



Durham County

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

Meeting Agenda Board of County Commissioners

Monday, February 26, 2024

7:00 PM

Commissioners' Chambers

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)

24-0107 Announcements (5min)

Agenda Text:

1. **Early Voting for 2024 Primary and Election** - A reminder to Durham County voters that the Early Voting for the March 5, 2024 Primary and Election will be from Thursday, February 15 through Saturday, March 2. Find out more here about Early Voting and Same-Day Registration at the DCo Board of Elections website at:
<https://www.dcovotes.com/voters/voting/early-voting>.
2. **DCo Transit FY25 Work Program** - The Draft Fiscal Year 25 Transit Work Program from the Durham County Transit Department will be available for public comment in February 2024. Information regarding the Draft Work Program may be found on the Staff Working Group website at:
<https://www.dconc.gov/county-departments/departments-f-z/transportation/>. Questions or comments may also be directed to the Staff Working Group Administrator at: TransitPlan@dconc.gov <<mailto:TransitPlan@dconc.gov>>.

3. **Calling all Artists!** - Durham County seeks artists to participate in DCo on the Go Design Contest! Durham County has ordered a new vehicle that will serve residents as a “mobile Durham County Office.” DCo On the Go will include broadband access, meeting rooms, large screens to share videos, and other services. This vehicle will need distinctive artwork and the County is asking local artists to assist! The DCo On the Go Design Contest is open to artists 18 years and up and winning designs for the bus wrap will be eligible for cash prizes up to \$1,000. Younger residents in grades 6-12 can help design art for a rear panel of the vehicle, with prizes up to \$250. The deadline to enter is April 12, 2024. Visit www.dconc.gov/DCoOnTheGo [<http://www.dconc.gov/DCoOnTheGo>](http://www.dconc.gov/DCoOnTheGo) for contest details!
4. **Join the Durham County MWBE Program for "Honoring the Past, Embracing the Future" networking event** - Get ready for a day filled with invaluable insights, networking opportunities, and inspiration to fuel your journey. This is a great opportunity to learn about Durham's Black Wall Street, statewide legislative efforts to increase HUB participation, "What's Next?" conversation, and networking opportunities. At this networking event, attendees will have the chance to connect with industry leaders, successful entrepreneurs, and like-minded individuals. For more information and to register, visit: rb.gy/zutmfq [<http://rb.gy/zutmfq?fbclid=IwAR2WqSIQmGN7T7pr5ozNER62rrsJYeb5n_9L7eMJz0BewI9L--nqoGotlGQ>](http://rb.gy/zutmfq?fbclid=IwAR2WqSIQmGN7T7pr5ozNER62rrsJYeb5n_9L7eMJz0BewI9L--nqoGotlGQ).
5. **Get Vaccinated at DCo Public Health** - Be safe and keep your family safe by getting your updated COVID-19 vaccine and flu shot, and pick up free COVID-19 tests, at the Durham County Department of Public Health (414 E. Main Street). COVID vaccines are available by appointment only, while flu shots can be appointment or walk-in. Schedule COVID vaccine at 919-560-7658. Schedule flu shots at 919-560-7608. More information at: [<http://www.dcopublichealth.org/>](http://www.dcopublichealth.org).
6. **Registration for Durham 4-H Summer Camps - Now open!** June-August half-day, full day & overnight camps! Themes such as woodworking, sewing, cooking & more! Must be enrolled in 4-H online BEFORE enrolling! Scholarships available. Info: <https://durham.ces.ncsu.edu/4hsummercamp/>
7. **Watch “In Touch with Durham County”** - Did you know that the County’s Public Information Office produces a monthly show to update residents on services and programs? In this month’s “In Touch with Durham County” show, Our host Durham County Chief Communications Officer Deborah Craig-Ray welcomes Durham County Elections Director Derek

Bowens to our TV studio. In segment two, Bowens discusses the upcoming 2024 Primary and Election, the early voting period, Election Day of Tuesday, March 5, 2024, the NC Voter Photo ID requirements, absentee voting, sample ballots, key dates, and more! Watch the episode here:

<https://www.youtube.com/watch?v=bDM46o0E6VQ>

8. **Get Involved, it's your County!** - Durham County Government has approximately 43 active advisory boards referred to as Boards and Commissions. Citizens of Durham County may volunteer to participate by applying for a vacancy. Interested citizens should fill out an application and send it to the Clerk to the Board's Office. A description of the boards as well as a list of vacancies can be found on the County's website at:

<https://www.dconc.gov/county-departments/departments-a-e/board-of-commissioners/boards-and-commissions>. If you need additional information,

please contact the Clerk's Office at 919-560-0025 or send an email to:

BoardsandCommissions@dconc.gov

BoardsandCommissions@dconc.gov.

9. **We invite you to tune in to the Durham Television Network (DTN)** on AT&T U-verse channel 99, Spectrum channel 8, and Frontier Communications channel 70 to see rebroadcasts of Durham County Commissioner meetings as well as other Durham County programming that may be of interest to you. Please contact the Public Information Office at 919-560-0008 or click here for more information.

10. **Alert Durham - Sign Up Today** - Durham County wants to keep its citizens informed and safe in the case of an emergency. Sign up for Alert Durham to receive notifications about severe weather, unexpected road closures, missing persons, and evacuation of buildings or neighborhoods. To sign up for Alert Durham, visit: www.AlertDurham.com <http://www.AlertDurham.com>.

4. Minutes (5 min)

[24-0068](#)

Minutes (5min)

Attachments:

[Regular Session - December 11, 2023](#)

[Regular Session - January 22, 2024](#)

[Work Session - February 5, 2024](#)

5. Ceremonial Items (40 min)

[24-0077](#)

Resolution - Black History Month 2024 (10min)

Agenda Text:

The Board is requested to issue a resolution celebrating Black History Month for

February 2024 in Durham County. The purpose of the resolution is to acknowledge and honor Black History Month in Durham County, bringing awareness and celebration to the experiences and contributions of the African American community in Durham County. Black History Month was conceived by the historian Carter G. Woodson and members of his Association for the Study of Negro Life and History (now the Association for the Study of African American Life and History) in 1926. Black History month started off as Negro History Week and expanded to Black History Month in 1976 and provides the opportunity to honor the rich contributions, achievements, and resilience of the Black Community throughout history. We are committed to fostering a culture of inclusivity, diversity, and understanding within Durham County. Together, we strive to acknowledge, learn from, and appreciate the diverse narratives that shape our collective history.

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 Persons: Dr. Brent Lewis, Ph.D., Director, Equitable Well-being

County Manager's Recommendation: The County Manager recommends that the Board issues a resolution celebrating Black History Month for February 2024.

Attachments: [Resolution - Black History Month 2024](#)

24-0090

Recognize Bull City Farm as the 2023 Piedmont Farm Family of the Year (10min)

Agenda Text:

The Board is requested to recognize Bull City Farm from Northern Durham County for receiving the Piedmont Farm Family of the Year by the North Carolina Association of Soil and Water Conservation Districts (NCASWCD) at its 80th annual conference on January 9, 2024. The event was held at the Sheraton Imperial inside Research Triangle Park in Durham, January 7-9, 2024.

Durham County Soil & Water Conservation District recognized Bull City Farm of Rougemont as the 2022 Durham Farm Family of the Year on October 27, 2022 at their annual Farmer Appreciation Dinner. The District nominated Bull City Farm of Rougemont for the NCASWCD's "Outstanding Conservation Farm Family," which recognizes farmers/farm families for taking the initiative to implement sound, innovative, and cost-effective conservation techniques and are being actively involved in conservation education. Bull City Farm, owned and operated by Samantha Gasson and Scott Stirrup, competed at the area level before they advanced to the regional level where they were chosen by the NCASWCD as the 2023 Piedmont Farm Family of the Year.

Alignment with Strategic Plan: This program aligns with Goal 4 Environmental Stewardship and Community Prosperity and Goal 5 Accountable Efficient and Visionary Government.

Resource Persons: Dustin Brewer, Natural Resources Coordinator; Bryan Evans, Executive Director for the NCASWCD, and David Williams, Director for the NC Division of Soil & Water Conservation; Eddie Culberson, Director Durham Soil and Water.

County Manager's Recommendation: The County Manager recommends that the Board recognize Bull City Farm from Northern Durham County for receiving the Piedmont Farm Family of the Year by the North Carolina Association of Soil and Water Conservation Districts (NCASWCD) at its 80th annual conference on January 9, 2024.

24-0091

Recognize the Durham County Soil and Water Conservation District Board and Staff for receiving the Conservation Technical District of the Year Award for North Carolina (10min)

Agenda Text:

The Board is requested to recognize the Durham County Soil and Water Conservation District for receiving the Conservation Technical District of the Year by the North Carolina Association of Soil and Water Conservation Districts (NCASWCD) at its 80th annual conference. The event was held at the Sheraton Imperial inside Research Triangle Park in Durham, January 7-9, 2024.

The NCASWCD awards the Conservation Technical District of the Year Award to promote conservation and to allow one of the 96 Soil and Water Conservation Districts across the state to be recognized. The annual award recognizes a Soil and Water Conservation District for its outstanding achievements in delivering a technical program that exceeded others.

Alignment with Strategic Plan: This program aligns with Goal 4 Environmental Stewardship and Community Prosperity and Goal 5 Accountable Efficient and Visionary Government.

Resource Persons: Talmage Layton, Durham SWCD Chair; Eddie Culberson, Director for Durham Soil & Water Department; Bryan Evans, Executive Director for the NCASWCD; and David Williams, Director for the NC Division of Soil & Water Conservation.

County Manager's Recommendation: The County Manager recommends that the Board recognize the Durham County Soil and Water Conservation District for receiving the Conservation Technical District of the Year by the North Carolina Association of Soil and Water Conservation Districts (NCASWCD) at its 80th annual conference.

24-0104

Recognize Monica Unger with R.N. Harris Elementary and Jenny Bailey with Riverside High School as the Conservation Education Teachers of the Year in elementary and secondary education award for North Carolina (10min)

Agenda Text:

The Board is requested to recognize Monica Unger with R.N. Harris Elementary and

Jenny Bailey with Riverside High School as the Conservation Education Teachers of the Year in elementary and secondary education by the North Carolina Association of Soil and Water Conservation Districts (NCASWCD) at its 80th annual conference. The event was held at the Sheraton Imperial inside Research Triangle Park in Durham, January 7-9, 2024.

The NCASWCD awards the Conservation Education Teacher of the Year Award to promote conservation and to allow one of the 96 Soil and Water Conservation Districts across the state to be recognized. The annual award recognizes an Elementary School Teacher and an Upper School Teacher for doing a great job teaching conservation education that exceeded others across the state.

Alignment with Strategic Plan: Goals 4, Environmental Stewardship and Community Prosperity, and 5, Accountable Efficient and Visionary Government.

Resource Persons: Lisa Marochak- Senior Administrative Officer for Durham Soil & Water Department (staff); David Williams- Director for the NC Division of Soil & Water Conservation; Bryan Evans, Executive Director for the NCASWCD; and Eddie Culberson- Director for Durham Soil & Water Department.

County Manager's Recommendation: The County Manager recommends that the Board recognize Monica Unger with R.N. Harris Elementary and Jenny Bailey with Riverside High School as the Conservation Education Teachers of the Year in elementary and secondary education award by the North Carolina Association of Soil and Water Conservation Districts (NCASWCD) at its 80th annual conference.

6. Consent Agenda (15 min)

23-0665

Approval of Easement Agreement, Legal Description, and Dedication Plat with City of Durham for a Required Sidewalk Easement Necessary for the 300 E. Main St. Mixed-Use Development Project

Agenda Text:

The Board is requested to approve an Easement Agreement, Legal Description, and Dedication Plat with City of Durham for a required Sidewalk Easement necessary for the 300 E. Main St. Mixed- Use Development Project. (See attachments 1-3)

This request meets the City of Durham Zoning Code 12.4.2 for dedication of sidewalks in the Downtown Durham Historic District. In this case, the dedication also includes a bus stop, which will directly benefit the residents and users of the subject property and nearby properties.

The County Attorney's Office has reviewed the Easement Agreement, Legal Descriptions and Plats.

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: Peri Manns, ASLA, Deputy Director, Engineering & Environmental Services; Nathan McKinney, Senior Assistant County Attorney.

County Manager's Recommendation: The County Manager recommends that the Board Approve an Easement Agreement, Legal Description, and Dedication Plat with City of Durham for a required Sidewalk Easement necessary for the 300 E. Main St. Mixed-Use Development Project.

Attachments: [300 E Main Descriptions - Sidewalk and Bus Stops - Stamped](#)
[Bus Stop Easement Agreement - 300 East Main](#)
[318 Liberty Street Easement Plat 10242023](#)

24-0005

Budget Ordinance Amendment No. 24BCC00075 Public Health to Recognize \$20,000 from the North Carolina Department of Health and Human Services Division of Public Health to Support the Regional Tobacco-Free Collaborative

Agenda Text: The Board is requested to approve Budget Ordinance Amendment No. 24BCC00075 Public Health to Recognize \$20,000 from the North Carolina Department of Health and Human Services Division of Public Health to Support the Regional Tobacco-Free Collaborative

This is part of a larger \$112,272 award that extends from June 1, 2023 - May 31, 2024 for Durham County to support a Regional Tobacco-Free Collaborative and implement a Tobacco Prevention and Control Action Plan for the following counties: Durham, Chatham, Orange, Alamance, Guilford, Rockingham, Randolph, Caswell, and Person. The Durham County Department of Public Health (DCoDPH) was awarded funds from the state, to conduct educational activities for a prohibition on tobacco product usage within 100 linear feet outside any building on a North Carolina A&T State University campus.

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 preventing suicide and suicide attempts in Durham County.

Resource Persons: Rodney Jenkins, MHA, Public Health Director

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No. 24BCC00075 Public Health to Recognize \$20,000 from the North Carolina Department of Health and Human Services Division of Public Health to Support the Regional Tobacco-Free Collaborative

Attachments: [451-1 FY24 Durham](#)
 [AAF - AA 451 NCAT FY24](#)
 [Supplemental Document AA 451 - Noncontract NCAT FY24](#)
 [AAF-75 Legal Form](#)

24-0027 **Authorize the Increase of the Owners Construction Contingency for the C, M @R contract to LeChase Construction by \$104,197 to a total construction contract not-to exceed amount of \$21,068,866 for the 300 E. Main St. Structured Parking Deck**

Agenda Text: The Board is requested to authorize the increase of the owner's construction contingency by \$104,197 to execute any other related contracts including change orders, if necessary, not to exceed the available construction budget of \$21,068,866 in order to close out the construction contract for the project. (See Attachment 1, Pages 1-18).

The 300 East Main Street Parking Garage (Project) is being constructed as a 7 story +/- 753 space parking garage located on the 300 block of East Main Street in downtown Durham, NC. The garage will serve the residential wrapper co-located on the site, ground level retail, Childcare/Pre-K location and provide parking for various departments for Durham County. The construction of the affordable housing wrapper began last year and is slated for completion around December 2024.

On December 14, 2020, the BOCC authorized the budget appropriations and the execution of the C, M @R "Guaranteed Maximum Price" contract with LeChase for the structured parking garage in the amount of \$20,136,930.00 (Bid Package B plus alternates 2, 3, 5, 6, 7, 8, 10, 11, 12 and allowances), and approve the owners construction contingency at (2%) in the amount of \$402,739.00 to execute any other related contracts including change orders if necessary not to exceed the available budget of \$20,539,669.00 for the project. The project encountered unforeseen conditions and scope increases typical of a project of this size and complexity and again the contingency was increased by \$250,000 on May 9, 2022, and by \$175,000 on October 10, 2022 due to waterline issues in Queen St. taking the total construction amount to \$20,964,669. Following mobilization on the deck project, the design teams encountered coordination issues with the concrete podium that was being installed to support the affordable housing development. These coordination issues caused roughly a (10) week delay to resolve of which Fessler Bowman (concrete contractor) is requesting additional administrative and equipment costs borne during this period as noted in the attached Change Order Request. Despite extensive negotiations the design team, C, M@R and others feel the costs are justified and are needed to close out the construction contract on the project. **Funding for this increase is available in the 300 E. Main St. Deck Capital Project Account.**

Alignment with Strategic Plan: This project is in accordance with Strategic Plan

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

Resource Persons: Peri Manns, ASLA, LEED GA, Deputy Director of Engineering and Environmental Services, Engineering Department; James Faress, P.E., Senior Project Manager; Marcus Tuttle, Project Executive, LeChase Construction Services and Karl Davis, President, Right-Build, Inc.

County Manager's Recommendation: The Board is requested to authorize the increase of the owner's construction contingency by \$104,197 to execute any other related contracts including change orders if necessary, not to exceed the available construction budget of \$21,068,866 in order to close out the construction contract for the project.

Attachments: [LeChase COR #16 - 300 Block Fessler Bowman RFI 219 11142023](#)

24-0030

Approval to Enter into a Contract with CorVel Enterprise Comp, Inc (Administrator Claims Services) for an Amount not to Exceed \$130,000 Annually Using Existing Risk Management Funds

Agenda Text:

The Board is requested to approve a contract with CorVel Enterprise Comp, Inc. to provide third party administrator services for workers' compensation, auto liability and general liability for an amount not to exceed \$130,000 annually using existing Risk Management Funds.

On November 3, 2023, a Request for Proposal (RFP No. 24-015) for Third Party Administrative Claims Services was advertised on the Durham County website under Bid Opportunities. A total of three (3) proposals were received and evaluated by a selection committee. The selection committee convened on December 13th for recommendation discussions. CorVel was deemed the best firm to provide services based on a number of criteria's including claims administration and intake capabilities, cost control strategies and price.

Durham County established an overall participation minority goal of 25% for the expenditure of funds with M/WBEs. All three firms reviewed meet the participation goal and indicated they would be utilizing their own workforce to provide these services.

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: Kathy R. Everette-Perry, Esq., CHRO/Chief Employment Counsel, Ngat Awass, Safety & Workers' Compensation Manager

County Manager's Recommendation: The Manager recommends that the Board approve a service contract with CorVel Enterprise Comp, Inc. in an amount not to

exceed \$130,000 annually using existing Risk management Funds. The initial term of the contract will be on July 1, 2024 through July 1, 2025 with the option to renew by the County for five (5) successful one-year periods.

Attachments: [MWBE Compliance Review Form-AAF for 24-015 RFP 010424.pdf](#)
[CorVel Corporation FY2025.docx](#)

24-0034 **Approval of a Contract with SHI International Corp. in the Amount of \$280,241.07 for Licenses and Services for the Enterprise Agreement with Microsoft for the Durham County Sheriff's Office**

Agenda Text: The Board is requested to authorize the County Manager to execute a contract with SHI International Corp. for Licenses and Services for the Enterprise Agreement with Microsoft for the Durham County Sheriff's Office.

Volume licenses for email and services will be purchased through SHI for the Sheriff's Office, per the State Convenience Contract 208C. The Microsoft Enterprise Agreement supports the DCSO's users across the suite of the Microsoft Applications and includes several cybersecurity capabilities to help protect the DCSO from Malware attacks, including failover capabilities as of result of it being Cloud-based. Software assurance is included in the Enterprise Agreement and provides a comprehensive range of benefits to help the DCSO plan, deploy, and use the latest Microsoft technologies and services. The Microsoft Enterprise Agreement keeps the DCSO in line with the shift to cloud services and best practices across private and government sectors including the City of Durham, Mecklenburg County, Wake County, Guilford County, and many other counties and municipalities throughout North Carolina.

Alignment with Strategic Plan: Goal 3: Safe Community

Resource Persons: Keisha Gaither, Finance Manager, Durham County Sheriff's Office; John Rooks, IT Manager, Durham County Sheriff's Office; Keisha Lovelace, Legal Advisor, Durham County Sheriff's Office.

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to execute a contract with SHI International Corp. in the Amount of \$280,241.07 for Licenses and Services for the Enterprise Agreement with Microsoft for the Durham County Sheriff's Office.

Attachments: [SHI Quote-24329697](#)
[SHI Supplemental](#)
[SHI Contract Amendment FY2024](#)
[State of NC Contract #208C](#)

24-0040 **Budget Ordinance Amendment No.24BCC00073 to Recognize \$15,000 from the North Carolina Department of Agriculture and Consumer Services Farmland Preservation Division to the Soil & Water Conservation Department for the Revision of the Durham**

County Farmland Protection Plan.**Agenda Text:**

The Board is requested to approve Budget Ordinance Amendment No.24BCC00073 recognizing a \$15,000 grant from the NC Department of Agriculture and Consumer Services Farmland Preservation Division to the Soil & Water Conservation Department for the revision of the Durham County Farmland Protection Plan.

The Soil and Water Department received the Agricultural Development and Farmland Preservation Trust Fund (ADFP) grant to revise the 2009 Durham Farmland Protection Plan. The original plan was adopted on December 14, 2009, by the BOCC. This revised plan will enhance, promote, and preserve agriculture in Durham while supporting the county's efforts on the Farm Campus. Agriculture provides our county with green spaces and rural character, it provides food security, and serves as a foundation for natural resource conservation. With continuous loss of farmland to development and the growing interest in local foods this plan is of utmost importance.

This grant will require \$1,250 of in-kind services provided by the Soil and Water Department as well as a \$1,000 cash match from the Farmland Protection Advisory Board. Support for this grant proposal was provided by the Farmland Protection Advisory Board, the Soil and Water Conservation District Board, Durham Open Space, and the Durham Cooperative Extension. These grant funds will be available through September 30, 2025.

Alignment with Strategic Plan: This program aligns with Goal 4 Environmental Stewardship and Community Prosperity and Goal 5 Accountable Efficient and Visionary Government.

Resource Persons: Sherry Scully, Ag Development Coordinator; Lisa Marochak, Senior Administrative Officer; and Eddie Culberson, Soil and Water Director

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No.24BCC00073 recognizing a \$15,000 grant from the NC Department of Agriculture and Consumer Services Farmland Preservation Division to the Soil & Water Conservation Department for the revision of the Durham County Farmland Protection Plan.

Attachments:

[Awarded Projects and Plans Letters - Durham FPP](#)

[24-045-4001 Durham Co Durham FPP OFFER-Final](#)

[AAF-073 LEGAL FORM Recognize \\$15K Grant from NC Dept of Ag](#)

24-0042

Budget Ordinance Amendment No. 24BCC00079 Recognizing \$179,634 from the U.S. Department of Justice, Bureau of Justice Assistance (BJA) to the Durham County Sheriff's Office for the 2023 State Criminal Alien Assistance Program (SCAAP)

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No. recognizing

\$179,634 from the U.S. Department of Justice, Bureau of Justice Assistance (BJA) for the 2023 State Criminal Alien Assistance Program (SCAAP) and allocate these funds to the Durham County Sheriff's Office to purchase equipment for disaster preparedness and continuity of operations inside the Detention Center, training and education for detention officers, detention officer recruitment initiatives, and the cost for Southern Resource Advisors, LLC to compile Detention Center population data.

SCAAP, which is administered by the Bureau of Justice Assistance (BJA) provides federal payments to states and localities that incurred salary costs for incarcerating undocumented noncitizens who have at least one felony or two misdemeanor convictions for violations of state or local law, and who are incarcerated for at least 4 consecutive days during the reporting period. The Bureau of Justice Assistance has announced that Durham County is eligible for the 2023 SCAAP award in the amount of \$179,634.

Based on the terms of the contract, Southern Resource Advisors, LLC will be paid thirteen percent (13%) of the eligible award amount for compiling Detention Center population data. A payment of \$23,353 will be made to Southern Resource Advisors, LLC for this purpose. The attached supplemental document outlines how the remaining \$156,281 will be utilized.

Alignment with Strategic Plan: This item aligns with Strategic Goal 3: Safe Community

Resource Persons: David LaBarre, Director Planning & Development, Durham County Sheriff's Office; Marie Spencer, Interim Chief of Detention Services, Durham County Sheriff's Office

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No. 24BCC00079 recognizing \$179,634 from the U.S. Department of Justice, Bureau of Justice Assistance (BJA) for the 2023 State Criminal Alien Assistance Program (SCAAP) and allocate these funds to the Durham County Sheriff's Office to purchase equipment for disaster preparedness and continuity of operations inside the Detention Center, training and education for detention officers, detention officer recruitment initiatives, and the cost for Southern Resource Advisors, LLC to compile Detention Center population data.

Attachments:

[SCAAP 23 SUP](#)

[SCAAP 23 Budget](#)

[FY23 SCAAP Grant Award Notification](#)

[AAF-079 LEGAL FORM Appropriating \\$179,634 from DOJ BJA to DCSO for SC](#)

24-0044

Approval of Contract with MED-ENG, LLC in the Amount of \$37,590 for Sole Source Purchase of EOD 10E Bomb Suit and Helmet for the Durham County Sheriff's Office

Agenda Text:

The Board is requested to approve a contract with MED-ENG, LLC for the sole

source purchase of an EOD 10E Bomb Suit and Helmet in the amount of \$37,590 for the Durham County Sheriff's Office.

In January 2016, the EOD 10 Bomb Suit and Helmet ensemble was introduced. The suit and helmet work as an integrated system of materials and electronics that defines the next generation of EOD Personal Protective Equipment (PPE). This purchase will provide the Hazardous Devices Unit with an additional suit that has the capability of being integrated with our current working systems. Although there are other manufacturers and distributors of EOD protective suits, the Med-Eng EOD 10 supplied by Med-Eng, LLC is the only protective suit with this capability.

Alignment with Strategic Plan: Goal 3: Safe Community

Resource Persons: David LaBarre, Director of Planning and Development, Durham County Sheriff's Office

County Manager's Recommendation: The County Manager recommends that the Board approve a contract with MED-ENG, LLC in the amount of \$37,590 for the sole source purchase of an EOD 10E Bomb Suit and Helmet for the Durham County Sheriff's Office.

Attachments:

[MED-ENG Sup](#)

[Quote ID- QUO#10369](#)

[EOD 10E Sole Manufacturer and Required Capabilities - 26 Apr 23](#)

24-0045

Budget Ordinance Amendment No. 24BCC00074 Appropriating \$260,000 in General Fund Committed Fund Balance to Increase Inmate Welfare Expenditure Authority for the Sheriff's Office

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No. 24BCC00074 appropriating \$260,000 in General Fund committed fund balance to increase Inmate Welfare expenditure authority for the Sheriff's Office.

These funds will be used to purchase the following items for detainees inside the Detention Center: mattresses, cell bags, boots, thermal blankets, sheets, smocks and other consumables. These items, along with others, such as kitchen appliances and equipment are allowable uses for this particular fund.

Alignment with Strategic Plan: This item aligns with Goal 3 Community Safety

Resource Persons: Keisha Gaither, Finance Manager, Durham County Sheriff's Office; Clarence Birkhead, Sheriff, Durham County Sheriff's Office.

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No. 24BCC00074 appropriating \$260,000 in General Fund Committed fund balance to increase Inmate Welfare expenditure authority for the Sheriff's Office.

Attachments: [AAF-074 Legal Form Appropriate Restricted Fund Balance Sheriff Inmate Welfa](#)

24-0046

Budget Ordinance Amendment No. 24BCC00076 Public Health to Recognize \$222,559 from the NC DHHS Division of Public Health Epidemiology/Immunization Branch for the Bridge Access Program

Agenda Text: The Board is requested to approve Budget Ordinance Amendment No. 24BCC00076 Public Health to Recognize \$222,559 from the NC DHHS Division of Public Health Epidemiology/Immunization Branch for the Bridge Access Program

This grant provides funding to the Local Health Department (LHD) to help support activities associated with Bridge Access Program to COVID-19 vaccines and treatments. This program provides funding to help maintain access to COVID-19 vaccines for uninsured and underinsured adults through existing public health infrastructure, HRSA-supported health centers (i.e., Health Centers), and participating pharmacies.

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. 24BCC00076 Public Health to Recognize \$222,559 from the NC DHHS Division of Public Health Epidemiology/Immunization Branch for the Bridge Access Program

Attachments: [719 FY24 Durham](#)
[AAF AA 719 Bridge Access Program Supplemental Document - Noncontract](#)
[AAF-76 Legal Form](#)

24-0058

Approval of an Interlocal Agreement between Central Pines Regional Council, City of Durham, and Durham County for Cost Sharing of the City of Durham/Durham County Bicycle and Pedestrian Plan in the Amount of \$24,000.

Agenda Text: The Board is requested to approve the Interlocal Agreement between Central Pines Regional Council, City of Durham, and Durham County for cost sharing of the City of Durham/Durham County Bicycle and Pedestrian Plan in the amount of \$24,000.

The City of Durham/Durham County Bicycle and Pedestrian plan will develop a long-range vision for bicycle paths, pedestrian paths, and greenways throughout the City and County. The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization on behalf of CPRC will serve as the Lead Planning Agency for the plan with City and County staff supporting the effort.

This agreement allows for Durham County to participate in the planning process and contribute \$24,000 towards the local match for the project. The total cost is estimated to be \$360,000 with 80 percent from federal transportation funding administered by the NC Department of Transportation and 20 percent from the City of Durham and Durham County. These funds are included in the Transportation operating budget for FY 2024.

Alignment with Strategic Plan: The plan will further the County's Strategic Plan goal for Environmental Stewardship and Community Prosperity by increasing the use of environmentally preferred transportation options. Furthermore, the plan will also support the 2023 Durham Comprehensive Plan goal for safe, affordable, dignified, sustainable, connected, and physically accessible transportation to move around Durham.

Resource Persons: Ellen Beckmann, Transportation Director; Ryan Eldridge, Transportation Planner

County Manager's Recommendation: The County Manager recommends that the Board approve the Interlocal Agreement between Central Pines Regional Council, City of Durham, and Durham County for cost sharing of the City of Durham/Durham County Bicycle and Pedestrian Plan in the amount of \$24,000.

Attachments:

[ILA - Durham Bike-Ped Plan FINAL 01182024](#)

[Exhibit A CPRC DCHC MPO RFLOI - Durham City County Bicycle Pedestrian f](#)

[AAF - Durham Bike-Ped Plan ILA](#)

24-0059

FY23 Durham County Transit Progress Report

Agenda Text:

The Board is requested to receive the FY23 Durham County Transit Progress Report from GoTriangle.

GoTriangle manages the Triangle Tax District that consists of the local-option half-cent sales tax and other fees that are dedicated to public transit improvements. As required by state legislation, the funding must be used for public transit improvements identified in the Durham County Transit Plan that is approved by the Board of Commissioners, the GoTriangle Board, and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) Board. GoTriangle is responsible for providing an annual report to Durham County on the progress achieved toward implementation of the plan, the collection of revenues, the costs of projects and transit operations, and any other relevant issues. GoTriangle staff have prepared the FY22 Durham County Transit Progress Report.

Alignment with Strategic Plan: The FY23 Durham County Transit Progress Report 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, Transportation Director; Jennifer Hayden,

GoTriangle, Director of Finance and Administrative Services

County Manager's Recommendation: The County Manager recommends that the Board receive the FY23 Durham County Transit Progress Report from GoTriangle.

Attachments: [durham_county_progress_report_fy23](#)

24-0060

Approval of Plat Recombining Multiple Existing County Owned Parcels into One Parcel for the Durham County Sheriff's Training Facility

Agenda Text:

The Board is requested to approve the attached Plat recombining multiple existing County owned parcels of land adjacent to the Durham County Sheriff's Firing Range into a single parcel (see Attachment 1.) The existing firing range is currently situated on multiple parcels totaling 73.456 acres. Durham County recently acquired 10 additional parcels totaling 16.772 acres adjacent to the Firing Range, and bordering Exum, Electra, and Redwood Roads. The new Sheriff's Training Facility necessitates utilizing the recently acquired parcels totaling 16.772 acres. The recombined single parcel totals 90.228 acres.

The recombination of these parcels (ref. attachment 1) is needed to provide the required safety buffer and to meet the appropriate impervious surface calculations necessary to obtain Site Plan approval and allow further development of the property.

Alignment with Strategic Plan: This request aligns with the County's Strategic Goal 3: Safe Community, Goal 4: Environmental Stewardship & Community Prosperity, and Goal 5: Accountable, Efficient, and Visionary Government.

Resource Persons: Joel T. Jones, Project Manager, Peri D. Manns, ASLA, Deputy Director of Engineering and Environmental Services, Jay Gibson, P.E., CFM, Director of Engineering and Environmental Services.

County Manager's Recommendation: The County Manager recommends that the Board approve the referenced Plat recombining multiple existing County owned parcels of land adjacent to the Durham County Sheriff's Firing Range into a single parcel totaling 90.228 acres.

Attachments: [Attachment 1 - Street Closing & Recombination Plat](#)
[Recombination Description](#)

24-0061

Approval of the FY24 Durham Transit Work Program Q3 Amendment in the amount of \$126,254.00.

Agenda Text:

The Board is requested to approve an amendment to the FY24 Durham Transit Work Program.

As part of the appropriations process for the Durham County Transit Plan, an annual Work Program is developed which includes a budget for the upcoming fiscal year. The Transit Plan Governance Interlocal Agreement (ILA) determines the process by

which the annual budget is developed and approved and requires approval by the Durham County Board of Commissioners (“BOCC”) and the GoTriangle Board of Trustees.

The Staff Working Group (“SWG”) recommended approval of an amendment to the FY24 Durham Transit Work Program at their meeting held on January 17, 2024. The BOCC is requested to adopt the amendment. A memo from the Staff Working Group Administrator is attached describing the amendment. A summary of the amendment is as follows:

1. Amendment for City of Durham Transit Construction Project Manager
 - a. Increases FY24 Work Program budget by \$24,964.
2. Amendment for City of Durham Transit Construction Team Leader
 - a. Increases FY24 Work Program budget by \$32,465.
3. Amendment for City of Durham DIGI Modems
 - a. Net Increase to FY24 Work Program budget by \$68,825.
 - b. Decrease CAD/AVL project by \$164,856.
 - c. Increase DIGI Modems by \$233,681.

Alignment with Strategic Plan: This item aligns with Goal 4 (Environmental Stewardship and Community Prosperity). Transportation affects many aspects of our residents’ lives including access to education, jobs, and healthcare which may all provide better opportunities and quality of life.

Resource Persons: Brandi Minor, CLGFO, Senior Administrative Officer; Jennifer Green, Mobility Services Planning Manager, City of Durham

County Manager’s Recommendation: The County Manager recommends that the Board approve the FY24 Durham Transit Plan Q3 Work Program Amendment.

Attachments: [FY24 Q3 Work Program Amendment Packet for BOCC updated 01.25.24](#)

24-0063

Award Contract for Velocity EHS

Agenda Text:

The Board is requested to approve a service contract with Velocity EHS to provide a cloud-based Material Safety Data Sheet/Chemical Inventory Management platform for an amount not to exceed \$30,812.74 for (3) three years.

Velocity EHS/Material Safety Data Sheet online (aka MSDS Online) is the sole-source provider of HQ Account. Through HQ Account, the County will receive 24/7 access to the industry-leading Material Safety Data Sheet database containing millions of indexed safety data sheets in which the County can build, manage, and maintain a complete and up-to-date specific data sheet library to facilitate compliance with OSHA’s Hazard Communication Standard. Durham County employees will have real time access to MSDS Online via an app on mobile devices or a

company-specific Web link (URL address). The HQ Account also includes the Plan1 First Responder Share Service. Plan1 is a supplemental tool that offers the most critical and up-to-date data directly to response teams so they can make more calculated decisions about how to approach emergency situations.

Velocity EHS/MSDS Online has been in use with the County for several years. This service was first initiated with Public Health and expanded to the rest of Durham County in 2021 by Safety. The current contract is in the renewal process. Safety has agreed to combine both accounts into one. This will help streamline the contract process and shift financial responsibilities from Public Health to Safety.

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: Kathy R. Everette-Perry, Esq., CHRO/Chief Employment Counsel, Todd Andrews, Safety & Occupational Health Specialist, Ngat Awass, Safety & Workers' Compensation Manager

County Manager's Recommendation: The Manager recommends that the Board approves the service contract with Velocity EHS in an amount not to exceed \$30,812.74 for (3) three years. The initial term of the contract will be on July 1, 2023, through June 30, 2026

Attachments: [Velocity.pdf](#)

24-0064

Approval of Reallocation of Juvenile Crime Prevention Council (JCPC) Funds in the Amount of \$105,300 for Additional Programs

Agenda Text:

The Board is requested to approve the reallocation of Juvenile Crime Prevention County (JCPC) funds for additional programs. Currently, funds are allocated in the fiscal year 23-24 budget to assist local programs with meeting the 30% match requirement to fund programs.

After careful review of current program needs, the JCPC Executive Committee is requesting that the funds be reallocated to fund additional programs instead of being used for match. The funding in the amount of \$105,300 would be utilized to fund additional JCPC programs, in addition to the state funding, during the FY 2024-25 fiscal year and each additional year moving forward. These funds would be included in the Request for Proposal (RFP) process to begin in March 2024.

Alignment with Strategic Plan: This item aligns with Strategic Plan Goal Three: Safe Community

Resource Persons: Roshanna Parker, Director, Justice Services Department, and Kevin McIver, JCPC Chair

County Manager's Recommendation: The County Manager recommends that the Board approve the reallocation of Juvenile Crime Prevention Council (JCPC)

funds in the amount of \$105,300 for additional programs.

Attachments: [AAF Supplemental Document - Noncontract - Reallocation of JCPC Match Func](#)

24-0067

Durham County Matching Grants Program - Approval of FY 2023-24 Grant Cycle in the amount of \$100,000

Agenda Text:

The Board is requested to approve funding requests for the current cycle of the Durham County Matching Grants Program for two projects totaling \$100,000. The Durham County Matching Grants Program for Open Space and Recreation Projects, now in its 33rd year, provides matching funding for local non-profits to pursue projects that protect open space and/or provide recreational opportunities for citizens of Durham County. The projects must be open to the public. The program is funded annually from the County's operating budget, which for FY23-24 totaled \$100,000. The program requires a 50% match from applicants, which can include a cash match as well the value of volunteer labor towards producing the project. Over 33 years the Durham County Matching Grants program has supported 128 varied community projects valued at \$6.2 million dollars using just over \$2 million in county matching funds.

The 2023-24 cycle of the Matching Grants Program includes two applications, for projects totaling \$100,000. The Durham Open Space and Trails Commission (DOST) recommended approval of the projects at their meeting on January 17, 2024. The applicants and requested amounts are: Eno River Association for \$46,754, and El Futuro for \$53,246. The projects are further described in the attached supplemental document with locations shown on the attached map.

Alignment with Strategic Plan: This program supports Goal 2 of the strategic plan, "Health and Well-being for All" by increasing the quality of life in Durham County, as well as Goal 4: "Environmental Stewardship and Community Prosperity."

Resource Persons: Brendan Moore, Open Space Land Manager; Celeste Burns, Interim Open Space and Real Estate Manager; Shakira Campbell, Chair, Matching Grants Committee of DOST

County Manager's Recommendation: The County Manager recommends that the Board receive the attached Matching Grants Project recommendations and approve funding for the proposed projects totaling \$100,000.

Attachments: [AAF Supplemental Document - DCO Matching Grants 2023 - 2024](#)

[Attachment 1 2023-24 Matching Grant Summary Sheet](#)

[Attachment 2 2023-24 Matching Grants Location](#)

24-0070

Approval of a Contract with Willo Products Company in the Amount of \$79,504.00 for Preventative Maintenance for Doors and Locks at the Durham County Detention Center.

Agenda Text:

The Board is requested to approve the County Manager to execute a contract with Willo Products Company, in the amount of \$79,504.00. This contract is for

preventative maintenance of the secure doors and locks within the Durham County Detention Center. Currently, General Services nor the Sheriff's Departments have employees that are certified to maintain the Paracentric and Mogul operators and locks within the incarcerated side of the facility. This contract will ensure that those specific components are being maintained as needed to keep staff and inmates safe. Funds for this request will be expended from the General Services FY 2023-24 operational budget.

Alignment with Strategic Plan: This project aligns with Goals 3 and 5. Providing a safe community and accountable government by providing needed services within the Detention Center.

Resource Persons: Motiryo Keambiroiro- Director General Services; Shawn Swiatocha- Asst Director General Services; Isaac Alderman- Security Manger,

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to enter a contract with Willo Products Company, in the amount of \$79,504.00 for the preventative maintenance of the secure doors and locks within the Durham County Detention Center.

Attachments:

[AAF Supplemental Document - Contract Approval DCDC Door and Lock PM](#)
[RFP 24-017 Preventative Maintetention Center Doors and Locks - Bid Tabulatio](#)
[RFP 24-017 Committee Evaluation Spreadsheet and Selection](#)
[MWBE Compliance Review Form-AAF for 24-017 RFP 012224](#)
[RFP 24-017 Memo and documentation](#)

24-0075

Approval of a Contract for Janitorial Services for the New Youth Home RFP NO. 24-023 to Joy Cleaning Service LLC in the amount of \$59,268.00 for the remainder of the fiscal year, with option to renew at an annual amount of \$142,243.20.

Agenda Text:

The Board is requested to authorize the County Manager to enter into an annual contract with Joy Cleaning Service LLC to provide janitorial services at the Durham County Youth Home in the amount of \$59,268.00 for the remainder of the fiscal year, with option to renew at an annual amount of \$142,243.20.

The initial contract term of 2024 will be for 5 months (February 1 - June 30), totaling \$59,268.00. The regular 12-month contract term (July 1 - June 30) renewal total will be \$142,243.20. Funding for this item is available with existing operational budget for General Services.

On November 26th, 2023, a Request for Proposals (RFP NO. 24-023) for Janitorial Services was advertised on eBid and periodicals. A site visit of the new facility to receive janitorial services was conducted on December 7th, 2023 for interested bidders. Nine (9) bidders responded on December 28th, 2023. An evaluation committee made up of five (5) Durham County employees reviewed proposals and convened on January 24th for recommendation discussions. Final recommendation is

presented above.

Durham County established the following goals for the expenditure of funds with M/WBE's for this project:

In review of the M/WBE participation for Janitorial Services for Durham County, RFP # 24-023, the following have been identified as M/WBE firms and will be in participation for this project.

- Joy Cleaning Service LLC will be utilizing 100% African American business to provide prime contracting services on this project, and they have provided a responsive bid.

Alignment with Strategic Plan: Goal 2-Health and Well-being for All: Improve the quality of life through preventive, behavioral and physical care services. Reduce barriers to access services.

Resource Persons: Tom Kutch, General Services Quality Control & Contract Specialist; Shawn Davis, General Services Assistant Director; Motiryo Keambiroiro, General Services Director

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to enter into service contracts with Joy Cleaning Service LLC in the amounts of \$59,268.00 for the remainder of the fiscal year, with option to renew at an annual amount of \$142,243.20.

Attachments:

[AAF Supplemental](#)

[RFP 24-023 Janitorial Services for The Durham County Youth Home](#)

[MWBE](#)

[Joy Cleaning Svc Bid Breakdown](#)

[RFP 24-023 Bid Tabulation - Janitorial Services for The Durham County Youth Home](#)

[Contract FY24](#)

[Legal Review](#)

24-0081

Approval to Enter into a contract with Carahsoft (ServiceNow) in the amount of \$308,598.70 for the Implementation of Integrated Risk Management Solution Using Existing CIP Funds

Agenda Text:

The Board is requested to authorize the County Manager to enter into a contract with Carahsoft (ServiceNow) for the implementation of Integrated Risk Management (IRM) Solution using existing CIP Funds.

ServiceNow Integrated Risk Management (IRM) formerly known as governance, risk, and compliance offers a transformative solution by providing a centralized platform for managing and mitigating risks, ensuring regulatory compliance, and enhancing overall governance practices. By consolidating data and processes,

ServiceNow Governance Risk and Compliance fosters a holistic view of an organization's risk landscape, facilitating informed decision-making and strategic planning. This comprehensive approach not only reduces the complexity of compliance management but also promotes agility, enabling the County to adapt to regulatory changes efficiently and proactively.

Carahsoft (ServiceNow): Carahsoft is a reseller and integrator of information technology systems. ServiceNow stands as a versatile and robust platform, offering a comprehensive suite of cloud-based services that streamline and automate various organizational processes. From IT Service Management (ITSM) and Operations Management to Business Management, the platform provides a unified solution for enhancing efficiency and transparency across diverse business functions. ServiceNow's user-friendly interface, coupled with its powerful workflow automation capabilities, empowers Durham County to optimize operations, improve service delivery, and drive innovation.

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

Resource Persons: Greg Marrow, CIO; Tamara Minor, Senior IT Business Specialist

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager to enter into contract with Carahsoft (ServiceNow) in the amount of \$308,598.70 using existing CIP Funds. The County Manager also recommends the Board allow the County Manager to sign off on subsequent renewals, extensions, or amendments associated with this contract as necessary to continue services as required.

Attachments:

[AAF Carahsoft Supplemental Document - ServiceNow Cask IRM - 02-02-24](#)

[Carahsoft Service Now IRM-GRC Implementation - CP - 03-04-2024 thru 12-31](#)

24-0092

Approval of Letter Authorizing the Friends of Geer Cemetery to Conduct Preservation Work at the Historic Geer Cemetery

Agenda Text:

The Board is requested to authorize the County Manager, to sign a letter stating that the County has authority over the Geer Cemetery as an abandoned cemetery under NCGS §65-113 and authorizing the Friends of Geer Cemetery to perform work at the cemetery per their grant application.

This authorization from Durham County as the entity authorized to oversee abandoned cemeteries, such as the Geer Cemetery, per G.S. §65-113 is one of the requirements of a grant application to the Unity Cemetery Preservation Fund.

The Friends of Geer Cemetery, a local non-profit corporation, is applying for a grant provided by the Unity Cemetery Preservation Fund to support the preservation of Geer Cemetery. The Geer Cemetery was Durham's primary African-American

burying ground between 1877 and 1927, after the city first began providing a public cemetery for African-Americans. There are more than 1,650 graves in Geer. The Geer Cemetery is an important part of Durham's history, as it is among the most important artifacts and monuments of the African-American experience in Durham. Should the grant money from the Unity Cemetery Preservation Fund be awarded to the Friends of Geer Cemetery, they will develop a descendant and community-advised landscape and land conservation plan for the cemetery. This will include measures to address threats from damaged and fallen trees and from soil erosion, restoring broken and fallen monuments, and stabilizing and preserving fragile grave evidence by using best practices.

This request to Durham County by the Friends of Geer Cemetery is only for the limited purpose of helping the Friends of Geer Cemetery make this grant application and carry out the scope of work if the grant funds are received. The County will not be responsible to administer the grant, make improvements in the cemetery, appropriate money, or take on any other responsibility with regard to the cemetery.

Attachments: 1) Proposed letter for approval; 2) Applicable North Carolina Statute; 3) Grant application (Letter of Intent) that includes synopsis of scope of work.

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

Resource Persons: Curtis Massey, Interim County Attorney, Nathan McKinney, Senior Assistant County Attorney

County Manager's Recommendation: The County Manager recommends that the Board authorize the County Manager, to sign the letter stating that the County has authority over the Geer Cemetery as an abandoned cemetery under NCGS §65-113 and authorizing the Friends of Geer Cemetery to perform work at the cemetery per their grant application.

Attachments: [AAF - Geer Street Cemetery - United Cemetery Preservation Fund - Feb 2024](#)
[Geer Cemetery - Manager Authorization Letter](#)
[GS 65-113](#)
[UnityGrant LetterOfIntent \(1\) \(003\)](#)

24-0094

Departmental - 2023 Board of Adjustment Annual Report

Agenda Text: The Board is requested to receive the 2023 Board of Adjustment Annual Report.

Summary:

Attached is the 2023 Annual Report for the Durham Board of Adjustment. This report highlights cases heard and acted upon by the Board from January 1, 2023, through December 31, 2023.

Motion:

To receive the 2023 Board of Adjustment Annual Report.

Attachments:

- A. 2023 Board of Adjustment Annual Report Memo
- B. 2023 Cases Heard by the Board of Adjustment
- C. 2023 Board of Adjustment Attendance

Alignment with Strategic Plan: This item aligns with Goal Five (Visionary Government) by maintaining a transparent government and reporting.

Resource Persons: Leigha Larkins, Planner, and Sara Young, AICP, Planning Director

County Manager's Recommendation: The County Manager recommends that the Board receive the 2023 Board of Adjustment Annual Report.

Attachments:

[BOCC cover memo 2023 BOA Annual Report](#)

[Attachment A - 2023 Board of Adjustment Annual Report Memo-BOCC](#)

[Attachment B - 2023 Cases Heard by the Board of Adjustment](#)

[Attachment C - 2023 BOA Attendance](#)

24-0095

Departmental - 2023 Appearance Commission Annual Report

Agenda Text:

The Board is requested to receive the 2023 Appearance Commission Annual Report.

Summary:

The Durham City-County Appearance Commission is required by the Interlocal Cooperation Agreement to submit an annual report to the Governing Bodies. The annual report details general accomplishments for 2023 as well as goals for the upcoming year.

Motion:

To receive the 2023 Durham Appearance Commission Annual Report.

Attachments:

- A. 2023 Appearance Commission Annual Report
- B. Attachment B, 2023 Appearance Commission Attendance Report

Alignment with Strategic Plan: This item aligns with Goal Five (Visionary Government) by maintaining a transparent government and reporting.

Resource Persons: Kayla Seibel, Senior Planner and Sara Young, AICP, Planning Director.

County Manager's Recommendation: The County Manager recommends that the Board receive the 2023 Durham Appearance Commission Annual Report.

Attachments: [DCCAC 2023 Annual Report - Staff Memo](#)
[Attachment A 2023 Durham City-County Appearance Commission Annual Repc](#)
[Attachment B - Attendance Report](#)

24-0096 **Departmental - 2023 Durham Open Space and Trails Commission Annual Report**

Agenda Text: The Board is requested to receive the 2023 Durham Open Space and Trails Commission Annual Report.

Summary:

The Durham Open Space and Trails Commission is required by the Interlocal Cooperation Agreement to submit an annual report to the Governing Bodies. The annual report details general accomplishments for 2023 as well as goals for the upcoming year.

Motion:

To receive the Durham Open Space and Trails Commission Annual Report.

Attachments:

- A. 2023 DOST Annual Report
- B. 2023 DOST Attendance Report

Alignment with Strategic Plan: This item aligns with Goal Five (Visionary Government) by maintaining a transparent government and reporting.

Resource Persons: Carl Kolosna, Senior Planner and Sara Young, AICP, Planning Director.

County Manager's Recommendation: The County Manager recommends that the Board receive the 2023 Durham Open Space and Trails Commission Annual Report.

Attachments: [DOST 2023 Annual Report - Staff Memo](#)
[Attachment A DOST 2023 Annual Report](#)
[Attachment B DOST 2023 Attendance Report](#)

24-0097 **Departmental - 2023 Durham Planning Commission Annual Report**

Agenda Text: The Board is requested to receive the 2023 Durham Planning Commission Annual Report.

Summary:

Attached is the 2023 Annual Report for the Durham Planning Commission. This report highlights cases heard and acted upon by the Commission from January 1, 2023, through December 31, 2023.

Motion:

To receive the 2023 Durham Planning Commission Annual Report.

Attachments:

- A. Chair's Report
- B. 2023 Case Report Table
- C. 2023 Attendance Report

Alignment with Strategic Plan: This item aligns with Goal Five (Visionary Government) by maintaining a transparent government and reporting.

Resource Persons: Alexander Cahill, Senior Planning Manager and Sara Young, AICP, Planning Director.

County Manager's Recommendation: The County Manager recommends that the Board receive the 2023 Durham Planning Commission Annual Report.

Attachments:

[BoCC Memo](#)

[Attachment A - Chair's Report](#)

[Attachment B - 2023 Case Report Table](#)

[Attachment C - Planning Commission Attendance](#)

24-0098**Departmental - 2023 Durham Historic Preservation Commission Annual Report****Agenda Text:**

The Board is requested to receive the 2023 Historic Preservation Commission Annual Report.

Summary:

The 2023 Historic Preservation Commission Annual report summarizes cases acted upon and attendance record for the year.

Motion:

To receive the 2023 Historic Preservation Commission Annual Report.

Attachments:

- A. Letter from Andrew Goolsby, HPC Chair
- B. 2022-2023 Historic Preservation Commission CLG Annual Report
- C. 2023 Historic Preservation Annual Attendance Report

Alignment with Strategic Plan: This item aligns with Goal Five (Visionary Government) by maintaining a transparent government and reporting.

Resource Persons: Karla Rosenberg, Senior Planner and Sara Young, AICP, Planning Director.

County Manager's Recommendation: The County Manager recommends that the Board receive the 2023 Historic Preservation Commission Annual Report.

Attachments: [BOCC Cover Memo 2023 HPC Annual Report](#)
[Att A Letter from Chair 2023](#)
[Att B CLG Annual Report 2022-2023](#)
[Att C HPC Attendance](#)

24-0102**Approval of Property Tax Releases and Refunds for January 2024****Agenda Text:**

The Board is requested to approve the Releases & Refunds for the month of January 2024, which includes adjustments to the current year levy as well as prior years' levies. Due to property valuation adjustments for over assessments, listing discrepancies, duplicate listings, and clerical errors, etc. the attached reports detail releases and refunds for the month of January 2024.

This month's report includes releases and refunds for tax year 2023 totaling \$ 1,522,561.91. Prior tax years' (2019-2022) releases and refunds are in the amount of \$56,630.51. January 2024 releases and refunds total \$1,579,192.42.

Alignment with Strategic Plan: Goal 5, Accountable, Efficient, Visionary Government. The reason for the request is to ensure the county complies with North Carolina General Statutes which ensure we are accountable to our citizens.

Resource Persons: Keyar Doyle, Tax Administrator

County Manager's Recommendation: The County Manager recommends that the Board approve the property tax release and refund report for January 2024 as presented and authorize the Tax Assessor to adjust the tax records as outlined by the report.

Attachments: [Releases and Refunds Backup Detail-January 2024-Feb 26, 2024](#)
[Backup-Bill Release Report January 2024-Feb 26, 2024](#)
[Backup-Pending Refund Report January 2024-Feb 26, 2024](#)
[NCVTS December Refunds](#)

7. Public Hearings (20 min)**24-0099****Public Hearing - Text Amendment - Remainder Lot Width (TC2300006) (20min)****Agenda Text:**

The Board is requested to conduct a public hearing to receive comments and consider the following motion(s):

Motion 1: To adopt an ordinance amending Paragraph 7.1.2B of the Unified Development Ordinance; and

Motion 2: To adopt a Consistency Statement as required by N.C.G.S. 160D-605.

Summary

The Remainder Lot Width Text Amendment is a privately-initiated amendment which proposes changes to Unified Development Ordinance (UDO) paragraph 7.1.2B to allow a minimum lot width of 80 feet in the Residential Suburban 20 (RS-20) district for the remaining standard lot after a flag lot is subdivided from it.

Attachments

Attachment A: Remainder Lot Width Proposed Amendment (with track changes)
Attachment B: Applicant Justification Statement
Attachment C: Consistency Statement

Alignment with Strategic Plan: This item aligns with Goal Four (Environmental Stewardship and Community Prosperity) by offering fair and reasonable regulations for the citizens and business community of Durham.

Resource Persons: Bo Dobrzanski, Assistant Planning Director and Sara Young, AICP, Planning Director.

County Manager's Recommendation: The County Manager recommends that the Board receive comments and consider the request.

Attachments:

[000_BOCC Memo - TC2300006 Remainder Lot Width Amendment -](#)
[Attachment A - TC23000006 Ordinance](#)
[Attachment B TC2300006 Applicant Justification Statement](#)
[Attachment C - Consistency Statement](#)
[BOCC Remainder Lot Width PC Presentation1](#)

8. Board and Commission Appointments (10 min)**24-0084****Board and Commission Appointments (10min)****Agenda Text:**

Monica Wallace, Clerk to the Board, will distribute ballots to the Board to make appointments to the following boards:

- Alliance Health Board of Directors
- Audit Oversight Committee
- Board of Health
- Boxing and Wrestling Commission
- Community Child Protection/Child Fatality Prevention Team
- Durham County Women's Commission

The Board of Commissioners recognizes the need to have a representative sample of the citizens of Durham County serve on boards, commissions, committees, and authorities. No citizen may serve more than four consecutive terms for 2-year term boards; three consecutive terms for 3-year term boards; two consecutive terms for 4-year term boards; and one consecutive term for 5 and 6-year term boards in any one position, unless otherwise stated by statute; or there are no other applicants who

meet the eligibility requirements. The Equalization and Review Board shall be exempt from these term limits.

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

Resource Persons: Monica Wallace, Clerk to the Board

County Manager's Recommendation: The County Manager recommends that the Board of County Commissioners vote to appoint members to the aforementioned Boards and Commissions.

Attachments: [Legistar Attmt - 2.26.2024](#)

9. Items Pulled from the Consent Agenda (20 min)

10. Closed Session

24-0101

Closed Session

Agenda Text:

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

- To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, in the matter of the National Opioid Litigation, which privilege is hereby acknowledged; pursuant to G. S. 143- 318.11(a)(3)
- To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee; pursuant to G. S. 143-318.11(a)(6)
- To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations; pursuant to G.S. 143-318.11(a)(4)

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

Resource Persons: Curtis Massey, Interim County Attorney; Kathy Everett-Perry, Chief Human Resource Officer; Andy Miracle, Economic Development Director

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

11. Adjournment