



Durham County

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

Meeting Agenda Board of County Commissioners

Wendy Jacobs, Chair
James Hill, Vice Chair
Heidi Carter, Commissioner
Brenda A. Howerton, Commissioner
Ellen W. Reckhow, Commissioner

Monday, June 12, 2017

7:00 PM

Commissioners' Chambers

Budget Public Hearing

"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)

17-0278 Announcements

Agenda Text:

- 1) The Durham City/County Planning Department and Preservation Durham are collaborating to update Durham's Architectural and Historic Inventory. A series of community meetings are planned where residents can learn how to input information into the Open Durham website to assist in collecting robust data for the inventory and sharing their stories about Durham. The drop-in style workshops will take place from 6-8 pm as follows:

- June 15: Durham County Library Southwest Branch, 3605 Shannon Road
- September 14: Durham County Library South Branch, 4505 S Alston Road

- November 16: Durham County Library East Branch, 211 Lick Creek Lane

For more information, contact Lisa Miller at 919-560-4137, ext 28270.

- 2) Durham Emergency Management encourages anyone who lives or works in Durham to visit alrtdurham.com to register for the new notification system that will be used to alert residents about a variety of events, ranging from severe weather, fires, floods and other emergencies to more routine announcements, such as road closures and water utility maintenance. Sign up today for emergency notifications @ alrtdurham.com <<http://alrtdurham.com>>.
- 3) Over much of the last year, Durham County has engaged with community members and employees to develop a refreshed Strategic Plan for the next four years. Please go to our website, dconc.gov, to offer your comments on the draft document. This online comment forum will be open through the end of the day this Wednesday, June 14. Thank you for your input, which will be shared with staff updating the Strategic Plan, slated to go before the Durham County Board of Commissioners for adoption on June 26.
- 4) Join us at the Veterans Experience Action Center (formerly known as the VA Claims Clinic) on Friday June 16th and Saturday, June 17th at the Durham County Human Services Building from 9 to 3:00 p.m. Veteran Services is pleased to host this event in partnership with The MyVA Greater Triangle Community Veterans Engagement Board (GTCVEB) and The Department of Veterans Affairs (VA). The MyVA GTCVEB will present a Public Forum (Town Hall Meeting) from 10:30 to 11:30a.m., on both days. This event is open to all veterans, their families, transitioning Service Members, caregivers, veteran service organizations and the community-at-large. The purpose is to provide the Veterans community with information, benefits, services and other resources available here and across the state. This forum will afford them an opportunity to meet and greet their community representatives and have some of their questions asked and answered. Representative from the Veteran's Administration will be available to provide information about benefits and services available to veterans. For more information, please contact Lois Harvin-Ravin, Veteran Services Director at 919-560-8387.
- 5) Durham City and County announce a joint mobile app initiative that will allow residents to submit service and public records 24 hours a day. Search "Durham One Call" in the App Store or Google Play Store for this free tool. Residents will still be able to call Durham

One Call at 919-560-1200 or go online to place a request. The following requests can be forwarded thru the app just to name a few:

- Pothole repair
- Missed trash or recycling collection
- Litter removal
- Dead animal removal
- Reporting a vacant, or abandoned home
- Water Service requests
- Concealed handgun permits

4. Minutes (5 min)

17-0281

Minutes

Attachments:

[Regular Session - May 8, 2017.doc](#)

[Regular Session - April 24, 2017](#)

[Worksession - May 1, 2017](#)

[PAC-1 Meeting April 15, 2017](#)

5. Ceremonial Items

17-0308

Introduction of Mr. Derek Bowens as the new Director of Elections

Agenda Text:

The Board is requested to welcome Mr. Derek Bowens as the new Director of Elections. Derek has experience as an Elections Compliance Specialist and an Elections Supervisor for New Hanover County Board of Elections. Most recently, Derek served as the Interim Director and was then promoted to Director of Elections where he served for two years in New Hanover County. Derek holds a bachelor's degree in Political Science and a Certificate in Project Management from the University of North Carolina at Wilmington wherein he graduated with Cum Laude distinction. He is also a certified North Carolina Elections Administrator whose elections board was one of the first recipients of a Best Practices Achievement Award, from the U.S. Election Assistance Commission (EAC), for development of a Precinct Official Management Portal.

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

Resource Persons: Bill Bryan, Chairman of the Durham County Board of Elections

County Manager's Recommendation: The County Manager recommends that the Board welcomes Mr. Derek Bowens as the new Director of Elections.

6. Other Business

17-0300

Public Hearing on the FY 2017-2018 Recommended Budget

Agenda Text:

The Board is to conduct a public hearing to receive citizen input on the FY 2017-2018 Recommended Budget. To be able to hear from all interested citizens, the Commissioners usually set a time limit of three minutes for each speaker; however, the time limit may be adjusted at the discretion of Chair Jacobs.

Alignment with Strategic Plan: Public hearings align with Goal 5 of Accountable, Efficient and Visionary Government and the objective of fostering informed public engagement.

Resource Persons: Claudia Hager, General Manager of Financial Affairs, Process Improvement and Government Efficiency; Keith Lane, Budget Director

County Manager's Recommendation: The County Manager recommends that the Board conduct a public hearing to receive citizen input on the FY 2017-2018 recommended budget and consider the received comments in the deliberations prior to finalization of the budget.

17-0277**Public Comments on Draft Durham County Strategic Plan****Agenda Text:**

The Board is requested to hear a brief presentation on the draft of the refreshed Durham County Strategic Plan and then invite residents to comment on the draft document.

Since late summer 2016, County staff have been working to refresh Durham County's 2012 Strategic Plan. Five staff teams - one for each strategic goal - have met to refresh and develop goals, objectives, strategies and performance indicators and measures. Staff also have intentionally led and participated in a variety of engagement activities designed to get feedback from residents across the Durham County community as well as employees throughout County government. Along with the County's change management model Managing for Results, the Strategic Plan will continue to guide the work of County employees in achieving Durham County's strategic goals and seeking continuous improvement of County services.

The draft Strategic Plan document is posted online for public comment via a Web-based community forum on the Durham County Government website through the end of the day on Wednesday, June 14. The refreshed Durham County Strategic Plan, which is for 2017 to 2021 with annual updates, is slated to be placed before the BOCC for adoption on June 26.

Residents will have up to two minutes each to comment on the draft Durham County Strategic Plan.

Alignment with Strategic Plan: This item aligns with all five goals of the Durham County Strategic Plan.

Resource Persons: Michael Davis, Strategic Initiative Manager

County Manager's Recommendation: The County Manager recommends that

the Board hears the brief presentation and then invites any residents to comment on the draft Durham County Strategic Plan.

7. Consent Agenda (15 min)

17-0185

Courthouse S-2 Video Management System Installation

Agenda Text:

The Board is requested to enter into a contract with Brady Security to replace the existing Durham County Courthouse Video Management System (VMS) with the S-2 VMS and replace outdated computers / defective and video monitors. The contract amount is \$160,435.05 in available General Services - Security capital improvement funds (Project: 41904200DC081)

Alignment With Strategic Plan: Allow for improved and continuing monitors of Courthouse security camera systems to support Goal 3 - Safe and Secure Community

Resource Persons: Ed Miller - Security Manager

County Manager's Recommendation: The County Manager recommends that the Board enter into a contract with Brady Security to replace the existing Durham County Courthouse Video Management System (VMS) with the S-2 VMS and replace outdated computers / defective and video monitors. The contract amount is \$160,435.05 in available General Services - Security capital improvement funds (Project: 41904200DC081)

Attachments:

[Courthouse S-2 Scope of Services 02222017](#)

[Courthouse S-2 VMS Install Service Contract and SOS 02102017](#)

[AAF Supplemental Document - Courthouse S-2 Video Management System](#)

17-0259

Approval of Contracts with County Volunteer Fire Departments That Provide Fire and Rescue Services in Durham County

Agenda Text:

The Board is requested to approve contracts with each of the Volunteer Fire Departments that provide fire and rescue services in Durham County.

The County has previously established Rural Fire Districts and Service Districts throughout Durham County for the purpose of Fire protection and Rescue services. N.C. Gen. Stat. §69-25.5 and §153A-300 states that counties may provide for Fire and Rescue protection by contracting with any incorporated nonprofit volunteer or municipal fire department. As such, the County levies and collects taxes in these Fire Districts and appropriates funds to the Fire Departments based on their annual budget request to the County.

The proposed contracts for each VFD is consistent with contracts that have been approved in previous years. The new FY 17/18 contracts have been modified to include that annual audits will be automatically conducted by the County unless otherwise requested in writing by the VFD, response measures that are recommended by the National Fire Protection Association (NFPA) for rural departments have been incorporated, and the contracts will automatically be

renewed if no amendments are needed and if the BOCC approves the Fire Department's budget each year. The agreements have been reviewed and approved by the County Attorney's Office.

Alignment with Strategic Plan: This requests support the County's Strategic Goal 3: Safe and Secure Community.

Resource Persons: Jim Groves, Fire Marshal/Emergency Management Director

County Manager's Recommendation: The County Manager recommends that the Board approve the contracts with the VFDs and authorize the County Manager to execute the contracts.

Attachments:

[VFD Contract AAF Supplemental Document - Non-contract](#)

[Bahama FY17-18 Contract](#)

[Eno FY17-18 Contract](#)

[Lebanon FY17-18 Contract](#)

[New Hope FY17-18 Contract](#)

[Redwood FY17-18 Contract](#)

17-0261

Approval of Capital Project (4200DC104) Contract with NWN Corporation to Provide Professional Services to Assist in Upgrading the Cisco Unified Communications (UC) Platform to the Latest Release Version 11.5 and Implementing a Quality Manager Server to Integrate with the Existing Call Center Server, Using Technology Capital Funds Set Aside for the Purpose of Telecommunication Upgrades in the Amount of \$57,200

Agenda Text:

The Board is requested to authorize the County Manager to enter into a \$57,200 Capital Project (4200DC104) contract to purchase services from NWN, Inc. for upgrading the Cisco Unified Communications (UC) platform to the latest release version 11.5 and implementing a Quality Manager (QM) server to integrate with the existing Call Center Server. The approved funding to support this project uses Pay-As-You-Go capital funds allocated to support the County's Telecommunications Upgrade program. Durham County Government's Cisco Unified Communication platform sustains the telephone services to County departments and is a complex environment including physical and virtualized servers for high availability and failover. The environment is currently operating on version 9 that will not support the QM server functions requested by the department of Social Services to record their calls.

The upgrade will bring the system current, enhance security and operational capabilities including the implementation of the QM Server. The County telephone system is a critical operational infrastructure component supporting Durham County Government. Staff recommends contract approval through the cooperative purchasing program exemption using a master convenience

contract. The selected vendor, NWN Corporation, Inc. has worked successfully with Durham County and many other NC local jurisdictions to support technology infrastructure improvements.

Alignment with Strategic Plan: Efficient and effective operations of business applications supporting citizens across our County departments aligns with Goal 5 (Accountable, Efficient and Visionary Government) of the Strategic Plan.

Resource Persons: Greg Marrow, Chief Information Officer

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to execute a Capital Project (4200DC104) contract with NWN Corporation, Inc., for \$57,200 with Telecommunications Upgrade program funds. The purchase qualifies for the cooperative purchasing program exemption through the City of Jacksonville, North Carolina Local Government Information Association Contract (NCLGIAC), 2016 Master Convenience Contract.

Attachments:

[SKM_C224e17051613260](#)

[AAF Supplemental Document - Contract with NWN Corporation](#)

17-0263

Contract Amendment to Purchase SAP Success Factors Hybrid Cloud Computing (HCP) Technical Consulting services (One-Time Fee) from SAP using SAP Operating Funds Set Aside for Upgrading our current SAP portal environment in the Amount of \$114,600.

Agenda Text:

Durham County Government has been using the SAP Enterprise Resource Planning (ERP) software now for over 10 years and have recently started to upgrade several of the Human Resource modules with SAP SuccessFactors. The SAP Cloud Platform is one of the more recent software releases from SAP that the County purchased during Fiscal Year 2017 and it requires technical consulting services for initial setup due to its intricate cloud complexity. The SAP Cloud Platform will upgrade our SAP NetWeaver Interface, which is the user interface used by employees to access SAP and SAP SuccessFactors services. This step is required for full integration of all SAP SuccessFactor Modules the County is implementing onto one user interface and to be able to use these modules from any device (laptop, desktop, mobile, or tablet). The technical consulting is needed to provide specialized support for the SAP Cloud Platform technical capabilities and services. The SAP NetWeaver interface has not had a major upgrade since installation over 10-years ago. This is a planned expense and was included as a part of the FY 2016-17 budget. Project implementation will occur through FY 2017-18.

The new SAP Cloud Platform will provide Durham County with a more simplistic and up-to-date user interface with the ability to integrate all functionalities that employees reference each day with regards to benefits, time submission, employee profile, and other business functions. It will also provide scalability for applications to be easily integrated in the future more easily,

securely, and from any device. Thus far, 7 SuccessFactor modules have been implemented here at Durham County including the Employee Profile module, new Recruiting Platform, Onboarding Module, Succession Management, Career Development Planning, JAM, and the new Performance & Goals Management module. The interface upgrade will bring all these modules together onto a single user interface, enabling access from any device, and set the foundation for supporting required future upgrades of the SAP system as mandated by SAP.

Since the SAP Cloud Platform launch in 2012, over 4000 customers and 500 partners have adopted the SAP Cloud Platform. By 2023, all SAP clients will have to upgrade to the newest SAP Platform. As part of Durham County's Technology Strategic Plan, our goal is to upgrade SAP, within the next 36-months. The CIP has a place holder for the SAP upgrade.

This sole source request is for the compatibility in upgrading the existing SAP portal platform that was originally purchased and the technical services were provided by this vendor.

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 authorizes the County Manager to execute a contract for SAP Success Factors-HCP Consulting Services in the amount of \$114,600.00 in which SAP will provide technical consulting services to assist Durham County with upgrading its SAP portal platform.

Attachments:

[SAP HCM Contract](#)

[AAF Supplemental Document - SAP Success Factors Hybrid Cloud Computer](#)

17-0264

Approval of Contract Amendment to Increase SAP-Successfactors Cloud Support Contract to Include Preferred Care by \$3, 873.29 (first year) and Each Year After Will be an Additional \$45,000 Per Year with Total Amount of \$187,277 Extending Date of Contract to July 31, 2021

Agenda Text:

Durham County Government is implementing several of the SAP SuccessFactors Human Capital Management (HCM) Modules. SAP Preferred Care gives the County an enhanced level of support to ensure we are running our business effectively and efficiently, and have the level of support needed as we turn on more and more of the SAP SuccessFactors modules. In January 31, 2017, the initial contract was authorized for \$71,755.77 to provide Cloud Support services for the various SAP-Successfactors HCM Modules. SAP-Successfactors Preferred Care Support will supplement the current maintenance for SAP-Successfactors by given the County enhanced level of

support to supplement our HR and IT human resources. This enhanced level of support includes in addition to the first three bullets below, the other bullets as noted:

- 24x7 mission-critical support based on first-class target service-level agreements
- Phone, chat and web support for configuration issues and product defects
- Portal-based proactive and preventive support
- Priority handling and enhanced service levels for response and resolution targets
- Access to Customer Success Manager with functional and technical expertise
- Proactive support engagement planning around business goals and key milestones
- System Administrator enablement
- Business event, go-live and release support
- Access to product expertise, with on-demand availability of knowledge base and content
- Release optimization and testing best
- Support governance
- Enhanced service and support portfolio, Release weekend coverage

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 authorizes the County Manager to execute the SAP Preferred Care contract amendment with SAP-Successfactors for \$3, 873.29 (first year) and each year after that it will be an additional \$45,000 with a total amount of \$187,277 extending the date of the contract to July 31, 2021.

Attachments:

[SAP Preferred Care Contract](#)

[AAF Supplemental Document - SF-Preferred Care](#)

17-0268

2017 Updated Statewide Mutual Aid and Assistance Agreement

Agenda Text:

The Board is requested to approve the 2017 North Carolina Statewide Mutual Aid and Assistance Agreement (MA Agreement). The North Carolina Division of Emergency Management has requested that all parties that are signatories to the existing agreement execute the 2017 revised version to reestablish a statewide standard for requesting or providing mutual aid assistance. Durham County executed the previous version of the MA Agreement in 2002.

The MA Agreement defines a standard process for requesting, responding, and providing compensation/reimbursement for mutual aid requests between North Carolina local governments. The 2017 revision is very similar in content and

requirements to the executed 2002 agreement. Significant changes include updated references to state laws that have changed, additional definitions for clarification, and updated contracting requirements. The changes in the 2017 version of the Agreement does not affect Durham County's ability to provide or receive mutual aid assistance. The revised agreement has been reviewed and approved by the County Attorney's Office.

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

Resource Person(s): James E. Groves, Fire Marshal/Emergency Management Director

County Manager's Recommendation: The County Manager recommends that the BOCC approve the updated 2017 North Carolina Statewide Mutual Aid and Assistance Agreement, and authorize the County Manager to sign and execute the agreement.

Attachments:

[AAF Supplemental - Non-contract State MA Agreement](#)

[County of Durham Statewide Mutual Aid Agreement 6-2017](#)

[RE Statewide Mutual Aid-Darby Approval](#)

17-0274

Budget Ordinance Amendment No. 17BCC000074 to Recognize Grant Funds in the amount of \$2,000 from the North Carolina Division of Veterans Affairs for Durham County Department of Veteran Services

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No. 17BCC000074 to Recognize Grant Funds in the amount of \$2,000 from the North Carolina Division of Veterans Affairs for Durham County Department of Veteran Services.

These funds are available to be used for training, travel, and/or equipment and technology. North Carolina Division of Veterans Affairs awarded Durham County Veterans Services an on-site Veterans Walk-In Clinic at the Human Services Building on June 16 and 17. The unanticipated expenses for this event are in excess of \$2,000. These funds will be used to offset the cost for expenses previously incurred and paid in compliance with the Grant Fund.

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

Resource Persons: Lois Harvin-Ravin, Veteran Services Director

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Amendment No. 17BCC000074 to Recognize Grant Funds in the amount of \$2,000 from the North Carolina Division of Veterans Affairs for Durham County Department of Veteran Services.

Attachments: [AAF-74 Legal Form Recognize Grant Funds in the amount of \\$2,000 from the N](#)
[AAF-74 Supplement Recognize Grant Funds in the amount of \\$2,000 from the N](#)

17-0276 **Approval of Interlocal Agreement between the County of Durham and the City of Durham for the International City/County Management Association (ICMA) Local Government Management Fellowship Position**

Agenda Text: The Board is requested to authorize the County Manager to execute the attached Interlocal Agreement with the City of Durham for the International City/County Management Association Fellow.

As part of the FY 2017-2018 Budget, the City of Durham and the County of Durham have proposed continuing to host an ICMA Local Government Fellow for one year (July 2017 through June 2018). The ICMA Local Government Management Fellowship Program links aspiring local government professionals with a local host government or governments for a year. The local government or governments provide the Fellow with professional work experience, while ICMA offers professional development opportunities and a Fellows network so that the Fellows can all connect with and learn from each other. The County of Durham and the City of Durham collaborate to offer an ICMA Fellow the opportunity to work in City and County government on a variety of projects throughout the year. The position is a County position, but will be paid on a 50/50 basis from both the County and the City. The amount to be contributed by the County is \$34,228, and the City will contribute the same amount. The attached Interlocal Agreement formalizes the agreement between the City and County for the ICMA Fellowship.

Alignment With Strategic Plan: The ICMA Local Government Fellowship Program closely aligns with Goal 5 (Accountable, Efficient and Visionary Government), as the ICMA Fellowship is one way in which the County works to develop the next generation of local government leaders.

Resource Persons: Michael Davis, Strategic Initiative Manager

County Manager's Recommendation: The County Manager recommends that the Board authorizes the County Manager to execute the attached Interlocal Agreement with the City of Durham for the International City/County Management Association Fellow.

Attachments: [FY17-18 ICMA Fellow interlocal agreement](#)
[AAF Supplemental Document - ICMA Fellow interlocal agreement](#)

17-0279 **Execution of the Construction Manager @ Risk "Guaranteed Maximum Price #1" Contract for the Main Library Renovation. Project No.: DC094**

Agenda Text: The Board is hereby requested to authorize the County Manager to enter into a contract with Skanska/Holt Brothers, Inc. (SHB) for the Main Library Renovation located at 300 North Roxboro Street, Durham NC, for GMP#1 the amount of \$4,310,318.00 (Bid Package A plus alternate 13A #2 and allowances

to begin structural steel dimensioning to mitigate long fabrication/delivery lead times on this material) and approve the owner's construction contingency in the at (3%) in the amount of \$129,310.00 to execute any other related contracts including change orders if necessary not to exceed the available budget of \$4,439,628.00 for GMP#1 of the project. (See Attachment 1, Pages 1-12).

On August 22, 2016, the BOCC awarded the Construction Manager at Risk (C, M @R) Pre-construction Services contract to Skanska/Holt Brothers following an extensive RFQ evaluation process. The Pre-Construction Services phase of the project was the first step in the Construction Manager at Risk process in which the contracting team provided cost estimating, constructability reviews, schedule development and value analysis of the project design. Only a portion of the Pre-construction services was included in the earlier approval due to funding availability. The balance of this service is identified as a line item in the GMP #1. For an efficient scheduling process, the project has been broken down into 2 bid packages which are as follows: Package A - which consists of items which will begin immediately and/or have long lead times i.e. General Trades, Temporary fencing, Demolition/Abatement & Elevators and allowances for structural steel shop drawings and micro-pile installations. Following the pre-qualification of subcontractors for Package A, bids were received, publicly opened and read by SHB on April 27, 2017. Those bids have been incorporated into the "Guaranteed Maximum Price #1" (GMP1) proposal submitted for the renovation project.

Package B - will consists of the remainder of the project's trade packages and will be bid later thus, the final GMP #2 is scheduled to be brought to the Board in September/October 2017. This mode of bidding will allow for the timely completion of construction activities and the opening of the facility currently scheduled for August 2019.

The existing three-story building is located at 300 North Roxboro Street in Downtown Durham and fronts Roxboro Street to the west. The building is clad in precast panels and glass and the structural system is a two-way waffle slab on a 30' x 30' grid of concrete columns. In addition, to increasing the overall size of the building from its current 65,000 sq. ft. the newly expanded library will be just under 85,000 sq. ft. It is expected that only the existing structural system will remain and be modified to accommodate programmatic/design changes. All other MEP/FP systems within the building will be removed and completely replaced. In addition, it is also anticipated that the majority of the building envelope will be removed and replaced to increase energy efficiency, daylighting/views, and overall building appearance. The project will also be targeting a LEED "Silver" level certification. Funding for this contract is available in the Main Library Renovation Capital Project account. For M/WBE information (See Attachment 1, page 13).

Alignment with Strategic Plan: This aligns with Goal 4 - Environmental

Stewardship - through the improvement of the environmental performance of County buildings to reduce energy use and greenhouse gas emissions from the built environment. The renovation of this facility also addresses Goal 5 by providing more efficient service delivery and better customer service.

Resource Persons: Jay Gibson, P.E., General Manager, Peri Manns, ASLA, LEED GA, Deputy Director Engineering & Environmental Services, Brenda Hayes-Bright, Assoc. AIA, CDT, Project Manager, Victor Vines, AIA, Vines Architecture, Mark Collins, Skanska Project Executive and Joe Thompson, Skanska Project Account Manager

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to execute a Construction Manager at Risk construction contract with Skanska Holt Brothers for the Main Library Renovation for GMP #1 in the amount of \$4,310,318.00 and approve the owner's construction contingency at (3%) in the amount of \$129,310.00 to execute any other related contracts including change orders if necessary not to exceed the available budget of \$4,439,628.00 (bid package A plus alternate 13A #2 and allowances).

Attachments: [AAF - Backups - Attachment 1 - Main Library Renovation GMP#1](#)

17-0280

Contract Renewal with the City of Durham for the Repair and Maintenance of Fire Apparatus and Approval of Additional Funds for the Current Year Contract

Agenda Text:

The Board is requested to approve a contract renewal with the City of Durham for the repair and maintenance of Durham County Fire Rescue (DCFR) apparatus. The existing contract is due to expire on June 30, 2017. Durham County entered into an Interlocal Cooperation Agreement with the City of Durham for these services in January 2014. The original agreement has previously been extended in July 2014, July 2015, and September 2016. The agreement provides for maintenance and repair services of DCFR apparatus via the City of Durham Fire Garage. Many of the DCFR trucks are manufactured by Sutphen™ and the City of Durham Fire Garage has Sutphen™ certified mechanics and available parts to repair DCFR apparatus. The City's mechanic rates are at a fair market value and repairs are made quickly allowing DCFR to return the apparatus to service in a timely manner. The contract has been reviewed and approved by the County Attorney's Office.

The Board is also requested to approve additional spending in the amount of \$21,000 in the current fiscal year. Due to unforeseen maintenance and repair of DCFR fire apparatus, the anticipated repair costs will exceed the County Manager's authorized contract approval of \$40,000. This will bring total spending for the maintenance and repair contract with the City to \$61,000 for FY16-17. The additional \$21,000 in requested funding will be transferred from other DCFR funds. Since inception of this agreement the annual expenditure has not exceeded \$40,000, so DCFR staff believes this year to be an outlier and future years should be more in line with historical spending.

Alignment with Strategic Plan: The agreement and funding request aligns the County's Strategic Goal 3: Safe and Secure Community and Strategic Goal 5: Accountable, Efficient, and, Visionary Government.

Resource Persons: Jim Groves EM/FM Director

County Manager's Recommendation: The Manager recommends the Board approve the contract renewal with the City of Durham for FY17-18, and approve additional contract spending of \$21,000, bringing the total contract approval to \$61,000 for FY16-17.

Attachments:

[AAF Supplemental Document for Fire Apparatus Interlocal](#)

[CC INTERLOCAL AGREEMENT EXT FOR M-R OF FIRE APPARATUS](#)

[Interlocal Contract Amendment DCFR 6-17](#)

17-0282

Budget Ordinance Amendment No. 17BCC000075 Approval of Special Tax and Service District Funds Fund Balance Appropriation in the Amount of \$1,010 to Support Increased Expenditures Associated with the North Carolina Vehicle Tax System Fees

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No. 17BCC000075 appropriating Special Service and Tax District Funds fund balance in the amount of \$1,010 to support increased costs associated with North Carolina Vehicle Tax System (NCVTS) fees. The additional funds will ensure adequate funding is available to meet the costs associated with the State Tag and Tax Together Program. These fees result from State deducting their associated costs for the collections of vehicle taxes for the County.

The increased expenditures are a direct result of increased auto valuation and thereby greater collection costs from the State as well as a fee increase that was made effective in FY 2016-17. This program began in FY 2013-14 and estimates for future years are still in process. The chart below shows the fund and the corresponding fund balance appropriation:

Fund Name	Fund Number	Fund Balance Appropriation
Lebanon Fire Tax District Fund	2002140000	\$410.00
Redwood Fire Tax District Fund	2002160000	\$380.00
New Hope Fire Tax District Fund	2002170000	\$30.00
Eno Fire Tax District Fund	2002190000	\$10.00
Bahama Fire Tax District Fund	2002210000	\$170.00
Special Park District Tax Fund	2002220000	\$10.00

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

Resource Persons: S. Keith Lane, Budget Director

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Amendment No. 17BCC000075 appropriating Special Service and Tax District Funds fund balance in the amount of \$1,010 to

support increased costs associated with North Carolina Vehicle Tax System (NCVTS) fees. The additional funds will ensure adequate funds are available to meet the costs associated with the State Tag and Tax Together Program. These fees result from State deducting their associated costs for the collections of vehicle taxes for the County.

Attachments:

[NCVTS - ACH REMITTANCE COST AND FEE DESCRIPTIONS.docx](#)

[AAF-75 Supplement Fund Balance Appropriation from Special Tax and Service](#)

[AAF-75 Legal Form Fund Balance Appropriation from Special Tax and Service I](#)

17-0284

Capital Project Amendment No. 17CPA000026 - Appropriating \$3,800,000 of Limited Obligation Bonds into the Judicial Building Annex Renovation Capital Project (DC141) and Execution of Architectural Design Service Agreement with Roughton Nickelson and DeLuca Architects for the Durham County Judicial Building Annex Renovations Project No.: DC141

Agenda Text:

The Board is requested to approve Capital Project Amendment No. 17CPA000026 appropriating \$3,800,000 of Limited Obligation Bond funds into the capital project for the Judicial Building Annex Renovation (See attachment 1, page 1) and to authorize the County Manager to enter into a contract with Roughton Nickelson and DeLuca Architects (RND) to provide design services for the Durham County Judicial Building Annex Renovations, located at 201 North Roxboro Street, in the amount of \$353,083, plus a reimbursable amount of \$30,000 thus totaling a not to exceed budget of \$383,083. (See Attachment 2, Pages 1-7)

\$300,000 of County Contribution funding was initially allocated to the capital project earlier this fiscal year in Capital Project Amendment No. 17CPA000002. With the additional proposed funding the total project budget will be \$4,100,000.

Project	Current Budget	Increase/ Decrease	Revised Budget
Judicial Building Annex Renovation (DC141)		\$300,000	\$3,800,000
	\$4,100,000		

This project involves the renovation and backfill of floors 2 and 3 of the Judicial Building Annex. Currently, the NC Department of Juvenile Justice and Delinquency Prevention and the Emergency Medical Services (administrative staff) occupy these floors and will be relocating as part of the Administrative Building II Renovation (former Judicial Building). The space will be occupied by the NC Department of Probation and Parole following the completion of the Administrative Building II Renovation. The backfill will allow the elimination of a lease agreement for the Orange Street location currently occupied by Adult Probation and Parole. These floors will be modified to meet the functional requirements for Adult Probation and Parole, along with any necessary improvements to the building systems identified during the building evaluation. The project will also be pursuing LEED Certification under the Commercial

Interiors category.

A request for qualifications (RFQ) for architectural services for the facility was advertised on February 11, 2017. Two (2) responses were received on March 14, 2017 and were evaluated by a selection committee representing Adult Probation and Parole and County Engineering. RND was determined to be the most qualified firm the project. RND Architects is located in Durham, NC. For M/WBE participation information (See Attachment 2, page 8).

It is recommended that the County proceed with all work described in the proposal dated May 12, 2017. Funding for the architectural design contract will be available in the Judicial Building Annex Renovations Capital Project Account pending the approval of the Capital Project Amendment.

Alignment With Strategic Plan: This aligns with Goal 3 - "Safe and Secure Community" as the goals of the NC DPS Adult Probation and Parole Office are to protect the safety of citizens by providing viable alternatives and meaningful supervision to offenders on probation, parole or post-release supervision, to positively affect their behavior and lifestyle patterns, and to help offenders learn to live within the law. This also aligns with both Goal 4 & 5 - Environmental Stewardship - through the improvement of the environmental performance of County buildings to reduce energy use and greenhouse gas emissions from the built environment and by providing more efficient service delivery and better customer service.

Resource Persons: Jay Gibson, P.E., General Manager; Peri Manns, ASLA, LEED GA, Deputy Director of Engineering; James Faress, P.E., Senior Project Manager; Linda C. Salguero, AIA, Project Manager, Keith Lane, Director of Budget and Management Services and Charles Nickelson, AIA, RND Architects.

County Manager's Recommendation: The County Manager recommends that the Board approve Capital Project Amendment No. 17CPA000026 appropriating \$3,800,000 into the Judicial Building Annex Renovation account and authorize the execution of the contract with RND Architects to provide design services for the Durham County Judicial Building Annex Renovations project in the amount \$353,083 plus a reimbursable amount of \$30,000 thus totaling a not to exceed budget of \$383,083.

Attachments: [AAF - Backups - Attachment 2 - Judicial Building Annex Renovation Design Cor CPA-26 Legal Form Judicial Building Annex Renovations 4730DC141 - CPA ar](#)

17-0298

Approval of Revised Remote Participation Policy

Agenda Text:

The Board is requested to approve a revision to #6 of its Remote Participation Policy to remove the text that allows the Board the ability to vote remotely; and adding text that disallows the Board the ability to second a motion remotely.

Alignment with Strategic Plan: Goal 5

Resource Persons: Lowell Siler, County Attorney; V. Michelle Parker-Evans, County Clerk

County Manager's Recommendation: The County Manager recommends that the Board approve the amendments to the Remote Participation Policy.

Attachments: [Remote Participation Policy for Meetings of Board](#)

17-0302 Approve Closed Session Minutes

Agenda Text: The Board is requested to approve Closed Session minutes that have released by the County Attorney and no longer frustrate the purpose of a Closed Session. Minutes have been provided to the Board under separate cover for review.

Alignment with Strategic Plan: Goal 5

Resource Persons: V. Michelle Parker-Evans, County Clerk; Lowell Siler, County Attorney

County Manager's Recommendation: The County Manager recommends that the Board approve the Closed Session minutes as submitted.

17-0304 Durham County TEFRA Policy

Agenda Text: The Board is requested to approve the proposed Durham County TEFRA Policy. It is the policy of Durham County to comply with all federal tax laws and regulations applicable to public approval for tax-exempt private activity bonds. The Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA) (found in Section 147(f) of the Internal Revenue Code) requires, as a condition for private activity bonds to be tax exempt, that the financing of a facility through a bond issue be approved by the highest elected government official for the jurisdiction where the financed facilities will be located, following a public hearing. This policy is designed to outline a process and requirements for such approval, including approvals required by TEFRA, North Carolina statutes such as NCGS 159C-7 for industrial development bonds issued by the Durham County Industrial Facilities and Pollution Control Financing Authority, and other public finance authorities serving as conduit issuers of tax-exempt private activity bonds.

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

Resource Persons: Lowell Siler, County Attorney

County Manager's Recommendation: The County Manager recommends that the Board approve proposed policy.

Attachments: [Durham County TEFRA Policy - Draft](#)

8. ITEMS PULLED FROM CONSENT AGENDA (20 min)

9. Adjournment

