



Durham County

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

Meeting Agenda Board of County Commissioners

Monday, March 12, 2018

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)

18-0695 Announcements

Agenda Text:

1. The Durham County Juvenile Crime Prevention Council is now accepting proposals for juvenile crime intervention/prevention programs to be supported by North Carolina Division of Juvenile Justice (DJJ) funds for the State Fiscal Year 2018-2019. These funds are allocated to Durham County to support community programs serving Durham County delinquent and at-risk youth, between the ages of 7 and 17, for the fiscal year beginning July 1, 2018. Any local public agency, private 501 (c) 3 non-profit organizations, or housing authority interested in applying for these funds must complete and submit application online by visiting <https://cp.ncdjjdp.org/CP/>. The deadline to submit application for grant funding offered in fiscal year 2018-2019 by DJJ is 5 p.m., on Monday, March 19th, 2018. For questions about funding awarded by the DJJ, contact Walter Crews, Area Consultant, Division of Adult Correction and Juvenile Justice at (919) 214-2348.

2. Join us for the 16th Annual Women's Forum in honor of Women's History Month. The event will be held Thursday, March 22nd from 6:00-8:00 pm, in the City Council Chambers at 101 City Hall Plaza. For more information, call 919-560-4107, ext. 34277 or RSVP@DurhamHumanRelations.com [<mailto:RSVP@DurhamHumanRelations.com>](mailto:RSVP@DurhamHumanRelations.com).

4. Minutes (5 min)

[18-0696](#)

Minutes

Attachments: [Worksession - January 2, 2018](#)

5. Other Business

[18-0685](#)

Advance Public Comments on the Fiscal Year 2018-2019 Budget

Agenda Text:

The Board is requested to hold an Advance Public Comment session to receive citizen input on the Fiscal Year 2018-2019 Budget. As county staff begins preparation of the FY 2018-2019 budget, public input is being solicited on issues which may need to be addressed during the budget process.

The County Manager's Recommended FY 2018-2019 Budget will be presented to the Board of Commissioners on Monday, May 14, 2018, with individual budget work sessions with the BOCC to be scheduled for the period of May 24-June 14, 2018. The planned Worksessions with the BOCC are listed below. Additional work sessions may be added to the schedule.

May 24 Work session (9-3)
May 31 Work session (9-3)
June 4 Work session (1-4)
June 14 Work session (9-3)

There will also be a Public Hearing at the Commissioners' Regular Meeting on June 11 at 7:00 pm.

Final adoption of the FY 2018-2019 Budget Ordinance is scheduled for Monday, June 25, 2018.

Additionally, comments can also be e-mailed to commissioners@dconc.gov.

Alignment with Strategic Plan: The Advance Public Comment session aligns with Goal 5: Accountable, Efficient and Visionary Government by soliciting citizen input to inform FY 2018-2019 budget priorities.

Resource Persons: Keith Lane, Director of Budget and Management Services

County Manager's Recommendation: The County Manager recommends that the Board hold an Advance Public Comment session on the Fiscal Year 2018-2019 Budget.

18-0708

Joint SNAP Resolution

Agenda Text:

The Board is requested to approve a joint resolution supporting SNAP and other Federal nutrition programs which will be signed by the Chairs of the Board of County Commissioners, Social Services Board, and Board of Public Health. This resolution will be forwarded to legislators on behalf of our Board to reject any proposals in the 2018 Farm Bill that cut funding to SNAP or other federal nutrition programs; shift costs to the states; or otherwise reduce benefits affecting low-income families, workers, children, the unemployed, or the elderly.

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

Resource Persons: Wendy Jacobs, Chair

County Manager's Recommendation: The County Manager recommends that the Board approve the attached Resolution.

Attachments:

[Joint Resolution SNAP and other federal nutrition programs - March, 2018](#)

6. Ceremonial Items

18-0646

Recognition that Bert White of Information Services and Technology Department has been recognized as the Help Desk Institutes (HDI) IT Analyst of the Year for the Triangle/Eastern North Carolina Region

Agenda Text:

The Board is requested to recognize a recent award received by Bert White of Durham County's Information Services and Technology department.

The Help Desk Institute (HDI) annually awards local IT professionals for outstanding customer service.

In January, Bert White was recognized by the Helpdesk Institute (HDI) with the 2017 Analyst of the Year Award. Mr. White was one of six finalists to interview with a panel of judges who determined based on the interview that Mr. White was worthy of this recognition. This award is in recognition of Bert White's contribution to Durham County's ongoing work which represents a "culture" of excellence through technology governance and practices.

Your recognition of these achievements made by the entire staff of IS&T, and departmental partners is appreciated!

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: Greg Marrow, Chief Information Officer

County Manager's Recommendation: The County Manager recommends that

the Board recognize a recent award received by Bert White of Durham County's Information Services and Technology department.

Attachments: [Bert White AAF Supplemental Document - Noncontract](#)

18-0692

Proclamation - National Service Recognition Day

Agenda Text:

The Board is requested to proclaim April 3, 2018 as National Service Recognition Day. The Eagle Corps program at North Carolina Central University has joined with other AmeriCorps and Senior Corps serving programs in Durham County to celebrate its membership on Tuesday, April 3, 2018 at 11:30 am at the Parrish Street Forum, located at 108 W. Parrish Street. The proclamation will be officially presented on honor of the 6th Annual National Service Recognition Day during the event.

AmeriCorps and Senior Corps solve some of the toughest community problems. The Corporation for National Community Service (CNCS) is America's leader in volunteering and service efforts. Through partnerships with schools, faith-based groups, non-profits, and local agencies, national service members are embedded within the communities they serve to make a tangible, lasting impact.

Alignment With Strategic Plan: This work crosses all goal areas to help build a stronger, safer, more prosperous community for all.

Resource Persons: Wendy Jacobs, Chair; Calleen Herbert, Program Director of Eagle Corps at NCCU

County Manager's Recommendation: The County Manager recommends that the Board proclaim April 3, 2018 as National Service Recognition Day and encourage the citizens to find opportunities to serve our community.

Attachments: [Proclamation - National Service Recognition Day - 2018](#)

18-0694

Proclamation - Durham CROP Hunger Walk Day

Agenda Text:

The Board is requested to proclaim Sunday, March 25, 2018 as Durham CROP Hunger Walk Day. This year will mark the 44th annual Durham Crop Hunger Walk Day. Each year, Durham comes together to support the local agencies that provide food to families and individuals in great need. Kaaren Johannson, Crop Walk Coordinator will provide remarks.

Alignment with Strategic Plan: This proclamation aligns with strategic Goal 1: Community and Family Prosperity and Enrichment

Resource Persons: Wendy Jacobs, Chair; Kaaren Johannson, Crop Walk Coordinator

County Manager's Recommendation: The County Manager recommends that the Board approve the proclamation and present to Ms. Kaaren Johannson, Crop Walk Coordinator.

Attachments: [Proclamation - CROPWALK - 2018](#)

7. Consent Agenda (15 min)

[18-0603](#) **Security Services Contract Amendment - HHS Screening Officer Additions, Specialty Pay and Insurance Increases - 30 min**

Agenda Text:

The Board is requested to receive the staff report and provide staff with policy guidance towards the implementation of a security screening pilot program at the Health and Human Services building, the creation of a sergeant and dispatcher specialty designation with hourly pay increases, and the inclusion of insurance costs.

Staff is requesting policy direction regarding the aspects of a proposal to provide additional security officers and screening equipment to implement a security screening process in the main lobby of the Health and Human Services building.

The Department of Social Services board has requested that the county add a security screening process at the HHS main entry lobby to mitigate the threat of weapons and other prohibited items from being brought into the facility. Security vulnerability assessments conducted in 2014 by Security Management Consultants as well as a subsequent assessment performed by the Durham County Security Manager in 2015 and 2016 identified this concern as a risk to employees, contractors, and visitors to HHS.

To properly provide a screening process it will be necessary to install two walk-through metal detectors, provide the electrical infrastructure for this equipment, and increase security staffing by five full-time and two part-time officers at a cost of \$83,903.05.

The pilot project will occur from April 16, 2018 to October 2018. The fiscal year 2017-18 costs total \$83,903.05. The annualized costs total \$299,140.94, if implemented beyond the pilot phase. Reallocated dollars will support the expense. The security screening pilot will help evaluate the safety issues mitigated due to increased security levels. In addition, it will provide invaluable insight as the County seeks to establish long-term strategies for improved security measures in the HHS Complex and other county building locations.

Further contract adjustments are recommended to address span of control for Nighthawk site leadership and increased dispatcher responsibility \$4,453.33. Further, the contract adjustment offsets a pass-through expense for insurance of \$23,000.

Alignment with Strategic Plan: Goal 3 Safe and Security Community

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

County Manager's Recommendation: The County Manager recommends that the Board approve the contract amendment for \$111,356.38. The funds allow for increased security officers needed to support a pilot security screening project at the HHS Complex (\$83,903.05). In addition, \$23,000 covers the pass-through insurance expense for security employees, with the remaining \$4,453.33, allocated to address span of control issues and to improve operational efficiencies.

Attachments: [Security Contract Amendment PowerPoint - March 8, 2018](#)
[Supplemental Form - Security Contract Amendment](#)
[Nighthawk Security Organizational Structure](#)

18-0604 **Durham Open Space and Trails (DOST) Commission Matching Grants Funding Recommendation for FY 2017-2018**

Agenda Text: The Board is requested to approve the Durham Open Space and Trails (DOST) Commission Matching Grants funding recommendation for FY 2017-2018.

The DOST Commission received five applications for the Matching Grants Program to assist nonprofit community organizations with recreational and open space projects. The Matching Grants committee of the DOST Commission and County staff examined the proposed projects to ensure compliance with the program's goals and guidelines. The DOST Commission approved these five projects and funding recommendation at its meeting on February 21, 2018: The recommendation to allocate \$70,746.85 of County funds represents a gain to the County of \$242,947 in matching funds as more than half the projects' proposed value of \$320,148. The Matching Grants program budget was approved in the FY 2017-2018 Budget.

A detailed list of projects recommended for approval by the BoCC for funding as part of the FY17-18 program is attached as well as a list of projects that the Matching Grants program has funded for the past 27 years.

Alignment With Strategic Plan: Goal 2: Health and Well-being for All which promotes physical activities for County residents and staff and Goal 4: Environment to protect open space and preserve rural character.

Resource Persons: Annette Montgomery, Matching Grants Committee Chair and Brendan J. Moore, Open Space Land Manager

County Manager's Recommendation: The County Manager recommends that the Board approve the Durham Open Space and Trails (DOST) Commission Matching Grants funding recommendation for FY 2017-2018.

Attachments: [FY18 History of Matching Grants Projects.pdf](#)
[2017-18 Matching Grant Applicant Summary.pdf](#)

18-0633 **Budget Ordinance Amendment No. 18BCC000021 to Recognize \$10,000 from Duke University for Racial Equity Training**

Agenda Text: The Board is requested to approve Budget Ordinance Amendment No.

18BCC000021 to recognize \$10,000 from Duke University to support racial equity training.

Racial equity is the condition achieved when one's racial identity is no longer a predictor, in a statistical sense, of how one fares. An overwhelming weight of evidence makes it clear that racial inequities are still present, and are still being created by current systems, institutions, policies and laws.

Organizations often work for equity with multiple understandings of racial inequities that rely more on personal feelings and popular opinion. The lack of a common understanding creates complications to the goal of eliminating racial and ethnic disparities and producing equitable outcomes. Training will help individuals and organizations move the focus from individual bigotry and bias to historical, cultural, structural and institutional analyses. With a clear knowledge of how institutions and systems are producing unjust and inequitable outcomes, we are able to work toward social transformation, racial justice, and improved outcomes for all.

Alignment with Strategic Plan: Funding for racial equity training aligns with Strategic Goal 2: Health and Well-being for All, Goal 4: Environmental Stewardship and Community Prosperity and Goal 5: Accountable, Efficient and Visionary Government.

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

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No. 18BCC000021 to recognize \$10,000 from Duke University to support racial equity training.

Attachments:

[AAF-21 Legal Form PH Recognize revenue from Duke University for Racial Eq](#)

18-0634

Budget Ordinance Amendment No. 18BCC000022 to Recognize \$16,600.15 in Donations to Support Project BUILD

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No. 18BCC000022 to recognize funds in the amount of \$16,600.15 in donations for Project BUILD.

These donations were previously held in the NC Agricultural Foundation when Project BUILD was a part of Cooperative Extension. In FY 2017, Project BUILD moved to the Durham County Department of Public Health. These donations will now be moved to Durham County Department of Public Health's budget.

Donations will be used to support any Project BUILD program services/activities or costs such as meeting the needs of program youth (e.g. equipment to participate in sports, clothing and ID needs for work, school supplies), costs to support Project BUILD families who are impacted by violence.

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 and Strategic Goal 3: Public Safety.

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. 18BCC000022 to recognize funds in the amount of \$16,600.15 in donations for Project BUILD.

Attachments: [AAF-22 Legal Form PH Recognize revenue from donations held by NC Ag Four](#)

18-0636

Replacement of the Pneumatic Control System Serving the 5th Floor of the Administration Building

Agenda Text:

The Board is requested to approve a contract with Schneider Electric in the amount of \$71,970.00 to replace the existing pneumatic control system and devices that control Air Handler Units (AHU's) 5, 6, 6-A, & 7 on the fifth floor of the Administration Building. Funds are budgeted in the Ongoing HVAC Replacement Capital Project. The current HVAC control system is pneumatic, which is now obsolete. The pneumatic control devices and repair parts are no longer available, making it extremely difficult to make repairs when needed. Currently, we are unable to control the space temperatures effectively through-out the fifth floor of the Administration Building. This proposed contract with Schneider Electric will replace the pneumatic controlled devices with electric driven devices, which are readily available.

Alignment with Strategic Plan: The proposed policy aligns with Goal 5: Accountable, Efficient, and Visionary Government

Resource Persons: Motiryo Keambiroiro, Director of General Services; Shawn Swiatocha, Assistant Director of General Services, Thomas Dougherty, Project Facilitator

County Manager's Recommendation: The County Manager recommends that the Board approve a contract with Schneider Electric in the amount of \$71,970.00 to replace the pneumatic controls with electric driven devices serving the fifth floor (IS&T department) of the Administration Building.

Attachments: [AAF Supplemental Document - Schneider Electric](#)
[Schneider Proposal](#)
[Service Contract, Schneider Electric, Replace HVAC Controls in Admin Building](#)

18-0644

Employment of Experts North Carolina General Statutes 105-299 - Contract Amendment for Vincent Valuations, LLC

Agenda Text:

The Board is requested to approve the Tax Administrators Office request for Employment of Experts as indicated under N.C. General Statutes 105-299 or contracted services. The request is by amendment to the current contract with Vincent Valuations LLC to increase the previously approved amount of \$660,000.00 to an amount not to exceed \$846,000.00 for FY 2017-18.

Vincent Valuations LLC continues to assist Durham County with appeals related to the 2016 Revaluation before the NC Property Tax Commission. Additionally, they are providing appraisal assistance, consultation, technical assistance, data confirmation and expert testimony for 2018 commercial appeals.

The Tax Administration Office requests approval to amend the current contract with Vincent Valuations LLC for an additional \$186,000.00 for a total not to exceed \$846,000.00 to ensure staffing levels and completion of the 2019 general reappraisal meet NC Department of Revenue Standards and Guidelines for General Reappraisals.

Alignment With Strategic Plan: Goal 5, Accountable, Efficient, Visionary Government. Durham County endeavors to contract with appraisers with expert training to ensure that not only is the data correct but defensible. Our contractors demonstrate leadership, exceptional customer service, and transparency.

Resource Persons: Kimberly H. Simpson, Tax Administrator

County Manager's Recommendation: The County Manager recommends that the Board amend the contract with Vincent Valuations LLC and approve the Contract Amendment to increase the contract amount by \$186,000.00 not to exceed \$846,000.00.

Attachments:

[Vincent Valuations Contract Amendment](#)

[Contract Admendment Vicent Valuations - Supplemental Form.pdf](#)

[GS_105-299](#)

18-0665**Adecco USA, Inc. Contract - Additional Funding for Temporary Employment Services****Agenda Text:**

The Board is requested to approve a contract amendment between Adecco USA, Inc. and the County on behalf of the Risk Management Division of the Office of the County Attorney in an amount not to exceed \$80,000.00. The County and Adecco USA, Inc. entered into a contract on August 23, 2017 in the amount of \$30,000.00. The intent of this contract is to provide temporary staffing services for the Risk Management Division through FY17-18 to ensure that services to the County are not hindered.

The Office of the County Attorney - Risk Management Division desires to amend the terms of the original agreement for additional temporary services. The additional

services are estimated at \$50,000.00. The amended contract is not to exceed \$80,000.00 total.

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

Resource Persons: Lowell L. Siler, County Attorney; Ngat Awass, Interim Safety & Risk Manager

County Manager's Recommendation: The County Manager recommends that the Board approve the contract amendment between Adecco USA, Inc. and the County in an amount not to exceed \$80,000.00.

Attachments: [SF-Adecco USA, Inc. - Additional Funding for Temporary Employment Services](#)

18-0666

Budget Ordinance Amendment 18BCC000023 for the Department of Social Services to Recognize Additional Home and Community Care Block Grant (HCCBG) Funds in the Amount of \$47,659

Agenda Text:

The Board is requested to approve the Department of Social Services request to recognize additional Home and Community Care Block Grant (HCCBG) Funds subsequent to adoption of the FY2017-2018 Budget. The Department (DSS) and the Durham Center for Senior Life (DCSL) are co-lead agencies for receiving the HCCBG funds and administering the programs. The goal of services provided under this grant is to enable recipients to stay at home longer; receiving the care and services they need in their own homes, thus reducing the necessity for out of home placement. Services provided are Adult Day Care Services, Congregate Meals, Senior Center Operations, Information and Case Assistance, Transportation, Home Delivered Meals and In-Home Aide Services.

Durham County's initial allocation was \$1,362,307 and the revised allocation is \$1,450,168 which is an increase of \$87,861. These funds are divided between DCSL and DSS. DCSL will receive \$40,202 and Social Services will receive \$47,659 which includes a 10% County contribution of \$4,719 which will be funded by fund balance appropriation.

<u>HCCBG</u>	<u>Initial Allocation</u>	<u>Increase/Decrease</u>	<u>Revised Allocation</u>
Durham Center for Senior Life	\$719,829	\$40,202	\$760,031
Durham Co. Dept. Of Social Services	\$642,478	\$47,659*	\$690,137
TOTAL ALLOCATION	\$1,362,307	\$87,861	\$1,450,168

*Local match of \$4,719 included

Alignment With Strategic Plan: Goal 2: Health and Well-being for All which decrease the health disparities within the community.

Resource Persons: Joan Pelletier, Chair, Durham Partnership for Seniors; Judy Kinney, Executive Director, Durham Center for Senior Life; and Janeen Gordon, Assistant Director for Aging and Adult Services, Durham County Department of Social Services.

County Manager's Recommendation: The County Manager recommends that the Board of County Commissioners approve Budget Ordinance Amendment 18BCC000023 to recognize the additional Home and Community Care Block Grant Funds in the amount of \$47,659 for the Department of Social Services.

Attachments:

[HCCBG Additional Funds AAF Supplemental Doc](#)

[AAF-23 Legal Form DSS Recognize revenue for Home and Community Care Bl](#)

18-0667

Execution of the Public Art Agreement with David Wilson for the Fabrication/Installation of the Public Art at the Administrative Building II Renovation (former Judicial Building) Project No.: DC073

Agenda Text:

The Board is hereby requested to authorize the County Manager to enter into a contract with David Wilson for the fabrication and installation of the Public Art at the Administrative Building II Renovation (former Judicial Building) located at 201 E. Main St. in the amount not to exceed \$60,500.00 (See Attachment 1, page 1).

Background:

On August 18, 2016, the Site Plan for the project was approved which included language from the City-County Unified Development Ordinance (UDO) related to Public Art. This section of the UDO requires all building and building renovation projects designated as “monumental projects” shall provide “a minimum of one element of (public) interest (i.e. fountain, art, clock, etc.) ...”. As this was the first DCo building downtown so designated via the UDO, County staff began the process of recruiting an artist for the project. Assistance and input were sought from Chris Ogden of the Durham Arts Council, following which a Request For Qualifications (RFQ) for Public Art was advertised by the County on October 14, 2016. Only one (1) response was received on November 15, 2016, from the art/design team of Wilson and Utley. In an attempt to solicit more interest and gain additional responses to this RFQ, the selection committee revised the RFQ. This revised RFQ was advertised on March 3, 2017. Only one (1) response was received on April 4, 2017 in response to this revised RFQ, again from the team of Wilson and Utley. The selection committee evaluated the response, interviewed the team and agreed to enter into a contract with the Wilson & Utley firm for the Public Art design based on the body of work highlighted by the firm during the evaluation and interview process.

Following this selection, Durham County authorized Wilson & Utley to proceed with development of the design concept phase referenced in the RFQ. On June 21, 2017, the Public Art Committee received a design concept presentation from Wilson and Utley and voted unanimously to approve the concept (See Attachment 1, pages 2 & 3). Durham County then executed a design contract with Wilson and Utley on July 18, 2017 to begin the conceptual design/preliminary activities associated with the development of the approved public art. Subsequently, a presentation on the final concept was made to the BoCC by the Wilson & Utley team at the December 2017 worksession. Following feedback from the BoCC, along with further technical input related to the scale and anchorage of the art, certain minor revisions were made that preserve the integrity of the approved concept while improving integration of the proposed art into the site design.

The Judicial Building renovation project is currently well-underway and is scheduled for substantial completion in the early Summer of 2018, with occupancy by the County in late Summer/early Fall 2018. The execution of this Public Art contract contemplated by this AAF is required in order to allow the fabrication/installation of the Public Art. The UDO requires that the Public Art be installed prior to issuance of a Certificate of Occupancy for the building. M/WBE information is contained within Attachment 1, on page 4. Funding for this contract is available in the Durham County Administrative Building II Renovation (Judicial Building Renovation) account.

Alignment With Strategic Plan: This aligns with Goal 4 - Environmental Stewardship - through the improvement of the environmental performance of County buildings to reduce energy use and greenhouse gas emissions from the built environment. The relocation of various departments into this facility also addresses Goal 5 - Visionary Government 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 and Environmental Services, Brenda Hayes, Bright, Assoc. AIA, CDT, Project Manager and David Wilson, Wilson and Utley

County Manager's Recommendation: The County Manager recommends that the Board authorize the execution of a Public Art Agreement with David Wilson for the fabrication/installation of Public Art at the Administrative Building II Renovation (former Judicial Building) located at 201 E. Main St., Durham North Carolina in the amount not to exceed \$60,500.00 as outlined in the proposal dated February 19, 2018.

Attachments:

[AAF - Supplemental Document Form - Administrative Building II Renovation Pul](#)

[AAF - Backups - Administrative Building II Renovation - Public Art Fabrication a](#)

18-0669**Approval of the Purchase of Goods contract(s) with various vendors for the Private Office, Conference and Outdoor Seating and miscellaneous furnishings from the U.S. Communities/GSA and/or NC State Contracts Buying Programs for the Administrative II Building Renovation (former Judicial Building) Project No.: DC073****Agenda Text:**

The Board is requested to authorize the County Manager to enter into contracts with the following furniture suppliers for the purchase of furniture for the Administrative Building II Renovation located at 201 East Main Street Durham, NC in the amount of \$1,483,891.70 and to execute any other related contracts, if necessary, not to exceed the budget of \$1,558,086.20. (See attachment 1, Page 1- 86)

- 1) Carolina Business and Interiors: \$604,678.92 (Private Offices)
 - 2) Corporate Interior and Sales, Inc.: \$236,096.41 (Conference and Task Seating)
 - 3) Price Modern Carolinas: \$308,487.80 (Ancillary - wastebaskets, containers, side chairs and etc.)
 - 4) Alfred Williams: \$181,388.56 (File/Storage/Outdoor Seating and etc.)
 - 5) Edge Office: \$153,240.15 (Conference Tables)
- Furniture Subtotal: \$1,483,891.70
Contingencies@5%: \$ 74,194.58
Total: \$1,558,086.20

It was noted during the January 8, 2018 approval of the workstation furnishings that subsequent contracts will be brought to the BOCC for approval including individual office furnishings, conference tables and seating, storage components and etc. at a later date. The private office, conference, seating and other furnishings for the Administrative Building II Renovation was selected for purchase through the U.S. Communities Buying Program, NC State Contracts, GSA and/or other buying programs. G.S. 143-129(e) allows local governments to be exempted from the competitive bidding requirements and purchase furnishings/equipment through group purchasing programs. This provides Durham County the deepest discount possible for purchases under this program. The Engineering Department has reviewed the recommendations with O'Brien/Atkins and Associates, P.A. and the Purchasing Department and recommends that the County proceed with the procurement of the items referenced in the attached proposals. For M/WBE participation information (See Attachment 2, Page 1).

The project team is reusing more recently purchased furnishings from EMS Administration and the Register of Deeds office in particular. However, the majority of the departments going into the facility have dated, well used furnishings that will be

replaced as part of the project. The old furnishings will be repurposed through our GOV-Deals process following the relocation/occupancy of the newly renovated building. Many of the new furnishings have extensive lead times due to upholstery and fabrication which requires us to bring these contracts for approval timely in order to meet the anticipated occupancy schedule for the project. The construction of the Administrative Building II Renovation is currently underway is scheduled for substantial completion in early summer 2018. Durham County anticipates occupancy in the late summer 2018. This will require the remaining furniture installations to be in place prior to occupancy by staff. Funding for these contracts is available in the Durham County Administrative Building II Renovation (Judicial Building Renovation) account.

Alignment with Strategic Plan: This aligns with Goal 4 - Environmental Stewardship - through the improvement of the environmental performance of County buildings to reduce energy use and greenhouse gas emissions from the built environment. The relocation of various departments into this facility also addresses Goal 5 by providing more efficient service delivery and better customer service.

Resource Persons: Jay Gibson, P.E., General Manager, Peri Manns, ASLA, LEED GA, Deputy Director of Engineering and Environmental Services, Brenda Hayes-Bright, Assoc. AIA, Project Manager, Engineering Department; and Melissa Hemmingsen, IIDA, O'Brien/Atkins - Interiors

County Manager's Recommendation: The County Manager recommends that the Board authorize the execution of various Purchase of Goods contracts with Carolina Business Interiors, Corporate Interiors and Sales, Inc., Price Modern Carolinas, Alfred Williams and Edge Office for the purchase of the private office, conference seating and tables, outdoor seating, storage and miscellaneous furnishings from the various Federal and/or State Buying Programs for the Administrative Building II Renovation in the amount of \$1,148,891.70 and to execute any other related contracts, if necessary, not to exceed to the budget of \$1,558,086.20

Attachments:

[AAF - Backups - Administrative Building II Renovation - Purchase of Goods Cor](#)

[AAF - Supplemental Document Form - Administrative Building II Renovation - P](#)

[MWBE Compliance Review Form-AAF for 18-0669 Purchase of Goods](#)

18-0670

Execution of Architectural Services Agreement with Little Diversified Architectural Consulting Ltd. for the Redevelopment of Two Downtown Sites (300 and 500 blocks of East Main St.) Project No. 4730DC138

Agenda Text:

The Board is requested to authorize the County Manager to enter into a contract with Little Diversified Architectural Consulting, Ltd. (Little) of Durham to provide architectural services for the Redevelopment (Massing Studies/Conceptual Layouts) of Two Downtown Sites, located at the 300 and 500 Block of East Main Street, Durham, in the amount of \$104,280.00 plus a rendering, cost estimating, printing and expenses allowances in the amount of \$6,000.00 thus totaling a not to exceed

amount of \$110,280.00 (See Attachment 1, Pages 1-4).

Durham County is seeking to re-develop two (2) County-owned sites just east of the downtown core. A contract was executed on June 29, 2017 with the UNC School of Government's Development Finance Initiative (DFI) for a multi-phase pre-development process for the 300 and 500 blocks of East Main St. Over the past several months, DFI has held numerous meetings with the County and community stakeholders to develop draft Guiding Public Interests to facilitate a vision and preliminary programming scope for these two sites based on the input received during these listening and feedback sessions.

The UNC School of Government's Development Finance Initiative (DFI) will be exploring multiple, mixed-use development scenarios for new construction on these two sites in order to determine the costs and benefits of these options for the County and its stakeholders. To this end, DFI requires architectural services to advise on the opportunities and constraints of these desired scenarios, which may involve retail, residential, office, parking, and civic uses. These development scenarios will also consider project context with the surrounding area (adjacent streets, proximate buildings, and downtown context), resulting in a schematic design that can also continue the activation of East Main Street. Services to be provided via this architectural contract may include: site visits, streetscape analysis, illustrative conceptual plans, presentations to County Staff and County Officials, 3-d perspective renderings, test fits, UDO assessment(-s), and potential collaboration with other design and engineering firms as necessary.

The request for qualifications (RFQ) for architectural services for the project was advertised in local newspapers on December 10, 2017. Seven (7) responses were received on January 16, 2018 and were evaluated by a selection committee representing the Development Finance Initiative and County Engineering. The firm of Little Architectural Consulting, Ltd. was determined to be the most qualified firm to provide design services for this project. Little is located within the American Tobacco Campus of Durham, NC. For M/WBE participation information (See Attachment 2, Page 1).

It is recommended that the County proceed with the work in the proposal dated February 21, 2018 in the total amount not to exceed \$110,280.00. Funding for this service is available in the Downtown Parking Deck Capital account.

Alignment With Strategic Plan: This request aligns with Strategic Plan Goal #5 - (Accountable, Efficient and Visionary Government) - by providing a phased predevelopment process to address parking needs which will allow more efficient service delivery and better customer service through the development of these community resources.

Resource Persons: Jay Gibson, P.E., General Manager/Director of Engineering and Environmental Services; and Peri Manns, ASLA, LEED GA, Deputy Director of Engineering and Environmental Services; Sarah Odio, Project Manager, Development Finance Initiative, and Julie McLaurin, AIA, NCARB, LEED AP, Community Studio Principal, Little Diversified Architectural Consulting.

County Manager's Recommendation: The County Manager recommends that the Board authorize the execution of an architectural service agreement with Little Diversified Architectural Consulting, Ltd. in the amount of \$104,280.00 plus a rendering, cost estimating, printing and expenses allowances in the amount of \$6,000.00 thus totaling a not to exceed amount of \$110,280.00.

Attachments: [AAF - Backups - Architectural Design Services for the 300 and 500 Block Redevel](#)
[AAF - Supplemental Document Form - Architectural Design Services for the Re](#)
[MWBE Compliance Review Form-AAF for Redevelopment of Two Downtown Si](#)

18-0671

Approval of Contract with Carolinas IT to Provide a HIPAA Privacy & Security Risk Assessment & GAP Analysis

Agenda Text:

The Board is requested to approve a new contract with Carolinas IT in an amount not to exceed \$52,160.00 for the annual HIPAA Privacy & Security Risk Assessment & GAP Analysis. The Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the regulations promulgated thereunder by the United States Health and Human Services, establishes standards to protect the privacy and security of individually identifiable health information. The HIPAA Security Regulations require all covered entities to conduct an accurate and thorough assessment of potential risks and vulnerabilities to the confidentiality, integrity, and availability of the electronic protected health information it holds (45 C.F.R. 164.308(a)(1)(ii)(A)).

The County Attorney's Office, Risk Management Division, has prepared a Request for Proposal (RFP #18-012) and Carolinas IT presented the most cost effective proposal. Carolinas IT was deemed the most qualified firm for the project based on the company having significant experience in working with governmental entities, including various NC Counties and health departments. The company is local which makes them more accessible to Durham County and eliminates the need to pay travel expenses. In addition, the company offers follow up assistance as well as assistance with Office of Civil Rights audits.

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

Resource Persons: Lowell L. Siler, County Attorney; Ngat Awass, Interim Risk Manager; Kierra Simmons, Compliance and Privacy Officer; and Lyvon Garth, Chief Information Security Officer.

County Manager's Recommendation: The County Manager recommends that the Board approve the contract with Carolinas IT in an amount not to exceed \$52,160.00 for the annual HIPAA Privacy & Security Risk Assessment & GAP

Analysis.

Attachments:

[Service Contract - Carolinas IT](#)

[MWBE Compliance Review Form-AAF for 18-012 RFP 021518](#)

[Contract Attachments CarolinasIT](#)

[AAF Supplemental Document - Contract Approval-Carolinas IT123](#)

[Hybrid Entity Designation 3.09.07](#)

18-0672

Budget Ordinance Amendment No. 18BCC000024 to Recognize \$80,000 in Grant Awards to Support the Welcome Baby Resource Program for the Purpose of Expanding the Incredible Years Program

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No. 18BCC000024 to recognize funds in the amount of \$80,000 made payable to Durham County Cooperative Extension.

Welcome Baby Resource Center Received a \$240,000 Grant from the Duke Endowment for the purpose of expanding the Incredible Years Program. The grant will span a three-year award period providing \$80,000 a year to Welcome Baby beginning with the current fiscal year.

The funds were awarded to help expand The Incredible Years Program. The funds will be used to support the program services and costs such as program specific supplies and needs, training, a percentage of employee salaries.

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.

Resource Persons: Morris White III, Cooperative Extension Director

County Manager's Recommendation: The County Manager recommends that the Board of County Commissioners approve Budget Ordinance Amendment No. 18BCC000024 to recognize revenue in the amount of \$80,000 for a grant received from the Duke Endowment to support the Welcome Baby Program for the purpose of expanding the Incredible Years Program.

Attachments:

[AAF-24 Legal Form CES Recognize Revenue for Welcome Baby Incredible Yea](#)

[Welcome Baby Grant from Duke Endowment](#)

18-0676

Refund of Erroneous Payment of Excise Tax Pursuant to NC General Statute 105-228.37

Agenda Text:

The Board is requested to consider the refund of excise taxes filed in the Durham County Register of Deeds Office in error by two different law firms on two separate occasions.

The first instance was by the Mann, McGibney & Jordan Law Office. The law firm has stated that it submitted a document for filing with Durham County, along with excise taxes, however the document should have been filed in Alamance County. The amount of the taxes which are seeking to be reimbursed are in the amount of \$190.00.

The second instance was by the North Carolina Real Estate Law Firm. The law firm has stated that it submitted a document for filing with Durham County, along with excise taxes, however the document should have been filed in Orange County. The amount of the taxes which are seeking to be reimbursed are in the amount of \$245.00.

Per North Carolina General Statute 104-228.37 a taxpayer who pays more tax than is due under this section may request a refund of the overpayment by filing a written request with the board of county commissioners in the county where the tax was paid.

Alignment with Strategic Plan: Responsible and accurate financial stewardship is consistent with each of the County's strategic goals and may most closely be linked with Goal 5, Visionary Government.

Resource Persons: Sharon Davis, Durham County Register of Deeds

County Manager's Recommendation: The County Manager recommends that the Board refund the excise tax in the amount of \$190.00 to Mann, McGibney & Jordan Law office and \$245.00 to North Carolina Real Estate Law Firm.

Attachments:

[Mann, McGibney & Jordan_Corrected Deed Filing - Alamance County](#)

[Mann, McGibney & Jordan Erroneous Deed Filing - Durham County](#)

[Mann, McGibney & Jordan Law Firm Reimbursement Request](#)

[North Carolina Real Estate Law Firm Erroneously Filed Deed Durham County](#)

[North Carolina Real Estate Law Firm Request](#)

[North Carolina Real Estate Law Firm Properly Filed Deed Orange County](#)

8. ITEMS PULLED FROM CONSENT AGENDA (20 min)

9. Closed Session

18-0703

Closed Session

Agenda Text:

The Board is requested to adjourn to Closed Session 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 per G.S.143-318.11(a)(3).

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

10. Adjournment