

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

Monday, January 7, 2002

9:00 A.M. Worksession

AGENDA

1. **1. Approval of Memorandum of Understanding with the Durham Public Schools**

The Durham County Board of Commissioners and the Board of Education for the Durham Public Schools have agreed to develop annual Memoranda of Understanding (MOU) in order to strategically identify issues/initiatives of mutual interest. The agreement is largely an effort to ensure strong channels of communication between both boards while working to improve the quality of education for students attending the Durham Public Schools.

The Superintendent and County Manager agreed upon the language for an MOU for the 2001-2002 Fiscal Year. The Board of County Commissioners finalized its review on December 10, 2001. Those changes were reviewed by the Board of Education on December 13, 2001, and several revisions were requested.

Resource Person(s): MaryAnn E. Black, Chairman; Mike Ruffin, County Manager

County Manager's Recommendation: The Manager recommends that the Board of County Commissioners review and approve the changes to the Memorandum as requested by the Board of Education.

2. **2. Durham Public Schools?Purchase of Real Property**

On September 27, 2001, the Durham Public Schools Board of Education approved the purchase of real property for a new K-5 elementary school in the amount of \$1,071,030. The property is located at the corner of Ephesus Church Road and George King Road and is referred to as the Swain property. The parcel is 37.58 acres.

In order to fund the purchase of the property, the Board of Education also approved a change in the use of remaining 1991 Bond funds to serve as the required local match for funds from the Public School Capital Building Fund, a copy of which is included. These two sources of revenue, along with funds from the 2001 Bond and 1996 State Bond funds, provide the funds needed to purchase the land.

The Durham Public Schools Board of Education requests approval to purchase the property, approval to use the balance of \$104,062 remaining from the 1991 Bond fund, and approval of the application for Public School Capital Building Funds in the amount of \$312,186.

Resource Person(s): Hugh Osteen, Executive Director of Facilities Services, Durham Public Schools

County Manager's Recommendation: The Manager recommends that the Board approve the requests as presented.

3. **3. Reimbursement Resolution for School Bonds**

As the general obligation bonds for public schools have now passed, the schools must proceed with design work in order to put the projects out to bid. The schools may also want to begin work on some of the smaller projects. In order for this to be paid out of bond proceeds, a reimbursement resolution must be adopted. A portion of the approved bonds will probably be sold in late winter or

early spring. The exact sale date will be determined based on a cash flow needs analysis by Budget.

Resource Person(s): Chuck Kitchen, County Attorney

County Manager's Recommendation: Approve the resolution so the County can be reimbursed for the school expenditures from bond proceeds.

4. **4. Occupancy Tax**

The General Assembly has authorized the Board of Commissioners to enact an additional 1% occupancy tax. The legislation requires action to be taken by February 1, 2002, or the authorization to enact the additional tax expires. The enactment of the tax would also result in the creation of a Tourism Development Authority which would eventually take the place of the Durham Convention and Visitors Bureau. A copy of the ratified bill is attached. Before the tax could be levied, a public hearing must be held with at least ten days notice. The County Attorney will discuss the provisions of the bill with the Board.

Resource Person(s): Chuck Kitchen, County Attorney

5. **5. FY 2001 Comprehensive Annual Financial Report Presentation (CAFR)**

The Finance Director will present the FY 2001 Comprehensive Annual Financial Report (CAFR) to the Board of County Commissioners. This presentation will be an overview of the CAFR. This overview will include discussion of the financial stability of the County, the major accomplishments of agencies of the County, and the debt of the County. The Director will also provide comparative analyses of general government revenues and expenditures as well as a brief overview of other information such as certain statistical information and GASB 34.

The Finance Director will also announce to the Board that the CAFR for FY 2000 received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. The Finance Department takes great pride in this accomplishment. It is the highest form of recognition for excellence in state and local government financial reporting. In order to be awarded a Certificate of Achievement, a governmental unit must publish an easily readable and efficiently organized comprehensive annual financial report whose contents conform to program standards. Such reports must satisfy both generally accepted accounting principles and applicable legal requirements. Our current report continues to conform to the Certificate of Achievement Program requirements, and Finance is submitting it to the Government Finance Officers Association (GFOA) to determine its eligibility for another Certificate.

Resource Person(s): George Quick, Finance Director; Susan Fox-Kirk, Deputy Finance Director; and Chantel Campbell, System Administrator/Senior Financial Analyst

County Manager's Recommendation: The Manager recommends the Board hear the presentation and commend the Finance Department for its continued commitment and dedication to ensuring the timeliness and accuracy of the County's financial reporting as well as adhering to reporting requirements as stated by the Governmental Accounting Standards Board (GASB), the Government Finance Officers Association (GFOA) and the Local Government Commission (LGC).

6. **6. Update on the 2001-2002 Transportation Demand Management Plan (RAVE)**

As a result of the County adopting the Commute Trip Reduction Ordinance, Durham County in December of 2000 developed its Travel Reduction Plan, commonly referred to as RAVE (Reduction Alternatives to Vehicle Emissions). In remaining in compliance with the Commute Trip Reduction Ordinance, the County must conduct an annual survey and report to the Board of Commissioners the year-to-date progress. Each year on November 30, employers who are participants in Transportation Demand Management are required to submit to the Triangle Transit Authority (the

lead agency) its annual plan. Durham County has submitted its plan, and staff will report on the year-to-date progress for the RAVE program as well as share this year's survey results.

Resource Person(s): Wendell Davis, Deputy County Manager and Heidi Duer, Assistant to the County Manager and Transportation Coordinator

County Manager's Recommendation: The Manager recommends that the Board receive the presentation and provide staff with feedback on the past year's transportation reduction efforts.

7. **7. Request for Interlocal Agreement with the City of Durham for CDBG Funds for the Renovation of the State Street House to Provide Crisis Services**

The Durham Center asks the Board of County Commissioners to approve an Interlocal Cooperative Agreement between the City of Durham and the County. The Agreement allows the County to use a portion of the City's Community Development Block Grant (CDBG) funds to renovate a county-owned residence located at 2415 State Street. The home will be used as a supervised crisis facility for adults requiring short-term mental health stabilization and residential support to avoid hospitalization. The amount of the CDBG grant is \$136,000 and will be used to renovate the vacant group home. The facility has been vacant for several years due to considerable structural damage to the foundation of the home. The grant has been awarded in the form of a forgivable loan with no interest or principal payments due as long as the facility is operated as a crisis stabilization facility for mental health clients. The Durham Center has sufficient continuation funds to operate the facility as a five-bed crisis residence for clients requiring moderate levels of support on a short-term basis. Failure to operate this facility could lead to the loss of state continuation funds already allocated to operate stabilization services for mentally ill clients. Review of intended site use with the neighborhood has already occurred. Appropriate review with the City has also occurred, and the plan is supported.

Resource Person(s): Steven J. Ashby, Ph.D., Area Director; Evester Bailey, Unit Director, Crisis Services; and Nixon Alexander, Project Manager, City of Durham Housing and Community Development

County Manager's Recommendation: The Manager's recommendation is that the Board receive the presentation and authorize Mental Health to move forward with the renovation of the State Street project. The project is financed by a forgivable loan from the City's CDBG program. Mental Health has been advised that the agency is responsible for any project cost over-runs. The documents for this forgivable loan cannot be executed until late January 2002 when the County has completed the issuance of the net 2/3rds bond debt.

8. **8. Eligibility Building**

The Board is asked to review the attached report on the Eligibility Building and provide direction as to the future use of the property.

The County's Facility Master Plan recommends a public/private renovation of the building for commercial uses. The plan does not anticipate use of the building to meet the County's space requirements.

Resource Person(s): Mike Ruffin, County Manager; Mike Turner, Director of General Services; and Glen E. Whisler, P.E., County Engineer

County Manager's Recommendation: The County Manager recommends that the Board receive the staff report and provide direction as to the future use of the property.

9. **9. White Cross Community Center**

The Board is asked to review the attached report on the White Cross Community Center and provide direction as to future use of the property.

Funding for improvements to the White Cross Building were requested in the Capital Improvements Program (CIP) process, but the project is not currently included in the approved CIP.

Resource Person(s): Mike Ruffin, County Manager; Mike Turner, Director of General Services; and Glen E. Whisler, P.E., County Engineer

County Manager's Recommendation: The County Manager recommends that the Board receive the staff report and provide direction as to future use of the property.