

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

Monday, December 6, 1999

9:00 A.M. Worksession

AMENDED AGENDA

Election of Chairman and Vice Chairman of the Board of County Commissioners

County Attorney Chuck Kitchen will preside over the election of the Board's Chairman.

The newly-elected Chairman will preside over the election of the Vice Chairman.

Public Official Bonds

The General Statutes of North Carolina and the Rules of Procedures adopted by the Durham County Board of Commissioners require that the Board annually review the Public Official Bonds.

Upon approval by the Board of County Commissioners, the bonds will be filed in the Clerk of Superior Court of Durham County as required by statutes.

COUNTY MANAGER'S RECOMMENDATION: A motion to approve the Public Official Bonds as required.

1. Citizen Comment—Ralph McKinney

Mr. Ralph McKinney has requested time on the agenda to make comments to the Commissioners.

2. Presentation of Triangle United Way 1999 Chairman's Achievement Award

Representatives from Triangle United Way will be appearing before the County Commission to present The 1999 Chairman's Achievement Award as a result of our successful United Way campaign. The 1999 goal for the employees of Durham County Government was \$69,367, a 3% increase over the amount raised in 1998. Durham County employees actually raised \$89,601, which is an increase of \$22,301 or 32%. In addition, our fair share givers increased from 46 employees to 66 employees, which is an increase of 43%. NOTE: Though the Durham Herald-Sun had a statement in an article that if every employee in County Government gave their "fair share", it would cost the County \$184,000 in time off for this contribution, the real cost for these 66 employees will be closer to \$7,618 based on an average County salary of \$30,000. This also assumes that all of these employees will use this time off.

RESOURCE PERSON(S): Angela G. Geadelmann, Assistant County Attorney, 1999 Employee Campaign Manager for Durham County Government; Dave Madigon, Triangle United Way Loaned Executive; Dave Babiak, Triangle United Way Loaned Executive.

COUNTY MANAGER'S RECOMMENDATION: Recommendation is to commend our Employee Campaign Manager Angela Geadelmann, our Triangle United Way Loaned Executives, and most importantly, our employees for their efforts during this year's campaign. Their contributions directly impact many of the same service problem areas that County

Government targets in our goals and objectives.

3. Report on the Operations and Financial Progress of the Alcoholic Beverage Control Board

ABC Board Chairman Mary E. Williams and General Manager Randy Mills will be updating the Board of County Commissioners on the status of the operations of the ABC system. They will also be prepared to answer Commission questions on their current financial situation and plans for the future of the system.

4. Space Needs Analysis and Facility Master Plan for Durham County

This item is an update on the Durham County Space Needs Analysis and Facility Master Plan project.

On November 1, 1999 the BOCC received a project update focused on four facility configurations which were developed to meet Durham County's needs for the next 20 years. The BOCC requested that a fifth scenario be developed which included a Human Services building. The project consultant, O'Brien/Atkins Associates, PA in conjunction with GSA, Ltd., will present the additional scenario and review the four scenarios presented previously. A draft of the Executive Summary and a summary of each of the five scenarios is included for review.

RESOURCE PERSON(S): Glen Whisler, County Engineer

Sandra Phillips, Director of Purchasing, Kevin Montgomery, O'Brien/Atkins Associates, PA, Howard Geisler, GSA, Ltd.

COUNTY MANAGER'S RECOMMENDATION: The County Manager's recommendation is that the BOCC receive the project update and provide direction to staff and the consultant regarding the five scenarios of facility configurations. Selection of a preferred scenario will allow the plan to be finalized. The Board may find it helpful to participate in a tour of the different geographic areas that these scenarios will impact. It is so, staff needs to have some dates that are feasible for the Board. Staff understands that adoption of a plan will be a major policy statement by this Board of County Commissioners which will allow needed facility projects identified in the Master Plan to be incorporated into the Durham County Capital Improvement Plan.

5. Investment of Community Health Trust Funds

Patricia J. Gravinese, Durham County Finance Director, will make a presentation to the Board concerning the investment objectives, investment process and investment plan for these funds. Ms. Gravinese and our Financial Advisors have developed a general investment strategy for the protection and growth of the proceeds. In addition, she will bring forth additional information for the Board's consideration.

Ms. Gravinese is requesting that the Board accomplish the following during this worksession:

- Receive the presentation regarding the stated investment objectives, the overall process and investment cycle, and the investment plan and policy as established.
- Analyze and deliberate the key considerations of the report.
- Consider for approval the investment plan and policy as presented in the report.

Should the Board authorize staff to move forward with the investment plan and policy, RFQ's for investment managers will be developed and distributed. The proposals received in response to the RFQ's will be analyzed and an appropriate number of fixed income and equity

managers will be selected. These will be brought forward for Board approval at a later meeting. Under the present plan, a decision on reinvestment and utilization of investment earnings does not have to be made until the FY 2001 budget process.

COUNTY MANAGER'S RECOMMENDATION: As the Board will recall, Ms. Gravinese made a presentation during the August worksession. At that time, the Board was deliberating over the recommended reinvestment and utilization of investment earnings percentages. Under the current plan, a decision on these percentages will be made on an annual basis during the budget process, which will be after analysis of an investment performance year of January through December. This approach gives the Board maximum flexibility with respect to decisions regarding the investment earnings. Ms. Gravinese is seeking authorization to implement the investment plan and policy as presented. Keep in mind that she is not recommending investment managers at this time but intends to move forward with the RFQ process.

6. Update of Proposed Renovation and Expansion of Community Shelter for H.O.P.E./Request for Qualifications from Architectural Firms

As the County Commissioners will recall, prior to being sidetracked by the financial shortfalls of the Community Shelter for H.O.P.E., the Board had been furnished with a proposal for improvements at this County owned facility. The project, at that point in time, consisted of renovating the existing structure and adding a new structure for families. The building renovation was going to consist of 10,389 sq. ft. which would provide accommodations for 46 single men and 24 single women. The new construction was planned to consist of 5,722 sq. ft that would accommodate

12 families and be segmented from the existing structure. The estimated project was at \$1.55 million. This project was slated for review in the County's FY 2000-2005 Capital Improvement Program for discussion and approval depending on funding source availability.

Since that time, the Board of County Commissioners has worked with the Shelter for H.O.P.E. Board of Directors to bring stability to their short-term operational budget. The North Carolina Housing Finance Agency has approved a 0% interest loan in the amount of \$399,193. In addition, City Council has approved an allocation of \$300,000 from Housing Bond funds with an additional \$10,000 for project coordination. The County currently is planning to utilize three sources of funding: (1) \$60,000 from 1986 Bond funds; (2) \$260,000 from Federal HOME funds; and (3) \$281,278 from PAYG funds. The Shelter for H.O.P.E Board will be considering their ability to raise capital funds to make up the difference in the project budget.

COUNTY MANAGER'S RECOMMENDATION: The request is for the Board to give the Manager the authority to issue a Request for Qualifications for Architectural Services to begin movement on this project again. An internal selection committee will be appointed by my office which will include representatives from Shelter for H.O.P.E. Let me emphasize here, that an architectural contract will not be brought forward to the Board of County Commissioners until the following has been accomplished.

- A revised estimated construction budget has been established and verified to the extent possible prior to contracting with an architect.
- Sources of funding have been verified and/or estimated to an acceptable level of risk.
- County Attorney's Office has approved letter of commitment for Board execution of HFA financing agreement.
- Project team has been formalized including contracted position of Project Coordinator that will report directly to Deputy County Manager Wendell Davis.
- County Attorney's Office has approved proposed architectural and contracted services' agreement formats.

7. Wastewater Treatment Plant Improvements – Phase 1 Update

This item is an update on Phase 1 of the Triangle Wastewater Treatment Plant Improvements Project. The design contract for this project was awarded to McKim & Creed earlier this year. The contract provides engineering services to design and construct an influent pump station, an effluent pump station, ultraviolet disinfection, and post aeration facilities at the County's wastewater treatment plant on Highway 55 in southern Durham County.

The Board requested that two issues be reviewed prior to proceeding with the design. The first is an evaluation of the option to pump some or all flow to the City treatment plant on Farrington Road, and the second is an update of the state requirements for the County plant to remove nitrogen in accordance with House Bill 515.

The attached memorandum and report address these issues. Based on this information, it is recommended to proceed with the design of Phase 1 as previously approved. This includes a relocated Influent Pump Station, a new Effluent Pump Station, an Ultraviolet Disinfection Process, and Post Aeration Facilities.

RESOURCE PERSON(S): Glen Whisler, County Engineer, Charles Hill, Jr., Division Manager, Tim Baldwin, McKim & Creed

COUNTY MANAGER'S RECOMMENDATION: Receive the attached report and authorize staff to proceed with the design for Phase 1 of the Wastewater Treatment Plant Improvements. This project addresses two major issues (flooding and permit compliance) related to the County's Wastewater Treatment Plant.

8. CIP Timeline and Review Criteria

At the Board's November 1st meeting, Budget Director, Claudia Odom discussed the timeline and framework for the upcoming Capital Improvement Plan (CIP) process. The FY 2000-2005 Capital Improvement Plan (CIP) process will focus on ensuring requests are consistent with Board of Commissioners' goals, County Comprehensive 20/20 Plan, and County Facilities Plan. The Board directed staff to bring this item back to further discuss the proposed CIP timeline and review criteria.

RESOURCE PERSONS(S): Claudia Odom, Budget and Management Services Director

COUNTY MANAGER'S RECOMMENDATION: Direct staff on the proposed review criteria and timeline. Board consensus is needed on the timeline and review criteria as we work towards a successful CIP process.

9. Closed Session

The Board is requested to adjourn to closed session pursuant to G.S. § 143-318.11(a)(3) & (5) in order to consult with an attorney and to preserve the attorney-client privilege and to instruct staff concerning the position to be taken in negotiating for the acquisition of real property.