

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

Monday, February 23, 1998

4:30 P.M. Worksession

To consider the conveyance or lease of Durham Regional Hospital.

7:00 P.M. Regular Session

AGENDA

1. **Opening of Regular Session?Pledge of Allegiance**

2. **Agenda Adjustments**

3. **Minutes**

- a. a. January 26, 1998 Regular Session
- b. b. January 27, 1998 Worksession

4. **Anchor Award Winner-?Angela Breeden**

Angela Breeden, Human Resources Analyst, is the latest Anchor Award winner. Angela was actually selected by County Manager David Thompson to receive this recognition as part of the recent Service Awards Program in December. In a surprise announcement, he noted that he chose Ms. Breeden because of her strong commitment to ensure the success of the Durham County Government Employee Volunteer Program. Through her diligence, she makes sure that County employees are made aware of volunteer opportunities in the community, and that Durham County Government is represented at many volunteer events and activities. Some of her successes include team participation with the Juvenile Diabetes Foundation, Habitat for Humanity, and Brogden Middle School.

While she personally shuns the spotlight, Angela always works to make sure other employees are recognized for their efforts in the County Newsletter. Her unsung, behind-the-scenes activities help the total employee family. Angela is a fitting example of an employee who goes the extra mile to enhance the image of Durham County employees in the larger community.

County Manager?s Recommendation: Reaffirm the Anchor Award which was presented in December to Angela Breeden, along with the sincere congratulations of the entire organization.

5. **Consent Agenda**

- a. a. Street annexation petition?Bland Springs Place and Oak Wind Court (adopt a resolution to approve the addition of Bland Springs Place and Oak Wind Court [Chapel Estates] to the state?s road maintenance system subject to the certification of eligibility by the appropriate officials of the North Carolina Department of Transportation);
- b. b. Engineering services for replacement of the Judicial Building chiller and cooling towers (authorize the County Manager to execute an engineering services contract with Sud Associates in the amount of \$59,500);
- c. c. Property tax release and refund report (adopt the property tax release and refund report as presented and authorize the Tax Administrator to adjust the tax records as outlined by the report);

- d. d. Vehicle equipment and supplies (authorize the County Manager to enter into contracts with Lawman's Safety Supply for \$43,160.25 and Piedmont Communications for \$32,022.69 to furnish, deliver, and install vehicle equipment and supplies);
- e. e. Area Mental Health Board's removal of Vanessa McGee-Smith as a board member (remove Ms. McGee-Smith from the Area Mental Health Board due to poor attendance);
- f. f. FY 1997-98 Budget Ordinance Amendment No. 98BCC000028 (approve a budget amendment to recognize an \$8,062 grant in the Environmental Health budget to fund computer equipment to support Environmental Health programs); and
- g. g. Letter of support for new state child health insurance initiative (authorize staff to prepare a letter for the Chairman's signature expressing Durham County Commissioner support for Secretary Bruton's proposal for a federal and state funded child health insurance program).

Note: The purpose of a consent agenda is to handle consensus items with one motion to save time on meeting agendas. Any item a Board member pulls for discussion should be placed at the end of the agenda so public hearings can be concluded as early as possible. This will provide for the least inconvenience to the general public attending the public hearings.

6. **Public Hearings to Consider Amendments to the Zoning Ordinance Described as TC 66B-97 [Revisions to the I-2 District to Delete Transfer Stations]; TC 70-97 [Revisions to the Sign Standards to Allow Pedestrian Oriented Signs]; and TC 71-97 [Provision of Standards for Nonconforming Communication Towers]**

The following amendments are proposed for adoption into the Durham Zoning Ordinance to improve the efficiency of the ordinance. These proposals were recommended for approval by the Joint City-County Planning Committee and by the Zoning Committee of the Planning Commission in January. The amendment proposals to be considered in separate public hearings are:

- 1. 1. TC66B-97: An amendment to modify the County's version of the Zoning Ordinance to delete transfer stations from the Industrial 2 district. Transfer stations would still be allowed in the I-3 district with a Major Use Permit.
- 2. 2. TC70-97: An amendment to establish standards to allow signs oriented toward pedestrians on sidewalks in specific commercial areas oriented to pedestrian traffic.
- 3. 3. TC71-97: An amendment to establish standards for nonconforming towers for transmitting and receiving electronic signals.

Bonnie Estes will be at the meeting to present these items.

County Manager's Recommendation: Approval of the amendments.

7. **Approval of County Contract with TROSA (Triangle Residential Options for Substance Abusers)**

The Department of Corrections has awarded \$106,000 to Durham County to purchase slots at TROSA to which the Court could probate Structured Sentencing Act offenders as part of the Durham Community-Based Corrections program. The grant requires that funds flow through Durham County, thus requiring the County to enter into a contract with TROSA to disburse the funds. Board approval is required to approve contracts for professional services exceeding \$20,000.

As reported to the Board of Commissioners on September 22, 1997, funds paid to TROSA will ultimately provide capital for the renovation of the former YE Smith School. This renovation will enable TROSA to use this building for additional residential capacity. TROSA requested that the County provide the entire grant fund at one time rather than on a reimbursement basis as required by the grant. The Board approved this request on September 22, 1997.

The County has written a contract with TROSA applying contractual conditions that protect the County from the risk of using its own funds to support TROSA endeavors not funded with discretionary funds.

Gudrun Parmer, Director of Community-Based Corrections, will monitor the program.

Mr. Kevin McDonald, Judge Craig Brown, and Ms. Gudrun Parmer are resource persons for this item.

County Manager's Recommendation: Approve the contract with TROSA for \$106,000.

8. **8. Presentation-Triangle Transit Authority**

Representatives from the Triangle Transit Authority will present the Authority's Annual Financial Report for the fiscal year ended June 1997 and the Station Area Development Guidelines for Regional Transit Stations.

9. **Department of Social Services-Receipt of Grant Funds For Work First Employment Transportation and Resolution to Approve Application for Work First/Employment Transportation Operating Assistance**

The North Carolina Department of Transportation (NCDOT) has awarded grant funding to North Carolina counties to assist with the employment transportation needs of Work First recipients. A budget amendment is needed to recognize \$23,086 for the Department of Social Services. These funds are part of a base allocation awarded to all counties that is anticipated to continue in future years. In addition, counties are encouraged to apply for demonstration funds for additional operating assistance.

As required by the grant, representatives from the County Manager's Office, the Department of Social Services, and the Coordinated Transportation program met to jointly determine the appropriate local entities to receive funds from the County for the base allocation and for demonstration projects. A resolution approving the County's proposals must be adopted by the Board of County Commissioners.

Using base allocation funds, Laidlaw Transit Services Inc., Durham Area Transit Authority, and Operation Breakthrough will be contracted to provide van services to approximately 30 recipients (20 adults and 10 children). Van services will be provided to employment sites in the Research Triangle Park and to the Center for Employment Training (CET) also located in Research Triangle Park. Operation Breakthrough, specializing in transportation for children, will transport children by van to child care sites. The funds are available through September 1998.

The Department of Social Services is also applying for one-time demonstration funds of \$36,960 to provide transportation for a unique work training program offered by TROSA and the Department of Mental Health for substance abusers who are also Work First recipients.

Dan Hudgins, DSS Director, and representatives from Laidlaw Transit Services Inc. will be present to answer questions.

County Manager's Recommendation: Adopt the resolution approving the transportation proposals for base allocation and demonstration funds for submission to NCDOT. In addition, approve the budget amendment as recommended (98BCCC000028).

10. **Resolution--Approve Application for Public Transportation Funding to Purchase Capital Equipment and to Fund Administrative Expenses Associated with Coordinated Transportation**

Annually, the County applies for grant funding through the NC Department of Transportation (NCDOT) to purchase vehicles and to subsidize administrative costs associated with the Coordinated Transportation program. NCDOT, streamlining its grant processes, has combined the capital (formerly Section 5311) and operating (formerly the Human Service Transportation Management Program) grants into one single application package called the Community Transportation Program Grant. The program grant has also been redesigned to promote NCDOT's Transit 2001 initiatives that call for meeting the transportation needs of the entire community. As an effort toward this initiative, the County has requested technical assistance and funding support from the Department of Transportation (a separate request) to conduct a community-wide strategic transportation plan. At this time, the NCDOT is exploring the possibility of conducting a regional study that will include Durham, Wake, and Orange Counties and Triangle Transit Authority.

Laidlaw Transit Services Inc., the contractor for Coordinated Transportation services, has prepared the FY 1998-99 grant application for the administrative costs and replacement of three vehicles and an outdated communication system.

Board approval is required to submit this grant application. The funds requested total \$173,583. Of this amount, \$19,446 is required as local match. An additional \$2,400 is needed to pay for road use fees and license tags on the vehicles as required by the state.

The local match needed for the Community Transportation Program Grant will decrease from \$44,200 to \$21,846 in the subsequent fiscal year primarily because a large number of vehicles were replaced and added to the Coordinated Transportation fleet in this current year. Thus, fewer vehicles were requested for FY 1998-99. In addition, a lower local match is required for administrative support (15 percent versus current year local match of 25 percent).

Representatives from Laidlaw Transit Services Inc. will be present to answer questions.

County Manager's Recommendation: Adopt the resolution approving Durham County to submit the FY99 Community Transportation Program Grant application to the State of North Carolina.

Commit \$21,846 for inclusion in the County's FY98 budget to meet the local match requirements and the required state road use and tag fees.

11. **Insurance Brokerage/Consultant Contract**

The County Manager requests Board approval to negotiate and enter into a service agreement with J & H Marsh & McLennan Inc. for insurance brokerage/consultant services. This is a three-year contract. Cost of services will be \$22,500 to \$32,500 annually. Cost of contract is not to exceed \$32,500 annually.

Scope of Service:

Assist in preparing insurance applications.

Process Certificates of Insurance.

Process bonds, auto identification cards, and motor vehicle report requests.

Issue binders prior to expiration to current policies.

Place General Liability Policy, Property Policy, Workers' Compensation Excess, Medical Malpractice, and any other requested coverage.

Maintain an updated schedule of insurance.

Review Loss Runs with County Risk Manager.

Check the accuracy of audits, rating adjustments, and dividend calculations.

Claims administration; loss analysis, trends, recommend and coordinate special loss control services.

Negotiate with underwriters on behalf of the County, monitor third-party claims, and provide reports.

Review experience modification.

Evaluate reserves and seek decreases where warranted.

Summary of Procedure:

A committee comprising Susan Fox-Kirk, Assistance Finance Officer; Chuck Kitchen, County Attorney; Donald Sherrod, Human Resource Benefits Administrator; and Steve Walters, Budget Officer, reviewed the six responses received from our Request for Qualification for insurance broker/consultant.

The three finalists interviewed were: Aon Corp., AJ Gallagher, and J & H Marsh & McLennan. The committee chose J & H Marsh & McLennan as having the best qualifications.

The resource person for this item is Leonard H. Bois.

County Manager's Recommendation: The Manager recommends approval.

12. JTPA Reorganization Plan and Service and Substate Area Redesignation

The Job Training Partnership Act (JTPA) is a federally-funded program administered at the state level through the Division of Employment and Training and locally funded by the City of Durham and guided by a jointly appointed Workforce Development Board. To comply with direction from the state division of Employment and Training, the Workforce Development Board seeks the signature of the Chair of the Board of County Commissioners on three documents as follows:

1. 1. A reorganization/corrective action plan developed and approved by the Workforce Development Board in response to deficiencies noted from a performance review;
2. 2. A form redesignating Durham County as a Service Delivery Area for 1998-2000 in order to continue receiving Job Training Partnership Acts Funds; and
3. 3. A form redesignating the Employment Security Commission as the Substate Grantee for the receipt of Job Training Partnership Act Title III (Dislocated Worker) funds.

Per state designation, these documents must be and already have been signed by the Mayor, the City Manager, and the Chairman of the Workforce Development Board.

Dr. Toby Kahr, Workforce Development Board Chairman, and Ms. Sharon S. Baker, Durham Employment and Training Program (JTPA) Director, will be available to address any questions.

County Manager's Recommendation: Authorize the Chairman of the Board of County Commissioners to sign off on JTPA Reorganization/Corrective Action Plan and Service Delivery Area and Substate Grantee Redesignations.