



Durham County

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

Meeting Agenda Board of County Commissioners

Monday, February 10, 2025

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.

"Land Acknowledgment"

As we convene for the Durham County Commissioners meeting, it's crucial to recognize the painful truth of history. We stand on the stolen ancestral lands of the Catawba, Eno, Occaneechi, Shakori, and Tuscarora peoples, whose deep connection to this land predates our arrival. We acknowledge with humility the unjust displacement and violence that occurred, leading to the dispossession of indigenous peoples from their homelands. Their resilience in the face of such adversity is a testament to their strength and spirit.

May we humbly honor the ancestors and elders of these nations, both past and present, by committing ourselves to fostering understanding, healing, and justice for all who inhabit this land. Let us walk forward together with open hearts, acknowledging the past and embracing a future guided by compassion, respect, and unity.

7:00 pm Regular Session

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

[25-0047](#)

Announcements (5min)

Agenda Text:

1. 2025 DCo Cares Recipient Organization Applications Open - The 2025

Dco Cares Recipient Organization Applications are now open to all nonprofits serving the Triangle community. Durham County (Dco) Cares is the annual Durham County Government Employee Giving Campaign, in which our employees donate funds to those nonprofit agencies chosen as our annual recipient organizations. Applications will be open through February 21, 2025. For more information, or to apply to be a recipient organization, please visit www.dcocares.org <<http://www.dcocares.org>>.

2. DCo Transportation Seeks Public Input on Draft FY26 Work Program

- Durham County Transportation is seeking public input on its Draft Fiscal Year 2026 Transit Work Program. The Public Comment period goes from Jan. 31 to Feb. 21. Residents may take a survey at <https://publicinput.com/draftfy26> or email comments to TransitPlan@dconc.gov <<mailto:TransitPlan@dconc.gov>>. DCo Transportation will also hold two more in-person tabling sessions at Durham Station, 515 W. Pettigrew Street, on Feb. 12 from 10:30 a.m. to 12:30 p.m. and Tuesday, Feb. 18 from 12:30-2:30 p.m. You can also visit <https://bit.ly/DcoTransitWorkPrograms> for more information.

3. Celebrate Black History Month at Library - The Durham County

Library system is celebrating Black History Month with a plethora of events for all ages. All throughout February, check out events - both big and small - created to help us all learn about the rich contributions, achievements, and resilience of the Black Community throughout history. Visting <https://durhamcountylibrary.libcal.com> and search for "Black History Month."

4. Farmland Protection Plan Public Engagement Event - The Durham

County Farmland Protection Advisory Board, the Foothills Regional Commission, and Durham Soil and Water Conservation District invite residents to attend a public engagement event on the Durham County Farmland Protection Plan. The purpose of the event is to review the current conditions of Durham County farming and discuss problem solving strategies. To be held at 6 p.m. on Thursday, Feb. 20, at the Bahama Ruritan Club, 8202 Stagville Road. Register at <https://forms.gle/aZAXZzupsvVAJxyL7>. Questions: mlong@frcnc.gov <<mailto:mlong@frcnc.gov>> or sscully@dconc.gov <<mailto:sscully@dconc.gov>>.

5. Durham Area Food & Resources Map - Check out the Durham Area

Food and Resource map. It's a one-stop resource to find food pantries, places to get a hot meal, farmers' markets that take SNAP and WIC benefits and grocery stores that take SNAP and WIC benefits. Find the map here: <https://durham-area-food-resources-durhamnc.hub.arcgis.com/>. Visit End

Hunger Durham for a printable list of food pantries at
<https://www.endhungerdurham.org/food-resources/>.

6. **Advertisement of Tax Liens** - The Durham County Tax Administration wants all taxpayers to know that North Carolina law requires the tax collector to annually publish current year unpaid real estate taxes. Durham County real property taxes not paid by 5 p.m. on March 11, 2025, will be advertised in a local newspaper on March 26, 2025. For information, visit www.dconc.gov/tax [<http://www.dconc.gov/tax>](http://www.dconc.gov/tax) or call 919-560-0300.
7. **2025 Reappraisal Notices** - Durham County taxpayers will be mailed their 2025 Reappraisal Notices by the first week of March 2025. These notices will inform taxpayers of their 2025 assessed values after the 2025 General Reappraisal process. Property owners are encouraged to visit the Tax Administration website at www.dconc.gov/tax [<http://www.dconc.gov/tax>](http://www.dconc.gov/tax) to review the values, compare them with sales they have observed, and verify that their property tax listing is accurate.
8. **Free NC Voter ID Outreach Event** - The Durham County Board of Elections will hold a free NC Voter Photo Identification Card event on Saturday, Feb. 22, from 12 to 3 p.m. at North Regional Library, 221 Milton Road. The DCoBOE is holding an event every month at libraries to help distribute free IDs. Visit www.dcovotes.dconc.gov/voters/voter-id [<http://www.dcovotes.dconc.gov/voters/voter-id>](http://www.dcovotes.dconc.gov/voters/voter-id) for find out more information.
9. **Dco Library Hosts “ ÌäÊÊ ÈÇáÚÑÈí : A Story in Arabic”** - Come out to the Durham County Main Library’s Main Children’s Programming Room to enjoy a story and other activities in Arabic language with Fayrouz Kaddal. Registration is required. They will be held at 10:30 a.m. on Saturdays - Feb. 15, March 29, April 26, and May 17. Register for the first date here: <https://durhamcountylibrary.libcal.com/event/13736608>. Email Kaddal at fayrouz.kaddal@gmail.com [<mailto:fayrouz.kaddal@gmail.com>](mailto:fayrouz.kaddal@gmail.com) for more information.
10. **Office of the Sheriff Community Academy** - Looking to learn about the Sheriff’s Office, give helpful feedback, build relationships and raise awareness? Apply today for the Community Academy hosted by the Durham County Office of the Sheriff. For additional information and to apply, please visit www.durhamsheriff.com [<http://www.durhamsheriff.com>](http://www.durhamsheriff.com) or call 919-560-0897.

Continuous Announcement for Posting Only - Will Not be Read During

the Meeting

Open Office Hours with Planning Staff - The Durham City-County Planning Department is updating the Unified Development Ordinance (UDO)! The UDO sets the rules for how land is developed in Durham, and we want your input! We will be hosting recurring office hours throughout the project. Drop in with your questions and feedback at the Durham County Main Library (300 N. Roxboro St.) on First Thursdays 3-6 p.m. and Third Thursdays 10 a.m.-1 p.m. through August 2025. Website: <https://engagedurham.com/35/New-UDO>. Contact: NewUDO@DurhamNC.gov.

4. Minutes (5 min)**25-0053****Minutes (5min)****Agenda Text:**

The Board is requested to approve the January 27, 2025, Regular Session Meeting minutes.

Alignment With Strategic Plan: This item aligns with Strategic Plan Goal: High Performing Organization

Resource Persons: Monica Wallace, Clerk to the Board

County Manager's Recommendation: The County Manager recommends that the Board approve the January 27, 2025, Regular Session Meeting minutes.

Attachments:

[Regular Session - January 27, 2025](#)

5. Ceremonial Items (20 min)**25-0058****Introduction of the New Durham County Memorial Stadium Manager, Evan Kramer (5min)****Agenda Text:**

The Board is requested to recognize the new Durham County Memorial Stadium Manager, Evan Kramer.

Evan graduated with honors from the University of North Carolina at Chapel Hill, with degrees in Sport Administration and Management. He went on to pursue his graduate degree, and earned a Master's degree in Parks, Recreation, Tourism and Sport Management from NC State University. Prior to coming to Durham, Evan was the coordinator of Sport Programs at UNC, overseeing intramural and club sport activities. In November of 2022, Evan came to Durham County General Services as the Event Coordinator at the Durham County Memorial Stadium, where he worked in conjunction with the previous Stadium Manager to host over 100 events each year. He served as the lead on many successful events at the stadium, including the Central Intercollegiate Athletic Association (CIAA) Track and Field Championship, the North Carolina High School Athletic Association (NCHSAA) Lacrosse State Championships, and the National Association of Intercollegiate Athletics (NAIA)

National Championship Football Game. Prior to his appointment as Stadium Manager, he served as the acting stadium manager for the past three months. Evan is a resident of Durham and is excited to continue the work of growing and developing the stadium, and ensuring it continues to be a positive asset for Durham County and surrounding areas that support local events for the community.

Alignment with Strategic Plan: Empowered Community offering and encouraging access to tools, services, support groups, and educational opportunities for diverse communities.

Resource Persons: Chrystal Thomas, Deputy Director General Services; Motiryo Keambiroiro, Director General Services.

County Manager's Recommendation: The County Manager recommends that the Board recognize the new Durham County Memorial Stadium Manager Evan Kramer.

25-0046

Proclamation - Black History Month (5min)

Agenda Text:

The Board has been requested to issue a proclamation celebrating Black History Month in Durham County.

The purpose of this resolution is to acknowledge and honor the lived experiences and contributions of the African American and Black community in Durham County, bringing awareness and celebration to Black History Month in our community in Durham County and across our country and world. 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: This item aligns with Strategic Plan Goal - Healthy & Inclusive Community

Resource Persons: Dr. Brent Lewis, Director of Equitable Well-Being & Nisha Williams, Chair of Durham City-County Racial Equity Commission

County Manager's Recommendation: The County Manager recommends that the Board issues a proclamation celebrating Black History Month in February 2025.

Attachments:

[Proclamation - Black History Month - Feb 2025](#)

25-0049

Resolution - Honoring the Lives and Legacy of Deah Shaddy Barakat, Yusor Mohammad Abu-Salha, and Razan Mohammad Abu-Salha on the 10th Anniversary of Their Passing (10min)

Agenda Text:

The Board is requested to approve this resolution that was requested by Commissioner Nida Allam to commemorate the lives of Deah Barakat, Yusor Abu-Salha and Razan Abu-Salha who lived their young lives in dedication to serving communities locally and globally. These young people were in the midst of pursuing education in the fields of dentistry, biological science and architecture when in early 2015, their lives were cut short by a violent act. Commissioner Allam will address this

item.

Alignment With Strategic Plan: This item aligns with Strategic Plan Goal: Safe and Resilient Community.

Resource Persons: Nida Allam, Chair, Board of County Commissioners

County Manager's Recommendation: The County Manager recommends that the Board approve the resolution.

Attachments: [Resolution - OTWLHP 10th Anniversary](#)

6. Consent Agenda (15 min)

[25-0005](#)

Approval of Purchase of Goods and Services Contract with Batteries of NC & S.W.S. LLC in the Amount of \$385,485.54 for the Sheriff's Office FY25 Vehicle Equipment

Agenda Text:

The Board is requested to approve and authorize the County Manager to execute a purchase of goods and services contract with Batteries of NC & S.W.S. LLC in the amount of \$385,485.54 for the Sheriff's Office FY25 vehicle equipment. Funding was previously budgeted and exists to cover the costs of this contract. G.S. 143-129(e) allows local governments to be exempted from the competitive bidding requirements and purchase furnishings/equipment through group purchasing programs.

This request will allow the Sheriff's Office to purchase emergency equipment and upfits for the FY25 fleet. The equipment to be purchased includes, but not limited to emergency lights, sirens, computer stands and associated radio systems hardware. Vehicles will be assigned and deployed after the equipment has been purchased and installed.

Alignment with Strategic Plan: This request aligns with the County's Strategic Plan Goal 3; Safe Community

Resource Persons: David LaBarre, Director of Planning & Development, Durham County Sheriff's Office; Preston Edwards, Logistics Manager, Durham County Sheriff's Office.

County Manager's Recommendation: The County Manager recommends that the Board approve and authorize the County Manager to execute a purchase of goods and services contract with Batteries of NC & S.W.S. LLC in the amount of \$385,485.54 for the Sheriff's Office FY25 vehicle equipment. Funding was previously budgeted and exists to cover the costs of this contract.

Attachments: [Source-Well Sup 2025](#)
[Attachment 1 Batteries of NC \(FY25 DCSO vehicle equipment & upfits\) Scope](#)
[Attachment 1A Batteries of NC quotes \(FY25 vehicle equipment\)](#)
[Attachment 1B Batteries of NC FY25 DCSO approved vehicles](#)
[Attachment 1C FY25 DCSO Vehicle Request](#)
[Attachment 1D Sourcewell - Whelen Engineering Company, Inc. Contract# 090](#)
[Batteries of NC \(FY25 vehicle equipment & upfits\) Service Contract Template 1](#)

25-0012 **Budget Ordinance Amendment No. 25BCC070 Public Health to Recognize \$15,000 from Duke University's Division of Community Health to Conduct the 2026 Durham County Community Health Assessment Survey with Durham County Residents**

Agenda Text: The Board is requested to approve Budget Ordinance Amendment No. 25BCC070 Public Health to Recognize \$15,000 from Duke University's Division of Community Health to Conduct the 2026 Durham County Community Health Assessment Survey with Durham County Residents

These funds will be used by the Durham County Department of Public Health to cover costs for conducting the 2026 Durham County Community Health Assessment survey with residents.

This amendment requires no additional County funds.

The Board of Health has approved this amendment.

Alignment with Strategic Plan: This item aligns with Durham County Strategic Goal: Healthy and Inclusive Community.

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

County Manager's Recommendation: The County Manager recommends that the Board approve Budget Ordinance Amendment No. 25BCC070 Public Health to Recognize \$15,000 from Duke University's Division of Community Health to Conduct the 2026 Durham County Community Health Assessment Survey with Durham County Residents

Attachments: [AAF Pop Health Duke CHA Funds](#)
[AAF Supplemental Document - Non-contract Template Pop Health CHA Funds](#)
[CHA Support Duke Health FY 2025](#)
[AAF-70 Legal Form](#)

25-0017 **Authorize the County Manager to Sign a Memorandum of Agreement (MOA) with the North Carolina Department of Public Safety (NCDPS) for the Durham County Youth Home**

Agenda Text: The Board is requested to approve a Memorandum of Agreement (MOA) with the

North Carolina Department of Public Safety (NCDPS) and to authorize the County Manager to sign the MOA. The agreement became effective September 1, 2024. By mutual agreement, this MOA may be renewed for two (2) additional years in increments of one (1) year each renewal, provided that, for each renewal the mutual agreement is executed on or before August 15 immediately preceding the renewal period.

In accordance with North Carolina General Statute 143B-820, State Subsidy to County Detention Facilities, the Section shall administer a State subsidy program to pay a county that provides juvenile detention services and meets State standards a certain per diem per juvenile. In general, this per diem should be fifty percent (50%) of the total cost of caring for a juvenile from within the county and one hundred percent (100%) of the total cost of caring for a juvenile from another county. Any county placing a juvenile in a detention facility in another county shall pay fifty percent (50%) of the total cost of caring for the juvenile to the Section.

The proposed Memorandum of Agreement (MOA) seeks to maintain the current per diem rate for the Durham County Youth Home. The North Carolina Department of Public Safety (NCDPS) has established a daily per diem rate of \$160.00 for Durham County residents who are detained at the Youth Home. In contrast, juveniles from other counties or those charged in other counties will be billed at a daily rate of \$309.00 while housed at Youth Home

Alignment with Strategic Plan: This request aligns with Durham County Strategic Goal: Safe and Resilient Community, and Financial Stewardship.

Resource Persons: Angela G. Nunn, Youth Home; Director, Dwane Brinson, Assistant County Manager

County Manager's Recommendation: The County Manager recommends that the Board Authorize the County Manager to Sign a Memorandum of Agreement (MOA) with the North Carolina Department of Public Safety (NCDPS) for the Durham County Youth Home

Attachments: [AAF Supplemental Word Attachment MOA January 2025](#)
[Durham County Youth Home MOA Final 01.03.2025](#)

25-0018 **Approval of Purchase of Goods and Services Contract with eGroup Holding Company, LLC in the Amount of \$302,273 to provide Data Protection and Disaster Recovery for the Sheriff's Office**

Agenda Text: The Board is requested to approve and authorize the County Manager to execute a purchase of goods and services contract with eGroup Holding Company, LLC in the amount of \$302,273 to provide data protection and disaster recovery for the Sheriff's Office. Funding was previously budgeted and exists to cover the costs of this contract. G.S. 143-129(e) allows local governments to be exempted from the

competitive bidding requirements and purchase furnishings/equipment through group purchasing programs.

The current solution has reached the end of life and is obsolete. These upgrades will ensure that essential data, including citizen records, law enforcement data, and financial information, is securely backed up and recoverable, minimizing downtime during outages or cyberattacks. The platform will allow the Sheriff's Office to quickly recover from disasters, whether due to natural events or cybersecurity incidents like ransomware attacks, reducing the risk of data loss and ensuring business continuity.

Alignment with Strategic Plan: This request aligns with the County's Strategic Plan Goal: Safe and Resilient Community

Resource Persons: Vincent Ritter, IT Director, Durham County Sheriff's Office; Clarence Birkhead, Sheriff of Durham County.

County Manager's Recommendation: The County Manager recommends that the Board approve and authorize the County Manager to execute a purchase of goods and services contract with eGroup Holding Company, LLC in the amount of \$302,273 to provide data protection and disaster recovery for the Sheriff's Office. Funding was previously budgeted and exists to cover the costs of this contract. G.S. 143-129(e) allows local governments to be exempted from the competitive bidding requirements and purchase furnishings/equipment through group purchasing programs.

Attachments:

[eGroup Holdings Co LLC Sup 2025](#)

[eGroup Service Contract Template FY2025](#)

[Attachment 1 eGroup Scope of Services Form FY2025](#)

[Attachment 1A DCSO Rubrik quote 12.12.2024](#)

[Attachment 1B GSA Contract GS-35F-303DA](#)

25-0034

Approval to provide blanket authorization for the Manager's execution of the documents required by the North Carolina Department of Transportation as part of the Triangle Wastewater Treatment Plant Utilities Administration Building II Project.

Agenda Text:

The North Carolina Department of Transportation (DOT) requires various applications, permits, encroachment agreements, and other similar documents to be completed and executed by a property owner when its development and construction will access or otherwise affect a DOT right-of-way, or other aspects of State Maintained roadways. As part of the necessary steps in the Triangle Wastewater Treatment Plant (TWWTP) Utilities Administration Building II Project, the Board is requested to authorize the County Manager (including appropriate staff authorized by the Manager in writing) to execute all necessary North Carolina Department of Transportation (DOT) Agreements, including but not limited to the following documents and/or amendments:

1. Right of Way Encroachment Agreement for Curb and Gutter, Pavement

Widening and Storm Drainage. This Agreement will allow for the installation of storm pipe and other improvements within the DOT right-of-way on NC 55 Hwy near the Route 55 and TW Alexander Dr. intersection. This is the same form as item 4 below but will serve the construction and improvements described here. The items under this agreement will be installed by the applicant (Durham County, the second party on the encroachment agreement) and ultimately owned and maintained by NCDOT.

2. Three Party Right of Way Encroachment Agreement on Primary and Secondary System. This Agreement will allow for the Ductile Iron Pipe (“DIP”) sewer line (bore and jack, encased) and all necessary appurtenances on NC 55 Hwy near the Route 55 and TW Alexander Drive intersection. The three parties are Durham County, NC DOT, and the City of Durham (the municipality who will ultimately maintain the utility).
3. Street and Driveway Access Permit Applications (3). These documents are required and will allow street/driveway access to and from the Triangle Wastewater Treatment Plant property from a state road and right-of-way.
4. Right of Way Encroachment Agreement for Curb and Gutter, Pavement Widening and Storm Drainage. This Agreement will allow for the installation of a turn lane and other improvements within the DOT right-of-way, northeast of the Hwy 55/TW Alexander Drive intersection. This is the same form as item 1 above but will serve the construction and improvements described here. The items under this agreement will be installed by the applicant (Durham County, the second party on the encroachment agreement) and ultimately owned and maintained by NCDOT.

Attachments: 1-6: items noted above. 7: Form Descriptions. 8: NC DOT Driveway and Access Policy. 9: Construction Drawings.

Alignment with Strategic Plan: This aligns with the Durham Strategic Plan Focus Area of Sustainable Infrastructure and Environment, Goal 1: Plan for long-term use of County land, facilities, and equipment.

Resource Persons: Brenda Hayes-Bright, Assoc. AIA, CDT, Project Manager; Peri Manns, ASLA, Deputy Director of E&ES; Stephanie Brixey, Deputy Director of E&ES; Jay Gibson, P.E., Director of E&S; Nathan McKinney, Senior Assistant County Attorney.

County Manager’s Recommendation: The County Manager recommends that the Board authorize the County Manager or her designee to execute the applications, agreements, amendments, and any other documents required by the North Carolina Department of Transportation as part of the Triangle Wastewater Treatment Plant Utilities Administration Building II Project, upon legal review and approval as to form by the County Attorney’s Office.

Attachments: [Attachment 1 - NC 55 16-1B-Two-Party-Related-To-Road-ConstructionR](#)
[Attachment 2- NC 55 16-6-Three-Party-Non-C-A](#)
[Attachment 3-NC 55 Street-and-Driveway-Access-Permit-Application](#)
[Attachment 4 - SR 2028 16-1B-Two-Party-Related-to-Road-Construction R](#)
[Attachment 5 -SR 2028 Street-and-Driveway-Access-Permit-Application](#)
[Attachment 6 - SR 2100 Street-and-Driveway-Access-Permit-Application](#)
[Attachment 7 -DOT Form Descriptions TWWTP Utilities Admin Bldg II Jan 202](#)
[Attachment 8- NC DOT - Policy on Street and Driveway Access](#)
[Attachment 9 - Durham Public Utilities Administration Building - 1st Constructor](#)

25-0035

Lease Amendment for China Wok at 3825 S Roxboro Rd. Suite 124 at the Shoppes of Hope Valley Shopping Center to extend the current lease through February 28, 2027, with a monthly base lease rate of \$3,019.02, plus monthly Common Area maintenance costs estimated to be \$400.00 per month for CY2025

Agenda Text: The Board is requested to approve a lease amendment for China Wok, a tenant at 3825 S. Roxboro Road, Suite 124 at the Shoppes of Hope Valley Shopping Center to extend the lease term two (2) years, through February 29, 2027. The original term of the Lease expires on March 1, 2025.

China Wok has maintained their tenancy at Shoppes of Hope Valley since 2002 and seek to remain in this location to serve their customers.

Alignment with Strategic Plan: The attached Lease Amendment supports the goal of Sustainable Infrastructure & Environment and the objective to plan for long-term use of County land, facilities, and equipment.

Resource Persons: Nancy Mitchell, Senior Real Estate Officer; Peri Manns, Deputy Director of E & E S; Jay Gibson, Director of E&ES; Julio Delgado, Assistant County Manager.

County Manager's Recommendation: China Wok, a tenant at 3825 S. Roxboro Road, Suite 124 at the Shoppes of Hope Valley Shopping Center to extend the lease term two (2) years, through February 29, 2027.

Attachments: [China wok amendment #6.docx](#)

25-0036

Durham County Matching Grants Program - Approval of FY 2024-25 Grant Cycle Recipients in the Amount of \$100,000

Agenda Text: The Board is requested to approve funding requests totaling \$100,000 for five projects for the current cycle of the Durham County Matching Grants Program. The Durham County Matching Grants Program for open space and recreation projects, now in its 34th year, provides matching funds to community groups for projects that protect open space or provide public recreational opportunities for the 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 FY24-25 is \$100,000. The program requires matching value from applicants, which can include a cash match and/or the value of volunteer time on the project. Over the life of the program, the Durham County Matching Grants program has supported 130 community projects with a total value of over \$6.2 million using over \$2.1 million in county matching funds.

The 2024-25 cycle of the Matching Grants Program includes five applications, for projects that total \$100,000. At their January 15, 2025, meeting the Durham Open Space and Trails Commission (DOST) reviewed these projects and voted to approve funding.

Grant request and applicants include: \$5,000 for the Durham Community Land Trust; \$57,600 for Kestrel Heights Charter School; \$29,400 for El Futuro; \$5,000 for Merrick-Moore Community Development Corporation; \$3,000 for the Village Commons at St. Paul's. These projects are described in more detail in additional supplemental documents.

Alignment with Strategic Plan: This program aligns with the DCo Forward 2029 Strategic Plan through the Sustainable Infrastructure & Environment Focus Area's SI 1c Initiative to "create, maintain, and preserve vibrant, inclusive spaces in the County," and SI 3d Initiative to "protect and restore natural resources, land, recreational, historical, and rural spaces."

Resource Persons: Brendan Moore, Open Space Land Manager; Celeste Burns, Open Space and Real Estate Division Manager, Maureen Quinlan, DOST Matching Grants Committee Member and DOST Chair

County Manager's Recommendation: The County Manager recommends that the Board approve funding requests totaling \$100,000 for five projects for the current cycle of the Durham County Matching Grants Program.

Attachments:

[AAF Supplemental - 2024-25 Matching Grants Program](#)

[Attachment 1 - 2024-25 Matching Grant Summary Table](#)

[Attachment 2 - 2024-25 Matching Grants Location Map](#)

[Durham County Matching Grants Program Report - December 2024](#)

25-0037

Approval of Budget Ordinance Amendment No.25BCC072 Appropriating \$53,240 of General Fund Balance to the County Matching Grants Program for previously approved 2023-24 FY Grant Recipient

Agenda Text:

The Board is requested to approve Budget Ordinance Amendment No.25BCC072 appropriating \$53,240 of General Fund Balance to the Matching Grants Fund Center to support a previously approved 2023-24 FY Matching Grant recipient, El Futuro.

In February 2024 the Board of County Commissions approved El Futuro's Matching

Grant application request of \$53,240 to support development and improvements to their public outdoor community space at the Lakewood Shopping Center at 2020 Chapel Hill Road. Grant recipients are awarded funds through the County's contract process through a funds reservation. Due to issues related to the county contract process and staff changes at El Futuro, the contract for this 2023-2024 grant award was not completed before the end of the County's fiscal year, June 30, 2024, and those funds were not encumbered. This budget request will provide funds to complete El Futuro's contract for last year's grant award.

Alignment with Strategic Plan: The Durham Matching Grants Program aligns with the DCo Forward 2029 Strategic Plan through the Sustainable Infrastructure & Environment Focus Area's SI 1c Initiative to "create, maintain, and preserve vibrant, inclusive spaces in the County," and SI 3d Initiative to "protect and restore natural resources, land, recreational, historical, and rural spaces."

Resource Persons: Brendan Moore, Open Space Land Manager; Celeste Burns, Open Space and Real Estate Division Manager; Jonathan Yeomans, Budget and Management Analyst

County Manager's Recommendation: The County Manager recommends that the Board of County Commissioners approve Budget Ordinance Amendment No.25BCC072 appropriating \$53,240 of General Fund Balance to the Matching Grants Fund Center to support a previously approved 2023-24 FY Matching Grant recipient, El Futuro.

Attachments: [AAF-72 GF FB Approp for El Futuro \(\\$53,240\)](#)

25-0038

Approval of Addendum to Property Management Agreement between Durham County and TradeMark Properties, Inc. to incorporate the retail spaces at 201 E. Main Street, Durham, NC 27701 into the Property Management Agreement and increase the annual contract to a total annual amount of \$36,000.

Agenda Text:

The Board is requested to approve the Addendum to the Property Management Agreement between TradeMark Properties, Inc. and Durham County to incorporate the two (2) retail spaces located at 201 E. Main Street, Durham. NC 27701. The addition of these retail spaces will increase the annual contract amount by \$18,000 to a total annual contract amount of \$36,000.

In December 2023, the Board of Commissioners approved a three-year Property Management Agreement between Durham County and TradeMark Properties, Inc. for the management, maintenance, and leasing of the in-line portion of the shopping center property located at 3825 S. Roxboro Street, known as The Shoppes of Hope Valley. TradeMark has been managing this property since that time, and has performed well, providing extensive support and professional property management of the shopping center. TradeMark Properties was selected through a Request for Proposals process in April 2023. Their scope of work includes collection and

accounting for all rent payments, management of the Security Deposits, move-in and move-out management, leasing and handling lease renewals and extensions. TradeMark provides monthly accounting reports to our Finance Department and maintains communication with all tenants as needed.

TradeMark Properties' base fee for service is a minimum of \$1500 per month per location. TradeMark's fee and costs of services and repairs to the retail spaces are deducted from the rent collected, and the net revenue is then transferred to the County. These expenses are included in the Common Area Maintenance (CAM) fees charged to the Tenants as Additional Rent. These CAM charges at Admin II include additional trash and recycling hauling service for the retail spaces, regular cleaning and maintenance of the grease trap that serves the two spaces, and additional restroom cleanings and supplies as required.

Alignment with Strategic Plan: The attached contract addendum supports the goal of Sustainable Infrastructure & Environment and the objective to plan for long-term use of County land, facilities, and equipment.

Resource Persons: Nancy Mitchell, Senior Real Estate Officer; Peri Manns, Deputy Director of E&ES; Jay Gibson, Director of E&ES; Julio Delgado, Assistant County Manager.

County Manager's Recommendation: The County Manager recommends that the Board approve the Addendum to the Property Management Agreement between TradeMark Properties, Inc. and Durham County to incorporate the retail spaces located at 201 E. Main Street, Durham. NC 27701.

Attachments:

[Trademark - ADDENDUM TO REAL ESTATE MANAGEMENT AGREEMENT 2](#)
[Combined TMP Contract 112923](#)

25-0055

Approval to Advertise 2024 Tax Liens on Real Property

Agenda Text:

The Board is requested to authorize the Tax Administrator to provide public notice and advertise the 2024 delinquent real property tax liens. North Carolina General Statute 105-369 requires the Tax Collector to report to the governing board the total amount of unpaid taxes for the current year that are liens on real property. Tax liens may be advertised any time between March 1 and June 30.

A notice alerting property owners of the pending advertisement must be mailed at least 30 days in advance of the date of the advertisement. The mailed notice states the last day to pay 2024 taxes to avoid being advertised is March 13, 2025. Between the mailed notice and the advertised notice, property owners are advised that collection efforts may be underway. North Carolina General Statute 105-369 mandates the notice to the property owner and the advertisement.

The Tax Collector is required to determine the cost of the advertisement and to set a fee to cover the actual costs (§105-369(d)). The cost for advertising will be \$7.50

per parcel to cover the costs of advertising all tax liens in the Herald Sun.

Alignment with Strategic Plan: This action aligns with Durham County Strategic Goal: Financial Stewardship. This request is to ensure the county complies with financial requirements mandated by North Carolina General Statutes.

Resource Persons: Keyar J. Doyle, Tax Administrator.

County Manager's Recommendation: The County Manager recommends that the Board accept the report and authorize the Tax Administrator to advertise said tax liens in accordance with North Carolina General Statute 105-369 during the month of March.

Attachments: [Advertising of Tax Liens- 2024-Feb. 10, 2025](#)
[2024 Delinquent Bills Report](#)
[Order to Advertise Tax Liens 2024](#)

25-0057

Approval of Contract Amendment with Westaff Workforce Solutions for Temporary Staffing Services

Agenda Text: The Board is requested to approve an amendment to the contract with Westaff Workforce Solutions. The amendment is to increase the contract amount from \$50,000.00 to \$113,261.00; an increase of \$63,261.00. This will account for the need for temporary staff to assist with the data entry process and workload associated with the 2025 Revaluation. The initial approved budgeted amount for fiscal year 2024/2025 was \$50,000.00.

Westaff is a temporary staffing agency currently used to assist in the hiring of staff to complete the data entry project for the closing of the 2025 General Reappraisal.

Alignment with Strategic Plan: This item aligns with Durham County Strategic Goal: Safety & Resilience

Resource Persons: Keyar Doyle, Tax Administrator

County Manager's Recommendation: The County Manager recommends that the Board approve an amendment to the contract with Westaff Workforce Solutions through fiscal year 2024/2025 in an amount not to exceed \$113,261.00. In addition, the County Manager recommends the Board provide approval for the County Manager to execute Westaff Workforce Solutions contract amendments and renewals, if necessary, not to exceed \$115,000.00 annually for the next four years.

Attachments: [Westaff Quote](#)
[Executed Westaff Contract Fiscal Year 2024/2025](#)
[Westaff Proposed Contract Amendment FY25](#)

25-0066

Approval of Contract with Ultimate Staffing for Temporary Staffing Services

Agenda Text: The Board is requested to approve a contract with Ultimate Staffing for

\$128,550.00. The contract is for temporary staffing for call center representatives (Tax Assistants) and Commercial Appraisers. This will account for the need for temporary staff to assist with the Commercial appraisal workload and the increase in calls associated with the 2025 Revaluation.

Ultimate Staffing is a temporary staffing agency that has been in business for over 30 years. They have been contracting with various departments throughout the County since 2018.

Alignment with Strategic Plan: This item aligns with Durham County Strategic Goal: Safety & Resilience

Resource Persons: Keyar Doyle, Tax Administrator

County Manager's Recommendation: The County Manager recommends that the Board approve a contract with Ultimate Staffing through August 31, 2025 in an amount not to exceed \$128,550.00.

Attachments:

[Ultimate Staffing Quote for CSRs](#)

[Ultimate Staffing Quote for Commercial Appraisers](#)

[Service Contract Template_FY2025_STANDARD \(002\)](#)

7. Other Business (60 min)

[25-0054](#)

2025 General Reappraisal Update Presentation (60min)

Agenda Text:

The Board is requested to allow the Department of Tax Administration to provide an update on the 2025 General Reappraisal that is effective January 1, 2025. This presentation will provide the Board and public with current market statistics, important upcoming dates and general information about the reappraisal process.

Alignment with Strategic Plan: This item aligns with Strategic Goal Plan: Community Safety & Resilience

Resource Persons: Keyar Doyle, Tax Administrator

County Manager's Recommendation: The County Manager recommends that the Board receive the presentation as an update on the 2025 General Reappraisal.

Attachments:

[Item 25-0048 - 2025 Reappraisal 2.10.2025](#)

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

9. Adjournment