



# Durham County

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

## Meeting Agenda Board of County Commissioners

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Monday, October 28, 2024

7:00 PM

Commissioners' Chambers

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### Regular Session

#### "Public Charge"

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

#### "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)

[24-0696](#) Announcements (5min)

Agenda Text:

1. Early Voting Continues - Looking to avoid long lines on Election Day?

Durham County's Board of Elections invites you to cast your ballot during Early Voting for the 2024 Statewide General Election, which continues at 12 locations throughout Durham County through Saturday, November 2. Registered voters may vote at any of the 12 locations. For more information, including addresses of polling places, hours of operation, vote wait times, and more, visit [www.dconc.gov](http://www.dconc.gov) <<http://www.dconc.gov>>. Remember, Election Day is Tuesday, November 5, 2024.

2. **Sheriff Hosting Trunk or Treat** - Durham County Sheriff Clarence Birkhead and Sheriff's Office personnel and ABC 11 Together will host a Trunk or Treat event on Halloween night! The event will be from 5 to 7:30 p.m. on Thursday, October 31 at Northgate Mall in the parking lot near Sears. Kids can come out and see Sheriff's Office vehicles, such as motorcycles, cars, bomb robots, rescue boat, fire truck, and ambulances. There will also be a collection of hygiene and comfort items to be distributed to the first responders helping Hurricane Helene recovery efforts in western North Carolina.
3. **2025 Reappraisal Awareness Session** - The Durham County Department of Tax Administration will be conducting a Community Outreach 2025 Reappraisal Awareness session for residents to learn more about the reappraisal process and ask questions to staff on Monday, November 18 from 5:30 to 6:45 p.m. at Main Library, 300 N. Roxboro Street. Reappraisal is the process of taking a market value "snapshot" of all real property in the county, as of January 1 of the reappraisal year. Real property includes all vacant and improved land, whether residential, commercial, agricultural, or industrial. For more information, visit [www.dconc.gov/tax](http://www.dconc.gov/tax) or call 919-560-0300 <<http://www.dconc.gov/tax%20or%20call%20919-560-0300>>.
4. **Volunteer for Durham Sports Commission** - Looking for a fun and rewarding volunteer opportunity around sports? The Durham Sports Commission invites you to apply to volunteer at the Champion Durham Classic high school basketball tournament on Nov. 21-23 or the NAIA Football Championship on Saturday, Dec. 21. The goal of the DSC Volunteer Program is to empower passionate individuals to contribute their time and skills in support of enhancing the culture of sports in Durham. Find out more and apply here: <https://www.durhamncsports.com/get-involved/volunteer-program/>.
5. **Updated COVID-19 Vaccines Available at DCoDPH** - The Durham County Department of Public Health has a limited number of updated Pfizer and Moderna COVID-19 vaccines (2024-2025 formula) for all people ages 6 months and older. Make an appointment by calling 919-560-7608.

Walk-ins also accepted at 414 E. Main Street. Vaccination is covered by most private insurance, Medicare, and Medicaid, and is available at no cost for people who do not have insurance. For more information, visit <https://www.dcopublichealth.org/COVIDVaccines>.

6. **Most DCo Offices Closed for Veterans Day** - Most Durham County Government offices will be closed on Monday, November 11, 2024, in observance of the Veterans Day Holiday. All offices will reopen with normal business hours on Tuesday, November 12. For more information on impacts on certain services, visit [www.dconc.gov](http://www.dconc.gov) <<http://www.dconc.gov>>.

#### 4. Minutes (5 min)

##### [24-0697](#)

##### Minutes (5min)

**Agenda Text:**

The Board is requested to approve the October 7, 2024, Work Session minutes and the October 14, 2024, Regular Session minutes.

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

**Resource Persons:** Monica W. Wallace, Clerk to the Board

**County Manager's Recommendation:** The County Manager recommends that the Board approve the October 7, 2024, Work Session minutes and the October 14, 2024, Regular Session minutes.

**Attachments:**

[Work Session - October 7, 2024](#)

[Regular Session - October 14, 2024](#)

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

##### [24-0690](#)

##### Recognize Motiryo Keambiroiro, Director of Durham County General Services for Minority Enterprise Development (MED) Week Award (10min)

**Agenda Text:**

The Board is requested to recognize Motiryo Keambiroiro, Director, Durham County General Services, for service with excellence within the Durham community. During the BOCC Regular Meeting on September 23, 2024, October 14 - 17, 2024 was proclaimed as the Minority Enterprise Development Week in Durham County. On October 17, 2024, Motiryo was recognized by the MED Week committee:

“In celebration of service with excellence. Your commitment to making Durham a better place to live, work, play and thrive is commended”.

**Alignment with Strategic Plan:** This item aligns with the Durham County Strategic

Goal: Empowered Community

**Resource Persons:** Chrystal Thomas, Deputy Director, Durham County General Services

**County Manager's Recommendation:** The County Manager recommends that the Board extend congratulations to Motiryo Keambiroiro, Director, Durham County General Services.

**Attachments:** [Med Week Award](#)

**24-0667**

### **Proclamation - Community Health Coalition Day (10min)**

**Agenda Text:**

The Board is requested to proclaim November 9, 2024 as Community Health Coalition Day in Durham County.

Since 1989, we have been improving the health of Durham and NC Communities. Our mission is to achieve health equity and eliminate racial health disparities in Durham County and the surrounding areas. We have worked diligently to close the gap in health access, mortality, and health outcomes between African Americans and disadvantaged and underserved populations through health education, promotion, advocacy, and referrals. We recently acquired our first Mobile Health Unit and a Refrigerated Truck to propel our work toward a Healthy and Whole Durham. We will host our Ribbon-Cutting Ceremony and 35th Anniversary Community Festival on Saturday, November 9, 2024.

Our strong commitment to achieving health equity for EVERYONE, beyond today's racial and socioeconomic barriers, has made us a trusted voice and pillar in Durham County. This pivotal New Horizon will allow us to expand our capacity, reach, and touch to do more for our communities.

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

**Resource Persons:** Eva Kali Green-Baysmore, Community Health Coalition

**County Manager's Recommendation:** The County Manager recommends that the Board proclaims November 9, 2024, as Community Health Coalition Day in Durham County.

**Attachments:** [Proclamation - Community Health Coalition Day - Oct 2024](#)

**24-0618**

### **Resolution - Operation Green Light and Veterans Day 2024 (10min)**

**Agenda Text:**

The Board is requested to adopt the attached resolution in support of Operation Green Light and Veterans Day 2024.

**Alignment with Strategic Plan:** This resolution aligns with the strategic focus areas of "Healthy & Inclusive Community" and "Empowered Community". Durham County Veteran Services works to increase healthy and equitable outcomes for veterans and

their families and empower them through the provision of VA claim support services. By adopting this resolution, Durham County BOCC will not only bring to light the challenges that many veterans face in obtaining benefits but also educate its citizens about assistance available to them through Durham County Veteran Services.

**Resource Persons:** Lois Harvin-Ravin, Director; Linzie Atkins, VSO Supervisor; and Jonathan Crooms, Veterans Service Officer.

**County Manager's Recommendation:** The County Manager recommends that the Board adopt the attached resolution in support of Operation Green Light and Veterans Day 2024.

**Attachments:** [Resolution - Operation Green Light - October 24](#)

### **24-0699**

### **Proclamation - Domestic Violence Awareness Month (10min)**

**Agenda Text:**

In recognition of Domestic Violence Awareness and Prevention Month, the Board is requested to proclaim October 2024 as Domestic Violence Awareness and Prevention Month. Domestic violence is a serious crime that affects people of all races, ages, gender identities, and socioeconomic backgrounds. Victims of domestic violence embody tremendous strength and resilience and deserve community support as they reclaim their lives.

Durham County highlights vital programming to support domestic violence victims at the Durham Crisis Response Center (DCRC). DCRC helps those whose lives are torn apart by domestic, sexual, and family violence and human trafficking. DCRC's services are confidential, free, and in English and Spanish. DCRC provides educational workshops and professional training for service providers, law enforcement, hospitals, faith-based organizations, schools, civic groups, and other community members.

Durham County is committed to working with community partners that support appropriate and affirming resources to address and end domestic violence in our community.

**Alignment with Strategic Plan:** This item aligns with Strategic Goal - Community Well-Being

**Resource Persons:** Nimasheena Burns, Vice Chair; Shana Carignan, Executive Director, Durham Crisis Response Center

**County Manager's Recommendation:** The County Manager recommends that the Board proclaim October 2024 as Domestic Violence Awareness Month.

**Attachments:** [Proclamation - Domestic Violence Awareness - October 2024](#)

## **6. Consent Agenda (15 min)**

### **24-0530**

### **Approval of Contract with Piner Appraisal, Inc. for Appraisal Services**

## to Assist Durham County Tax Administration with Real Property Valuations

**Agenda Text:** The Board is requested to approve a standard service contract with Piner Appraisal, Inc. in the amount of \$275,000 for providing appraisal services using a contracted appraisal firm perform field visits for listing permits, data entry, and commercial market analysis.

Piner Appraisal Inc. has previous experience working with our CAMA system (NCPTS). They are familiar with our market, and surrounding markets, due to previous work with neighboring counties. Their staff is composed of appraisers and team members who have worked in tax administrations across the state. Piner Appraisal Inc. has been proficient in assisting tax administrations with contracted projects since 2013. The RFP was opened August 26, 2024, and closed September 26, 2024.

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

**Resource Persons:** Keyar J. Doyle, Tax Administrator

**County Manager's Recommendation:** The County Manager recommends that the Board approve the standard service contract with Piner Appraisal, Inc. in the amount of \$275,000 for providing appraisal services using contracted appraisers that will be performing field visits for listing permits, data entry, and commercial market analysis.

**Attachments:** [Attachment 1 - Scope of Services Form FY2025 PinerAppraisal](#)

[Piner Appraisal Proposal FY25](#)

[Piner Appraisal Service Contract Template FY2025](#)

[RFP 25-0007- Notice of Bid Award](#)

[MWBE Compliance Review Form-AAF for RFP 25-007 Residential Commerical](#)

## **24-0593** Approval of Capital Project Amendment No.25CPA015 and Budget Ordinance Amendment No.25BCC030 Appropriating \$381,996 of Debt Service Fund Fund Balance and Transferring \$381,996 to the PAYGO Fund to Support the New 300 Block Rolling Gates Capital Project (4190DC088) to Purchase Electronic Access to Metal Mesh Rolling Gates for the Queen Street Parking Deck Vehicle Entrance and Exit

**Agenda Text:** The Board is requested to approve Capital Project Amendment No.25CPA015 and Budget Ordinance Amendment No.25BCC030 appropriating \$381,996 of Debt Service Fund Fund Balance and Transferring that funding to the PAYGO Fund to support new 300 Block Electronic Access Rolling Gates Capital Project (4190DC088), which would purchase hardware and software for the metal mesh rolling gates for the vehicle entrance and exit of the Queen Street Parking Deck.

The installation of rolling doors would secure the deck during nonoperational hour and preserve the quality of the structure and the safety of the intended users of the deck

**Alignment with Strategic Plan:** Sustainable Infrastructure & environment. SI 1: Plan for the long-term use of County facilities and equipment. SI 2: Increase the physical Security of County facilities

**Resource Persons:** Juilo Delgado, ACM: Claudia Hager DCM; Crystally Wright, Interim CFO, Motiryo Keambiroiro, Director General Services; Isaac Alderman, Security Manager

**County Manager's Recommendation:** The County Manager recommends that the Board of Commission Approve the Capital Project Amendment No.25CPA015 and Budget Ordinance Amendment No.25BCC030 Appropriating \$381,996 of Debt Service Fund Fund Balance and Transferring \$381,996 to the PAYGO Fund to Support the New 300 Block Rolling Door Capital Project (4190DC088) to Purchase Electronic Access to Metal Mesh Rolling Gates for the Queen Street Parking Deck Vehicle Entrance and Exit\_

**Attachments:**

[Memorandum on 300 Deck](#)

[Copy of 300 deck rollup gate budget estimate cost sheet](#)

[AAF Supplemental Document - Mesh metal rolling doors for Queen St Deck](#)

[AAF-30 LEGAL FORM \\$381,996 for 300 Deck Rolling Doors](#)

[CPA-15 LEGAL FORM \\$381,996 for 300 Block Rolling Door Project](#)

**24-0610**

**Approval of the “2024 Resolution Adopting Business Recruitment & Expansion Policy”**

**Agenda Text:**

The Board is requested to approve the “2024 Resolution Adopting Business Recruitment & Expansion Policy.” The Resolution rescinds the previous policy, adopts the new policy in its place, and authorizes the County Manager to execute, implement, amend, and terminate agreements pursuant to the policy.

The policy was most recently updated in 2020. Since that time, the Business Recruitment & Expansion Program has been successful, supporting \$2.9 billion in projected investment, 6,000 jobs, new and growing industries, and numerous community partnerships. At the 2023 National Association of Counties (NACo) conference, the program won a national achievement award in economic development.

At the September Work Session, staff presented recommended topics and principles to guide the policy update and collected feedback from the Board. At the October Work Session, staff presented the draft policy language to the Board and solicited their input, comments, and guidance on the proposed changes.

Staff have incorporated the feedback from the Board and the County Attorney’s

Office and are requesting the Board approve the “2024 Resolution Adopting Business Recruitment & Expansion Policy” at the October 28, 2024 Regular Session.

**Alignment with Strategic Plan:** This item aligns with Regional Leadership 1b.

**Resource Persons:** Matthew Filter, Economic Development Manager; Andrew Miracle, Economic Development Director; Maurice Jones, Deputy County Manager External Affairs

**County Manager’s Recommendation:** The Board is requested to approve the “2024 Resolution Adopting Business Recruitment & Expansion Policy.”

**Attachments:** [RESOLUTION - 2024 Resolution Adopting Business Recruitment & Expansion I](#)  
[POLICY - 2024 Business Recruitment & Expansion Policy](#)

**24-0631**

**Approval of \$127,050.00 FY2024-25 Contract with Durham Public Schools Foundation for the Bull City Community Schools Project**

**Agenda Text:**

We request the Board to review and approve the attached \$127,050.00 FY2024-25 contract with the Durham Public Schools Foundation for the Bull City Community Schools Project, and to authorize the County Manager to execute said contract. The Bull City Community Schools partnership began in the spring of 2017, when a group of Durham educators traveled to an institute with the National Education Association (NEA) to learn about the six-pillar model of community schools. Those pillars include high-quality teaching, positive behavior practice, strong and proven curriculum, family and community partnerships, community support services, and inclusive leadership. This year's funding request represents a 13.15% decrease from fiscal year 2024.

**Alignment with Strategic Plan:** Empowered Community- empowering the community to enhance their opportunities to thrive.

**Resource Persons:** Cris Rivera, Director of Finance and Operations Durham Public Schools Foundation.

**County Manager’s Recommendation:** The County Manager recommends that the Board review and approve the attached \$127,050.00 FY2024-25 contract with Durham Public Schools Foundation for the Bull City Community Schools Project.

**Attachments:** [DPS Foundation FY24-25 Budget Request](#)  
[Durham Public Schools Foundation Non-Profit Grant Agreement FY2025](#)  
[DPS Foundation Scope of Work](#)

**24-0650**

**Approval of Contract with Schneider Geospatial LLC in the Amount of \$132,316.00 to Provide Real Property Assessment Software Licensing And Enhancement**

**Agenda Text:**

The Board is requested to approve a contract with Schneider Geospatial LLC for fiscal year 2024/2025 in an amount not to exceed \$132,316.00 to provide real



property assessment software licensing and enhancement. Schneider Geospatial LLC, formerly known as Spatalest Inc has provided services for the Tax Administration office since 2012. Schneider Geospatial LLC designs software that supports Tax Administration with a Property Appeals Module, and Sales Comparable Search Module. These modules have been a crucial part of creating an understanding to our citizens of the tools used to value and analyze property.

**Alignment with Strategic Plan:** Safe and Resilient Community

**Resource Persons:** Keyar J. Doyle, Tax Administrator

**County Manager's Recommendation:** The County Manager recommends that the Board approve a contract with Schneider Geospatial LLC for fiscal year 2024/2025 in an amount not to exceed \$132,316.00 to provide real property assessment software licensing and enhancement. In addition, the County Manager recommends the Board provide approval for the County Manager to execute any other related contracts such as amendments and renewals, if necessary, not to exceed \$137,000.00 for the next three years.

**Attachments:** [AAF Supplemental Document - Schneider Geospatial](#)  
[Schneider Proposed Contract FY25](#)

**24-0653**      **Budget Ordinance Amendment No. 25BCC034 FY 2024-25**  
**Encumbrance Rollover - Increasing Multiple Funds Budgeted**  
**Expenditures and Revenues by a total of \$20,595,966.63**

**Agenda Text:** The Board is requested to approve Budget Ordinance Amendment No 25BCC034 for FY 2024-25 amending the expenditure and revenue budgets for multiple funds by a total of \$20,564,764.16 for the outstanding encumbrances at fiscal year-end FY 2023-24. Encumbrances outstanding at fiscal year-end represent obligations/commitments entered by the County for either services not yet completed or performed, or goods not yet received. This money must be restricted in the fund balance within the equity section of the balance sheet for FY 2023-24 to honor these obligations/commitments once completed and/or received. These encumbrances outstanding at year-end do not represent expenditures or liabilities. These encumbrances outstanding are included in the amount reported as "Restricted Stabilization by State Statute" in the fund balance section of the Balance Sheet in the Annual Comprehensive Financial Report (ACFR).

According to generally accepted accounting principles (GAAP), governmental type funds are the only funds to record encumbrances in the ACFR. However, during the fiscal year, the County maintains encumbrances (purchase orders and service contracts) for all fund types (governmental and proprietary) to ensure funds are set aside for obligations and commitments appropriately at the time that they are ordered and/or entered into.

Because these encumbrances lapse at year-end and are re-appropriated in the subsequent fiscal year, they do not affect unassigned fund balance. It is merely a re-appropriation in the subsequent fiscal year of funds for obligations and commitments for goods and services already ordered but not yet received in the prior fiscal year.

Encumbering these funds is a statutory requirement.

Therefore, authorization is requested to amend the following funds' budgets in FY 2024-25 to honor the outstanding purchase orders and service contracts as of the end of FY 2023-24:

General Fund (1001010000)	\$	17,837,942.88
Risk Management Fund (1001020000)	\$	130,649.94
Public Art Fund (1001050000)	\$	4,000.00
Benefits Plan Fund (1001500000)	\$	41,528.69
Stormwater Fund (5005500000)	\$	718,159.49
Sewer Utility Fund (6006600000)	\$	1,863,684.73
<b>Total</b>	<b>\$</b>	<b>20,595,966.63</b>

**Alignment with Strategic Plan:** This request relates to the following elements of the Durham County DCO Forward 2029: Efficient, Effective Government

**Resource Persons:** Crystally Wright, Interim Chief Financial Officer; Keith Lane, Budget and Management Services Director

**County Manager's Recommendation:** The County Manager recommends that the Board approve Budget Ordinance Amendment No. 24BCC034 FY 2024-25 Encumbrance Rollover - Increasing Multiple Funds Budgeted Expenditures and Revenues by a total of \$20,564,764.16

**Attachments:** [AAF-34 Supplemental Form](#)  
[AAF-34 Legal Form](#)

**24-0658** **Budget Ordinance Amendment No. 25BCC035 - Transferring \$692,479.19 of General Fund Fund Balance to the Capital Financing Fund in Recognition of Final Sales and Occupancy Tax Collection from the Prior Year in Adherence to Board Policy**

**Agenda Text:** The Board is requested to approve Budget Ordinance Amendment No. 25BCC035 appropriating \$692,479.19 of General Fund fund balance and transferring those funds to the Capital Financing Fund to comply with the County's capital and debt financing policy. Transferring prior year's overcollection of Sales and Occupancy tax is completed on an annual basis as part of the natural cycle of reconciliation at the end of a fiscal year.

As part of the Durham County Policy on financing capital projects, all collected Article 40 and 42 sales tax and Local Occupancy Tax are directed for support of capital projects and their related debt service. In FY 2023-24, \$692,479.19 from these revenue sources was realized over what was budgeted to be collected in the General Fund, and per capital financing policy, needs to be transferred to the Capital Financing Fund where they can be applied to debt service. Per Generally Accepted Accounting Principles (GAAP) the revenues are recorded in the fiscal year that they apply. However, it is too late to amend the prior year budget to transfer the over realized funds in the prior fiscal year, therefore these monies have fallen to fund balance within the General Fund for the prior fiscal year (FY 2023-24). This action is administrative in nature ensuring that the funds are located per Board policy in the appropriate Fund.

Revenues per source collected over budgeted amounts (the top section of this table reflects the traditional annual reconciliation items):

- Article 40:            \$317,678.49
- Occupancy Tax:       \$374,800.70
- **Total:**                **\$692,479.19**

Moving these funds from the General Fund to the Capital Financing Fund will not affect the overall fund balance percentage for the General Funds, as both of these funds are accounted for in the overall fund balance percentage.

**Alignment with Strategic Plan:** This item aligns with Durham County Strategic Goal: Financial Stewardship

**Resource Persons:** Keith Lane, Director of Budget and Management and David Ades, Assistant Director of Budget and Management

**County Manager's Recommendation:** The Manager recommends the Board of County Commissioner approve Budget Ordinance Amendment No. 25BCC035 appropriating \$692,479.19 of General Fund fund balance and transferring those funds to the Capital Financing Fund to comply with the County's capital and debt financing policy.

**Attachments:**            [AAF-35 Legal Form Appropriating FY 2023-24 Overrealized sales tax funds to F](#)  
[AAF-35 Supplement Appropriating FY 2023-24 Overrealized sales tax funds to I](#)

## **24-0666**            **Approval of the 2023 Closed Session Minutes**

**Agenda Text:**            The Board is requested to approve Closed Session Minutes that the County Attorney has determined that public inspection would no longer frustrate the purpose of a closed session. The minutes have been sent to the Board under separate cover.

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

**Resource Persons:** Monica W. Wallace, County Clerk

**County Manager's Recommendation:** The County Manager recommends that the Board approve the Closed Session minutes as submitted under separate cover.

## **24-0673**            **Approval of Durham County Electronic Listing Resolution**

**Agenda Text:**            The Board is requested to review and approve the Durham County Electronic Listing Resolution. NCGS 105-310.1(c) states that the board of county commissioners may, by resolution, provide for electronic listing of personal property in accordance with the standards and requirements prescribed by the Department of Revenue. The board of county commissioners may, by resolution, delegate its authority to provide for electronic listing of personal property to the county assessor.

**Alignment with Strategic Plan:** The resolution is necessary to provide taxpayers with the ability to list personal property electronically but is also consistent with Safe

and Resilient Community.

**Resource Persons:** Keyar Doyle, Durham County Tax Administrator

**County Manager's Recommendation:** The County Manager recommends that the Board approve the Durham County Electronic Listing Resolution.

**Attachments:** [Online Listing Resolution](#)

### **24-0675**

### **Approval of Property Tax Releases and Refunds for September 2024**

**Agenda Text:**

The Board is requested to approve the Releases & Refunds for September 2024, which includes adjustments to the current year's 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 partial month releases and refunds for September 2024.

This month's report includes releases and refunds for tax year 2024 totaling \$ 906,366.76. Prior tax years' (2015-2023) releases and refunds are in the amount of \$ 26,453.30. September 2024, releases and refunds total \$ 932,820.06.

**Alignment with Strategic Plan:** This item aligns with Durham County Strategic Goal: Financial Stewardship. This request is to ensure the county complies with financial requirement mandated by North Carolina General Statutes which ensures 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 September 2024, as presented and authorize the Tax Assessor to adjust the tax records as outlined by the report.

**Attachments:** [Releases and Refunds Backup Detail-Sept 2024-Oct. 28, 2024](#)

[Backup-Bill Release Report Sept 2024-Oct 28, 2024](#)

[Backup-Pending Refund Report Sept. 2024-Oct. 28, 2024](#)

[NCVTS August Refunds](#)

### **24-0677**

### **Approval to Enter in Contract with CarPark Group LLC for the amount of \$270,974.00 with a 3.4% increase per year for years 2 & 3 for the Durham County Parking Decks Operation and Maintenance Services.**

**Agenda Text:**

The Board authorize the County Manager to enter into a contract with the CarPark Group LLC. and authorize to execute the contract. The County Manager also recommends the Board allow the County Manager to sign off on subsequent extensions, change orders, or amendments associated with this contract as necessary to continue services as required as long as funding is available. The initial term of the contract is from date of award through June 30, 2027, for the amount of \$270,974.00 with a 3.4% increase per year for years 2 & 3. Funding is available in

the Approved FY 2024-25 Finance budget.

These decks include the Durham County Justice Center Parking Deck at 502 South Dillard Street, Queen Street Parking Deck at 115 N. Queen Street and the upcoming 500 Parking Deck at 500 East Main Street. The primary objective of this request is to enter into an agreement with The CarPark Group, LLC, a trusted provider known for delivering high-quality parking operations and maintenance services.

Under this agreement, The CarPark Group, LLC will be responsible for providing all labor, equipment, and materials necessary to ensure smooth and efficient parking deck operations. This initiative is vital for improving parking management across the county and maintaining the service standard that meets the community's growing needs. The proposed agreement will enable Durham County to streamline its parking operations while ensuring high service and maintenance across all facilities.

**Alignment with Strategic Plan:** This item aligns with Durham County Strategic Goal: Sustainable Infrastructure & Environment - Maintaining, protecting and improving natural and building systems to support a sustainable community.

**Resource Persons:** Crystally Wright, Interim Chief Financial Officer; John Kenion, Compliance Manager; Stephano Claude, Executive Accountant; and Jonathan Hawley, Procurement Manager.

**County Manager's Recommendation:** The County Manager recommends that the Board authorize the County Manager to enter a contract with the CarPark Group LLC. and authorize to execute the contract. The County Manager also recommends the Board allow the County Manager to sign off on subsequent extensions, change orders, or amendments associated with this contract as necessary to continue services as required as long as funding is available. The initial term of the contract is from date of award through June 30, 2027, for the amount of \$270,974.00 with a 3.4% increase per year for years 2 & 3. Funding is available in the Approved FY 2024-25 Finance budget.

**Attachments:**

[AAF Supplemental Document - Non-contract Template](#)

[MWBE Compliance Review Form-AAF for 25-004 RFP 092624](#)

[Service Contract Template FY2025](#)

[RFP 25-004 Proposal Tab Parking Decks Operation & Mtn Services-DCo](#)

**24-0678**

**Budget Ordinance Amendment No. 25BCC042 Appropriating General Fund Fund Balance of \$217,860 in Support of Amending the Authorized Strength of the County Attorney's Office to Establish two New Full-Time Equivalent Position**

**Agenda Text:**

The Board is requested to approve Budget Ordinance Amendment No. 25BCC042 appropriating General Fund fund balance of \$217,860 in support of amending the authorized strength of the County Attorney's office to create a new Deputy County Attorney position to manage and support the Department of Social Services legal

matters based on an increased workload and an Assistant County Attorney position to assist with general legal services.

Board of Commissioner approval is required to increase the authorized strength of the County Attorney's Office and move forward with the position recruitment process, as well as the funding to support position costs. The authorized strength of the office will increase from twenty-five full-time equivalents to twenty-seven full-time equivalents.

The Deputy County Attorney position will assist with supporting Department of Social Services litigation cases, providing legal counsel and representation in Social Services matters, including but not limited to: Child Welfare, Child Support, Foster Care and Adult Protective Services. This position will play a critical role in protecting the rights and interest of individuals and families, ensuring that they receive the services they need. The Assistant County Attorney position will be essential in assisting with the anticipated increase of 2025 tax reappraisal appeals, in addition to the continued need for litigation, public records request responses, legal guidance, etc. within the General Legal Services Division. The addition of this position will ensure that the Legal Department can efficiently manage the influx of tax appeals without sacrificing its effectiveness for other departments. Furthermore, this additional position will provide a cost savings benefit to the County as it will eliminate the need to contract with outside counsel for tax appeal purposes. In accordance with County practice, and as with all positions, the new positions will be evaluated over time to determine their continued need. The costs associated with the additional positions are \$217,860, including salary and benefits (\$201,500) equipment (\$6,000) and other expenses (\$10,360).

**Alignment with Strategic Plan:** The request aligns with Focus Area: High Performing Organization.

**Resource Persons:** Larissa Williamson, County Attorney; Kathy Everett Perry, CHRO/Chief Employment Counsel; Dara Richardson, Human Resources Assistant Director

**County Manager's Recommendation:** The County Manager recommends that the Board approve Budget Ordinance Amendment No. 25BCC042 appropriating General Fund fund balance of \$217,860 in support of amending the authorized strength of the County Attorney's office to create a Deputy County Attorney position to manage and support the Department of Social Services legal needs and an Assistant County Attorney position to support the General Legal Services Division matters.

**Attachments:** [AAF-42 Legal Form - General Fund fund balance appropriation supporting two](#)

## 7. Public Hearings (60 min)

[24-0625](#) Public Hearing - Zoning Map Change - 3107 and 3111 East Geer

**Street (30min)****Agenda Text:**

The Board is requested to conduct a public hearing and receive public comments on the Zoning Map Change, 3107 and 3111 East Geer Street (Z2300050), and consider the following motions:

**First Motion:** To adopt an ordinance amending the Unified Development Ordinance by taking property out of the Residential Rural and Residential Suburban-10, Falls/Jordan Watershed Overlay District B, Major Transportation Corridor I-85, and establishing the same as the Industrial Light, Falls/Jordan Watershed Overlay District B, Major Transportation Corridor I-85; and

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

**Summary**

Patty Harrel-Hilburn, of McKim and Creed, proposes to change the zoning designation of two parcels of land totaling 9.003 acres, and located 3107 and 3111 East Geer Street. The current zoning is Residential Rural (RR) and Residential Suburban-10 (RS-10). The applicant proposes to change this designation to Industrial Light (IL) through a general rezoning to allow commercial parking and vehicle service.

The properties are currently designated General Industrial on the Place Type Map (PTM) (Attachment C). The proposed Industrial Light (IL) zoning is consistent with the designated Place Type.

**Attachments**

1. Attachment A - Zoning Context Map
2. Attachment B - Aerial Map
3. Attachment C - Place Type Map
4. Attachment D - Comprehensive Plan Consistency Review
5. Attachment E - Planning Commission Written Comments
6. Attachment F - Zoning Ordinance
7. Attachment G - Consistency Statement

**Alignment with Strategic Plan:** This item aligns with Durham County Strategic Goal: Sustainable Infrastructure & Environment. Maintaining, protecting, and improving natural and built systems to support a sustainable Community

**Resource Persons:** Sarah Long, Planner, and Sara Young, AICP, Planning Director.

**County Manager's Recommendation:** The County Manager recommends that the Board conduct a public hearing and receive public comments on the Zoning Map Change, 3107 and 3111 East Geer Street (Z2300050), and if appropriate based on

the comments received during the hearing, approve the ordinance change and consistency statement.

**Attachments:**

[Zoning Map Change Report](#)

[Attachment A - Context Map](#)

[Attachment B - Aerial Map](#)

[Attachment C - Place Type Map](#)

[Attachment D - Comprehensive Plan Consistency Review](#)

[Attachment E - Planning Commission Written Comments September 2024](#)

[Attachment F - Zoning Ordinance for a Consistent PTM](#)

[Attachment G - Consistency Statement](#)

[Public Hearing - 3107 and 3111 East Geer Street](#)

**24-0672**

**Public Hearing on the 2025 Reappraisal Schedule of Values (30min)**

**Agenda Text:**

The Board is requested to conduct a public hearing on the proposed Schedules of Values, Standards, and Rules (hereinafter “SOV”) that were submitted at its October 14, 2024, meeting, in accordance with North Carolina General Statute 105-317. The notice of public hearing was published accordingly on October 17, 2024. The SOV is the guiding document until the next general reappraisal. Once adopted by the governing board, the SOV becomes effective January 1 of the reappraisal year, which in this case will be January 1, 2025.

The following schedule is anticipated for the presentation, adoption of and due process for the 2025 Reappraisal Schedule of Values. At its regular meeting on October 14, 2024, the SOV was presented to the Durham County Board of Commissioners. The Board went on, during this same meeting, to schedule a public hearing on the SOV for October 28, 2024. The document in full has been placed on file with the Durham County Clerk to the Board, Durham County Tax Administration and Durham County Main Library for public review.

North Carolina General Statutes require that the SOV be presented to the governing board at least 21 days before the meeting at which the SOV is to be considered for adoption, which is currently scheduled for Tuesday, November 12. The public hearing must occur at least 7 days prior to the meeting at which the SOV is to be considered for adoption. With a submission date of October 14, 2024, public hearing date of October 28, 2024, and an anticipated adoption date of November 12, 2024, the schedule proposed by Tax Administration meets statutory requirements.

Once adopted and notice first published, the 30-day window for appeals to the SOV opens. A notice of adoption of the SOV must be published weekly for four (4) weeks once the governing board has taken action to adopt. When the SOV appeal period is closed and any appeals are concluded, the SOV is considered “fully adopted.”



**Alignment with Strategic Plan:** The public hearing is required by state statute but is also consistent with Safe and Resilient Community.

**Resource Persons:** Keyar Doyle, Durham County Tax Administrator

**County Manager's Recommendation:** The Board is requested to conduct a public hearing on the proposed Schedules of Values, Standards, and Rules (hereinafter "SOV") that were submitted at its October 14, 2024, meeting, in accordance with North Carolina General Statute 105-317.

**Attachments:** [Notice of public hearing - Schedules of Values](#)  
[2025 Reappraisal SOV Public Hearing](#)

## 8. Board and Commission Appointments (10 min)

### [24-0636](#) 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 Board of Directors
- Discover Durham Tourism Development Authority
- Durham County Women's Commission
- Durham Racial Equity Commission
- Farmland Protection Advisory Board
- Juvenile Crime Prevention Council

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 - 10.23.2023](#)

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

## 10. Closed Session

[24-0670](#)

### Closed Session

**Agenda Text:**

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

- To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract; pursuant to G.S. 143-318.11(a)(5).
- To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes pursuant to G.S. 143-318.11(a)(1)
- 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)

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

**Resource Persons:** Monica W. Wallace, Clerk to the Board; Nancy Mitchell, Sr. Real Estate Officer; Jay Gibson, Director of Engineering and Environmental Services; Peri Manns, Deputy Director of Engineering and Environmental Services; Julio Delgado, Assistant County Manager

**County Manager's Recommendation:** The County Manager recommends that the Board adjourn to Closed Session and direct staff as needed.

## 11. Adjournment