



# Durham County

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

## Meeting Agenda Board of County Commissioners

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Monday, January 10, 2022

7:00 PM

Commissioners' Chambers

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### Regular 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.

### 7:00 pm Regular Session

1. Opening of Regular Session - Pledge of Allegiance (5 min)
2. Agenda Adjustments (5 min)
3. Announcements (5 min)

#### [22-0031](#) Announcements (5min)

##### Agenda Text:

1. **Get Your COVID-19 Vaccination at DCoDPH** - COVID-19 cases are rising due to holiday travel and the Omicron variant. Take your shots at the Durham County Department of Public Health as soon as you can.

The vaccine clinic is open every Monday, Wednesday and Thursday from 9am - 4pm; Tuesdays from 9am - 5:45pm and closed on Fridays. No appointment is necessary. A reminder that the clinic is closed daily from 11:30am - 1pm.

2. **Martin Luther King, Jr Employee Observance Program** - For the second year, the City-County Martin Luther King, Jr. Employee Observance Program will highlight the life and legacy of Dr. King virtually. The 2022 celebration will include a multi-part series that will be released the week of the Dr. Martin Luther King, Jr. holiday. Beginning January 17, visit the primary

social media pages for the County and City to view the series. On January 20, the completed series will be released on the Durham Television Network.

**3. Durham PreK for 2022-2023 Application Period Begins February 8th -**

The Durham PreK Application for the 2022-2023 school year will open on February 8th. Visit [www.durhamprek.org](http://www.durhamprek.org) <<http://www.durhamprek.org>> to receive more information - this is just an interest form, not the official application.

If you have questions, please visit [www.durhamprek.org](http://www.durhamprek.org) <<http://www.durhamprek.org>>, call 1-833-773-5338 or email [prekchildcareservices.org](mailto:prekchildcareservices.org) for assistance.

**4. ABC11 Together Blood Drive at DCo Main Library on January 12th -**

The American Red Cross, in partnership with the Durham County Library and ABC 11 will hold a blood drive at the Main Library located on 300 N. Roxboro Street from 8am - 3:30pm.

Registration is required to donate. Please visit [www.redcross.org/abctogether](http://www.redcross.org/abctogether) <<http://www.redcross.org/abctogether>> or call 1-800-RED-CROSS to sign up.

**5. ENGAGEDurham Holding Community Meeting on January 12th -**

Residents are invited to participate in one of six staff-led Community Meetings for the new Durham Comprehensive Plan. The meeting is scheduled to be held virtually from 6pm - 8pm and registration is required.

Please visit [https://zoom.us/webinar/register/WN\\_mPpS6QCtQSymyM-9pFQIFw](https://zoom.us/webinar/register/WN_mPpS6QCtQSymyM-9pFQIFw) to complete the registration for participation.

**6. Low-Income Homeowners Relief Program (LIHR) Extension - The**

LIHR has been extended until January 31, 2022. All details on the requirements for the LIHR are available at [www.dconc.gov/dss](http://www.dconc.gov/dss) <<http://www.dconc.gov/dss>>.

Durham residents who wish to receive assistance with the application process can call 919-560-8000 Monday - Thursday to schedule an hourly appointment.

**7. Business Recovery Grant Program - The NC Department of Revenue**  
has created a new grant program for small businesses that had significant economic losses due to COVID. The Business Recovery Grant Program

includes \$500 million for two grant programs: \$300 million for hospitality businesses to include arts, entertainment, recreation, hotel, restaurants and bars as well as \$200 million for businesses that are not in one of the categories mentioned above and were also not recipients of any previous COVID relief funding. The application period is open until January 31, 2022. For more information, visit the state's link at <https://www.ncdor.gov/business-recovery-grant>

- 8. Durham Residents Can Receive Help with Their Energy Bill** - As of January 3, 2022, all Durham residents will be eligible to apply for the Low-Income Energy Assistance Program (LIEAP), you can make a virtual appointment by phone for assistance, or simply visit the state's website to complete their application.

Durham residents are to call (919) 560-8192 to make a virtual appointment with LIEAP specialists on staff. For those residents who are comfortable completing the LIEAP application without assistance, must visit, <http://epass.nc.gov> to apply for the one-time energy assistance benefit. The LIEAP program ends March 31, 2022.

#### 4. Minutes (5 min)

[22-0032](#)

**Minutes (5min)**

**Attachments:**

[December 6, 2021 - Work Session](#)

[December 13, 2021 - Regular Session](#)

#### 5. Ceremonial Items (40min)

[21-0736](#)

**Introduction of City-County Immigrant and Refugee Affairs Strategist (10min)**

**Agenda Text:**

The Board is requested to welcome the new employee and ask any questions they wish.

As part of budget discussions for the FY21-22 budget, funding was included in both City and County budgets for the creation and support of a new position - the Immigrant and Refugee Affairs Strategist. City and County agreed to house the position in the City's Neighborhood Improvement Services Department and to provide additional support funds for the position.

County staff from several different departments assisted with the interview and hiring process. Ms. Selina Máté was selected from among the candidates and began work on November 1st. Ms. Mate has a bachelor degree in history and legal studies from Huntington University. She most recently worked for World Relief Durham, an organization which helps newly arrived refugees and other immigrants access basic necessities to begin them on the journey to belonging through English classes, immigration legal services, employment services, and more. There she designed and implemented the Youth Mentorship Program that equipped refugee youth to pursue vocational and educational advancement. The organization also helps to equip community organizations to provide assistance and advocacy, and also works to improve systems that have historically marginalized refugees and other immigrants. That work has uniquely prepared her for her work with the City and County, which includes many of those same goals.

**Alignment with Strategic Plan:** Offering a warm and effective welcome and array of services to immigrants and refugees is an important way for Durham County to achieve many objectives stated in Goals 1 - 3 of the Durham County Strategic Plan.

**Resource Persons:** Drew Cummings, Chief of Staff

**County Manager's Recommendation:** The County Manager recommends that the Board welcome the new employee and ask any questions they wish.

**Attachments:** [Immigrant and Refugee Affairs ILA Scope of Work Only](#)

**22-0026**

**Resolution - Honoring Mr. Linward Hedgspeth (10min)**

**Agenda Text:**

The Board is requested to approve the attached resolution honoring Mr. Linward Hedgspeth.

Mr. Hedgspeth made history in 2019 as the first Black President - Elect and National President from 2020 to 2021 in the 93-year history of Ruritan National. Along with numerous other accolades, we would like to recognize and congratulate Mr. Hedgspeth on his groundbreaking and historic role as the first Black President of Ruritan National.

**Alignment with Strategic Plan:** This item aligns with Goal 1: Community and Family Prosperity

**Resource Persons:** Wendy Jacobs, Vice Chair, Durham Board of County Commissioners

**County Manager's Recommendation:** The County Manager recommends that the Board approve the resolution honoring Mr. Hedgspeth.

**Attachments:** [Resolution - Linward Hedgspeth - 3Jan22](#)

**22-0027**

**Resolution - Honoring the life and legacy of Archbishop Desmond Tutu (10min)**

**Agenda Text:**

The Board is requested to approve a memorial resolution honoring the life and legacy of Anglican Archbishop Desmond Tutu. As South Africa's Nobel Peace Prize winning activist, he was known for his work against the oppressive system of apartheid. His tireless nonviolent work helped to bring change to the least of these on a global scale.

In 2010, he announced his retirement from public life to spend more time with family and to "read, write, pray and think." He was 90 years old and passed on December 26, 2021.

**Alignment with Strategic Plan:** This item aligns with Goal 1: Community and Family Prosperity

**Resource Persons:** Brenda Howerton, Chair, Durham Board of County Commissioners

**County Manager's Recommendation:** The County Manager recommends that the Board approve the resolution honoring Archbishop Desmond Tutu

**Attachments:**

[Resolution - Archbishop Desmond Tutu - 10Jan22](#)

**22-0030****Proclamation - National Mentoring Month (10min)****Agenda Text:**

The Board is requested to issue a proclamation declaring January 2022 as National Mentoring Month in Durham County. The goal of the proclamation is to urge all residents of Durham County to rededicate ourselves to preventing youth from entering the juvenile and criminal justice systems and recommit to building a community where all our youth can grow, flourish, and take Durham County to new and greater heights through effective mentoring relationships.

Created in 2002 by the Harvard School of Public Health and MENTOR: The National Mentoring Partnership, National Mentoring Month (NNM) focuses national attention on the need for mentors, as well as how each of us - individuals, businesses, government agencies, schools, faith communities and nonprofits - can work together to increase the number of mentors to assure positive outcomes for our young people.

NNM celebrates mentoring and the positive effect it can have on young lives. Its goals are to raise awareness of mentoring in its various forms, recruit individuals to mentor, especially in programs that have waiting lists of young people and promote the rapid growth of mentoring by recruiting organizations to engage their constituents in mentoring.

**Alignment with Strategic Plan:** Goal 1: Community & Family Prosperity and Enrichment; Goal 3: Safe & Secure Community; and Goal 5: Accountable, Efficient and Visionary Government

**Resource Person(s):** DeWarren K. Langley, jd, mpa, Executive Director, Charles

Hamilton Houston Foundation, Inc.

**County Manager Recommendation:** The County Manager recommends that the Board issue a proclamation declaring January 2022 as National Mentoring Month in Durham County.

**Attachments:** [Proclamation - National Mentoring Month - January 2022 \(01-10-22\)](#)

**22-0035**

**Resolution - Celebrating & Honoring the Life & Service of Dr. Martin Luther King, Jr. (10min)**

**Agenda Text:**

The Board is requested to issue a resolution celebrating & honoring the Life & Service of Dr. Martin Luther King, Jr. The purpose of the resolution is to recognize and honor the life and work of Dr. Martin Luther King, Jr. and his commitment to a free and just world; in addition to calling on the residents of Durham County to join the Durham Community Martin Luther King, Jr. Steering Committee, Inc. in reflecting on and advancing Dr. King's work and fulfilling his dream.

Dr. Martin Luther King, Jr. devoted his life to equality, social justice, economic advancement, and opportunity for all. Dr. King used his gift of oratory to awaken America to the realities of life for African Americans and to make life better for all by encouraging change through nonviolent means. The 2022 Virtual King Holiday Celebration will include the Virtual Annual Religious Service.

Each year, the Durham Community Martin Luther King, Jr. Steering Committee, Inc. plans appropriate ceremonies and programs in recognition of the King Holiday to preserve the legacy and example of Dr. Martin Luther King, Jr.

**Alignment with Strategic Plan:** Goal 1: Community & Family Prosperity and Enrichment; Goal 3: Safe & Secure Community; and Goal 5: Accountable, Efficient and Visionary Government

**Resource Person(s):** DeWarren K. Langley, JD, MPA, Vice Chair, Durham Community Martin Luther King, Jr. Steering Committee, Inc.

**County Manager Recommendation:** The County Manager recommends that the Board issue a resolution celebrating & honoring the Life & Service of Dr. Martin Luther King, Jr.

**Attachments:** [Resolution - Celebrating & Honoring the Life & Service of Dr. Martin Luther King](#)

## 6. Consent Agenda (15 min)

**21-0700**

**Approval to Enter into a Contract with Insight Global Staffing Agency for an IS&T Help Desk Contractor Using Current Fiscal Year**

**Operational Budget Funds of \$72,800****Agenda Text:**

The Board is requested to authorize the County Manager to enter into a contract of \$72,800 with Insight Global-a staffing agency-- to obtain the services of an additional IS&T Help Desk contractor to supplement the services provided by the help desk staff. The approved funding is from the current fiscal year 2021-2022 operational budget.

This contracted position will join IS&T's Technical Support Analyst team and support the productivity of County employees as they telework during the COVID-19 pandemic. This contractor will answer phone calls from employees, create service tickets, resolve issues, and help ensure employees have appropriate access to County information networks.

The IS&T Client Services team is responsible for all first and second-level IT support and manages capital improvement projects for all Life Cycle Replacement of client systems (desktop, laptops, phones, tablets) and Audio Video equipment. Monthly, the IS&T Client Services team of four Technical Support Analyst receives over 1,000 requests for incident repair or services and over 400 phone calls for direct support. The team is in the process of ordering 400 replacement client systems that will increase the team's workload as these new systems are prepared and deployed. This additional position will enable the Client Services team to continue providing the current level of support to County employees as this additional work is done.

**Alignment with Strategic Plan:** Goal 5 - Accountable, efficient, and visionary government

**Resource Persons:** Greg Marrow, CIO; Aaron W Stone, Assistant Director IS&T; Kimberly Cook, IS&T Business Manager

**County Manager's Recommendation:** The County Manager recommends the Board authorize the use of IS&T's current fiscal year operating funds of \$72,800 to enter into a contract with Insight Global staffing agency for the services of an additional IS&T help desk contractor.

**Attachments:**

[IG Helpdesk Position AAF Supplemental Document](#)

**21-0701****Approval to Extend Project Manager Contract with "The Select Group" for Capital Project-IST Hardware and Services by \$90,000 to a total of \$129,999****Agenda Text:**

The Board is requested to authorize the County Manager to approve the extension of an existing contract with "The Select Group" which will increase the current contract amount by \$90,000 to a total of \$129,999 for project management of the IS&T Hardware and Services Capital Project. Funding for this contract increase will come from available funding within the capital project. This contract will extend into FY 2022-2023.

This project manager will work within the IS&T Project Management Office and primarily manage a new capital project for IS&T Hardware and Services. This project will focus on modernizing hardware and software for Durham County Government as a part of planned infrastructure enhancements. These enhancements will improve operational efficiencies and service delivery effectiveness. The Board approved funding for this capital project on June 28, 2021. The current budget for this project is \$7,056,360.

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

**Resource Persons:** Aaron Stone, Assistant Director of Information Services and Technology and Greg Marrow, Chief Information Office of Information Services and Technology; Kimberly Cook, IS&T Business Manager

**County Manager's Recommendation:**

The County Manager recommends that the Board authorize the County Manager to approve a contract extension with "The Select Group" in the amount of \$90,000 for a total contract amount of \$129,999. This contract will provide a contracted project manager to manage a previously approved capital project to enhance and modernize current IS&T infrastructure.

**Attachments:**

[AAF CIP PM The Select Group Supplemental Document](#)

[SELECT GROUP DR PMO AMENDMENT 10182021-06302022](#)

**21-0741**

**Extension of the 2022 Listing Period for Business Personal Property**

**Agenda Text:**

The Board is requested to delegate authority to the Tax Assessor to grant individual extensions for the listing of business personal property upon written request showing good cause that an extension should be granted. Extensions would extend the listing period until no later than April 15, 2022.

Under G.S. 105-307, the period during which property is to be listed for taxation each year shall begin on the first business day of the month of January, and, unless extended as provided by statute, shall continue through the month of January. The Board of Commissioners shall grant individual extensions of time for the listing of personal property upon written request and for good cause shown. The request must be filed with the Tax Assessor no later than the ending date of the regular listing period. The Board may delegate the authority to grant extensions to the Assessor.

**Alignment with Strategic Plan:** This item aligns with Strategic Goal 5: Accountable, Efficient, and Visionary Government. Requested action ensures the county complies with North Carolina General Statutes and ensures we are accountable to our citizens. The actions of the Tax Department and this Board impact all strategic goals due to the revenues needed.

**Resource Persons:** T. Dwane Brinson, Interim General Manager/Tax

Administrator

**County Manager's Recommendation:** The County Manager recommends that the Board delegate authority to the Tax Assessor to grant extensions until no later than April 15, 2022 to taxpayers required by North Carolina General Statutes to list business personal property, who request an extension during the month of January and show good cause.

**22-0001**

**Budget Ordinance Amendment No.22BCC00055 to Recognize \$259,469 of NC Department of Transportation (NCDOT) Rural Operating Assistance Program (ROAP) funds for Transportation**

**Agenda Text:**

The Board is requested to approve Budget Ordinance Amendment No.22BCC00055 to recognize \$259,469 of NC Department of Transportation (NCDOT) Rural Operating Assistance Program (ROAP) funds in Transportation.

The NCDOT Rural Operating Assistance Program (ROAP) provides state operating assistance funding for trips in Durham County. The ROAP program provides trips for elderly and disabled residents, employment-related trips, and trips for rural residents. These state funds were eliminated in the FY21 state budget but have been restored in FY22. NCDOT issued a call for applications this fall. Durham County applied, and NCDOT has granted the County \$259,469 for eligible trip costs. These grant funds need to be recognized and appropriated in the FY22 budget through this amendment.

**Alignment with Strategic Plan:** GoDurham ACCESS Services align 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

**County Manager's Recommendation:** The County Manager recommends that the Board approve Budget Ordinance Amendment No.22BCC00055 to recognize \$259,469 of NC Department of Transportation (NCDOT) Rural Operating Assistance Program (ROAP) funds in Transportation.

**Attachments:**

[32\\_FY 22 ROAP Funding](#)

[AAF-55 LEGAL FORM Transportation Recognize \\$259,469 in ROAP funding.dc](#)

[AAF\\_Supplemental Form Non Contract - ACCESS Budget Amendment - 2022-\(](#)

**22-0004**

**Detention Center Cooler Freezer Restoration (temporary refrigeration)**

**Agenda Text:**

The Board is requested to approve funding in reference to the Detention Center Cooler Freezer Restoration project FR 21-1150 in the amount of Two Thousand Four Hundred Dollars (\$2,400.00) to provide temporary refrigeration rental or services due to a malfunctioning existing cooler, with the contractor Hobart Services LLC. This is just a contract increase with the existing contractor, Hobart Services LLC, as the funds for this item are already included in the budget. The equipment is

slated to be replaced; however, material and equipment delays have impacted the installation schedule. Failures have made the need for a temporary rental unit or service to bridge the gap before the new units are installed.

**Alignment with Strategic Plan:** This project aligns with Goal 5- Accountable, Efficient and Visionary Government. This will allow General Services to provide a temporary cooler if needed in the event of a failure that cannot be remedied.

**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 funding to the Hobart contract increase, Fr# 21-1150 in the amount of \$2,400.00 to provide a temporary a refrigerator at the County Detention Center.

**Attachments:**

[AAF Supplemental Document - Contract Approval](#)

[Durham County Detention Facility - Durham Detention Center Temporary Coole](#)

**22-0005**

**Budget Ordinance Amendment No. 22BCC00060 Public Health to Recognize \$514,327 from the NC DHHS Division of Public Health Women's and Children's Health Section/Immunization Branch for Covid-19 Mass Vaccination Planning and Implementation**

**Agenda Text:**

The Board is requested to approve Budget Ordinance Amendment No. 22BCC00060 Public Health to recognize funds in the amount of \$514,327 from the North Carolina Department of Health and Human Services Division of Public Health, Women's and Children's Health Section/Immunization Branch for mass Covid-19 vaccination planning and implementation.

This grant provides funding to the Local Health Department (LHD) to help support activities associated with COVID-19 mass vaccination planning and implementation.

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 vaccination services.

**Resource Persons:** Rodney Jenkins, MHA, Public Health Director

**County Manager's Recommendation:** The County Manager recommends that the Board approve Budget Ordinance Amendment No. 22BCC00060 Public Health to recognize funds in the amount of \$514,327 from the North Carolina Department of Health and Human Services Division of Public Health, Women's and Children's Health Section/Immunization Branch for Covid-29 Mass Vaccination Planning and Implementation.

**Attachments:**

[AAF-60 Legal Form](#)

**22-0006****Approval of Contract with Accentuate Staffing, Inc for a ServiceNow Technical Support Contractor for \$243,750.00 to be funded by FY2021-2022 IS&T Operational Budget****Agenda Text:**

The Board is requested to authorize the County Manager to enter into a contract for \$243,750 with Accentuate Staffing, Inc. to provide services for a ServiceNow Technical Support Contractor until August 26, 2022. The funding for this action will be from the current fiscal year 2021-2022 operational budget. In addition, this request is to give the County Manager authority to sign subsequent maintenance amendments not to exceed the existing operational budget.

The IS&T ServiceNow Technical Support Contractor works within the IS&T Department to support the current production ServiceNow platform being used in departments, provide best practice recommendations on the ServiceNow platform for Durham County, and further grow our use cases with the platform. This position will support the existing IS&T technical support team supporting the DCo ServiceNow environment and will also assist with knowledge transfer, development, and architecture for ServiceNow solutions. The ServiceNow solution is a transformational enterprise digital workflow platform that requires specific ServiceNow skills and training to implement and support.

**Alignment with Strategic Plan:** This item aligns with Strategic Goal 5 - Accountable, efficient, and visionary government

**Resource Persons:** Greg Marrow, Chief Information Officer; David Nicolaysen-Assistant Director; Les Hamashima-Assistant Director; Kim Cook, IS&T Business Manager.

**County Manager's Recommendation:** The County Manager recommends the Board authorize the execution of the contract in the amount of \$243,750 with Accentuate Staffing, Inc. to provide services of a ServiceNow Technical Support Contractor until August 26, 2022. The funding for this action will be from the current fiscal year 2021-2022 operational budget. In addition, the County Manager requests the authority to sign subsequent maintenance amendments not to exceed the existing operational budget.

**Attachments:**

[AAF Accentuate Supplemental LH](#)

[ACCENTUATE STAFFING, INC. 12162021-12152022 LEGAL COPY](#)

**22-0007****Budget Ordinance Amendment No.22BCC00056 to Recognize \$83,960.25 for Year One of a Three-Year US Department of Justice Grant to the Criminal Justice Resource Center for the Mental Health Court Expansion Initiative****Agenda Text:**

The Board is requested to approve Budget Ordinance Amendment No.22BCC00056 recognizing \$83,960.25 for the first year of a three-year grant award from the US Department of Justice, Bureau of Justice Assistance. The funding will be used for the Mental Health Court Expansion Initiative.

The US Department of Justice awarded a three-year grant to Durham County and the Criminal Justice Resource Center to enhance and expand the Mental Health Court Diversion Program. The first year of the grant is set aside for planning. The second and third years of the grant are dedicated to program implementation. A Planning and Implementation Guide must be completed in year one and approved by US DOJ before funding for the second and third years will be released. The total federal funding award is \$467,696.

The Durham County Criminal Justice Resource Center will collaborate with the Durham County District Attorney's Office and the Courts to enhance the capacity of the existing Mental Health Court Diversion Program and align with best practices.

**Alignment with Strategic Plan:** This agenda item aligns with Goals 2, 3 and 5 of Durham County's Strategic Plan.

**Resource Persons:** Gudrun Parmer, CJRC Director, and Roshanna Parker, CJRC Assistant Director

**County Manager's Recommendation:** The Interim County Manager recommends that the Board approve Budget Ordinance Amendment No.22BCC00056 recognizing \$83,960.25 for the first year of a three-year grant award from the US Department of Justice, Bureau of Justice Assistance. The funding will be used for the Mental Health Court Expansion Initiative.

**Attachments:**

[AAF 22-0007, Supplemental Document - DOJ Grant, Mental Health Court Expa](#)

[AAF 22-0007, Award Letter](#)

[AAF-56 LEGAL FORM CJRC to Recognize \\$83,960.25 in USDOJ funding.docx](#)

**22-0008**

**Bull City Financial Services (BCFS) Contract Amendment**

**Agenda Text:**

The Board is requested to approve a contract amendment with Bull City Financial Services (BCFS) to increase the contract amount \$125,100, taking the original contract amount from \$39,900.00 to \$165,000. BCFS is the Office of Emergency Services - EMS Division's third-party collections company for delinquent payments.

The County entered into the initial contract with BCFS in January 2021 in the amount of \$39,900. The contract was amended on July 1, 2021 to extend the contract period to June 30, 2022. This contract amendment adds \$125,100 to the existing contract for a total amount not to exceed \$165,000. The lower original contract amount can be attributed to the lack of experience with the contractor and their ability to collect delinquent payments on our behalf of the OES - EMS Division. Having gained more experience working with the contractor to date, it has become apparent that an increase in the contract amount is warranted.

The contract primary placement fee is 17% for recent delinquent accounts and the secondary placement fee (these are harder to collect delinquent accounts that were

transferred to BCFS from our previous collections vendor) is 25%. Projecting the remainder of the contract period through June 30, 2022 (6 months), it is estimated that the total contract primary placement fee amount will be approximately \$165,000. Funding by fees for this contract are based off of actual collections once the invoices have been reconciled.

**Alignment with Strategic Plan:** County's Strategic Goal 3: Safe Community and Goal 5: Accountable, Efficient, and Visionary Government.

**Resource Persons:** Jim Groves, OES Director and Michael Rafidi, OES Business Services Supervisor

**County Manager's Recommendation:** The Interim County Manager recommends that the BOCC approve the contract amendment and authorize the Interim County Manager to execute the contract amendment with BCFS for an amount not to exceed \$165,000.

**Attachments:**

[BCFS AAF Supplemental Document FY22](#)

[Bull City Financial Solutions- Contract Amendment Jan 2022](#)

[BullCityFinancial- DurhamCountyEMSagreement21-22](#)

[RE BCFS Contract Approval from Legal](#)

**22-0009**

**Conservation Easement Option with Clara Glenn for 12721 Hampton Road**

**Agenda Text:**

The Board is requested to approve an option to purchase a farmland conservation easement with Clara Glenn at 12721 Hampton Road, to use current open space capital project funds to support 50% of the cost of the easement, and to authorize the Manager to execute the federal ALE grant agreement if funds are awarded. The Glenn farm consists of 40.5 acres (parcel #190919) located at 12712 Hampton Road in northern Durham County, east of Rougemont and south of Red Mountain Road. The Glenn farm was originally owned by Lucius Glenn, who was the patriarch of the extended Glenn family that owns multiple properties along Hampton Road; two of the cousins, Mr. Douglas Daye and Mr. Alston Glenn, have also protected their farms with a conservation easement with Durham County (see Attachment 2). The Glenn Farm also includes the historic Bowling-Glenn House, which was listed on the Durham Historic Inventory. The Durham Farmland Protection Advisory Board recommended approval of a farmland easement on the Glenn farm at their November 2021 meeting.

This year's federal Agricultural Lands Easement Program (ALE) program cycle has a submission deadline on January 14, 2022. For farms to be eligible for consideration of the program grant funds, the County needs to have a signed commitment (real estate option) between the county and the owner signaling the owner's intent to move forward with the easement if funding is approved. The real estate option gives the County the right but not the obligation to close on the easement. Conservation

easements are a cost-effective way to permanently protect farmland since the property remains in private ownership, but the county holds the development rights. An attachment explains how the values of conservation easements are determined. To date, Durham has permanently protected over 2367 acres on 20 farms. Of these farms, 17 were protected using federal farmland grant funds, and Durham County has been fortunate to have been awarded over \$7.6 million in federal funds since 2005 towards conserving permanent farmland in Durham County (counting both completed and pending projects).

If awarded, the federal ALE grant funds would be used to pay for 50% of the approved appraised value for the acquisition of the conservation easement. The county's estimated total costs for the easement including 50% of the easement value, survey, appraisals, and closing costs should be no more than \$180,000. The County's open space and farmland capital project account has sufficient funds to pay for the county's portion of the Glenn easement project, so no additional funding is needed for these easements. If an ALE grant is awarded and the easement moves forward, a final budget for the farm easement and county's costs would be brought back to the Board prior to closing. The grant funds are not paid until the time the easement on the farm is conveyed.

**Alignment with Strategic Plan:** The acquisition of farmland conservation easements for permanent open space directly supports the County's Strategic Plan Goal #4 Environmental Stewardship, Outcome Measure #4 which is: "Number of total acres of open space and farmland that have been protected/ influenced by Durham County." Protection of permanent farmland also supports water quality protection goals and helps to preserve rural character, two other Goal 4 objectives.

**Resource Persons:** Jane Korest, Open Space & Real Estate Manager; Celeste Burns, Open Space Coordinator, Peri Manns, Deputy Director of Engineering and Environmental Services

**County Manager's Recommendation:** The County Manager recommends that the Board approve the conservation easement option with Clara Glenn for three years through December 31, 2024; to allocate current open space capital project funds to support Durham County's required match for the easement cost; and to authorize the Manager to execute the ALE grant agreement if funds are awarded.

**Attachments:** [AAF Supplemental Document - Glenn Farm Easement](#)  
[Attachments 1-6 Clara Glenn Farm - maps and photos](#)

## **22-0010**

### **Emergency & Scheduled Repairs for TWWTP Contract Amendment with Carolina Civilworks, Inc.**

**Agenda Text:** The Board is requested to authorize the County Manager to enter into a contract amendment to increase the existing service contract with Carolina Civilworks, Inc. (FR# 22-216 and RFP# 21-020) for emergency and scheduled Triangle Wastewater Treatment Plant (TWWTP) repairs in the amount of \$51,306.24, bringing the total

contract amount from \$113,482.18 to \$164,788.42, and to execute any other related contracts, including amendments, not to exceed \$185,000.

**Alignment with Strategic Plan:** This action is in accordance with Durham County Strategic Plan Goal 4: “Environmental Stewardship and Community Prosperity”.

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

**County Manager’s Recommendation:** The County Manager recommends the Board to authorize the County Manager to enter into a contract amendment to increase the existing service contract with Carolina Civilworks, Inc. (FR# 22-216 and RFP# 21-020) for emergency and scheduled Triangle Wastewater Treatment Plant (TWWTP) repairs in the amount of \$51,306.24, bringing the total contract amount from \$113,482.18 to \$164,788.42, and to execute any other related contracts, including amendments, not to exceed \$185,000.

**Attachments:**

[CCW\\_TWWTP\\_FR22-216\\_Amend 1 & Initial](#)

[AAF Supplemental Document - Contract Approval 12.21.2021](#)

[Quote - FCA](#)

[Quote - Insulation](#)

[Quote - Flapper Valves](#)

**22-0013**

**Request from Durham County ABC Board for Flexibility with General Manager Salary**

**Agenda Text:**

The Board is requested to review and approve the attached request from the Durham County ABC Board.

The Durham County ABC Board is in the process of hiring a new general manager. State law stipulates that if the salary of the ABC Board’s general manager will exceed the salary of the local Clerk of Court, the ABC Board must receive permission for the salary from the appropriate Board of County Commissioners. Though the ABC Board is still in the process of advertising the position, the feedback they have received from several outside consultants concludes that they may need to be able to offer a salary higher than that of the local Clerk of Court. More details on their rationale and situation are included in the attached letter from Durham County ABC Board Attorney.

Given the importance of a high-functioning and well-managed ABC system to our county’s economy, staff are supportive of the local ABC Board having authority to negotiate the salary for the current ABC Board’s General Manager search. Staff have provided the ABC Board the General Manager salary range as a framework for this decision that aligns with the market salary range. This authorization only applies to the existing general manager search. In February 2022, staff will bring a recommendation to the Board of County Commissioners that outlines a permanent

approach for salary setting when establishing the ABC Board General Manager salary.

**Alignment with Strategic Plan:** A high-functioning and well-managed ABC system is important for Goals 1 and 4 of the Durham County Strategic Plan (Community Enrichment / Community Prosperity).

**Resource Persons:** Drew Cummings, Chief of Staff

**County Manager's Recommendation:** The County Manager recommends that the Board delegates authority to the ABC Board to set the General Manager's salary for the current recruitment effort.

**Attachments:** [DCABC Board of Commissioners ltr 12-20-21](#)

**22-0015**

**Amendment to Lease Agreement Between Durham County and Presidential Park West Property Owner, LLC**

**Agenda Text:**

The Board is requested to approve an amendment to the lease between Presidential Park West Property Owners, LLC and Durham County to increase the total cost by \$316,500 to cover upfit costs and contingency for the remainder of the construction project, and to authorize the Interim County Manager to execute the amendment.

Additional funds are needed to pay for the construction of the interior upfit of the space to accommodate the County's needs. Change orders to date, design fees and construction management fees total \$217,211. An additional allocation of \$316,500 is recommended to cover these expenses, and to provide a reasonable contingency amount for the remainder of the project.

**Alignment with Strategic Plan:** This item aligns with Strategic Goal 3: Safe Community and Goal 5: Accountable, Efficient and Visionary Government.\_

**Resource Persons:** Nancy Mitchell, Sr. Real Estate Officer, Peri Manns, Asst. General Manager/Deputy Director of Engineering and Environmental Services.

**County Manager's Recommendation:** The Interim County Manager recommends that the Board approve an amendment to the lease between Presidential Park West Property Owners, LLC and Durham County to increase the total cost by \$316,500 to cover upfit costs and contingency for the remainder of the construction project, and to authorize the Interim County Manager to execute the amendment.

**Attachments:** [AAF Supplemental Document PPW edits \(002\)](#)

[PPW Lease Amendment 010322 \(1\)](#)

**22-0016**

**Capital Project Amendment No.22CPA00015 Appropriating \$12,000,000 of Limited Obligation Bond (LOBs) Funding From a Future Financing Source to increase the Existing Snow Hill Road Pump Station and Force Main Replacement Project**

**(47302635DC149); as well as Execution of the Design-Builder  
“Guaranteed Maximum Price #4” Contract****Agenda Text:**

The Board is requested to approve Capital Project Amendment No.22CPA00015 appropriating \$12,000,000.00 of Limited Obligation Bond (LOBs) Funding from a future financing source to increase the existing Snow Hill Road Pump Station and Force Main Replacement Project (47302635DC149), as well as authorizing the County Manager to execute a design-build contract amendment with Wharton-Smith/Hazen and Sawyer for GMP #4 in the amount of \$11,600,000.00 and approve the construction contingency at (3.5%) in the amount of \$400,000.00. The construction contingency will be used to execute any other related contracts - including change orders, if necessary - not to exceed the available budget of \$12,000,000.00 for the design-build GMP #4 for the Snow Hill Road Pump Station and Force Main Project.

| Project # | Project Name                | Current Budget | INCREASE     | Revised Budget |
|-----------|-----------------------------|----------------|--------------|----------------|
| 4730DC149 | Snow Hill Road Pump Station | \$18,295,000   | \$12,000,000 | \$30,295,000   |

The Snow Hill Road Pump Station (SHRPS) was identified as a limiting factor in growth of the Treyburn business district in 2013. Although the SHRPS was upgraded in 2015, the pump station is no longer capable of being upgraded to sufficiently convey wastewater from the Treyburn business district and must be replaced with a larger station and separate force main. Although Phase 1A of the SHRPS is nearly complete with construction, the existing 12-inch force main will be utilized until completion of Phase 1B which includes the proposed 20-inch force main. During design, it was projected the pump station would provide a firm capacity of 2,450gpm utilizing the existing 12-inch force main and was estimated to sustain growth for 3 to 5-years. While performing acceptance testing of the new pump station, the condition of the existing force main is yielding a lower firm capacity of approximately 2,000gpm. Although an incremental increase of approximately 800gpm will be achieved with the new pump station, the growth of multiple industries in Treyburn business park appears to be outpacing the estimated lifespan of this increase.

Although Durham County economic development was a driving factor behind the expansion of this pump station, consideration was given to the County residents of the nearby Cabin Branch region as well. This region consists of residential landowners facing deteriorating soil conditions causing septic systems to be nearing the end of their lifespan. Extension of sanitary collection system through this region will allow decommissioning of these failing septic systems and will reduce or eliminate the environmental impacts in the downstream tributaries and lakes.

On August 26, 2019, the Board approved Capital Project Amendment No. 20CPA000002 in the amount of \$12,685,000 as well as the design-build contract execution with Wharton-Smith/Hazen and Sawyer. The Board has previously approved GMP#1 on May 11, 2020, GMP#2 on October 12, 2020, and GMP#3

on May 24, 2021. GMP #4 Contract Package consists of permitting the previously completed force main construction documents, easement acquisition, and construction of the force main. In an attempt to solicit the greatest feedback from the construction industry, the project will be advertised on major construction bidding platforms and to all qualified MWBE contractors.

The City has recently indicated they will participate in the costs associated with this element of the project. Staff requests that the BoCC move this item forward today to support our economic development goals as well as the timing needs of our partners this facility serves. The County and City Managers will return in March 2022 with a proposed cost-sharing agreement.

**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 a quality delivery of the Snow Hill Road Pump Station to promote economic development.

**Resource Persons:** Jay Gibson, P.E. General Manager; Peri Manns, ASLA, LEED GA, Assistant General Manager/Deputy Director Engineering & Environmental Services; Vincent Chirichella, P.E., Sr. Project Manager

**County Manager’s Recommendation:** The County Manager recommends the Board approve Capital Project Amendment No.22CPA00015 to appropriate \$12,000,000.00 of Limited Obligation Bond (LOBs) Funding from a future financing source to increase the existing Snow Hill Road Pump Station and Force Main Replacement Project (47302635DC149), as well as authorize the County Manager to execute a design-build contract amendment with Wharton-Smith/Hazen and Sawyer for GMP #4 in the amount of \$11,600,000.00 and approve the construction contingency at (3.5%) in the amount of \$400,000.00. The construction contingency will be used to execute any other related contracts - including change orders, if necessary - not to exceed the available budget of \$12,000,000.00 for the design-build GMP #4 for the Snow Hill Road Pump Station and Force Main Project.

**Attachments:**

[211223 AAF - GMP #4 - SHRPS](#)

[211223 Supplemental Doc - GMP #4 - SHRPS](#)

[CPA-15 LEGAL FORM Appropriate \\$12M of LOBS for Snow Hill Road Pump St](#)

**22-0022**

**Budget Ordinance Amendment No. 22BCC00057 Appropriating \$400,000 of General Fund Fund Balance and Approval of a Contract with Durham Congregations in Action to Provide Stopgap Funding for COVID-19 Related Emergency Food Assistance in Durham County**

**Agenda Text:**

The Board is requested to approve Budget Ordinance Amendment No. 22BCC00057 appropriating \$400,000 of General Fund fund balance and approve a \$431,500 contract with Durham Congregations in Action (DCIA) to provide food security grants to emergency food assistance organizations.

Emergency food assistance organizations have been supporting Durham County residents at a heightened level for 21 months and need immediate funding for food, infrastructure, supplies, and other items. Because of a reduction in federal aid (i.e., food and funding) in the summer of 2021, the Food Bank of Central and Eastern North Carolina had to cut food pantry deliveries in half. This left a significant gap in support for organizations supporting families most impacted by COVID-19. County funding for home delivered meals for food insecure seniors and other medically vulnerable populations has been extended until March 31, 2022; however, funding for fresh produce boxes for emergency food assistance ended August 31, 2021. No other County programs exist to support continued emergency food security efforts.

To address this issue, we request that the Board approve \$400,000 in funding to support emergency food assistance organizations with food, infrastructure, materials/supplies, and other operational funding needs; and we additionally request approval to expend \$31,500 from the FY22 food security budget for operating costs for the management of the program. This allocation is designed to address the uptick in families reliant on emergency food assistance. All funds will be disbursed and spent by June 30, 2022. Ongoing food security needs are being considered in the FY2023 budget and ARPA process and may need to be discussed at a future Board meeting.

The grant program will be operated by DCIA, a local nonprofit organization with experience managing grant programs. DCIA's mission is to work with communities of diverse faith "for racial justice, social equity, and human dignity." In FY21, they were awarded a County nonprofit grant to operate a mini-grant program totaling \$60,000. For this mini-grant program, 73% of recipient organizations were led primarily by Black, Indigenous, and People of Color (BIPOC) staff and/or boards and 94% of recipient organizations reported serving primarily BIPOC communities.

Within the program, funding will be split into large and small grant opportunities, approximately \$250,000 in grants up to \$60,000 and \$150,000 in grants up to \$10,000. The application process will encourage collaborative proposals and partnership. Funds will be targeted to support communities disproportionately impacted by the negative economic impacts of COVID-19, including BIPOC communities, parents of young children, and low-income workers.

All grantees will be required to attend an onboarding webinar, distribute information to food recipients about SNAP (Food Stamps) and WIC, and submit interim and final narrative and financial reports to the contractor. Grantees will also be asked to provide data to support possible FEMA reimbursement. County staff will prepare an online survey for grantees to promote with food recipients to help organizations better serve their participants and help County staff better understand food insecurity in Durham County.

**Alignment with Strategic Plan:** Appropriate food security support for Durham County's population aligns with Goal 2: Health and Well-Being for All of the Durham County Strategic Plan.

**Resource Persons:** Mary Oxendine, County Food Security Coordinator; Donna

Rewalt, County Extension Director

**County Manager's Recommendation:** The Interim County Manager recommends that the Board approve Budget Ordinance Amendment No. 22BCC00057 Appropriating \$400,000 of General Fund Fund Balance and the Contract with Durham Congregations in Action to Provide Stopgap Funding for COVID-19 Related Emergency Food Assistance in Durham County

**Attachments:** [AAF-57 Legal Form FB Approp \\$400K for Food Security Assistance COVID-19](#)  
[FS DCIA FEMA Service Contract Rev01 01.10.22](#)  
[FS DCIA Attachment 1 - Scope of Services Form 01.10.22](#)  
[DCIA 2022 Durham County Food Security Grant Proposal, Final](#)

### **22-0029**

### **Request for Refund of Excise Tax to the Lockamy Law Firm, P.A.**

**Agenda Text:** The Board is requested to consider the refund of excise tax filed in the Durham County Register of Deeds Office in error by the Lockamy Law Firm, P.A.

The law firm has stated that it submitted a document for filing in both Wake County and Durham County, however the excise tax should have only been submitted to Wake County. The amount of the tax to be reimbursed is in the amount of \$2,150.00.

Per North Carolina General Statute 105 - 228.37 a taxpayer who pays more tax than is due under this section may request a refund of the overpayment by filing a written request with the board of county commissioners in the county where the tax was paid.

**Alignment with Strategic Plan:** Responsible and accurate financial stewardship is consistent with each of the County's strategic goals however may most closely be linked with Goal 5, Visionary Government.

**Resource Persons:** J.T Tabron, Assistant Register of Deeds

**County Manager's Recommendation:** The County Manager recommends that the Board refunds the stated excise tax to the Lockamy Law Firm, P.A.

**Attachments:** [Griffith deed Durham County](#)  
[Griffith deed Wake County](#)  
[Griffith Stamps Letter](#)

### **22-0034**

### **Budget Ordinance Amendment No. 22BCC000059 - Appropriate General Fund Restricted Fund Balance Totaling \$2,348,715.18 for the Sheriff, Public Health, Library, CJRC, Soil and Water, and Social Services and Appropriate General Fund Unassigned Fund Balance Totaling \$16,733 for Cooperative Extension**

**Agenda Text:** The Board is requested to approve Budget Ordinance Amendment No. 22BCC000059 appropriating \$2,348,715.18 of General Fund restricted fund balance for the Sheriff, Public Health, Library, CJRC, Soil and Water, and Social Services and appropriating \$16,733 of unassigned fund balance for Cooperative

Extension.

The \$2,348,715.18 revenues are unspent monies that were received in FY2021 for restricted purposes. These monies were restricted fund balance at the end of FY2021. The appropriation of restricted fund balance is an annual process in which County departments identify remaining (unspent) restricted revenue (e.g., grant, federal/state award, donations, etc.). Because they are restricted in fund balance in the General Fund, there is no impact on unassigned fund balance or the fund balance as a percentage of total general fund expenditures. This is a budgetary entry only for FY2022 to allow the spending of the restricted monies for the purposes of which they were received.

Below is a list of programs with restricted fund balance to be allocated in FY2022:

**Allocation of Restricted Funds      AMOUNT**

**Sheriff** - State Forfeitures; Federal Forfeitures      **\$450,338.53**

**CJRC** - ABC Grant Funds, MDP Program, JCPC Program, NC Justice Center  
Grant      **\$55,171.86**

**Library** - SunTrust Grant      **\$55,154.00**

**Public Health** - NALBOH Community Guide, All Together Now, Shift-NC, Brian Grovenstein Donation, Benjamin C. Klein, True Deli LLC, NC Cooperative Extension, David W. Foust, PCORI, Duke Comm Health Assessment, Duke Funds for CHA, RWJF, Anne Wolfe Mini Grant #1, Anne Wolfe Mini Grant #2, Partnership Health Durham-GH Honor, CC4C, Care coordination for Children, United Way Rapid Response Funding, BCU-Watts Street Baptist      **\$205,028.74**

**Social Services** - Adoption Promotion Fund/Special Children Adoption Fund,  
Child Support Settlement/Incentives, NC Shift, HOPWA      **1,470,548.65**

**Soil & Water** - Southeast Sustainability Community Fund      **\$112,473.40**

**Total: \$2,348,715.18**

Due to timing issues, unspent restricted monies totaling \$16,733 that were received by Cooperative Extension in FY2021 for restricted purposes closed to General Fund unassigned fund balance rather than to a restricted fund balance for Cooperative Extension programs. These funds are being appropriated from unassigned fund balance to allow for use for the restricted purposes. Please note that due to the amount of \$16,733 being such a small amount, there is no impact on the percentage of unassigned fund balance as a percentage of total general fund expenditures, and the County is still in compliance with the use of these unspent restricted funds.

Below is a list of programs with unassigned fund balance to be allocated in FY2022:

**Allocation of Unrestricted Funds      AMOUNT**

**Cooperative Extension** - NC Cooperative Extension Farm School and Rosetta Harris

Donation    \$16,733

**Total:**    \$16,733

**Alignment with Strategic Plan:** This request relates to the following elements of the Durham County Strategic Plan: The effort aligns with Goal #5 (Accountable, Efficient, and Visionary Government).

**Resource Persons:** Susan Tezai, Chief Financial Officer and Keith Lane, Budget and Management Services Director

**County Manager's Recommendation:** The County Manager recommends approval of Budget Ordinance Amendment No. 22BCC000059 appropriating General Fund restricted fund balance totaling \$2,348,715.18 for the Sheriff, Public Health, Library, CJRC, Soil and Water, and Social Services and appropriating General Fund unassigned fund balance totaling \$16,733 for Cooperative Extension.

**Attachments:**    [AAF-59 Legal Form](#)

## 7. Other Business (40min)

### [22-0033](#)    **Durham County Public Health Focused Update on the COVID-19 Crisis (20min)**

**Agenda Text:**    The Board has requested a public health focused update from County staff on the COVID-19 response and efforts.

**Alignment with Strategic Plan:** This item aligns with Goal 2: Health and Well-Being for All

**Resource Persons:** Rodney Jenkins, Public Health Director and Joanne Pierce, General Manager

**County Manager's Recommendation:** The Interim County Manager recommends that the Board receive an update from County staff on the COVID-19 response and efforts

### [22-0025](#)    **Approval of Interlocal Agreement between Durham County and the City of Durham for a Temporary COVID-19 Testing Site (20min)**

**Agenda Text:**    The Board is requested to review and approve the Interlocal Agreement between Durham County and the City of Durham for a temporary COVID-19 testing site.

The purpose of the temporary COVID-19 testing site is to promote the public purpose of protecting the health and safety of Durham citizens, specifically by increasing access to COVID-19 testing.

**Alignment with Strategic Plan:** This item aligns with Strategic Goal 2: Health and Well-being for All

**Resource Persons:** Rodney Jenkins, MHA, Public Health Director

**County Manager's Recommendation:** The County Manager recommends that the Board review and approve the Interlocal Agreement between Durham County and the City of Durham for a temporary COVID-19 testing site.

**Attachments:** [COVID TESTING FACILITY ILA final](#)

**8. Items Pulled from the Consent Agenda (20 min)**

**9. Adjournment**