal required by the County's Fund Balance Policy for Special Revenue Funds. Lebanon VFD currently meets its contractual requirement to maintain no less than 60 days of prior year operating expenditures. The current contract allows any funds over the 60-day threshold to be used for specific purposes including capital purchases. The total cost of the fire engine and equipment is \$568,891. Lebanon VFD has requested using unassigned fund balance for 50% of the purchase (totaling \$284,446). The remaining cost for the fire engine

will be provided by the Lebanon Fire Department savings assets.

The new fire engine and equipment will replace an older unit and enable the Lebanon VFD to provide more efficient fire protection services to the residents and businesses within the County's Lebanon Rural Fire District, as well as throughout Durham County on mutual aid calls.

Alignment with Strategic Plan: This amendment request aligns with the County's Strategic Goal 3: Safe and Secure 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 the Budget Ordinance Amendment No. 17BCC000030 appropriating \$284,446 of assigned fund balance in the Lebanon Fire Tax Special Revenue Fund to the Lebanon VFD to fund 50% of the purchase of a new fire engine that will service the Lebanon Rural Fire District.

Attachments:

[Lebanon letter requesting funds](#)

[Lebanon Truck Invoice and Equipment 11-2016](#)

[AAF-30 Legal Form Appropriating \\$284,445 50 of Lebanon Fire Tax Fund Func](#)

16-1405

Approval of Budget Ordinance Amendment No. 17BCC000031 Appropriating \$345,759 of Special Revenue and Fire District Fund fund balances and transferring \$65,604 of DCFR Service District budgeted funds to the General fund for Buildings and Ground Expenditures

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No. 17BCC000031 appropriating \$183,056 of Bethesda Service Tax District Fund fund balance, \$162,703 of Parkwood Fire Tax Fund fund balance, and \$65,604 of budgeted funds in the Durham County Fire and Rescue (DCFR) Service District Funds, for a total transfer amount of \$411,363 to the County's General Fund. This transfer supports General Fund building and grounds expenditures related to the former Bethesda and Parkwood Fire Stations incurred in FY 2015-16 (\$44,026) as well as the current fiscal year (\$367,337).

The Bethesda Volunteer Fire Department in 2013 and Parkwood Volunteer Fire Department in 2015 were integrated into Durham County and are now known as Durham County Fire Rescue (DCFR). When the Bethesda and Parkwood Departments became part of Durham County, their service tax districts had remaining fund balances which have been maintained to fund the fire services provided respectively within each former district. This budget amendment uses the respective tax district fund balance for building and grounds repair and maintenance in each of the former Bethesda and Parkwood Districts. The overall intent is to spend down the previous tax districts fund balance to zero by using respective district funds for

building and grounds repair and maintenance. As the fund balances for the previous Bethesda and Parkwood Districts are fully expended the DCFR Service District will be responsible for ongoing building and grounds repair and maintenance.

The attached table (Attachment 16-1405) provides a summary of the expenses noted above:

Alignment with Strategic Plan: This requests supports the County's Strategic Goal 3: Safe and Secure 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. 17BCC000031 appropriating \$183,056 of Bethesda Service Tax District Fund fund balance, \$162,703 of Parkwood Fire Tax Fund fund balance, and \$65,604 of budgeted funds in the Durham County Fire and Rescue (DCFR) Service District Funds, for a total transfer amount of \$411,363 to the General Fund to support General Fund building and grounds expenditures related to the former Bethesda and Parkwood Fire Stations incurred in FY 2015-16 (\$44,026) as well as the current fiscal year (\$367,337).

..Signature

Attachments:

[Durham Co. Fire Rescue Sept. 6 2016.pdf](#)

[Durham FS81 Generator Install Project KR16-30162848.pdf](#)

[SKM_C284e16110210140.pdf](#)

[Attachment - 16-1405](#)

[AAF-31 Legal Form Appropriating \\$411,363.39 SpecRev and Fire District Fund](#)

16-1406

Official Closing of General Ledger Capital Project Funds with Balances Remaining in the Funds to the Debt Service Fund for the Retirement of Debt and Approval of Budget Ordinance Amendment No. 17BCC000035 Transferring the Balance of Cash and Cash Equivalents to the Debt Service

Agenda Text:

The Board is requested to approve the official closing of four general ledger capital project funds with the balances remaining in the funds closing to the Debt Service Fund for the retirement of debt and approval of Budget Ordinance Amendment No. 17BCC000035 transferring the balance of cash and cash equivalents to the Debt Service Fund.

In continuing to monitor and manage the County's debt portfolio, it has been determined by County staff that these four capital project funds need to be closed due to the age of the debt. The four general ledger capital project funds are:

Fund 4004700000 - 2003 GO Bonds 3rd Issue

Fund 4004720000 - 2007 GO Bonds
Fund 4004730000 - 2/3 GO Bonds 2008
Fund 4004740000 - 09 COPs Financing

The cumulative amount in closing these four funds is estimated to be slightly over 4.6 million. Of this amount, over \$108 thousand is sales tax receivable and the balance is cash and cash equivalents. The amount is estimated due to investment earnings that will be posted to the funds prior to the official closing. As previously stated, these funds are being transferred to the Debt Service Fund and will be used in the retirement of debt. Please note that in utilizing these funds for this purpose the need for transferring unrestricted funds to the Debt Service Fund for the annual retirement of debt is reduced thus freeing up unrestricted funds for other needed County uses.

The sales tax receivables will be moved into the Debt Service Fund and when reimbursed by the State, these funds will go into the Debt Service Fund accordingly. Also, included in this request is approval of the budget amendment transferring the balance of cash and cash equivalent funds into the Debt Service Fund.

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

Resource Persons: George K. Quick, Chief Financial Officer

County Manager's Recommendation: The County Manager recommends that the Board approve the official closing of the four general ledger capital project funds with the balances remaining in these funds closing to the Debt Service Fund for the retirement of debt and approval of Budget Ordinance Amendment No. 17BCC0000035 transferring the balance of cash and cash equivalents to the Debt Service Fund.

Attachments: [AAF-35 Legal Form Closing Capital Project Funds and transferring cash to the de](#)

16-1407

Request Approval of Purchase of Software Licenses, the Implementation of OpenText Software and the Annual Maintenance of the Software and Approval of Budget Ordinance Amendment No. 17BCC000034 Appropriating \$422,746 from General Fund Fund Balance

Agenda Text:

The Board is requested to approve the purchase of OpenText Software Licenses, the implementation of the software and the annual maintenance of the software and to approve Budget Ordinance Amendment No. 17BCC000034 appropriating the funding needed for the purchase, implementation and annual maintenance costs and the infrastructure and IS&T/administrative costs.

In keeping with improving the organization's business processes, increasing operational efficiencies and identifying cost savings, it has been a goal of Finance to go paperless with the County's financial processes. This evaluation aligns with

information shared with the BOCC in the June 2016 budget work session which outlined strategies required to optimize the County's Enterprise Resource Planning System, SAP.

In making this step to improve business processes, the Finance Department evaluated which area would have the greatest impact on the organization through process change. It was determined that changes to the accounts payable (AP) process would yield the greatest impact across the organization and improve departmental customer service. Currently, the County's AP process is 100% paper-based with regards to invoices and supporting documentation which subjects the County to higher risk and cost. Invoices are currently first received by departments to be validated with the appropriate account assignment before submission to AP for processing payment. With paper-based processes, there is risk of misfiling documents, staff pulling documents and not refiling, and increased time required to complete the overall task. Further, the storage required for record retention creates additional costs and requires a significant amount of space that could be used in more optimal ways.

Based on research and industry best practices, SAP recommends OpenText, and their Vendor Invoice Management (VIM) and Invoice Capture Center (ICC) for SAP Solutions with SAP ERP systems to streamline accounts payable operations. OpenText and SAP have over 20 years of partnership and close collaboration. The cooperation between the two companies is such that no other ERP or ECM vendors have such a comparable partnership. The co-development relationship has been in existence since 1992, giving OpenText a market-leading position in document management, document archiving, data archiving, accounts payable optimization and enterprise content management for SAP solutions.

With the OpenText software, paper documents would be scanned and attached electronically to the generated SAP document when the payable is generated. The scanned invoice automatically generates the SAP payable document (which reduces processing time). The AP staff will review each automated payable to the scanned invoice to ensure all required fields automatically populated, revise where necessary and complete the process which starts the workflow approval process. The invoices will come directly to AP cutting the lag time which currently occurs with the invoices going first to the respective departments.

For internal controls, the first departmental approver will review the SAP document (generated payable) and the scanned original invoice for validity and input the account assignment at that time. Once approved, the generated payable will flow to the 2nd management level approver who now will be able to review the original invoice and supporting documentation when approving (which is not the case with the current paper-based process). Once the process is completed, the invoice and supporting documentation is retained for record retention purposes electronically and remains

attached to the SAP document.

The aforementioned process changes eliminates the storage requirement of paper documents which frees up a significant amount of space not only in the Finance Department but also in the Storage Warehouse where older documents are stored. The change also eliminates the risk of not finding documents included in audit samples selected by the annual external audit review.

A value assessment occurred to determine the feasibility of moving forward with OpenText at Durham County Government. The Finance Department provided fiscal year 2016 accounts payable data to conduct the review. The top value drivers are:

- Reduce cost of data entry for paper invoices
- Reduce AP invoice processing costs related to invoice routing, exception handling, and duplicate invoices
- Reduce payment processing costs for approvers
- Reduce IT, procurement, facilities, user productivity, and document management costs of paper invoices and records
- Increase additional discounts due to improved vendor relations

In summary, the County will receive direct, indirect and strategic benefits with estimated County-wide total annual benefits ranging from \$525K to \$857K. Please note that the data provided for this analysis was conservative. The attachments reflect further details on projected cost savings and avoidance.

The quote provided by OpenText is a total of \$422,745.85.

License	\$216,955.61
Training and implementation	\$159,820.00
Annual maintenance and support	<u>\$ 45,970.24</u>
Total	<u>\$422,745.85</u>

In the first year, there will be additional estimated infrastructure costs and IS&T/Administrative costs. These expenses will be covered through internal budget realignments for initial implementation. No additional funds are requested for this expense.

Because OpenText is the number one partner with SAP, upgrades are also not an issue. The OpenText software is upgraded with each SAP upgrade which eliminates additional upgrade costs for the County as well as eliminates conversion of existing data in OpenText.

Also, included in the purchase is room for growth and additional use. The goal is once the AP automated process is completed is to gradually move to the electronic

attachment of supporting documentation for all other financial transactions (e.g., journal entries, purchase orders, requisitions, requests for proposals, contracts, etc.) which will also satisfy record retention. The amount of licenses being purchased includes the room for this growth. There is also the capability to store HR data should HR desire to use this software as well.

County staff recommends the purchase of this software and to start transitioning to a paperless environment. It is a sound investment.

The attached quote includes more detail regarding the software (e.g., overview, business benefits, value drivers, project investment analysis, etc.).

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

Resource Persons: Claudia Hager, General Manager, Goal 5: Accountable, Efficient, and Visionary Government; George K. Quick, Chief Financial Officer

County Manager's Recommendation: The County Manager recommends that the Board approve the purchase of OpenText Software License, the implementation of the software and the annual maintenance of the software and to approve Budget Ordinance Amendment No. 17BCC00034 appropriating \$422,746 from General Fund Fund Balance for the purchase, implementation, and annual maintenance expense.

Attachments: [Durham Price Quote_11_17v2 - Final](#)
[AAF-34 Legal Form OpenText Software](#)

16-1421 **Budget Ordinance Amendment No. 17BCC000032 -Cooperative Extension Recognition of Annual Commercial Mail Allocation of \$3,140.00 from NC State University-CALS**

Agenda Text: The Board is requested to approve Budget Ordinance Amendment No. 17BCC000032 to recognize a total of \$3,140.00 in funding from NC State University - College of Agriculture and Life Sciences to support Durham Cooperative Extension's commercial mail expenditures.

These funds will be used to support the cost of postage and postal related supplies purchased for the express use of carrying out the business of Durham Cooperative Extension. These funds are allocated on a Federal Fiscal Year basis, for the period of October 01, 2016 through September 30, 2017.

Alignment with Strategic Plan: This AAF is in line Goal 5: Accountable, Efficient and Visionary Government. Extension is able to obtain funds to offset the need for County Government Resources.

Resource Persons: Morris White, III, Interim County Extension Director

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No. 17BCC000032 to appropriate \$3,140.00 in funding from the NC State University - College of Agriculture and Life Sciences to support Durham Cooperative Extension commercial mail.

Attachments: [AAF-32 Legal Form CES Commercial Mail Allocation](#)
[FW 2016-17 Commercial Mail Allocation](#)

16-1422 **Budget Ordinance Amendment No.- 17BCC000033 Appropriating \$11,328 from General Fund Fund Balance to Create and Fund a Part-time .53 FTE Community Health Worker Position for the Mayor's Poverty Initiative/Transformation in Ten Project**

Agenda Text: The Board is requested to approve Budget Ordinance Amendment No. 17BCC000033 Appropriating General Fund Fund Balance to create and fund a part-time .53 FTE community health worker position for the Mayor's Poverty Initiative/Transformation in Ten Project.

The position will be housed in and managed by the Department of Public Health for a minimum of a year and a half. Costs include a wage of \$15 per hour, benefits and operational expenses. The total cost for January 1 to June 30, 2017, is \$11,328. The total cost for FY18 is \$22,656.

The Board of Health has approved this amendment.

Alignment with Strategic Plan: This program aligns with Strategic Goal 2: Health and Well-being for All. The community health worker focus supports Goal 2 objectives to 1) strengthen the well-being of individuals and families through prevention and education and 2) partner with community resources to increase access to health and wellness services.

Resource Persons: Don Moffitt, Co-Chair of the Health Task Force; Gayle Harris, Public Health Director

County Manager's Recommendation: The County Manager recommends that the Board of County Commissioners approve Budget Ordinance Amendment No. 17BCC000033 appropriating \$11,328 from General Fund Fund Balance to create and fund a part-time .53 FTE community health worker position for the Mayor's Poverty Initiative/Transformation in Ten Project.

Attachments: [AAF-33 Legal Form Public Health Appropriating General Fund Fund Balance ar](#)

7. Public Hearings

16-1372 **Public Hearing - Zoning Map Change - Belden Landing (Z1600020)**

Agenda Text: The Board is requested to conduct a public hearing and receive comments and, if

appropriate, to adopt a consistency statement; and

Second Motion:

To adopt an ordinance amending the Unified Development Ordinance to change the zoning designation from Residential Suburban - 20 (RS-20) to Commercial General (CG) zoning for the property;

Summary: This is a request to change the zoning designation of 1.62 acres from Residential Suburban - 20 (RS-20) to Commercial General (CG). The site is located at 810 and 814 Belden Drive (see Attachment 1, Context Map). This zoning request is consistent with the *Comprehensive Plan* and applicable policies and ordinances.

Attachments:

Attachment 1: Context Map

Attachment 2: Future Land Use Map

Attachment 3: Aerial Map

Attachment 4: Application

Attachment 5: Case History

Attachment 6: BPAC Comments

Attachment 7: Planning Commissioners' Written Comments

Attachment 8: Ordinance

Attachment 9: Consistency Statement

Alignment With Strategic Plan: Review of applications for amendments to the official zoning map is aligned with Goal 5 of the County Strategic Plan: Accountable, Efficient, and Visionary Government by creating a sustainable land use pattern that supports the use of properties as provided by the Comprehensive Plan and other adopted ordinances. (brief statement and relevant goal)

Resource Persons: Kyle Taylor, Planner, and Grace Smith, AICP, Planning Supervisor

County Manager's Recommendation: The Manager recommends that the Board conduct a public hearing on the proposed zoning map change and approve it, if appropriate, based on the comments received.

Attachments: [Z1600020_staffreport_BOCC_Final](#)
[A1.Z1600020_context](#)
[A2.comp_fluse_new_Z1600020](#)
[A3.Z16000020_aerial](#)
[A4.Application](#)
[A5.Z1600020_history](#)
[A6.Z1600020_BPAC_Comments](#)
[A7.Z1600020_PC-written_Comments](#)
[A8.Z1600020_Ordinance_Final](#)
[A9.Z1600020_Consistency Statement](#)

8. Board and Commission Appointments (10 min)

16-1390

Board and Commission Appointments

Agenda Text: Michelle Parker-Evans, Clerk to the Board, will distribute ballots to the Board to make appointments to the following boards:

- Adult Care Home Community Advisory Committee
- Bicycle and Pedestrian Advisory Commission
- Homeless Services Advisory Committee

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: 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: V. Michelle Parker-Evans, County 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 above-mentioned boards and commissions.

9. ITEMS PULLED FROM CONSENT AGENDA (20 min)

10. Adjournment

