

**THE BOARD OF COUNTY COMMISSIONERS
DURHAM, NORTH CAROLINA**

Monday, July 2, 2001

9:00 A.M. Worksession

MINUTES

Place: Commissioners' Room, second floor, Durham County Government Administrative Complex, 200 E. Main Street, Durham, NC

Present: Chairman MaryAnn E. Black and Commissioners Joe W. Bowser, Philip R. Cousin Jr., and Becky M. Heron

Absent: Vice-Chairman Reckhow

Presider: Chairman Black

Chairman Black called the meeting to order. She reminded everyone that Vice-Chairman Reckhow would not be in attendance and had been excused from the meeting.

Citizen Comment—Ralph McKinney

Mr. Ralph McKinney had requested time on the agenda to make comments to the Commissioners.

Mr. McKinney was not in attendance for comments.

Consent Agenda

Commissioner Heron moved, seconded by Commissioner Cousin, to approve the following consent agenda items:

- (a) Consider Suspension of Rules for July 2, 2001 Work Session (vote to suspend rules in order to take action on several time-sensitive issues);
- (b) Street Annexation Petition—King William Court (Mayfair Subdivision Phase I) adopt the resolution to approve the addition of King William Court (Mayfair Subdivision Phase I) to the state's road maintenance system subject to the certification of eligibility by the appropriate officials of the NC Department of Transportation);

- (c) Approval of the NC 54/I-40 Corridor Study (adopt the corridor study as presented by staff at the June 25, 2001 meeting);
- (d) Appointment—NCACC Annual Conference Voting Delegate (appoint Chairman Black as the voting delegate and Vice-Chairman Reckhow as the alternate for the annual conference);
- (e) City-County Unified Development Ordinance Contract Authorization (authorize the Manager to execute a three-party agreement in conjunction with the City of Durham and Duncan Associates for the development of a Unified Development Ordinance in the amount of \$189,500); and
- (f) Office of the Sheriff--Lease for Parkwood Volunteer Fire Department (authorize the execution of this lease with Parkwood Volunteer Fire Department for the Sheriff's south satellite station).

Commissioner Cousin asked if the approval of consent agenda item No. 2(c) would affect future zoning decisions.

Chairman Black asked T.E. Austin, Planning Supervisor, City-County Planning, to answer Commissioner Cousin's question.

Mr. Austin answered in the negative. The corridor study is simply a guide for future development in the area covered by the plan.

County Attorney Chuck Kitchen clarified that the corridor study affects rezonings in that the plan must be consulted prior to a rezoning.

The motion carried unanimously.

Chairman Black thanked Mr. Austin, Deputy County Manager Wendell Davis, and staff who met with citizens last Thursday for a question and answer session regarding this plan.

Presentation by Capitol Link

Capitol Link Inc. is a Washington area based public affairs consulting firm specializing in federal and state government relations. During its 12-year history, the firm has focused on serving the needs of state, county, and municipal governments; corporations and businesses; institutions of higher education; not-for-profit research centers; and other similar organizations. These are groups that regularly seek aid from the federal government in the form of legislative advocacy, regulatory relief, grants, loans, or direct

appropriations from the U.S. Congress. The company was founded by former U.S. Congressman Mick Staton, who represented what is now the 2nd District of West Virginia, and has a number of seasoned lobbyists, including former U.S. Congressman Bill Cobey Jr., who represented North Carolina's 4th Congressional District. Notable clients include the City of Durham; the City of Mobile, Alabama; Madison County (Huntsville), Alabama; and the Federated States of Micronesia.

Resource Person(s): Mick Staton, Capitol Link, and Mike Ruffin, County Manager

County Manager's Recommendation: The Manager recommended that the Board receive the presentation, ask questions, and advise the staff if any additional information is needed in advance of contract consideration, which would be placed on the Board's August 13, 2001 Agenda.

County Manager Ruffin introduced President Mick Staton of Capitol Link Inc.

Mr. Staton stated that he was accompanied by his wife, Lynn Staton (Senior Vice President and Corporate Secretary/Treasurer), and Bill Cobey Jr., North Carolina Senior Consultant. He gave a presentation which included the company's history, a description of its services, and a list of clients.

Chairman Black asked about federal funding for capital projects relating to human service needs (i.e., the construction of a new Human Services Complex and Homeless Shelter renovations) and the construction of a new courthouse.

Chairman Black directed County Manager Ruffin to meet with Mr. Staton to review the County's 10-year CIP and look at human services including the Homeless Shelter, libraries, etc.

Commissioner Heron asked how Capital Link Inc. assists with grant writing. She asked other questions relating to contract services, preventive health care, the senior center, and animal control.

Chairman Black asked County Manager Ruffin to discuss with Mr. Staton how his company could help nonprofits with grant writing.

The \$48,000 contract would be voted on at the BOCC's August 13, 2001 meeting.

Cafeteria Contract for the County Administrative Complex

The Board was requested to authorize the County Manager to enter into a professional service contract for cafeteria services for the County Administrative Complex. The

Request for Proposal (RFP) was developed to solicit requests for the cafeteria contract. The RFP was mailed to 41 potential vendors and advertised in the Carolina Times and the Durham Herald-Sun. This widespread distribution was undertaken to give small businesses in the Durham community an opportunity to compete for the new cafeteria contract. A pre-proposal conference was held May 10, 2001 to give potential vendors the opportunity to ask specific questions about the proposal.

Of the 41 vendors, four vendors submitted proposals on or before May 29, 2001. Of the four responses, two respondents did not submit all the information requested. Consequently, those proposals were considered nonresponsive. The food service committee, consisting of Durham County employees, was chosen to evaluate the two remaining responsive proposals. After deliberations, the committee unanimously chose The Thyme Table Inc.

The Thyme Table Inc., founded by Harry S. Monds Jr., has various food establishments located throughout the Durham community. This company has managed several successful restaurants and canteen food eateries in Durham since 1991. Their clients include Durham Technical College, Central Carolina Bank, Duke University, Durham County Government, etc. The Thyme Table is a minority-owned business in Durham and its proprietor, Mr. Monds, has 11 years of restaurant and catering experience. The vendor specified that part of the profits received from the company will be donated to the Durham Community Shelter for HOPE.

As specified in the RFP, the vendor is required to serve breakfast and lunch items on the ground floor of the County Administrative Complex from 7:00 a.m. to 3:30 p.m. Monday through Friday, excluding weekends and holidays. Under the terms of the new contract, the vendor is also required to submit revenues to the County. The vendor is required to pay \$500.00 a month in rent. Additionally, the vendor has proposed to pay 8 percent of gross receipts on cafeteria sales and 10 percent of gross receipts on vending sales. The revenue from the percentages of gross receipts would be submitted to the County quarterly. The vendor would also be available to cater special affairs to County departments negotiated at reasonable prices.

Resource Person(s): Anthony Allen, Interim Purchasing Director
Yolanda Moore-Gaddy, Contracts Officer

County Manager's Recommendation: Authorize the County Manager to enter into a professional service contract with The Thyme Table Inc. for Cafeteria Services for the County Administrative Complex.

Commissioner Heron expressed concern that the menu prices, especially sandwich items, are considerably higher than those of the current vendor, Division of Services for the Blind.

Mr. Allen informed the Board that The Thyme Table would provide a limited quantity of lunches on the ground floor of the Administrative Complex during cafeteria remodeling.

Commissioner Heron asked what percentage of the profits The Thyme Table gives to the Community Shelter for HOPE.

Mr. Monds responded that The Thyme Table currently donates 2 percent of its profits and would continue to do so.

Commissioner Bowser moved, seconded by Commissioner Cousin, to authorize the County Manager to enter into a contract with The Thyme Table Inc. for cafeteria services for the County Administrative Complex.

The motion carried unanimously.

George K. Quick--Durham County's Finance Director

County Manager Michael R. Ruffin introduced and welcomed George Quick, Durham County's new Finance Director.

Mr. Quick thanked the Commissioners for the opportunity to serve Durham County.

Installation of the ABC Board

Chairman Black announced the installation of the recently appointed ABC Board members at 5:30 p.m. today.

Adjournment

Chairman Black adjourned the meeting at approximately 9:45 a.m.

Respectfully submitted,

Garry E. Umstead, CMC
Clerk to the Board