

March 20, 2000

**THE BOARD OF COUNTY COMMISSIONERS
DURHAM, NORTH CAROLINA**

Monday, March 20, 2000

1:00 P.M. – 3:15 P.M. CIP Worksession

MINUTES

Place: Commissioners' Room, second floor, Durham County Government Administrative Complex, 200 E. Main Street, Durham, NC

Present: Chairman MaryAnn E. Black, Vice-Chairman Ellen W. Reckhow, and Commissioners William V. Bell, Joe W. Bowser (arrived at 3:00 p.m.), and Becky M. Heron

Absent: None

Presider: Chairman Black

Interim County Manager Carolyn P. Titus made introductory remarks about the Capital Improvement Program (CIP).

In mid-February, the Commissioners met to develop some consensus on criteria for the CIP as well as the timeline to deliver the document. Staff went back to the information planning stages and presented a working document for Commissioner consideration. This meeting was an opportunity for the Board to hear firsthand from the departments and the organizations relative to their capital needs. The presentations today would be from Durham Technical Community College, Durham Public Library, EMS, and Facility and Maintenance Capital Requests.

On April 3, the following would present their requests:

Information Technology	Inspections Department
Planning Department	Engineering Services
General Services	Public Health
Durham Public Schools	Museum of Life and Science
Open Space	

Claudia Odom, Budget and Management Services Director, presented the Commissioners the FY 2001-2006 CIP process. The following CIP Review Criteria Selection Process was also reviewed for the Commissioners:

- **Select Absolute Criteria**
The project must meet these criteria prior to inclusion in the Capital Improvement Program. These criteria should always be phrased in terms of “shall (not)” or “must (not)” in their definitions.
- **Select Evaluative Criteria**
These criteria state the desirable objectives that the Board is trying to accomplish by undertaking a capital project. They also will be used in the evaluation of proposed projects as the Board establishes its project priorities.
- **Assign Value To Each Evaluative Criteria**
Value is a weighing mechanism used to rate each question. The example provided in *Example 2* assign values of 10 to 1 in descending priority order.
- **Assign Range To Rate Each Question**
Numerical Rating will be multiplied by the Value for each evaluative criterion, all of the products will be added to get the raw score. The example questions received a score between 0 – 10.

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- Gain Consensus On The Ranking Process
The raw score will be translated into a qualitative rating of High, Medium-High, Medium, and Not-to-be funded. The maximum score a project proposal can receive is 550.
- Discuss Timeline

The CIP working document is slightly different from what is reflected in many processes. The Commissioners will be presented a recommended CIP document with the prioritization already in place. The Commissioners will play a role in helping staff rank the projects. Staff will also bring to the Commissioners their priority ranking on April 10.

Ms. Odom made comments about the Project Proposal Rating, Ranking System Summary, and Ranking System. The updated Revised CIP Timeline was also discussed. The community conversations scheduled for April 10 and April 11 at the Southwest and North Durham Libraries were highlighted. These sessions would provide public feedback. The staff priority setting sheets will be given the Commissioners on April 10. County projects associated with the City's CIP relative to the parks and recreation plan, libraries, and schools are important because they play a role in the County's final documents.

Commissioner Heron said that she is against any vote that resembles a weighted vote.

Ms. Titus said the system Ms. Odom is referring to is a weighted average system.

Durham Technical Community College

Dr. Phail Wynn, President, presented the ten-year capital needs list (1999-2009) for the college.

First Five Years (1999-2004)

1. Phase I of the 1996 Main Campus Master Plan--\$3,600,000
2. Renovation and Expansion of the Newton Industrial and Engineering Building--\$3,000,000
3. Improvements to Campus access--\$750,000

Second Five Years (2004-2009)

4. Construction of a Science and Classroom Building--\$5,000,000
5. Northern Durham Center Expansion--\$5,000,000

Total Needs \$17,350,000

The Commissioners asked questions to which Dr. Wynn responded.

Durham County Public Library

Dale Gaddis, Director of Libraries, presented the Durham County Library Regional Plan to the Commissioners.

The plan for Smart Growth in Changing Times covers the following:

1. A Quality of Life Initiative
2. Equity and Access Throughout the County—A Regional Plan
3. A Plan for the New Millennium
4. A Plan Whose Time has Come
5. Urgency for Action—An Economic Issue

The Capital Improvement Program (Regional Plan) included the following projects:

Population Projections

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Region	1995	2025 (Projected)
Central	71,169	74,312
East	32,995	62,122
North	49,501	82,567
South	30,341	61,504
Southwest	<u>26,568</u>	<u>38,837</u>
Totals	210,574	319,342

Central Region

Add 30,000 square feet to the 66,000-square-foot Main Library and required parking.
Add 1,500 square feet to the 8,500-square-foot Stanford L. Warren Branch Library.

North Region

Construct a County-owned regional library of 25,000 square feet to replace the North Durham Branch, a 9,200-square-foot leased facility.
Construct a County-owned small branch library of 10,000 square feet to replace the Bragtown Branch, a 1,000-square-foot County-owned facility.

East Region

Construct a County-owned regional library of 25,000 square feet.

South Region

Construct a County-owned regional library of 25,000 square feet to replace the Parkwood Branch, a leased 9,100-square-foot facility.

Southwest Region

Add 10,000 square feet to the 10,000-square-foot Southwest Branch.

Total Estimated Cost of Plan: \$37,118,167

This estimate includes cost of land, design and technical services, and construction.

The Commissioners asked Ms. Gaddis questions to which she responded.

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Emergency Management Services (EMS)

Mickey Tezai, EMS Director, made the EMS Capital Improvement Program request to the County Commissioners.

The capital needs of EMS are located in two facilities. Mr. Tezai gave the Commissioners an overview of the two locations, what the needs are, and how they fit into future plans.

The EMS Space Needs Overview follows:

EMS operates four "24-hour" locations within the City limits

- Durham Regional Hospital Campus (owned by Durham County)
- Lincoln Community Health Center (owned by Durham County)
- Duke University Campus, Parking Garage #3, Pratt Street (owned by DUMC)
- 2725 Holloway Street (leased from the City of Durham)

And, five "12-hour" locations outside the City limits

- Bahama Volunteer Fire Department
- Bethesda Volunteer Fire Department
- Lebanon Volunteer Fire Department
- Parkwood Volunteer Fire Department
- Redwood Volunteer Fire Department

Durham Regional Hospital site

- Critical space needs in all areas
 - Billing/collections area
 - Storage
 - General office space
 - Classroom/conference room

EMS Lincoln Community Health Center Site

- Smallest EMS site
- Highest response volume
- No expansion capability
- Critical space needs (current and future)

Duke University Campus Parking Garage Site

- Restricted access
- Two vehicle maximum
- No specific needs at this time

Holloway Street Site

- One vehicle site
- Will accommodate future eastern County response increase
- No specific needs at this time

Lebanon VFD site

- Northern Durham County/Milton Road
- Recently annexed into City
- Soon to be vacated by Lebanon
- Will accommodate most space needs currently housed at Durham Regional Hospital site

Mr. Tezai said the Lebanon VFD site has been offered to the County for use by EMS operations. The building is for sale. The location is excellent and it would solve many EMS critical space needs.

The space needs at Lincoln Community Health Center are critical; therefore, response time is hindered from this site west and south. If employees and funding are available, the City has offered EMS space for a vehicle at the Lakewood Fire Department.

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Facility and Maintenance Capital Request

Glen Whisler, Engineering Services Director, presented the CIP request.

Mr. Whisler said the capital CIP request includes major maintenance and renovations of a number of facilities. The focus today is on new construction projects. The last ten months have been spent working on the County's Facility Master Plan. The scope of the master plan project covered most of the County departments and agencies with the exception of the library system and Emergency Medical Services. The most recent update is the walking tour of East Main Street and the tour in the Holloway Street area.

Mr. Whisler highlighted four new projects. Two projects included in the General Government category are the new justice building and the associated parking deck to support that building.

The next project in the public safety area is the Youth Home. The capacity will be increased considerably.

The last project is the human services complex. That complex will provide space for the Departments of Social Services, Public Health, and Mental Health.

The master plan study will include an implementation schedule to reflect how the CIP request will move forward. The first project will be the justice building and the next project will be the human services complex.

There are other projects in the master plan, but they are beyond the five-year horizon of this current CIP.

Ms. Odom said this concludes today's presentations. The next presentations would be held on April 3, 2000.

No official action was taken at this worksession.

Schedule

Chairman Black decided to have an internal department presentation at 12:30 p.m. and the schools' presentation at 1:00 p.m. on April 3.

Adjournment

Chairman Black adjourned the meeting at approximately 3:15 p.m.

Respectfully submitted,

Garry E. Umstead, CMC
Clerk to the Board