



Durham County

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

Meeting Agenda Board of County Commissioners

Monday, October 4, 2021

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)

[21-0623](#)

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)

[21-0464](#)

Interlocal Agreement with the City of Durham regarding participating

in Duke Energy's Green Source Advantage Program To Meet Renewable Energy Goals**Agenda Text:**

The Board is hereby requested to authorize the Interim County Manager to negotiate and execute an Interlocal Agreement with the City of Durham regarding participation in Duke Energy's Green Source Advantage program.

The BOCC adopted a resolution in 2018 calling for a plan to transition County operations to 80% clean, renewable energy by 2030 and 100% clean, renewable energy by 2050 with the purposes of building a more resilient community, promoting job creation and sustainable economic growth, and protecting our local community and the Earth for current and future generations.

Duke Energy's Green Source Advantage program (GSA) allows participants to partner with a solar developer to build a project, agreeing to pay a set amount to offset their electricity purchases for up to 20 years. The program offers these customers the flexibility of selecting and negotiating all price terms directly with a solar developer of their choice, including the retention of Renewable Energy Certificates (RECs) generated by a solar facility owned by the developer. The customer does not pay any upfront capital costs, on-going maintenance, or decommissioning costs of the facility. The Board approved participation in the program in January 2021 and staff have continued to work towards this goal.

Due to the economics of solar farm developments, the County or City would not be able to find a developer willing to partner with on GSA without combining our electrical demand to make the project large enough to be cost-effective. The County and City have already issued a joint RFP to find a developer. The Interlocal Agreement delineates the roles and responsibilities of each local government in our partnership and recognizes the need of each entity to commit to the project.

Alignment with Strategic Plan: This request aligns with Strategic Plan Goal #4 (Environmental Stewardship and Community Prosperity) by providing renewable energy that will help the county meet its greenhouse gas emissions reduction goals; Goal 5 (Accountable, Efficient, and Visionary Government) by providing a cost-effective and efficient way to meet renewable energy goals.

Resource Persons: Tobin L. Freid, Sustainability Manager; and Peri Manns, ASLA, LEED GA, Deputy Director of Engineering and Environmental Services

County Manager's Recommendation: The Interim County Manager recommends that the Board authorize the Interim County Manager to negotiate and execute an Interlocal Agreement with the City of Durham regarding participation in Duke Energy's Green Source Advantage program.

21-0466**Authorization of Cooperation Agreement and Service Agreement for participation in Duke Energy's Green Source Advantage Program****Agenda Text:**

The Board is hereby requested to authorize the Interim County Manager to negotiate

and execute the Cooperation Agreement and Service Agreement regarding participation in Duke Energy's Green Source Advantage program.

The BOCC adopted a resolution in 2018 calling for a plan to transition County operations to 80% clean, renewable energy by 2030 and 100% clean, renewable energy by 2050 with the purposes of building a more resilient community, promoting job creation and sustainable economic growth, and protecting our local community and the Earth for current and future generations.

Duke Energy's Green Source Advantage program (GSA) allows participants to partner with a solar developer to build a project, agreeing to pay a set amount to offset their electricity purchases for up to 20 years. Duke Energy pays the customer back a credit on their bills that covers part of the cost of the payment to the developer. The program offers these customers the flexibility of selecting and negotiating all price terms directly with a solar developer of their choice, including the retention of Renewable Energy Certificates (RECs) generated by a solar facility owned by the developer. The customer does not pay any upfront capital costs, on-going maintenance, or decommissioning costs of the facility. The Board approved participation in the program in January 2021 and staff have continued to work towards this goal.

As part of the GSA process, the County enters into a Cooperation Agreement with the preferred solar developer prior to applying to Duke Energy for participation in the program. After acceptance into the program, the County would sign a Service Agreement with Duke Energy and the developer formally agreeing to the financial and other terms of the project.

Alignment with Strategic Plan: This request aligns with Strategic Plan Goal #4 (Environmental Stewardship and Community Prosperity) by providing renewable energy that will help the county meet its greenhouse gas emissions reduction goals; Goal 5 (Accountable, Efficient, and Visionary Government) by providing a cost-effective and efficient way to meet renewable energy goals.

Resource Persons: Tobin L. Freid, Sustainability Manager; and Peri Manns, ASLA, LEED GA, Deputy Director of Engineering and Environmental Services

County Manager's Recommendation: The County Manager recommends that the Board authorize the Interim County Manager to negotiate and execute the Cooperation Agreement and Service Agreement regarding participation in Duke Energy's Green Source Advantage program.

21-0509

Budget Ordinance Amendment No. 22BCC00011 to Recognize \$ 903,807 from the U.S. Department of Health and Human Services Office of Minority Health (OMH) and to Create Three Full Time Equivalent (FTE) Provisional Grant Funded Positions for Public Health

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No.

22BCC00011 to recognize \$903,807 from the U.S. Department of Health and Human Services Office of Minority Health (OMH) and Create Three Full Time Equivalent (FTE) Provisional Grant Funded Positions for Public Health.

The Durham County Department of Public Health (DCoDPH) was awarded a grant from the U.S. Department of Health and Human Services (HHS) Office of Minority Health for a project to improve health literacy and equity among historically marginalized populations in Durham. The grant totals \$2 million (\$903,807 recognized in year 1 and \$1,096,193 in year 2) to be administered over the next two years for the project, titled “Bull City Strong: Improving Health Literacy in Durham to Further an Equitable Community Response to COVID-19.” This grant will fund three Full Time Equivalent positions (1) Program Manager, (2) Community Health Worker Coordinator (Human Services Coordinator) and (3) Office Assistant in Public Health.

The Board of Health has approved this amendment.

Alignment With Strategic Plan: This grant aligns with Strategic Goal 2: Health and Well-being for All by providing improved health literacy and equity among communities of color.

Resource Persons: Rodney Jenkins, MHA, Public Health Director

County Manager’s Recommendation: The Interim County Manager recommends that the Board approve Budget Ordinance Amendment No. 22BCC00011 to recognize \$903,807 from the U.S. Department of Health and Human Services Office of Minority Health (OMH) and Create Three Full Time Equivalent (FTE) Provisional Grant Funded Positions for Public Health.

Attachments: [AAF-11 Legal Form](#)

21-0555 **Review and Approval of Interlocal Agreement with the City of Durham for the Creation of An Immigrant and Refugee Affairs Initiative and Position**

Agenda Text: The Board is requested to review the proposed interlocal agreement, ask any questions they wish, and move it, either in current or amended form, for approval on October 11th.

As part of the FY21-22 budget negotiations, funds were approved for the creation of a jointly funded City-County Immigrant and Refugee Affairs position. Through subsequent City-County staff conversations, additional operating funds were approved and it was agreed that the position and initiative would initially be housed in the City’s Neighborhood Improvement Services (NIS) Department, which already has significant community outreach bandwidth.

Staff have worked with NIS to ensure a good applicant pool, to structure the interview process for appropriate community input, and contributed appropriate staff

members to participate in the formal interview process as well.

As noted in the attached scope of work for the interlocal agreement (which is at the end of the attached interlocal agreement), the purpose of the initiative and the new position is to help integrate immigrants into Durham's civic, economic, and cultural life. The person in this position will do that by building relationships with residents through people-focused programs and activities to foster community cohesion and residents' equitable participation in policy and decision-making that affect their communities.

Alignment with Strategic Plan: Resourcing our joint, City-County desire to ensure a welcoming, supportive environment for refugees and immigrants will have positive effects across Goals 1-4 of our Durham County Strategic Plan.

Resource Persons: Drew Cummings, Chief of Staff

County Manager's Recommendation: The County Manager recommends that the Board review the proposed interlocal agreement, ask any questions they wish, and move it, either in current or amended form, for approval on October 11th.

Attachments:

[INTERLOCAL AGREEMENT Immigrant Refugee Affairs FINAL](#)
[Immigrant & Refugee Affairs Summary Info](#)

21-0565

Lease Agreement Between Durham County and West End Community Foundation

Agenda Text:

The Board is requested to approve the lease agreement between Durham County and the West End Community Foundation for space at the Community Family Life and Recreation Center at Lyon Park located at 1309 Halley Street, and authorize the Interim County Manager to execute the lease.

The Community Family Life Center is located at 1309 Halley Street. The Community Family Life Center is a not-for profit community center operated out of a renovated former school that is a community hub for the West End community. The proposed lease is for three classrooms totaling approximately 2310 square feet within the Center. The lease space is needed to provide a comfortable, non-institutional space for Department of Social Services (DSS) staff to hold supervised family visitation. DSS has leased this space since November 2016 without incident and it is working well for the Department, families & children.

The term of the lease is three years, from November 1, 2021 through October 31, 2024. The initial lease rate is \$3,530.48 per month (\$42,365.71 per year), with a 3% annual escalation. The lease also includes two optional one-year renewals at the end of the first three-year term. The lease rate includes janitorial services, maintenance and utilities, and the center also has front desk sign-in services. Each classroom also includes its own bathroom and counter/sink space, and the lease includes use of the common areas such as the gymnasium and small playground. The funds for the lease are already budgeted within the DSS operating budget, so no new funding is needed.

Alignment with Strategic Plan: The lease at the Community Family Life and Recreation Center at Lyon Park supports Goal 3 “Safe and Secure Community” by providing quality, safe, supervised visitation space for family visits as well as Goal 5, “Accountable, Efficient and Visionary Government”.

Resource Persons: Nancy Mitchell, Sr. Real Estate Officer, Jane Korest, Open Space and Real Estate Division Manager.

County Manager’s Recommendation: The Interim County Manager recommends that the Board approve the lease agreement between Durham County and the West End Community Foundation for space at the Community Family Life and Recreation Center at Lyon Park located at 1309 Halley Street, and authorize the Interim County Manager to execute the lease.

Attachments: [103121 DSS LEASE for Family Life Center at Lyon Park](#)

21-0566

Durham County Temporary Screening Staff

Agenda Text:

The Board is requested to approve a contract with Express Employment Professionals in the amount of \$292,662.53 to allow for COVID-19 screening. To reduce the risk of exposure to COVID-19 in the workplace, Durham County Government implemented an infectious disease preparedness and response plan that consists of a detailed screening process. The screening process includes temperature checks and questionnaires regarding symptoms and exposure of COVID-19 for employees and residents receiving services. As we continue to serve the residents of Durham County, we don’t have the necessary internal resources to support the screening process. We have seen an increase in the number of residents receiving services in all locations including the Libraries that reopened in May.

Alignment with Strategic Plan: Goal 2: Health and Wellbeing for All and Goal 5: Accountable Efficient and Visionary Government.

Resource Persons: Claudia Hager, General Manager; Kathy R. Everett Perry, CHRO/Chief Employment Counsel, Dara Richardson, Human Resources Project Manager.

County Manager’s Recommendation: The County Manager recommends that the Board authorize the County Manager to enter into a service contract with Express Employment Professionals in the amount of \$292,662.53 to provide screening services for the Health and Human Services Complex, the Administration II, CJRC and the Libraries. Building with an option to amended the contract to add buildings or increase funds as long as it is within the Operational Budget.

Attachments: [Agenda Action Form Supplemental Document Contract Approval Screeners Se](#)

21-0577

Board of Elections Delivery Service Contract Amendment Approval

Agenda Text:

The Board is requested to approve the Durham County Board of Elections request to increase its FY21-22 service contract with Coastal Carriers, Inc, a delivery service

vendor. This contract requires an RFP, however, due to the timing of the upcoming elections and the amount of time it takes to process an RFP, we are hopeful that the Board will approve our request with the additional quotes provided. When time is more manageable, we will complete the RFP process before the end of the fiscal year.

Coastal Carriers, Inc has experience in working with other Board of Elections offices and has also just merged with our previous delivery service vendor, Marrins' Mooving. Together, we are confident that Coastal and Marrins' can accommodate our needs.

Preceding each election, service will include the delivery of Election Supplies and Equipment from the Board of Elections Warehouse to One-Stop and Election Day Voting Sites. Once voting has ended, service will include the pick-up of the same items which will be delivered back to the Board of Elections Warehouse. Service dates include the following elections:

- October 5, 2021 Municipal Primary Election
- November 2, 2021 Municipal General Election
- March 8th, 2022 Primary Election

The current contract amount is \$39,000.00, and with the amendment of \$51,000.00, the total not to exceed amount will be \$90,000.00.

Alignment with Strategic Plan: Acquiring this service will permit the Durham County Board of Elections to operate in an efficient and effective manner consistent with Goal 5 of the county's strategic plan. Enabling the Board of Elections to acquire this service will ensure continued statutory compliance and allow the Board to lead in innovative election services and internal administrative controls.

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

County Manager's Recommendation: The County Manager recommends that the Board approve the Board of Elections to enter into a contract with Coastal Carriers Inc, in the amount of \$51,000.00, to continue providing critical election services to the residents of Durham County.

Attachments: [Board of Elections Coastal Carrier Delivery Service Contract Amendment](#)

21-0578

Board of Elections Printing and Mailing Service Amendment Contract Approval

Agenda Text:

The Board is requested to approve the Durham County Board of Elections request to increase its FY21-22 service contract with SouthData, Inc. a printing and mailing service vendor. This contract requires an RFP, however, due to the timing of the upcoming elections and the amount of time it takes to process an RFP, we are

hopeful that the Board will approve our request with the additional quotes provided. When time is more manageable, we will complete the RFP process before the end of the fiscal year.

SouthData, Inc. has provided printing and mailing services to the Durham County Board of Elections since 2018, and they also service many other Board of Elections offices in the state of North Carolina. We are confident that they will continue to provide us with timely and efficient service for the elections listed below:

- October 5, 2021 Municipal Primary Election
- November 2, 2021 Municipal General Election
- March 8th, 2022 Primary Election

The current contract amount is \$39,000 and with the amendment of \$42,219.82 the total not to exceed amount will be \$81,219.82.

Alignment with Strategic Plan: Acquiring this service will permit the Durham County Board of Elections to operate in an efficient and effective manner consistent with Goal 5 of the county's strategic plan. Enabling the Board of Elections to acquire this service will ensure continued statutory compliance and allow the Board to lead in innovative election services and internal administrative controls.

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

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 \$42,219.82 with SouthData Inc. to continue providing critical election services to the residents of Durham County.

Attachments: [2021 09 15 FY22 BOE SouthData Amenedment Contract.pdf](#)

21-0582

Budget Ordinance Amendment No 22BCC00027 to Recognize \$238.44 in Grant Funds from the North Carolina Department of Public Instruction's Child Nutrition Division to the Youth Home for School Nutrition Grocery Purchases

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No.22BCC00027 recognizing \$238.44 in grant revenue from the North Carolina Department of Public Instruction's Healthy Meals Grant Fund. The Youth Home will use the funding to purchase food to serve to detained juveniles at the Youth Home facility.

The North Carolina Department of Instructions School Nutrition program works with School Food Authorities and community partners to administer the Federally Assisted National School Breakfast and Lunch Programs that provide nutritional meals to students across the state. This program fosters healthy school nutrition environments,

offers safe appealing meals, and supports learning.

The funding award is a percent of the shortfall in Federal Reimbursements for the Youth Home and based on a comparison of the month-to-month gains and losses for the last year. The funds are from the USDA and are not ESSR funds.

The Youth Home submits claims monthly for breakfast and lunch meals served, in accordance with the 2021-22 agreement renewal to administer the Federally Assisted School Nutrition Program. The Youth Home is reimbursed at the assigned rates for reimbursable meals served in accordance with the agreement. The grant funding received will be used to purchase groceries to prepare meals for detained juveniles.

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

Resource Persons: Angela G. Nunn, Youth Home Director

County Manager's Recommendation: The Interim County Manager recommends that the Board approve Budget Ordinance Amendment No.22BCC00027 recognizing \$238.44 in grant revenue from the North Carolina Department of Public Instruction's Healthy Meals Grant Fund.

Attachments:

[AAF Supplemental Document - Healthy Grant Funds](#)

2021-2022 Federally Assisted School Nutrition Program Agreement

[AAF-27 LEGAL FORM Recognize \\$238.44 in Grant Funds for Youth Home](#)

21-0583

Budget Ordinance Amendment No. 22BCC00022 to Recognize \$8,000 from the North Carolina Public Health Association to Increase Participation in the Centering Pregnancy Program

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No. 22BCC00022 to recognize funds in the amount of \$8,000 from the North Carolina Public Health Association, Ann Wolfe Mini-Grant.

The grant funds will be used to purchase incentives, increase uptake and participation in the Centering Pregnancy program. The goal is to get more clients to participate in Centering and reap the benefits of the classes such as decreased preterm labor, decreased low birth rates, increased breastfeeding rates, increase satisfaction and patient empowerment.

The Board of Health has approved this amendment.

Alignment with Strategic Plan: This grant aligns with Strategic Goal 2: Health and Well-being for All by increasing participation in the evidence-based Centering Pregnancy program which has been show to decrease the rate of preterm and low

weight babies.

Resource Persons: Rodney Jenkins, MHA, Public Health Director

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No. 22BCC00022 to recognize funds in the amount of \$8,000 from the North Carolina Public Health Association Ann Wolfe Mini-Grant.

Attachments: [Supplemental Document Ann Wolf Mini-Grant 8000](#)
[AAF-22 Legal Form](#)

21-0584

Budget Ordinance Amendment No. 22BCC00023 Public Health to Recognize \$ 39,900 from the North Carolina Department of Health and Human Services for Covid-19 Mitigation

Agenda Text: The Board is requested to approve Budget Ordinance Amendment No. 22BCC00023 Public Health to recognize \$39,900 from the North Carolina Department of Health and Human Services for the Advancing Equity Addendum Agreement.

The Durham County Department of Public Health (DCoDPH) was awarded funds from the state, through the CDC's Advancing Equity grant, to address COVID-19-related health disparities and advance health equity by expanding local capacity and services to prevent and control COVID-19 infection and transmission among historically marginalized populations. The funds are intended to (1) ensure equity is integrated into the health department's mission statement, strategic plans, policies, procedures, services and resources and (2) implement a communications and messaging campaign addressing COVID-19 prevention and vaccination for populations at higher risk, underserved, and disproportionately affected.

The Board of Health has approved this amendment.

Alignment with Strategic Plan: This grant aligns with Strategic Goal 2: Health and Well-being for All by providing improved health literacy and equity among communities of color.

Resource Persons: Rodney Jenkins, MHA, Public Health Director

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No. 22BCC00023 to recognize \$39,900 from the North Carolina Department of Health and Human Services for the Advancing Equity Addendum Agreement.

Attachments: [AAF-23 Legal Form](#)

21-0585

Budget Ordinance Amendment No. 22BCC00024 Public Health to Recognize \$115,000 from the NC DHHS Division of Public Health Women's and Children's Health Section/Children and Youth Branch

for Covid-19 Mitigation**Agenda Text:**

The Board is requested to approve Budget Ordinance Amendment No. 22BCC00024 Public Health to recognize funds in the amount of \$115,000 from the North Carolina Department of Health and Human Services Division of Public Health, Women's and Children's Health Section/Children and Youth Branch.

This grant provides temporary funding to the Local Health Department (LHD) to support the coordination of COVID-19 screening, testing, and vaccine administration efforts, and to coordinate other school health/public health services.

The Board of Health has approved this amendment.

Alignment with Strategic Plan: This grant aligns with Strategic Goal 2: Health and Well-being for All by providing more resources for COVID-19 screening, testing, and vaccine administration efforts.

Resource Persons: Rodney Jenkins, MHA, Public Health Director

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No. 22BCC00024 Public Health to recognize funds in the amount of \$115,000 from the North Carolina Department of Health and Human Services Division of Public Health, Women's and Children's Health Section/Children and Youth Branch.

Attachments:

[AAF-24 Legal Form](#)

21-0586**Restaurant Lease for Admin Building II - Thirumala Hospitality Durham, LLC****Agenda Text:**

The Board is requested to approve and authorize execution of a Lease Agreement with Thirumala Hospitality Durham, LLC 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. The proposed lease term is 10 years with options for two 5-year extensions. The annual lease rate for the first five years is \$65,820 escalating after five years to \$85,556 for years 6 through 10.

The lease agreement requires that Thirumala Hospitality Durham, LLC complete all upfit construction within 240 days at their cost, with the County contributing \$310,000 toward the total cost for all tenant improvements. The restaurant is anticipated to be open in the 2nd quarter of 2022. Thirumala Hospitality Durham, LLC will open and operate a full-service Indian restaurant, which will be open 6 days a week offering lunch and dinner service with a full bar.

The County retains the right to terminate the lease if this timeline is not achieved.

Staff received a Letter of Intent from Thirumala Hospitality Durham, LLC in June 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 mid-September.

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, Open Space and Real Estate Division Manager; Peri Manns, Deputy Director Engineering and Environmental Services.

County Manager’s Recommendation: The Interim County Manager recommends that the Board approve and authorize execution of a Lease Agreement with Thirumala Hospitality, LLC 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: [1 - FINAL Thirumala Lease Agreement 091321](#)
[AAF Supplemental for 100421WS](#)

21-0594

Land Lease for 505 West Chapel Hill Street

Agenda Text:

The Board is requested to approve the lease between Durham County and the City of Durham for the parking lot of the former Police Department Headquarters located at 505 West Chapel Hill Street. This is a one-dollar lease with a term of nine months. While this lease is within the Interim County Manager’s granted authority to approve and execute, we are bringing this item to the Board to provide the most complete and up-to-date information on the 300 and 500 E. Main St. project.

Construction on the 500 block of E. Main Street is scheduled to begin in January 2022. At that time, the parking lot currently located on this parcel will be unavailable for County staff working in the Health and Human Services Building. The new parking deck that is under construction at 300 E. Main will provide parking for Health and Human Services employees, however, it is not scheduled to be complete until August 2022, which will leave employees without parking for at least eight months. The Board approved a lease for the parking lot at 410 W. Chapel Hill in November 2020, which provides 137 spaces for DSS employees who previously parked at 300 E. Main. This lease is to accommodate Public Health and Veteran’s Services employees who park in the surface lot at 500 E. Main.

Several options for addressing the parking needs of Public Health and Veteran’s Services employees were considered. The former Police Department Headquarters at 505 W. Chapel Hill Street is currently vacant and the City of Durham has made it available for the County’s use while the new parking deck on the 300 block of E. Main is being constructed.

Staff has negotiated a one-dollar lease with the City for a term of nine months, with an option to extend if needed. The lot, which includes approximately 240 spaces, will be re-stripped by County General Services, and Nighthawk Security will provide security patrol for this lot on weekdays. The developer of the 300 and 500 block of E. Main will provide morning and afternoon shuttle service to and from the HHS building for employees.

Alignment with Strategic Plan: This agenda item supports Goal 5: Accountable, Efficient and Visionary Government.

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

County Manager's Recommendation: The County Manager recommends that the Board approve the lease between Durham County and the City of Durham for the parking lot of the former Police Department Headquarters located at 505 West Chapel Hill Street.

Attachments: [County at 505 W Chapel Hill Street final](#)

21-0595

Authorize the Interim County Manager to execute the Lender Letter of Intent/Commitment for the Loan for the 500 E. Main St. Affordable Housing Development

Agenda Text:

The Board is requested to authorize the County Manager to execute the Permanent Lender Letter of Intent/Commitment for the 500 E. Main St. Affordable Housing Development Loan in the amount of \$4,110,000.00. (See Attachment 1.)

The comprehensive application to the NCHFA must be submitted in November 2021 in order to meet the project schedule and requires a Letter of Intent/Commitment from the Lender for inclusion in the application package. Attached is the Letter acknowledging the County's intent to support the loan totaling a not-to-exceed amount \$4,110,000.00 for the 500 E. Main Street Affordable Housing Development Project (the "Project).

The Lender Letter of Intent/Commitment (LOI) is required to demonstrate stakeholder commitment to the Project and provide appropriate documentation to satisfy the bond volume cap for the tax credit application. The LOI amount has been updated to document the **195** affordable housing units which has been updated based on the current design. It is also important to note that as the Project evolved it was determined that the grant funding was not permissible and all funding from the County to the developer needed to come in the form of a loan. This funding is consistent with the previously approved Master Development Agreements for both projects (e.g., 300 and 500 Block Projects).

Alignment with Strategic Plan: The 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: Susan Tezai, Chief Financial Officer, Willie Darby, Acting County Attorney; Ronn Stewart, Senior Vice President, Laurel Street Residential; Noel Henderson- James, Development Director, Laurel Street Residential; and Peri Manns, ASLA, LEED GA, Assistant General Manager - Goal 4

County Manager's Recommendation: The Interim County Manager recommends that the Board authorize the Interim County Manager to execute the Permanent Lender Letter of Intent/Commitment for the loan totaling a not-to-exceed amount of \$4,110,000 for the 500 E. Main St. Affordable Housing Development Project.

Attachments: [500 - Permanent Lender Commitment Letter - 2021.09.14](#)

21-0601

Award of the Easement Maintenance Services for Durham County Utilities (RFP 22-004) contract to Stormwater Operations Specialists, LLC

Agenda Text:

The Board is requested to authorize the County Manager to enter into a service contract with Stormwater Operations Specialists, LLC to provide sewer easement maintenance services for the sewer collection system tributary to the Triangle Wastewater Treatment Plant (TWWTP) in an amount of \$99,100 and also authorize renewal of the contract yearly in an amount of \$99,100 for up to four additional one-year periods in accordance with the terms and conditions of the original contract and subject to budget availability.

Durham County issued a Request for Proposal (RFP 22-004) on July 28, 2021. RFP 22-004 was advertised in local newspapers and on the Durham County website. Three proposals were received on August 24, 2021. The proposal bid tabulation and evaluation forms are attached. In review of the MWBE compliance for Easement Maintenance Services for the Utilities Division (RFP 22-004), there were no participation goals achieved on this project. Stormwater Operations Specialists, LLC will be utilizing their own workforce to perform this service on the project, and they have provided a responsive bid.

Alignment with Strategic Plan: This action is in accordance with Durham County Strategic Plan Goal 4: "Environmental Stewardship and Community Prosperity," as this project will ensure easements are maintained providing ease of access in the event of a sanitary sewer spill and will provide the staff notification of potential defects within the collection system allowing repairs to be made in advance of a sewer spill or unwanted surface water from entering the collection system.

Resource Persons: Jay Gibson PE, General Manager; Peri Manns ASLA, Assistant General Manager; Stephanie Brixey, Deputy Director; and Wade Shaw, Utilities Superintendent

County Manager's Recommendation: The County Manager recommends the Board authorize the County Manager to enter into a service contract with Stormwater Operations Specialists, LLC to provide sewer easement maintenance services for the

sewer collection system tributary to the Triangle Wastewater Treatment Plant (TWWTP) in an amount of \$99,100 and also authorize renewal of the contract yearly in an amount of \$99,100 for up to four additional one-year periods in accordance with the terms and conditions of the original contract and subject to budget availability.

Attachments: [FY22 Easement Maintenance Services - AAF Supplemental Document](#)
[RFP 22-004 Easement Maintenance Services for DCo Utilities Division](#)
[Easement Cleaning Proposal Tabulation](#)
[MWBE Compliance Review Form-AAF for 22-004 RFP 091621](#)
[RFP No. 22-004 Evaluation Summary](#)

21-0605 **Interlocal Agreement Reauthorizing the Durham Bicycle and Pedestrian Advisory Commission**

Agenda Text: The Board is requested to authorize the County Manager to execute an Interlocal Cooperation Agreement with the City of Durham to reauthorize the Durham Bicycle and Pedestrian Advisory Commission.

The proposed Agreement is attached. The Agreement has been reviewed by the City and County Attorneys. The term of the Agreement is from December 1, 2021 to November 30, 2025. The proposed Agreement includes recommended changes unanimously approved by the Bicycle and Pedestrian Advisory Commission at its August 17, 2021 meeting, as follows:

- Increase the number of members from 17 to 18, with nine appointed by the City Council, and nine by the Board of County Commissioners (Section IV.A.1).
- Remove the representatives from the Recreation Advisory Commission, Open Space and Trails Commission, and Planning Commission, since it has been difficult to secure representation from the Open Space and Trails Commission and Planning Commission in recent years.
- Reduce and simplify the number of representative categories and add 2 youth and 6 at-large positions (Section IV.A.2).
- Add as an ex-officio member the Transportation Manager of Durham County, or his/her designee (Section IV.A.4)

Alignment with Strategic Plan: The Durham Bicycle and Pedestrian Commission aligns with the Environmental Stewardship and Community Prosperity goal of the Strategic Plan by encouraging bicycle and pedestrian transportation.

Resource Persons: Dale McKeel, Bicycle and Pedestrian Coordinator

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to execute an Interlocal Cooperation Agreement with the City of Durham to reauthorize the Durham Bicycle and Pedestrian Advisory Commission.

Attachments: [2021 BPAC Interlocal Agreement](#)

21-0610

Award of Aeration Basin Cleaning Services for Utilities Division to Industrial Vacuum Services Inc. in the amount of \$156,790

Agenda Text:

The Board is requested to authorize the County Manager to enter into a service contract with Industrial Vacuum Services Inc. for pressure washing, removal of debris, hauling and disposal services on an aeration basin for the Utilities Division with a total annual contract price of \$156,790 and authorize the County Manager to renew this contract yearly for up to four additional one-year periods in accordance with the terms and conditions of the original contract.

Alignment with Strategic Plan: This action is in accordance with Durham County Strategic Plan Goal 4: “Environmental Stewardship and Community Prosperity,” as this contract ensures we continue to operate treatment processes efficiently and rehabilitate the aging infrastructure as needed to allow for continued growth in the service area.

Resource Persons: Jay Gibson PE, General Manager; Peri Manns ASLA, Assistant General Manager; Stephanie Brixey, Deputy Director; Wade Shaw, Utility Superintendent

County Manager’s Recommendation: The County Manager recommends the Board authorize the County Manager to enter into a service contract with Industrial Vacuum Services Inc. for pressure washing, removal of debris, hauling and disposal services from an aeration basin for the Utilities Division with a total annual contract price of \$156,790 and authorize the County Manager to renew this contract yearly for up to four additional one-year periods in accordance with the terms and conditions of the original contract.

Attachments:

[AAF Supplemental Doc RFP 22-003](#)

[RFP 22-003 Aeration Basin Cleaning for DCo TWWTP](#)

[RFP 22-003 Addendum1-Aeration Basin Cleaning for DCo TWWTP](#)

[Aeration basin Proposal Tabulation](#)

[RFP No. 22-003 Evaluation Summary](#)

[MWBE Compliance Review Form-AAF for 22-003 RFP 090221](#)

21-0614

Cameron Grove Cemetery Lease and Conveyance

Agenda Text:

The Board is requested to approve a two-year lease with Cameron Grove Holdings LLC for the Cameron Grove Cemetery (#193009), which includes the acquisition of the property at the end of the lease term. The County Open Space program has the mission of protecting historically and culturally significant lands in addition to the more environmental sensitive open spaces such as significant forests, farmlands, and water quality priority lands. This could include protection of historic travel corridors (trading paths), archeological sites, and historically significant cemeteries. As the Board is

aware, the Stagville plantation used to encompass over 30,000 acres and over the course of its existence held approximately 3000 enslaved individuals. The overall plantation was one of the largest in North Carolina and is considered very culturally and historically significant. While 160 acres of the original Stagville plantation is in public ownership as the Stagville State historic site and is a source of education and interpretation, there are several culturally significant sites associated with Stagville that are not currently protected. The Cameron Grove Cemetery is known to be the largest of several cemeteries where enslaved people were buried prior to emancipation. The cemetery continued to be used for burials after emancipation by Cameron Grove Baptist Church until the Church moved to Bragtown in the 1940's. Cameron Grove Cemetery is estimated to include several hundred graves, most of which are not marked.

The cemetery is located within Treyburn in the non-residential business section at 5197 International Drive. The 4.5-acre property does not have direct street frontage, but does have a dedicated 15-foot access easement that provides access to the cemetery. Since mid-spring, county staff have been working with a committee comprised of the Stagville Descendants Council and local historians who share the interest and concern to ensure that the cemetery becomes publicly protected and that appropriate, sensitive maintenance and restoration could be undertaken. The current owner, Cameron Grove Holdings, LLC is amenable to the County ownership of this historic property and has agreed to initially lease the property to the County for \$1 per year with conveyance at the end of the term. The two -year lease includes an option to allow the County to purchase the property at the end of the term for \$1. In addition, the lease includes a clause that allows the owner to convey the property to the county at an earlier date if desired.

County open space staff will continue to work closely with the Stagville Descendants Council's Cameron Grove Cemetery Committee to determine the appropriate maintenance and restoration activities that both protect the site and provide a reverential and culturally sensitive site for the descendants and others. The County has an opportunity in taking on the stewardship and responsibility of Cameron Grove Cemetery to ensure that this sacred and historically significant site is preserved, stewarded and up-lifted to help tell the whole story of our county and its people.

Alignment with Strategic Plan: This acquisition helps to implement Strategic Plan Goal 4, "Environmental Stewardship and Community Prosperity," as well as Goal 1 "Community Empowerment and Enrichment."

Resource Persons: Jane Korest, Open Space and Real Estate Manager; Peri Manns, Assistant General Manager for Goal 4; Jay Gibson, General Manager for Goal 4

County Manager's Recommendation: The Interim County Manager recommends that the Board approve a two-year lease with Cameron Grove Holdings LLC for the

Cameron Grove Cemetery (#193009), which includes the acquisition of the property at the end of the lease term; and authorize the Manager to execute any legal documents necessary to effect this acquisition.

Attachments: [AAF Supplemental Form Non Contract - Cameron Grove Cemetery](#)
[Attachment 1 Cameron Grove Site Visit](#)

21-0618

Detention Center Security Glass Replacement Project

Agenda Text:

The Board is requested to approve contract amendment #1 with O'Brien Atkins in the amount of \$3,700.00 for the Detention Center Window Replacement Project (FR# 21-968). The additional cost entails \$1,700.00 for a design change to add tinted glass to the project and provides a \$2,000.00 allowance (\$1,000.00 per phase) for miscellaneous project reimbursables that are noted in the design contract scope. It is also requested that the County Manager be given authority to execute future amendments for the Detention Center Security Glass Replacement Project as long as funding is available in the project budget.

Alignment with Strategic Plan: This project aligns with Goal 5- Accountable, Efficient and Visionary Government to provide alternatives to departmental heads by researching upgraded material that maybe used to enhance security in the facility.

Resource Persons: Motiryo Keambiroiro, Director General Services, Shawn Swiatocha, Assistant Director General Services, David Alpaugh Project Facilitator, General Services

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to approve the additional funds to provide alternative glass options and reimbursable costs incurred and future change orders.

Attachments: [Revised AAF Supplemental Document -Additional funds](#)
[Add for smoked glass](#)

3. Discussion Items (300 min)

21-0608

Update from Stephen Strauss with Developmental Associates, LLC (45min)

Agenda Text:

The Board is requested to receive an update on the recruitment process for the Durham County Manager position.

During this update, the Board will review each step of the process, finalize the schedule including upcoming meetings dates and agree on the process for gaining staff and public input.

Alignment with Strategic Plan: This item aligns with Strategic Goal 5

Resource Persons: Stephen Strauss, President of Developmental Associates, LLC

County Manager's Recommendation: The County Manager recommends that the Board receive an update from Stephen Strauss on the recruitment process for the Durham County Manager position.

Attachments: [DC-MANAGER SEARCH PROCESS -ProposedPlan&Sched.](#)

21-0616

Release of Durham County's Early Childhood Action Plan (30min)

Agenda Text:

The Board is requested to receive this presentation about the release of Durham County's Early Childhood Action Plan and next steps related to plan implementation.

We are pleased to present Durham County's Early Childhood Action Plan (ECAP). After 18 months of planning, together with leadership from 150 parents, community members, and institutional leaders, and informed by the perspectives of 1,000 additional parents, caregivers, and front-line workers in early childhood fields, the plan has been finalized and publicly released. It reflects priorities for action and funding to strengthen our early childhood systems in the areas of maternal and child health, early care and education, family support, and basic needs. Our overall goal is to ensure Durham is a place where young children and their families can thrive.

The recommendations and strategies included in the plan seek to meet that goal by doing the following:

- Value the voices and experiences of families in our community.
- Ensure there is a set of universal, family and child-focused supports that promote thriving for all
- Address root cause issues in an upstream way that prevent acute stress and trauma for families
- Ensure there is a set of culturally-affirming, anti-racist, affordable supports that are responsive to and address family stress and trauma
- Change harmful mental models that prevent systems from changing in necessary ways
- Break down silos and build intentional cross-sector collaboration so we can strengthen our early childhood system as a whole

In January of 2020, the Board approved an 18-month contract with the Durham Children's Initiative (DCI) to facilitate a community planning process to develop an Early Childhood Action Plan (ECAP) for Durham County. This work was inspired by the state's NC Early Childhood Action Plan and Durham County is the first county in the state to create a county-level ECAP. A representative steering committee has been assembled to guide the implementation of the plan. Members attended an orientation in September, are building relationships with each other, and will begin meeting monthly to identify priorities for fund allocation and implementation, determine a long-term staffing structure to support implementation, develop a local early childhood advocacy agenda, and more.

While the ECAP funding priorities will be decided on by the steering committee by December 2021, staff will be prepared to share with the Board emerging funding recommendations that align with both ECAP and ARPA criteria. These include direct financial support for families with young children, expanding access to and support for

child care, and expanding access to culturally-affirming social-emotional and mental health supports for the whole family.

Alignment with Strategic Plan: The Durham County Early Childhood Action Plan is most closely aligned with Goal 1 (Community Empowerment and Enrichment) and Goal 2 (Health and Well-Being for All).

Resource Persons: Cate Elander, Early Childhood Coordinator; David Reese and Bonnie Delaune, Durham Children's Initiative; Joy Lampkin Foster and Humberto Trejo, community advisors to the ECAP

County Manager's Recommendation: The County Manager recommends that the Board receive this presentation about the release of Durham County's Early Childhood Action Plan and next steps related to plan implementation and funding.

21-0599

Comprehensive Plan Draft Southeast Durham Focus Area Recommendations (45min)

Agenda Text:

The Board is requested to receive a presentation on the Draft Southeast Durham Focus Area Recommendations and provide feedback.

Summary. The Planning Department staff have been working with the community to develop the new Comprehensive Plan. The next portion of this work, the Southeast Durham Focus Area, is now being presented to the Planning Commission, City Council, and Board of County Commissioners for feedback before staff use this as guidance for new cases in the study area.

Attachments:

Attachment 1: Southeast Durham Study Area Map

Attachment 2: Southeast Durham Development Activity since 2010

Attachment 3: Southeast Durham Engagement Summary

Attachment 4: Draft Southeast Durham Place Type Guide

Attachment 5: Draft Southeast Durham Place Type Map

Attachment 6: Draft Southeast Durham Policies

Attachment 7: Resident Input on Draft Recommendations

Alignment with Strategic Plan: The Community Goals and Objectives emphasizes Goal 4 (Community Prosperity) by promoting equitable prosperity in Durham while adhering to Goal 5 (Accountable, Efficient, and Visionary Government) by maintaining a transparent government and welcoming public input.

Resource Persons: Kayla Seibel, AICP, Scott Whiteman, AICP, Planning Manager, and Sara M. Young, AICP, Planning Director

County Manager's Recommendation: The County Manager recommends that the Board receive the presentation and provide comments.

Attachments: [BOCC SEDFA memo 20211004 - Revised](#)
[Attachment 1 Southeast Durham Study Area](#)
[Attachment 2 Southeast Durham Development Activity since 2010](#)
[Attachment 3 Southeast Durham Engagement Summary](#)
[Attachment 4 Draft Southeast Durham Place Type Guide](#)
[Attachment 5 Draft Southeast Durham Place Type Map](#)
[Attachment 6 Draft Southeast Durham Policies](#)
[Attachment 7 Resident Input on Draft Recommendations](#)

Lunch

21-0545 **Annual Reporting Update from Made in Durham (30min)**

Agenda Text: The Board is requested to receive a presentation on annual reporting from Made in Durham. The presentation will include year-end reporting as well as an update on current initiatives like the Opportunity Youth Collaborative (OYC) and the BULLS Initiative.

The OYC seeks to support opportunity youth organizations to create a continuum of care to support students to attain a high school degree, postsecondary credential and career while also building capacity of Opportunity Youth organizations to align their collective efforts.

The goals of the BULLS Initiative (Building Up Local Life Sciences) are to align, strengthen and scale the current system that supports Durham residents in obtaining a life science credential and career that provides the higher incomes essential to their ability to create wealth, while creating and scaling a dedicated track that provides Durham young adults of color with this transformational opportunity.

Alignment with Strategic Plan: This item aligns with Goal 4: Environmental Stewardship and Community Prosperity to promote and support the community and economic vitality for all residents

Resource Persons: Andrew Miracle, Economic Development Officer; Casey Steinbacher, Executive Director, Made in Durham; Victor Dzau, President, National Academy of Medicine and Chair, MID Board of Directors; JB Buxton, President, Durham Technical Community College (DTCC); Kara Battle, Vice President and Chief Academic Officer, DTCC; Geoff Durham, President and CEO, Greater Durham Chamber of Commerce; Doug Edgeton, President and CEO, NC Biotechnology Center

County Manager's Recommendation: The Interim County Manager recommends that the Board receive a presentation on annual reporting from Made in Durham.

Attachments: [Made in Durham Presentation 10-4-21](#)
[MID FY21 Annual Report](#)

21-0602 **Durham County Transit Plan Update (45min)**

Agenda Text: The Board is requested to receive an update on the development of the Durham County Transit Plan from Durham County and Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) staff.

The Durham County Transit Plan is required by state legislation that enabled the local option half-cent sales tax for public transit improvements. The plan must be adopted by the Board of County Commissioners, the GoTriangle Board of Trustees, and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Board. The plan was first adopted in 2011, with an update in 2017, and was centered around the Durham-Orange Light Rail Transit project. In 2019, GoTriangle discontinued the light rail project, and there is now a need for a new Durham County Transit Plan. The plan will guide the use of approximately \$1.05 billion for public transit improvements over the twenty-year horizon.

The Board of Commissioners last received an update on the plan on May 3, 2021. The current presentation reviews the public engagement that was completed in summer 2021 on three representative transit scenarios. The purpose of the three scenarios was to facilitate public discussion and input on potential projects that are to be included in a preferred scenario for the Durham County Transit Plan. The plan is expected to be completed in Spring 2022.

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 providing better transit services that connect to jobs, education, housing, healthcare, and opportunity.

Resource Persons: Ellen Beckmann, Durham County Transportation Manager; Jay Gibson, General Manager of Environmental Stewardship and Community Prosperity; Aaron Cain, Planning Manager, Durham-Chapel Hill-Carrboro Metropolitan Planning Organization

County Manager's Recommendation: The County Manager recommends that the Board receive a presentation on the Durham County Transit Plan.

Attachments: [AAF Supplemental Form Non Contract - Durham County Transit Plan - 2021-10](#)
[Phase II Outreach Summary_09302021 Full](#)

21-0560 **Property Tax and Software Update (45min)**

Agenda Text: Durham County conducted a countywide general reappraisal of all real property effective January 1, 2008, January 1, 2016 and January 1, 2019. At its February 8, 2021 regular meeting, the Board of Commissioners voted to delay the scheduled

January 1, 2023 general reappraisal to January 1, 2026 to allow the Tax Administration Department to upgrade its software. During the meeting it was directed that I keep the Board updated with progress towards completion of the tax software upgrade. This presentation will serve as an update on both current market activity and the upgrade of tax software.

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

Resource Persons: T. Dwane Brinson, Tax Administrator

County Manager's Recommendation: The Interim County Manager recommends that the Board receive the presentation.

Attachments: [Reappraisal Standards Final November 1 2017](#)
[Tax Administration Market and Software Update](#)
[General Reappraisal AAF Supplemental Document](#)
[Durham County General Reappraisal Briefing](#)

21-0622

Classification and Compensation Study Update-Critical Positions (30min)

Agenda Text: The Board is requested to receive an update on the review of the salary and compensation for hard to recruit and retain position/classifications that have been identified as critical to the County's operations.

The update will address the concerns raised by Durham County departments such as the Office of Emergency Services, General Services, Public Health, Social Services, Youth Home, and the Office of the Sheriff. These departments continue to experience high turnover in these critical classifications as we continue dealing with the effects of the COVID pandemic.

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

Resource Persons: Kathy Everett-Perry, CHRO/Chief Employment Counsel; Tony Noel, Human Resources Manager; Deidre Gonzales, Human Resources Manager

County Manager's Recommendation: The Interim County Manager recommends that the Board receive the update from the Human Resources Staff and advise on included recommendations.

21-0624

Commissioner Comments (30min)

Agenda Text: The Board is requested to allow each Commissioner six minutes to report on conferences or make comments regarding issues that may be of interest or concern to the Board.

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

Resource Persons: Board of County Commissioners

County Manager's Recommendation: The County Manager recommends that the Board allow comments from each commissioner and direct staff accordingly.

4. Adjournment