



Durham County

200 E. Main Street
Durham, NC 27701
(919) 560-0025

Meeting Agenda Board of County Commissioners

Monday, August 3, 2020

9:00 AM

Commissioners' Chambers

Work Session

"Public Charge"

The Board of Commissioners asks its members and citizens to conduct themselves in a respectful, courteous manner, both with the Board and fellow citizens. At any time, should any member of the Board or any citizen fail to observe this public charge, the Chair will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair will recess the meeting until such time that a genuine commitment to the public charge is observed.

As a courtesy to others, please turn off cell phones during the meeting.

9:00 am Work Session Agenda

1. Citizen Comments (30 min)

[20-0381](#)

Citizen Comments (30min)

Agenda Text:

The Board of County Commissioners will provide a 30-minute comment period at a meeting once a 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 were asked to provide comments prior to the start of the meeting so that staff may reply to comments and/or questions. All speakers are requested to refrain from addressing issues related to personnel matters.

Alignment with Strategic Plan: Citizen engagement aligns with all five of the strategic goals by allowing the Board to receive comments and concerns from the community related to important issues in Durham County.

Resource Persons: Monica W. Toomer, Clerk to the Board

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

2. Consent Agenda (15 min)

[20-0292](#)

Authorization to enter into a contract with SHI International Corp. for

purchase of goods related to Microsoft Volume Licensing for the Durham Sheriff's Office**Agenda Text:**

The Board of County Commissioners is requested to approve a contract with SHI International Corp. for the purchase of goods related to Microsoft Volume Licensing in the amount of \$402,107.27. The contract consolidates the SHI International Corp., Microsoft Windows license renewal contract completed FY19 and completes the license purchase required for the Sheriff's Office servers and agency migration to Office 365. All of these funds have already been encumbered for this contract.

The terms of the initial SHI contract are from July 16, 2018 - June 30, 2019. Due to a turnover in Sheriff's finance personnel, the initial contract dates for the start of the enterprise agreement are termed April 1, 2019 - March 31, 2020. The current contract term of April 1, 2020 - March 31, 2023 will align the contract with the enterprise agreement.

In addition, the Sheriff's Office is requesting that the County Manager have authority to sign subsequent renewals and amendments within this timeframe so long as the contract amount does not exceed \$402,107.27. This contract will assist in the migration to Microsoft Office 365 project tasks and any additional licensing for business needs.

Alignment with Strategic Plan: This item aligns with the County's Strategic Goal 3: Safe Community and Goal 5: Accountable, Efficient and Visionary Government

Resource Persons: Nequella Battle, Information Technology Manager, Durham County Sheriff's Office, David LaBarre, Director of Planning and Development

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to enter into a contract with SHI International Corp. to renew and purchase goods related to Microsoft Volume Licensing in the amount of \$402,107.27 and that the County Manager be authorized to sign subsequent renewals and amendments within the contract term so long as the contract amount does not exceed \$402,107.27.

Attachments:

[AAF Supplemental Document - Contract Approval \(SHI\)](#)

[Attachment 1 - Scope of Services Form_FY2020 \(SHI International Corp\)](#)

[Attachment 1A - SHI Quote-19007110](#)

[Attachment 1B - Microsoft Volume Licensing Agreement](#)

[Attachment 1C - SHI State of NC Contract #208C - Reseller for Microsoft Enter](#)

[Attachment 1D - NC-Iran-Divestment-Act-208C-3-22-17-SHI-Signed](#)

[SHI \(workstations & 0365\) Purchase of Goods Contract FY2020](#)

20-0314

Approval of Contract with Chirpy Bird, Inc. to Provide a HIPAA Privacy & Security Risk Assessment & GAP Analysis

Agenda Text:

The Board is requested to approve a new contract with Chirpy Bird, Inc. in an amount not to exceed \$51,500.00 for the bi-annual HIPAA Privacy & Security Risk Assessment & GAP Analysis. The Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the regulations promulgated thereunder by the United States Health and Human Services, establishes standards to protect the privacy and security of individually identifiable health information. The HIPAA Security Regulations require all covered entities to conduct an accurate and thorough assessment of potential risks and vulnerabilities to the confidentiality, integrity, and availability of the electronic protected health information it holds (45 C.F.R. 164.308(a)(1)(ii)(A)). Funds for this contract are coming from existing Risk Management contract funds.

The County Attorney's Office, Risk Management Division, has prepared a Request for Proposal (**RFP** #20-012) and Chirpy Bird, Inc presented a proposal that was deemed best suited to carry out the requested services. Chirpy Bird, Inc. was deemed the most qualified firm for the project based on the company having significant experience in conducting HIPAA privacy and security assessments as well as working with governmental entities. In addition, the corporation offers follow up assistance as well as assistance with Office of Civil Rights audits.

Alignment with Strategic Plan: Goal 5: Accountable, Efficient and Visionary Government.

Resource Persons: Lowell L. Siler, County Attorney; Janelle Owens, Risk Manager; Kierra Simmons, Compliance and Privacy Officer; and Lyvon Garth, Chief Information Security Officer.

County Manager's Recommendation: The County Manager recommends that the Board approve the contract with Chirpy Bird, Inc. in an amount not to exceed \$51,500 for the bi-annual HIPAA Privacy & Security Risk Assessment & GAP Analysis.

Attachments:

[AAF Supplemental Document - Contract Approval-RFP20-012](#)

[MWBE Compliance Review Form-AAF for 20-012 RFP 061720](#)

[Hybrid Entity Designation_3.09.07](#)

[Service Contract FY2021 Chirpy Bird, Inc](#)

[Contract Attachments Chirpy Bird, Inc.](#)

20-0338**Board of Elections Robert Half International Contract Amendment****Agenda Text:**

The Board is requested to approve the Durham County Board of Elections request to increase its service contract with Robert Half International Inc. a temporary employment agency. Robert Half has assisted the Elections Department in the past with identifying temporary employees to assist with election activities. The temporary employees will assist with the pre and post activities associated with the November 3rd General Election.

Due to COVID-19, there has been an increase in the number of requests for absentee ballots. Any registered voter of Durham County may make a request for an absentee ballot. Requests are made by completing an *Absentee Ballot Request Form* which is found on the Board of Elections website. Residents can email the Elections Department at absentee@dconc.gov or calling the office for additional assistance with ballot forms. Existing permanent staff and temporary staff will provide the customer service needed to respond timely to residents regarding election questions or concerns.

The planned expense was included in the FY 2020-21 operating budget. The Board is requested to suspend the rules and approve the contract amendment during the August 3rd work session due to the time sensitive nature of getting additional temporary assistance.

Alignment with Strategic Plan: The amendment of this contract is consistent with Goal 5 of the County strategic plan.

Resource Persons: Derek L. Bowens, Elections Director and Brenda Baker, Deputy Director of Elections

County Manager's Recommendation: The County Manager recommends that the Board approve the Board of Elections to enter into a contract amendment, in the amount of \$144,000, with Robert Half International Inc., to continue providing critical election services to the residents of Durham County and ensure optimal organizational efficiency. The Board is requested to suspend the rules and approve the contract amendment during the August 3rd work session due to the time sensitive nature of getting additional temporary assistance.

Attachments: [2020_07_08_RobertHalf_AAF.docx](#)
[2020_07_08_Robert Half Contract \(BOCC\).pdf](#)

20-0343 **Budget Ordinance Amendment No. 21BCC000005 to Recognize Durham County Grant Revenue: "LSTA EZ Grant - Website Translation"**

Agenda Text: The Board is requested to approve Budget Ordinance Amendment No.21BCC000005 to recognize \$9,000 in grant revenue from the State Library of North Carolina to translate the library's website into Spanish.

The library's website is our virtual branch. Much like our physical branches allow people to come regardless of the language they speak, we want to ensure that our virtual branch is accessible in the same way. Approximately 34,617 people over age five in Durham County speak Spanish at home (United States Census Bureau, 2018). Of those, 51.3% or 17,759 people "speak English less than 'very well'" (United States Census Bureau, 2018). The website is a critical access point for understanding and utilizing the library's resources. Current options for Spanish speakers who need to

access the library's website are limited and based on confusing and often incorrect automated translations. This project will provide an accurate, user-friendly Spanish translation of the library's website.

This grant is made possible by funding from the federal Institute of Museum and Library Services (IMLS) under the provisions of the Library Services and Technology Act (LSTA) as administered by the State Library of North Carolina, a division of the Department of Natural and Cultural Resources (IMLS grant number LS-246155-OLS-20).

United States Census Bureau. (2018). "Language Spoken at Home." 2018: ACS 1-Year Estimates Subject Tables. American Community Survey. Durham County, NC.

https://data.census.gov/cedsci/table?q=language%20in%20durham,%20nc&g=0500000US37063&hidePreview=false&table=S1601&tid=ACST1Y2018.S1601&vintage=2018&layer=county&cid=S1601_C01_001E&lastDisplayedRow=25

Alignment with Strategic Plan: This aligns with Strategic Goal 5: Accountable, Efficient, and Visionary Government, Customer Engagement and Responsiveness.

Resource Persons: Tammy Baggett, Library Director; Kathy Makens, Resources and Finance Officer; and Sarah Dooley, Project Manager and Library Webmaster.

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No. 21BCC000005 to recognize \$9,000 in grant revenue from the State Library of North Carolina to translate the library's website into Spanish.

Attachments:

[LSTA EZ Grant - Website Translation - Final Application](#)

[LSTA EZ Grant - Website Translation - Award Letter](#)

[LSTA EZ Grant - Website Translation - Agreement Executed](#)

[LSTA EZ Grant - Website Translation - AAF Supplemental Form](#)

[AAF-05 Legal Form 1](#)

20-0345

Budget Ordinance Amendment No. 21BC000003 - Approval of Fund Balance Appropriation and Transfer from Lebanon Service Tax District Fund in the Amount of \$25,000 to Fund Unanticipated Personnel Costs due to COVID-19

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No. 21BC000003 appropriating \$25,000 of Lebanon Fire District Fund fund balance and transferring these funds to the Lebanon Volunteer Fire Department. Due to COVID-19 they experienced some unanticipated overtime and personnel costs with their part-time (non-County) employees at Lebanon Volunteer Fire Department in FY 2019-20. Lebanon has twelve authorized County employees and will have some personnel lapse salary due to temporary firefighter attrition for FY 2019-20 that will default to their District Fund Balance, which will help offset this appropriation.

Alignment with Strategic Plan: Aligns with Goal 3 Safe Community and Goal 5 Efficient Government.

Resource Persons: James E. Groves, Emergency Services Director

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No. 21BC000003 appropriating \$25,000 of Lebanon Fire District Fund fund balance and transferring these funds to the Lebanon Volunteer Fire Department to cover District personnel costs.

Attachments:

[Lebanon Budget Request 25k](#)

[AAF-SupplementalFY21 - Lebanon2020-25k](#)

[AAF-03 Legal Form Lebanon District Fund Balance Appropriation \(\\$25,000\)](#)

20-0346

Approval of FY20-21 Contract (\$352,182) with Urban Ministries of Durham

Agenda Text:

The Board is requested to review, ask questions about, and then approve the attached contract and authorize the County Manager to execute it.

Durham County has contracted with Urban Ministries of Durham (UMD) since its creation to help support the housing of homeless individuals in Durham at UMD's Liberty Street facility. The County owns the building where the shelter sits, and on top of annual operating support maintains major building systems and has made a number of substantial capital upgrades (including a new sprinkler system and lobby and café upgrades) in the past decade.

This year's annual contract includes flat funding compared to the previous fiscal year and similar program metrics as well. The County did offer UMD an additional \$100,000 in the final three months of FY19-20 to cover additional operational costs incurred at the Marriot RTP.

Alignment with Strategic Plan: A strong, functional homeless support system in Durham is responsive to many goals in the Durham County Strategic Plan Goals 1, 2, and 3.

Resource Persons: Drew Cummings, Chief of Staff

County Manager's Recommendation: The County Manager recommends that the Board review, ask questions about, and then approve the attached contract and authorize the County Manager to execute it.

Attachments:

[UMD FY20-21 Contract](#)

[ATTACHMENT 1 - UMD FY20-21 Scope of Work](#)

20-0347

Budget Amendment No. 21BC000004 to recognize \$219,744.29 in Federal Funding Provided by the Coronavirus Aid, Relief and Economic Security (CARES Act)

Agenda Text:

The Board is requested to approve budget ordinance amendment No. 21BC000004

recognizing a \$219,744.29 direct appropriation from the federal Department of Health and Human Services under the CARES Act. The Office of Emergency Service (OES), EMS Division, will receive the funding.

The CARES Act direct appropriation requires that the EMS funding be used to prevent, prepare for, and respond to Coronavirus. It can be used for health care related expenses or lost revenues that are attributable to Coronavirus. Within the constraints of the terms and conditions, OES is requesting that the funding be appropriated within the EMS Division as follows:

Personal Protective Equipment: \$150,000

Vehicle Supplies: \$10,000

Other Medical Supplies: \$59,744.29

CARES Act funding will be appropriated to several line items in the OES EMS Division budget. The personal protective equipment line item will provide funding to outfit responders with the necessary protection to respond to COVID-19 cases. The vehicle supplies line item will support a contract with an industrial cleaner to deep clean ambulances. Finally, the other medical supplies line item will provide budget relief for the increased costs associated with responding to COVID-19 calls.

Durham County must certify that it will not utilize the CARES Act appropriation to reimburse expenses or losses that have been reimbursed from other sources (i.e.; services for which Durham County has been reimbursed from healthcare insurance or other sources). Additionally, Durham County is not permitted to collect from a possible or actual case of COVID-19 patient for out-of-pocket expenses greater than the in-network benefit. In addition, there are reporting requirements to ensure compliance with the terms and conditions above, and OES will coordinate with Finance to ensure compliance with all of the reporting requirements.

Alignment with Strategic Plan: This request aligns with the County's Strategic Goal #2: Health and Well-being for All, Strategic Goal #3: Safe Community, and Strategic Goal #5: Accountable, Efficient, and Visionary Government.

Resource Persons: Jim Groves, OES Director and David McNulty, OES Business Services Manager

County Manager's Recommendation: The County Manager recommends that the Board approve budget ordinance amendment No. 21BC000004 recognizing a \$219,744.29 direct appropriation from the federal Department of Health and Human Services under the CARES Act to the Office of Emergency Services' EMS Division.

Attachments: [EMS CARES Act AAF Supplemental 2020](#)
[AAF 04 Legal Form](#)

20-0350 **Budget Ordinance Amendment No. 21BCC000006 to Recognize Durham County Grant Revenue: Digital Collections and Large Print Funds from The Forest at Duke**

Agenda Text: The Board is requested to approve Budget Ordinance No. 21BCC000006 to recognize \$15,000 in grant revenue from the Durham Library Foundation awarded by The Forest at Duke. The funds are for the library to purchase ebooks, e-audio and large print books for the library's digital and large print collections during the fiscal year 2020-2021, ending June 30, 2021.

The first week the library was closed due to COVID-19, circulation of all Overdrive collections rose 32% over the prior week. In the month after the library closed on March 15, over 9,000 Durham County Library patrons checked out 43,000 ebook and e-audio titles and placed almost 25,000 holds.

Even after stay-at-home orders are lifted and the library reopens, demand for ebooks and e-audio will likely remain high as patrons may be cautious to return to public spaces or, in the case of those who previously had not used these collections, may find they prefer digital materials. Grant funding from The Forest at Duke for ebooks and e-audio will increase access and reduce wait times for both veteran and new users of these formats.

Prior to the closure due to the pandemic, the library experienced increased circulation of large print books from July 2019 through February 2020 as compared to the same period the previous fiscal year. Large print best sellers attract significant holds queues just as regular editions do, and these funds will enable selection librarians to purchase more titles and copies to support the ongoing interest of the community in large print materials.

Alignment with Strategic Plan: This aligns with Strategic Goal 5: Accountable, Efficient, and Visionary Government, Customer Engagement and Responsiveness.

Resource Persons: Tammy Baggett, Library Director; Kathy Makens, Resources and Finance Officer; and Sara S. Stephens, Development Officer.

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance No. 21BCC000006 to recognize \$15,000 in grant revenue from the Durham Library Foundation awarded by The Forest at Duke.

Attachments: [6-20-20 Congratulations Durham Library Foundation](#)
[The Forest at Duke - 2020-2021 Grant Application](#)
[The Forest at Duke Grant - Letter from Durham Library Foundation](#)
[The Forest at Duke - AAF Supplemental Form](#)
[AAF-06 Legal Form Recognize Durham County Grant Revenue \(\\$15,000\)](#)

20-0353 **Contract Approval for CJRC Transitional Living Facility**

Agenda Text: The Board is requested to authorize the County Manager to enter into a service contract in the amount of \$84,840.70 with Just A Clean House, Inc. effective September 1, 2020 to operate a six-bed transitional living facility for individuals receiving services from the Durham County Criminal Justice Resource Center (CJRC). The current contract is for 10-months with an annualized contract amount of \$101,808.84. The funding for this contract has been approved in the Criminal Justice Resource Center's FY20/21 budget.

Alignment with Strategic Plan: This item aligns with Strategic Goal 3: Safe Community and Goal 2: Health and Well-Being for All.

Resource Persons: Roshanna Parker, Assistant Director Criminal Justice Resource Center and Gudrun Parmer, Director, Criminal Justice Resource Center

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to enter into a service contract in the amount of \$84,840.70 with Just A Clean House, Inc to operate CJRC's Transitional Living Facility.

Attachments: [AAF Supplemental Document - Contract Approval FY21 Transitional Living Facility](#)
[JACH Service Contract 9-1-2020 to 6-30-2020](#)
[FY21 Attachment 1 - Scope of Services 9-1-2020](#)
[MWBE AAF Attachment](#)

20-0354 **Budget Ordinance Amendment No. 21BCC000007 to Increase Security Services Contract for Increased Security needs at the Youth Home**

Agenda Text: The Board is requested to approve Budget Ordinance Amendment No.21BCC000007 and contract Amendment 5 to the current Nighthawk Security and Consulting, LLC. contract for Fiscal Year 2020-21 in the amount of \$118,184 to allow for the added Youth Home security post.

The Youth Home Director has requested an unarmed uniformed officer presence at the main lobby to increase the safety and protection of arriving detainees, visitors and staff. Unlike other unarmed officer posts, the officer is required to carry a taser in the rare event the officer has to respond to an aggressive individual. Providing 24/7 coverage for the main lobby area translates to a \$118,184 increase. The additional security coverage is a continuation of increased security support that occurred in late

May and June of the previous fiscal year. The hourly rate will range between \$18.73 to \$19.75, depending on the officer's expense. The funding also covers the equipment required for the security detail. Fund balance will be used to cover the expense.

Alignment with Strategic Plan: Goal 3 - Safe and Secure Community

Resource Persons: Ed Miller, County Security Manager; Motiryo Keambiroiro, Director, General Services

County Manager's Recommendation: The Board is requested to approve Budget Ordinance Amendment No.21BCC000007 and contract Amendment 5 to the current Nighthawk Security and Consulting, LLC. contract for Fiscal Year 2020-21 in the amount of \$118,184 to allow for the added Youth Home security post.

Attachments:

[Nighthawk Contract Amendment 5 AAF Supplemental 07202020](#)

[Security Services Contract Amendment 5 07202020](#)

[AAF-07 Legal Form Youth Home Increase security contract using fb appropriati](#)

20-0355

Restaurant Lease for Admin Building II

Agenda Text:

The Board is requested to approve and authorize execution of a Lease Agreement with Topsy Bull Inc. to operate a restaurant in the County Administration Building II located at 201 E Main Street, in accordance with the terms and conditions as set forth in the Lease Agreement attached to this Agenda Item. This lease is for 3057 square feet of restaurant space located in the County Administrative Building II, Suite #150. The lease term is 10 years, with the option of one additional 5-year renewal. The starting lease rate for the first 10 years is \$20.00 per square foot for the first year, escalating three percent (3%) per year thereafter.

The lease agreement requires that Topsy Bull complete all upfit construction within 180 days at their cost, with the County contributing \$91,710 toward the total cost for all tenant improvements. The lease agreement stipulates that construction must be complete within 180 days. The County retains the right to terminate the lease if this timeline is not achieved. We anticipate the restaurant will be open in the 4th quarter of 2020. Topsy Bull will be a contemporary, upscale full-service restaurant and sports bar, serving lunch and dinner. The interior design will have a distinctive Durham theme with occasional live music, and a disc jockey on weekend nights. The owners will obtain all ABC permits to sell liquor, beer and wine. The hours of operation will be 11:00 a.m. to 2:00 a.m., on weekdays, and 5:00 p.m. to 2:00 a.m. on Saturday and Sunday.

Staff received a Letter of Intent from the owners of Topsy Bull in May of this year and presented to the Board in closed session. Terms and conditions of the lease were subsequently negotiated, and final agreement reached in early July.

Alignment with Strategic Plan: The attached Lease Agreement supports Goal 1 “Community Empowerment and Enrichment,” and Goal 5 “Accountable, Efficient and Visionary Government”

Resource Persons: Nancy Mitchell, Senior Real Estate Officer; Jane Korest, Division Manager Open Space and Real Estate; Peri Manns, Deputy Director Engineering and Environmental Services.

County Manager’s Recommendation: The County Manager recommends that the Board approve and authorize execution of a Lease Agreement with Topsy Bull Inc. to operate a restaurant in the County Administration Building II located at 201 E Main Street, in accordance with the terms and conditions as set forth in the Lease Agreement attached to this Agenda Item.

Attachments: [AAF Supplemental for 080320 WS](#)
[1 - Final Topsy Bull Lease](#)

20-0361

City-County Planning Department FY21 Work Program

Agenda Text: The Board is requested to approve the proposed FY21 Planning Department Work Program.

Summary. The Interlocal Cooperation Agreement between the City and County for merged planning functions charges the Planning Director with preparing and submitting to the Joint City-County Planning Committee, the Planning Commission and both Managers a work program and annual budget that must be forwarded to both governing bodies for approval. The proposed work program is structured on the Department receiving sufficient resources for 46 full-time employees and operational overhead. Staff resources have been fully allocated for the tasks reflected in the proposed work program with no capacity to take on additional tasks without either revising the work program to modify tasks by deleting existing tasks or changing expected outcomes and/or timelines.

Attachments:

Attachment 1: Proposed Work Program, FY21, Part A, Programs

Attachment 2: Proposed Work Program, FY21, Part B, Programs and Descriptions

Attachment 3: Proposed Work Program, FY21, Part C, Future Projects

Motion: To approve the City-County Planning Department FY21 Work Program.

Alignment with Strategic Plan: This request aligns with County Strategic Plan Goal Five, Accountable, Efficient and Visionary Government: An effective organization committed to the pursuit of excellence through collaborative leadership, exceptional customer service, innovations, transparency and fiscal responsibility.

Resource Persons: Sara M. Young, AICP, Acting Planning Director

County Manager's Recommendation: The County Manager recommends that the Board approve the Proposed FY21 Planning Department Work Program.

Attachments: [WP FY21 BOCC WS Memo](#)
[Planning WP FY21 Part A](#)
[Planning WP FY21 Part B](#)
[Planning WP FY21 Part C](#)

20-0363 **Request for Approval of “New Lease Line Agreement” with Duke Regional Hospital for the new EMS Station #1**

Agenda Text: The Board is requested to authorize the County Manager to negotiate the attached “New Lease Line Agreement” with Duke Regional Hospital, and upon reaching agreement without substantive change therein, approve the agreement upon recommendation by the County Manager. (see Attachment 1, Pages 1 - 4)

The new agreement makes modifications to the existing lease lines and associated access easements along the roadways in order to accommodate the changes in the building and site layout as a result of the re-design of the new EMS Station 1 facility.

The County Attorney's Office has reviewed the ‘New Easement Agreement’ which is attached for the Board's reference. (see Attachment 1, Pages 1 - 4)

Alignment with Strategic Plan: This aligns with Goal 4 - Environmental Stewardship - through the improvement of the environmental performance of County buildings to reduce energy use and greenhouse gas emissions from the built environment. The project also addresses Goal 5 - Accountable, Efficient and Visionary Government - by providing more efficient service delivery and better customer service.

Resource Persons: James Faress, P.E., Senior Project Manager, Peri Manns, Deputy Director, Engineering & Environmental Services; Willie S. Darby, Senior Assistant County Attorney

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to negotiate the attached “New Lease Line Agreement” with Duke Regional Hospital, and upon reaching agreement without substantive change therein, approve the agreement upon recommendation by the County Manager. (see Attachment 1, Pages 1 - 4)

Attachments: [Attachment 1 - New Lease Line Agreement](#)
[AAF Supplemental Document - New Lease Line Agreement](#)

20-0364 **Update on County Funded Early Literacy Initiatives, Reach Out and Read and Book Harvest's Books and Beyond: Laundromats**

Agenda Text:

The Board is requested to receive and discuss this update and recommendation for continued funding for two early literacy initiatives, Reach Out and Read and Books and Beyond. Board contract approval will be requested for Reach out and Read, budgeted at \$50,000 for FY 21.

Supporting access to educational enrichment is critical as COVID continues to disrupt learning for many young and school-aged children in Durham. Reach Out and Read (ROR) and Book Harvest's Books and Beyond: Laundromats (BBL) deepen efforts to support early literacy by using co-location to meet families where they are already gathering. ROR promotes literacy through co-location in pediatric practices, training providers in early literacy and providing books for children and parents at well-child visits birth-five. BBL uses laundromats to provide books to young children, lead story hours, and facilitate creative activities related to literacy.

Funded in FY 20, ROR, funded at \$50,000, made a significant change to their practice, integrating the initiative into all well-child visits from 0-5, rather than just certain well-child visits, increasing model fidelity at participating clinics. In establishing Books and Beyond at laundromats, Book Harvest, funded at \$15,000, quickly recognized the value of co-location and began to expand the initiative to include other sites where families were already going, such as barber shops and social service agency waiting rooms.

Both initiatives have pivoted to serve families in physically distanced ways, including leaving bags of books at laundromats and training providers on how to use ROR curriculum in telehealth visits. Both are evaluating additional methods to provide children and families with literacy resources as COVID persists. For the reasons listed, and because books and reading can be a stress-reducing and connective activity for children and parents during times of crisis, we are recommending that funding for both initiatives be continued in FY 20-21. Board contract approval will be sought for ROR, budgeted at \$50,000. BBL will be funded through early childhood initiative funds. See the summary document provided for additional information.

Alignment with Strategic Plan: Early childhood literacy initiatives most closely align with Goal 1 (Community Empowerment and Enrichment), Objective 1.1 (Provide and support learning and enrichment opportunities that support educational achievement and life success), Strategy 1.1A (Early Childhood Education: Provide support for children from birth-5 with early childhood educational outreach programming and services).

Resource Persons: Cate Elander, Early Childhood Coordinator; Donna Rewalt, County Extension Director; Drew Cummings, Chief of Staff

County Manager's Recommendation: The County Manager recommends that the Board receive and discuss this update and recommendation for continued funding for two early literacy initiatives, Reach Out and Read and Books and Beyond:

Laundromats.

Attachments: [2020 Book Harvest Report to BOCC.pdf](#)
[2020 RORC Report to BOCC .pdf](#)
[ROR NCECAP Alignment.pdf](#)
[RORC Contract FY2021.pdf](#)
[RORC SOW FY2021 .pdf](#)

20-0366 **Budget Ordinance Amendment No. 21BCC000010 Cooperative Extension recognition of grant contribution from the Rosetta W. Harris Charitable Lead Trust B via the NC Agricultural Foundation Inc. to Increase Staff Support for the Fall 2020 Kids Voting Durham Election_**

Agenda Text: The Board is requested to approve Budget Ordinance Amendment No.21BCC000010 to recognize a total of \$3,000 in funds contributed by the Rosetta B. Harris Lead Trust B via the NC Agricultural Foundation Inc. to increase the hours of the part time Kids Voting Durham Program Coordinator during the fall 2020 election.

This is a reimbursable grant contribution and will be accessed through the NC Agricultural Foundation, Inc. as needed. The position will receive increased hours for a limited period to provide additional staff support for what is expected to be an exceptionally busy Kids Voting Durham presidential election season. The funds will enable the position to address the complexities of a virtual election, supporting teachers and students, and providing increased support to Spanish speaking families and managing virtual student volunteer interns.

Alignment with Strategic Plan: The increased staff availability funded through this initiative is aligned with Strategic Plan Goal 1: Community and Family Prosperity and Goal 5: Accountable, Efficient, and Visionary Government.

Resource Persons: Christa Gibson, Community Outreach Coordinator and Donna Rewalt, County Extension Director, Cooperative Extension.

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No.21BCC000010 to appropriate \$3,000 in grant funding from the Rosetta W. Harris Charitable Lead Trust B via the NC Agricultural Foundation.

Attachments: [Rosetta Harris Charitable Trust Kids Voting Grant Gift 2020.pdf](#)
[AAF-10 Legal Form CSE to recognize grant contribution from the Rosetta W. H:](#)
[AAF-Supplemental Form 10 CSE to recognize grant contribution from the Rose](#)

20-0367 **Budget Ordinance Amendment No. 21BCC000008- Recognizing Coronavirus Relief Funds Received from the State Board of Elections to the Durham County Board of Elections (\$277,268)**

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No.21BCC000008 recognizing \$277, 268 of Coronavirus Relief Funds (CARES) received from the North Carolina State Board of Elections. In addition, The Board of Elections is applying for reimbursement funds through the Help America Vote Funds (HAVA). These funds will provide at a minimum of \$10,000, and not to exceed \$250,000.

The Coronavirus Relief Funds are a subgrant to support eligible expenses related to the 2020 General Election, to the Durham County Board of Elections in accordance with House Bill 1169. These funds will cover additional costs related to the execution of the forthcoming election incurred in response to the coronavirus pandemic. All expenses incurred against the subgrant will be tracked consistent with federal, state, and county guidelines. Funding allocated by this subgrant must be expended by December 31, 2020.

Additional funds will be available at a minimum of \$10,000, not to exceed \$250,000, as reimbursements against HAVA funds through the State Board of Elections consistent with the provisions of House Bill 1169. Expenses eligible for reimbursement from this funding are those incurred to improve the administration of federal elections, as authorized under HAVA Title I, Section 101. All expenses requested for reimbursement will be tracked consistent with federal, state, and county guidelines. Reimbursement requests against this subgrant may be made until June 30, 2021. As of now these funds will be sought for reimbursement of existing County budgeted funds. However due to the rapidly changing situation surrounding the upcoming election, the Board of Elections may request the Board to increase their expenditure budget at a future date.

Alignment with Strategic Plan: Goal 5

Resource Persons: Derek L. Bowens, Elections Director; Crystally Wright, Compliance Manager; Claudia Odom Hager, General Manager

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No.21BCC000008 recognizing \$277, 268 of Coronavirus Relief Funds (CARES) received from the North Carolina State Board of Elections.

Attachments:

[HAVA Notice - Durham.pdf](#)

[2020_07_24_AAF_Non-Contract_BOE_Grants.docx](#)

[CARES Notice - Durham.pdf](#)

[County Award Letter 2020.pdf](#)

[AAF-08 Legal Form BoE Recognize 277268 in Covid Relief and HAVA funds](#)

20-0380

Budget Ordinance Amendment No. 21BCC000012 Appropriate \$100,000 of General Fund COVID Reserve to support COVID positive families experiencing food insecurity.

Agenda Text: The Board is requested to approve Budget Ordinance Amendment No. 21BCC000012 to appropriate \$100,000 of General Fund COVID reserve to support Public Health's feeding efforts for COVID positive food insecure families. Per NC G.S. 130A, Public Health is required to provide supplies for individuals in isolation as a result of communicable disease.

Public Health currently provides food and supplies to COVID positive food insecure individuals at a cost of \$35 per week. We are averaging 300 food insecure COVID individuals per month for an average total of \$10,500 per month. As a result of increased COVID infection rate in the Latinx and Hispanic populations, the cost of telephone translation services to arrange for food and supply delivery is \$1,000 per month. Lastly, mileage averages \$7 round trip per household at \$2,100 per month.

An appropriation of \$100,000 to feed COVID positive food insecure residents of Durham County would last seven months, or through February 2021 at current infection rates.

Alignment With Strategic Plan: Goal 2: Health and Well-being for All

Resource Persons: Rod Jenkins, Public Health Director; Michelle Easterling, Deputy Public Health Director

County Manager's Recommendation: The County Manager recommends that the Board approved Budget Ordinance Amendment No. 21BCC000012 to appropriate \$100,000 of General Fund COVID Reserve to support COVID positive families experiencing food insecurity.

Attachments: AAF-12 Supplemental Form PH to appropriate funds from General Fund Covid I
AAF-12 Legal Form PH to appropriate funds from General Fund for Covid Rese

3. Discussion Items (210 min)

20-0385 **Durham Recovery and Renewal Task Force Update and Funding Requests (30min)**

Agenda Text: The Board is requested to receive an update from Katie Galbraith and Maticia Sims, Co-Chairs of the Durham Recovery and Renewal Task Force (RRTF), on the Task Force's work to date. The update includes funding requests being submitted by the Task Force to Durham County and City governments for consideration.

The purpose of the Task Force is as follows: "Mayor Schewel and Chair Jacobs have issued emergency stay-at-home orders and other declarations to keep Durham safe during the COVID-19 crisis. Now the time has come to plan for how Durham will recover, renew, and reemerge, and to accomplish the dual purpose of keeping our community safe while helping our economy reopen. To make best decisions about how to revise emergency declarations and stay-at-home orders, they have decided to

form, under their emergency powers, a task force on recovery and renewal to advise them. The task force will meet weekly with them over the next 100 days, engaging throughout with community partners, experts, and local businesses, in order to provide our elected leaders with actionable guidance and advice.”

Alignment with Strategic Plan: This item aligns with the County’s Strategic Goal 2: Health and Well-Being For All and Goal 3: Safe Community

Resource Persons: Katie Galbraith and Maticia Sims, Durham Recovery and Renewal Task Force Co-Chairs, Ryan Smith, RRTF Director of Policy and Partnerships

County Manager’s Recommendation: The County Manager recommends that the Board receive the update and funding requests from the Recovery and Renewal Co-Chairs and ask follow-up questions as deemed appropriate.

Attachments: [Letter from RRTF Co-Chairs_072820](#)

20-0376

Update on the Durham Transit Plan (20min)

Agenda Text: The Board is requested to receive an update on the development of the Durham County Transit Plan.

Alignment with Strategic Plan: The development of a new Durham County Transit Plan aligns with the Environmental Stewardship and Community Prosperity goal of the Strategic Plan by promoting better access to transit, and therefore jobs, education, and opportunity.

Resource Persons: Aaron Cain, Planning Manager, Durham-Chapel Hill-Carrboro MPO.

County Manager’s Recommendation: The County Manager recommends that the Board receive the presentation on the update of the development of the Durham County Transit Plan.

Attachments: [Transit Plan Update Memo - BOCC 8-3-2020](#)
[August 2020 Transit Plan Updates - BOCC 8-3-20](#)
[August 2020 Transit Plan Updates - BOCC 8-3-20](#)
[Durham Transit Plan - Project WorkPlan](#)
[Durham Transit Plan - Public Engagement Plan](#)
[Listening and Learning Engagement Summary](#)

20-0377

Greater Triangle Commuter Rail (GTCR) Update (20min)

Agenda Text: The Board is requested to receive an update on the Greater Triangle Commuter Rail Study.

Alignment with Strategic Plan: The commuter rail study aligns with the Environmental Stewardship and Community Prosperity goal of the Strategic Plan by

evaluating opportunities to promote better access to transit, and therefore jobs, education, and opportunity.

Resource Persons: Jay Gibson, General Manager of Environmental Stewardship and Community Prosperity, Katharine Eggleston, Chief Development Officer, GoTriangle

County Manager's Recommendation: The County Manager recommends that the Board receive the presentation on the Greater Triangle Commuter Rail Study.

Attachments: [GTCR Update Memo - BOCC 8-3-2020](#)
[PRES GTCR-Durham-BOCC-200803](#)

20-0349 **300 and 500 Block East Main St. Redevelopment - Design Development Review and Update (30min)**

Agenda Text: The Board is requested to receive an update from the development team on the design development phase of the Structured Parking Deck, review the schedule for the overall project and discuss the Childcare/Pre-K location.

Significant work has taken place since the previous update to the BOCC including progression of the design, approvals of the MOU's, LOI and amendments. The project team deems it appropriate to discuss the design development and project schedule with the Board of County Commissioners receiving feedback if appropriate in preparation for the Master Development Agreement, other agreements prior to entering into the Construction Documents Phase. Staff will also be making recommendations on the Childcare/Pre-K location to the BOCC requesting their feedback/input specific to that location.

Alignment with Strategic Plan: This project is in accordance with Strategic Plan Goal 4 - Environmental Stewardship and Community Prosperity particularly Strategy 4.2.C - Regional Planning: Participate in smart growth practices and support regional planning partnerships to promote a high quality of life for all.

Resource Persons: Peri Manns, ASLA, LEED GA, Deputy Director of Engineering and Environmental Services; Eric Schoenagel, AIA, Project Manager; Joel Dabrowski, AIA, Senior Design Architect; Julie McLaurin, AIA, NCARB, Community Studio Principal; Ronn Stewart, Senior Vice President, Laurel Street Development; Sarah Odio, Project Manager, DFI; and Linda Chappel, Ed.D., Senior Vice President, CCSA

County Manager's Recommendation: The County Manager recommends that the Board receive the update and provide feedback/input to the project team if appropriate.

Attachments: [20200727 BoCC Update Final](#)
[Downtown Durham Child Care Analysis_final \(1\)](#)

20-0306 **World War I Memorial Signage - Update and Discussion of Next Steps**

(20min)**Agenda Text:**

The Board is requested to receive an update from staff and discuss next steps in light of recent inquiries from citizens pursuant to this commemoration. The current monument dedicated in 1921 by the Junior Order of United American Mechanics commemorated the Durham residents that gave the ultimate sacrifice during WWI 1917-1919. The “Roll of Honor” list the names of Durham County citizens alphabetically with the names separated by race. The African American citizens are listed at the bottom of the order. The committee currently working on this commemoration will provide the update and discuss the next steps with the BOCC.

Alignment with Strategic Plan: This aligns with Strategic Goal 5: Accountable, Efficient and Visionary Government

Resource Persons: Peri Manns, ASLA, LEED GA, Deputy Director of E, E& S, Linzie Atkins, Veteran Service Officer, Sandra Lovely, Assistant Director of Library Services, Dawn Dudley, Senior Public Information Specialist, Brenda Hayes-Bright, Assoc. AIA, CDT, Project Manager and Linda Salguero, AIA, CPD, Project Manager/Public Arts Coordinator

County Manager’s Recommendation: The County Manager recommends that the Board receive the update and provide input to staff if appropriate.

Attachments:

[WORLD WAR I MEMORIAL JULY 212020SL](#)

20-0352**Administration Building Renovations - Construction Phase Update:
Project No.: DC 137 (20min)****Agenda Text:**

The Board is requested to receive an update on the construction phase from DTW Architects and Planners, Ltd. of Durham on the Administration Building Renovations located at 200 E. Main Street. The purpose of this update is to follow-up on the Capital Improvement Plan discussion previously held with DTW and staff during the June 22, 2020 BOCC RS meeting. Questions and concerns were raised about whether the final phases (floors 2 and 3) should be performed and to what extent this should be performed pursuant to the mechanical, plumbing and electrical system upgrades.

The project team will give the presentation/update on the renovation and receive input from the Board appropriately in order to determine next steps.

Alignment with Strategic Plan: This project aligns with Goal 4 - Environmental Stewardship- through the improvement of the environmental performance of County buildings to reduce energy use and greenhouse gas emissions from the built environment. The relocation of various departments within this facility also addresses Goal 5 by providing more efficient service delivery and better customer service.

Resource Persons: Peri Manns, ASLA, LEED GA, Deputy Director of Engineering; James Faress, P.E., Senior Project Manager; Robert Sotolongo, AIA, DTW Architects & Planners, Ltd. and Keith Lane, Budget Director

County Manager's Recommendation: The County Manager recommends that the Board receive the update and provide direction to the project team if appropriate.

Attachments: [Budget Summary - Admin 1 Phases 3-5 - 7 30 2020 -with RBC pricing entrie fin:](#)

20-0379 **Potential Tax Relief Options for Residents at or below 30% of the Average Median Income (30min)**

Agenda Text: The Board of County Commissioners is requested to receive an update from staff on potential tax relief options for residents at or below 30% of the average median income in Durham County. During the June 8, 2020 BOCC meeting, staff were asked to explore potential tax relief options beyond the current tax exemption programs for residents at or below 30% of the area median income. Current tax exemption programs authorized by the NC General Assembly include the Elderly/Disabled Homestead Exemption, Circuit Breaker -- Elderly/Disabled Deferment Program and the Disabled Veteran Exclusion. In May, the Tax Department in collaboration with the IS&T Department launched an on-line portal that allows residents to check their potential eligibility for existing tax-exempt programs. In addition to the on-line portal, there will be increased efforts in upcoming months to increase public awareness on existing tax relief programs.

In addition to the aforementioned state authorized tax exemptions, staff evaluated three additional approaches to provide tax relief for residents at or below 30% of the area median income. A proposed Tax Assistance Grant Program initiated by the Coalition for Affordable Housing and Transit. Another consideration was given to a Long-term Payment Deferral Program for residents at or below 30% of the area median income. This proposal is recommended under existing legislative authority. Finally, staff evaluated the potential to bolster participation in the Durham Community Land Trust program. This State-approved program is authorized by NC General Statute 105-277.17.

Further, staff also recommends that the BOCC explore a collaboration with the City of Durham to allocate funds for a housing repair program for long-term homeowners with a household income at or below 30% AMI. While this option does not provide direct tax relief, it would help some longtime residents address home repairs that go undone due to a lack of resources, thus freeing up dollars to support outstanding property taxes. Staff will explore this option further and bring additional information to the Board in September. Staff believes a toolbox of these options will provide great benefit to the community and moves Durham County forward with its goal of maintaining affordable housing.

Alignment with Strategic Plan: Goal 5: Accountable, Efficient and Visionary Government

Resource Persons: Dwane Brinson, Tax Administrator, Claudia Hager, General Manager and Bryan Wardell, Assistant County Attorney

County Manager's Recommendation: County Manager recommends the Board receive the report and authorize tax relief options that can exist under current general statutes authorization.

Attachments: [Durham County Potential Tax Relief Options for Longtime Residents At or Below](#)

20-0378

Federal Aviation Administration (FAA) Grant Offer Acceptance - Raleigh/Durham Airport Improvement Grant (5min)

Agenda Text: The Board is requested to suspend the rules and accept the grant on the part of Durham County. The grant documentation must be fully executed by Durham County and return to Authority, in advance of the FAA's deadline of September 1, 2020.

On Monday, July 13, 2020 the Raleigh-Durham Airport Authority received the attached correspondence and Grant Offer from the Federal Aviation Administration. On Thursday, July 16, 2020 the Airport Board of Directors accepted the grant. The grant provides the amount of \$6,881,956 in entitlement funding the Authority will use to reimburse previously expended funds for the reconstruction of Taxiway F.

Alignment with Strategic Plan: The item aligns with Goal 5: Accountable Efficient and Visionary Government.

Resource Persons: William C. Sandifer, Senior VP and Chief Operating Officer, Airport Authority; Wendell Davis, County Manager

County Manager's Recommendation: The County Manager recommends that the Board suspend the rules and accept the grant on the part of Durham County.

Attachments: [RDU AIP-52 GrantLetter](#)
[RDU AIP-52 GrantOffer](#)

20-0351

Removal of Citizen Board Member Due to Poor Attendance (5min)

Agenda Text: The Board is requested to remove the following member in keeping with the Attendance Policy approved by the Board of County Commissioners in August, 2014. "If an appointee has absences (excused or unexcused) which constitute more than 50% of the meetings in any calendar year or three (3) consecutive unexcused absences or five (5) consecutive excused absences in any calendar year, he or she is obligated to resign."

- Juvenile Crime Prevention Council - Lesly Gonzalez

The Clerk's Office was notified of the absences and made attempts to contact the board member. There was no response.

Alignment with Strategic Plan: This item aligns with Goal 5 Accountable, Efficient and Visionary Government. When citizens are engaged and partners on our Boards and Commissions, the vision of our Strategic Plan is achieved - a thriving, vibrant diverse community with abundant opportunity for all residents to live, work, learn,

play and grow.

Resource Persons: Monica Toomer, Clerk to the Board

County Manager's Recommendation: The County Manager recommends the Board suspend the rules and take action to remove the above listed individual from the Juvenile Crime Prevention Council due to poor attendance.

20-0384

Discussion on the Joint Durham Community Safety & Wellness Task Force (30min)

Agenda Text:

The Board is requested to discuss the bylaws for the Joint Durham Community Safety & Wellness Task Force. A task force which consists of partnership with the City of Durham and Durham Public Schools.

In the Spring of 2019, during conversations about the Durham Police Department's budget, community members requested that the City of Durham create a task force to explore and recommend community-based public safety models and interventions. City council members and staff believe that this effort will be best served by the participation of both Durham County, which administers and funds public health initiatives, and Durham County Public Schools. As a result, this proposal will create a joint task force with the City of Durham, Durham County, and Durham County Public Schools as partners. This joint community-led task force will be charged with examining the public safety & wellness needs of Durham residents and communities, educating residents on existing safety and wellness resources, and providing recommendations for additional programs to enhance public safety and wellness by focusing on community-based prevention, intervention, and re-entry services.

After multiple discussions, the City Council approved the bylaws at their March 2, 2020 meeting. Mayor Pro Tempore Jillian Johnson stated the Council agreed to commit \$1 million dollars towards investments that the task force recommends that would fall under the City's purview.

Alignment with Strategic Plan: This item aligns with Strategic Goal 2: Health and Well Being for All and Goal 3: Safe Community

Resource Persons: Wendy Jacobs, Chair, Board of County Commissioners

County Manager's Recommendation: The County Manager recommends that the Board discuss the bylaws for the Joint Durham Community Safety & Wellness Task Force and provide direction to staff.

Attachments:

[Revised Safety and Wellness Taskforce Bylaws.doc](#)

[Final-Published Attachment - 13824 - MEMO - MEMO - 3-2-2020 \(003\)](#)

[Final-Published Attachment - 13824 - OTHER - DURHAM COMMUNITY S](#)

[Feedback on Safety and Wellness Task Force](#)

4. Closed Session

20-0382**Closed Session****Agenda Text:**

The Board is requested to adjourn into Closed Session for the following:

- To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged pursuant to G.S. 143-318.11(a)(3)

Alignment with Strategic Plan: This item aligns with the Strategic Goals of Durham County Government

Resource Persons: Lowell Siler, County Attorney

County Manager's Recommendation: The County Manager recommends that the Board adjourn into Closed Session and provide direction to staff.

5. Adjournment