

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

Monday, June 2, 2014

9:00 A.M. Worksession

AGENDA

1. Citizen Comments (30 min)

- 1) The Board of County Commissioners will provide a 30-minute comment period at the beginning of its Worksession meeting on the first Monday of each month. Any citizen of Durham County wishing to speak shall have an opportunity to do so. The Board may direct staff to research and reply to the concerns, if appropriate. Speakers must sign in prior to the start of the meeting providing a mail/email address and telephone number so that staff may reply to comments and/or questions. Citizens who request an immediate response from the Board are encouraged to submit a brief description of the issue to the Clerk to the Board two weeks prior to the Worksession to allow an opportunity for research prior to the meeting. **All speakers shall have three minutes to speak and are requested to refrain from addressing issues related to personnel matters.**

Resource Person(s): V. Michelle Parker-Evans, Clerk to the Board

County Manager's Recommendation: The Manager recommends that the Board receive citizen comments and direct staff to respond, as deemed appropriate.

2. Boxing and Wrestling Commission Report (10 min presentation)

- 1) The Board is requested to receive a presentation from the Boxing and Wrestling Commission.

Resource Persons: Larry Dixon, Cecil Brown, Emmett Gill, Aaron Snowell

County Manager's Recommendation: The County Manager recommends that the Board receive the presentation from the Boxing and Wrestling Commission and direct staff as appropriate.

3. Discussion of Proposed Revisions of Durham County Living Wage Policy (15 min presentation)

- 1) The Board is requested to discuss proposed revisions to the Living Wage Policy and, if appropriate, put them on the consent agenda for approval on June 9, 2014.
- 2) The County modified its Living Wage Policy on October 14, 2013 to comply with state law and also to clarify that the policy applies to all part time as well as full time employees.
- 3) Further modifications are being proposed to clarify – because federal law defines “full time” differently for some professions – that the minimum compensation for full time work, regardless of profession, is 7.5% above the *annual* Federal Poverty Guideline for

a family of four. Part-time employees will be compensated as a percentage of normal, full time hours for the relevant profession.

- 4) The Living Wage Policy would still *not* apply to student interns or staff engaged through temp agencies.

Resource Persons: Drew Cummings, Assistant County Manager; Cora Wilson, Human Resources Director

County Manager's Recommendation: The County Manager recommends that the Board discuss proposed revisions to the Living Wage Policy and, if appropriate, put them on the consent agenda for approval on June 9, 2014.

4. Results of Roll Cart Recycling Pilot Program (15 min presentation)

- 1) The Board is requested to receive a presentation from Durham County Solid Waste Division staff regarding the results of the Roll Cart Recycling Pilot Program, an eight month dual route roadside recycling collection pilot program that began on November 4, 2013 and is scheduled to end on June 30, 2014.
- 2) On October 7, 2013, the Board authorized the General Services Department to conduct an eight-month dual-route roadside recycling pilot program where 2,000 participants switched collection of household recyclables from 18 gallon bins to 96 gallon roll carts.
- 3) The presentation will summarize the results to date of the pilot program that demonstrate increases in bi-weekly recycling participation, tons of recyclable materials collected in the piloted areas, and the overwhelming favorable responses from participants to continue and expand the use of 96 gallon carts to collect household recyclables. The Solid Waste Division has presented preliminary results of the pilot program to the participants of the program during two public meetings and to members of the Durham City & County Environmental Affairs Board.
- 4) **Alignment with Strategic Plan:** The Roll-Out Recycling Program aligns with Goal 4 (Environmental Stewardship) and Goal 5 (Accountable, Efficient, and Visionary Government) by expanding recycling and waste programs for County residents and enhancing customer service.

Resource Persons: Motiryo Keambiroiro, Director General Services, Brian S. Haynesworth, Solid Waste Program Manager and Chrissie Koroivui, Waste Reduction Supervisor.

County Manager's Recommendation: The County Manager recommends that the Board receive the presentation on the Roll Cart Recycling Pilot Program and provide staff direction on expanding or discontinuing the program.

5. Amend the County's Fund Balance Policy to include Adopted Policies Regarding Special Revenue Fund Tax Districts effective July 1, 2015 and Financial Ratios (5 min presentation)

- 1) The Board is requested to amend the County's Fund Balance Policy (the "Policy") by approving the attached Special Revenue Tax Funds' Fund Balance Policy (Sections 1.20 through 1.25) for inclusion to the Policy. Currently, the County does not have minimum dollar thresholds to maintain within these Special Revenue Tax Funds. As such, distributions have been made based on annual collections rather than actual budgetary needs which can lead to each fund being vulnerable to the risk of a deficit balance should something unusual in nature or unplanned occur. An example is the IBM settlement which left the Bethesda Fire Tax District and the Parkwood Fire Tax District with deficit fund balances for the year ended June 30, 2013.
- 2) Attached are the proposed policies for the Special Revenue Fund Tax Districts to be effective July 1, 2015. County management is currently recommending a minimum for each fund of fund balance at year end expressed as a percentage of expenditures with that percentage being 4%. However, because the inclusion of fund balance minimum requirements for Special Revenue Tax Funds is new, staff will monitor and if staff feels revisions to the minimum percentage is warranted will report to the Board and request approvals for such revisions to the Policy.
- 3) The inclusion of adopted policies regarding Special Revenue Fire Tax and Service Tax Funds effective July 1, 2015 was a recommendation in the Fire Implementation Study. To be all-inclusive which is more efficient, the staff recommendation includes all Special Revenue Tax Districts including the Butner Safety District and the Special Park District.
- 4) Additionally, we are requesting two other changes to the Finance Policy to bring are current requirements in line with suggestions made by the Rating Agencies during our visit in May.
- 5) Addition to Section: 1.08 – In addition, the OPED portion of the Total Fund Balance shall not exceed 25% of the Total fund Balance. This change was recommended to insure that the unassigned portion of fund balance grew at a faster rate than a committed portion.
- 6) Section: 5.05f shall be changed to: The total debt service funded by all general government funds shall not exceed 15% of all general government funds current expenditures excluding all borrowed funds.
- 7) This change will make our measurement consistent with the formula used by the Rating Agencies.

Resource Persons: George K. Quick, Chief Financial Officer and Susan Tezai, Deputy Chief financial Officer

County Manager's Recommendation: The County Manager recommends that the Board amend the County's Fund Balance Policy by approving the attached Special Revenue Tax Funds' Fund Balance Policy (Sections 1.20 through 1.25).

6. Review of BOCC Directives (5 min presentation)

- 1) The Board is requested to review the previous month's directives for staff and make comments as necessary. This set of directives covers February, March and April of 2014.
- 2) Alignment with Strategic Plan: Following up on the directives from the Board of County Commissioner meetings aligns with Goal 5 of the Strategic Plan – Accountable, Efficient and Visionary Government.

Resource Persons: Dionne Hines, County Intern

County Manager's Recommendation: The County Manager recommends that the Board review the BOCC directives and make comments to staff as necessary.

7. Closed Session (30 min)

- 1) The Board is requested to adjourn to Closed Session pursuant to G. S. 143-318.11(a)(4) to discuss matters relating to the location or expansion of a business or industry.
- 2) The Board is requested to adjourn to closed session pursuant to G.S. 143-318.11(a)(3) to consult with an attorney in order to preserve the attorney-client privilege.

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