DURHAM COUNTY
GOVERNMENT



GUIDE to SERVICES



Durham County Board of County Commissioners



Michael D. Page Chairman



Ellen W. Reckhow Vice-Chairman



Becky M. Heron



Joe W. Bowser



Brenda A. Howerton

Introduction

This handbook is designed to furnish the public with a description of the operations and services provided by Durham County Government. It includes a brief description of references to departments, boards and commissions that are available to foster the continual growth of Durham County. In order to be more accessible to the citizens of Durham County, this manual includes a directory of all county departments along with the names and phone numbers of the department heads. A listing of key tourist attractions is also included in this publication.

Durham County History

As early as colonial days, the area known as Durham County was important to North Carolina history. The English, Scottish and Irish settled along the waterways of the present Northeast corner of the county on land given to the Earl of Granville by the British Crown. As a result of the hard work of those early settlers, the area soon became a prosperous section of the state.

The City of Durham, named for Dr. Bartlett Durham, began as a railroad station and settlement. While Durham's official birth date is April 26, 1853 (the date that the U.S. Post Office was established), the town was not incorporated by the General Assembly until April 10, 1869. The tobacco manufacturing industry focused worldwide attention on the area after the Civil War. As a result of that thriving business, Durham County grew and prospered tremendously.



Durham County Courthouse, East Main Street. You can see a glimpse of the old Union Train Station on the right.

In 1881, Durham officials sought to become an autonomous political subdivision and decided it was time to separate from Orange County. Durham County was formed on April 17, 1881 from portions of land transferred from neighboring Wake and Orange counties. In 1911, an additional portion of land was added from Wake County.

The first Durham County Board of Commissioners convened its initial meeting May 2, 1881. Durham County operated under the commission form of government with the chairman serving as chief administrator, until 1930 when it adopted the county manager form of government. As of 2001, there have been six county managers.

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Durham County Today

Durham County has evolved from an agricultural and manufacturing economy to attain world-class status in the areas of medicine and high technology. In the process, it has become one of the country's most desirable places to live. The internationally known Research Triangle Park is home to more than 170 major research and development organizations including IBM, GlaxoSmithKline, BASF, Cisco, Research Triangle Institute and Sumitomo Electric Lightwave. These companies and others in the park employ approximately 42,000 people. Other major research and development organizations, including Becton Dickinson (BD), Boramed, Cormetech, Organon Technika, Freudenberg Nonwovens and AW North Carolina are located in the northern section of the county.

DURHAM COUNTY FACTS

DATE ESTABLISHED: April 17, 1881

POPULATION: 263,189

REGISTERED VOTERS: 183,931

LOCATION: North Central North Carolina, equidistant

from Philadelphia and Atlanta

LAND AREA: 299 Square Miles

COUNTY SEAT: Durham

TOWNSHIPS: Durham, Carr, Oak Grove, Mangum Lebanon and Triangle

LOCATION OF GENERAL COUNTY OFFICES:
Historic County Courthouse
200 East Main St.
Durham, NC 27701

General Government

Board of County Commissioners

Durham County is governed by a Board of Commissioners (BOCC) comprised of five members who are elected at large on a partisan basis by countywide vote. Commissioners serve four-year terms and elections are held in November of even-numbered years. The board takes office at its first meeting in December following the November election and at that time, elects a chair and a vice-chair.

The primary duties of the board include formulating policy, adopting an annual budget, establishing the annual property tax rate, appointing various officials, planning for County needs and enacting local ordinances. The board also has authority to call bond referendums, authorize the county manager to enter into contracts and establish new programs and departments.

The board holds a work session on the first Monday of each month at 9 a.m. and convenes its regular business meetings on the second and fourth Mondays of each month at 7 p.m. All meetings are open to the public. Regular meetings are broadcast live on cable access channel 8. Citizens can also access current and past broadcasts on the County's website, www.durhamcountync.gov.

To contact the BOCC, email commissioners.durhamcountync.gov

Clerk to the Board

The clerk to the board is appointed by the Board of County Commissioners (BOCC). The clerk provides a historical record of Durham and provides support to the BOCC by preparing agendas; and maintaining, researching and transmitting official proceedings of the Board. The clerk also manages all Board-appointed boards and commissions.

Department Head: Michelle Parker-Evans Phone: (919) 560-0026 clerk.durhamcountync.gov

Budget and Management Services

This department is responsible for the efficient and accurate preparation of the day-to-day administration of the annual operating budget in accordance with North Carolina General Statute 159. The mission of the department is to provide technical and professional support and assistance to the county manager, BOCC, and County departments.

Department Head: Pam Meyer Phone: (919) 560-0012 budgetandmanagementservices.durhamcountync.gov

County Attorney

The county attorney is appointed by the Commissioners to advise the BOCC, the county manager and department heads on all legal matters related to the operation of County government. The County Attorney's Office is responsible for ensuring that affairs and actions of Durham County are conducted in accordance with federal, state and local laws. Legal opinions are provided on all laws, contracts, leases, deeds and other legal documents.

Department Head: Lowell Siler Phone: (919) 560-0705 attorney.durhamcountync.gov

County Manager

The county manager serves as the chief administrator of the County. He is appointed by and serves at the pleasure of the BOCC. The manager supervises and coordinates the activities of the County's departments for the BOCC, seeing that all orders and policies are carried out. He also works to ensure that the policies and guidelines mandated by both federal and North Carolina state statutes are implemented. The manager recommends an annual budget, makes recommendations on appropriate matters of business, represents the County in dealing with various agencies and performs other duties assigned by the Board.

The County Manager's Office created the Durham City-County Neighborhood College, a unique educational opportunity offered by Durham City and County governments. The nationally award winning program is a ten-week series of classes that provide information on key local government services. Participants meet and interact with City and County staff and learn valuable information about local governments.

Manager: Michael Ruffin

Deputy Manager: Wendell Davis Deputy Manager: Carolyn Titus

Assistant Manager: Deborah Craig-Ray Assistant Manager: Andrew Cummings

(919) 560-0000

countymanager.durhamcountync.gov



Manager: Michael Ruffin

The County Manager's Office also serves as the communications link between County government, other governmental entities and the public. Additional responsibilities include: developing the legislative package, monitoring the General Assembly, maintaining a positive relationship with local legislators, working with the local news media, maintaining the County's website, preparing and distributing brochures, booklets and newsletters, coordinating videotaping of the BOCC's meetings, hosting a TV show, answering citizen's complaints and promoting an effective public relations policy among County government employees.

Board of Elections

The Board of Electionsupervises voter registration and conducts all elections held within Durham County. Its functions include: establishing election precincts, appointing election officials, hearing appeals, investigating voter irregularities, and educating the public about the election process in North Carolina.

Department Head: Michael Ashe

Phone: (919) 560-0700

elections.durhamcountync.gov



Finance

The primary function of the Finance Department is to establish and maintain a countywide system of financial planning, administration, reporting and control. The department also maintains an accounting system to provide adequate records and ensure compliance with local, state and federal legislation. The department is also responsible for the administration of the county's investment program and debt issuance.

Department. Head: George Quick Phone: (919) 560-0035

finance.durhamcountync.gov

General Services Department

The mission of General Services is to provide safe, quality and timely services to the citizens of Durham County, customers, animals and infrastructure. Divisions are Administrative Services, Building Maintenance, Ground Maintenance, Solid Waste & Litter Control Services, Road Identification Signs, Mosquito Control, Mail Services, Durham.

Department Head: Motiryo Keambiroiro Phone: (919) 560-0430

generalservices.durhamcountync.gov

Animal Control

Animal Control is responsible for the care, custody and control of animals in Durham County. This division assures that pets are properly licensed and vaccinated. Animal Control isalso responsible for enforcement of the County's Animal Control Ordinance and education to the general public. Animals are housed and cared for under contract by the Animal Protection Society.

Administrator: Cindy Bailey Phone: (919) 560-0630

animalcontrol.durhamcountync.gov



Human Resources

The Human Resources Department handles recruitment and selection, classification and compensation, policy development and administration, employee relations, employee training and development, benefits management, records management and performance review for the Durham County Government.

Department Head: Marqueta Welton Phone: (919) 560-7900

humanresources.durhamcountync.gov

Information Technology

The mission of the Information Technology Department is to plan, manage and support the County of Durham's information resources. The department's three key groups are: Planning and Administration; Operations and Technology and Systems Development.

Department Head: Perry Dixon Phone: (919) 560-7000

it.durhamcountync.gov

Register of Deeds

The Register of Deeds is the legal custodian of real estate records, marriage records and vital records. The office records and maintains these records which include deeds, deeds of trust, maps/plats and birth and death certificates.

Register of Deeds: Willie Covington Phone: (919) 560-0480

registerofdeeds.durhamcountync.gov

SAP Shared Services

The mission of the SAP Shared Services Department is to provide a centralized point of contact for all issues relating to SAP systems development, support, service, and planning. SAP stands for Systems, Applications and Products. It is the County's resource for providing support for multiple business operations.

Department Head: Barbara Torian Phone: (919) 560-7314

sap.durhamcountync.gov

Tax Administration

Tax Administration is responsible for the listing, appraising and assessing all real and personal property in Durham County for taxes. The Tax Administrator is also responsible for the collection of all property taxes, hotel/motel occupancy taxes, gross receipt taxes, heavy equipment taxes, animal taxes, special assessments such as street assessments, water and sewer assessments, and beer and wine license.

Tax Administrator: Kimberly Simpson Phone: (919) 560-0380

tax.durhamcountync.gov

Veteran Services

Veteran Services is provides counseling to veterans and their families on veteran benefits offered by the federal, state or local government. The office also provides direct assistance in the preparation of forms and documents necessary to file claims.

Department Head: Louis Washington

Phone: (919) 560-8387

veteranservices.durhamcountync.gov



Public Safety

Criminal Justice Resource Center

The Criminal Justice Resource Center, a Durham County public safety department, has three primary functions: delivery of quality rehabilitativeservices so offenders and at-risk youth can become productive successful citizens; supervision and monitoring of high-risk offenders residing in Durham County; and support of the criminal justice system at large through collection and dissemination of criminal and treatment histories. The principle programs are Community BasedCorrections, Pretrial Services, STARR, Youthful Offender Services, and Court Services.

Department Head: Gudrun Parmer Phone: (919) 560-0500 cjrc.durhamcountync.gov

Emergency Medical Services

Emergency Medical Services (EMS) serves as the primary provider of 911 emergency ambulance services within Durham County. Paramedic level service is provided from six primary EMS Stations within the Durham City limits, and additional locations in Bahama, Redwood, Bethesda and Parkwood Fire/EMS Departments. First Responder assistance is provided within Durham County by both Durham City Fire and County Fire/EMS Departments.

Department Head: Michael Smith Phone: (919) 560-8285

ems.durhamcountync.gov



Fire Marshal/Emergency Management

The Fire Marshal provides fire prevention education, safety, and emergency response for Durham County. The Emergency Management Department is the coordinating agency for all emergency response/recovery force activity when the County's emergency operations plan is implemented.

Department Head: Jeff Batten Phone: (919) 560-0060

firemarshal.durhamcountync.gov

City/County Inspections

The Inspections Department is responsible for the administration of all applicable building codes, zoning ordinances and other special ordinances. The goal of the department is to ensure safety through sound construction.

Department Head: William Bradham Phone: (919)560-4144

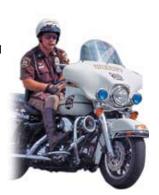
inspections.durhamcountync.gov

Sheriff

The Sheriff's Office is responsible for the patrol, investigative and civil duties of Durham County. Patrol duties include initial complaints and criminal offense investigations, protection of persons and property by neighborhood patrol services, building security patrol, arrest of violators, serving warrants and other legal documents and operates the County Jail.

Sheriff: Worth Hill Phone: (919) 560-0900

sheriff.durhamcountync.gov



Environmental Protection

County Engineering and Environmental Services

The Engineering and Environmental Services Department is made up of five divisions: Stormwater and Erosion Control; Sustainability; Project

Management; Open Space and Real Estate; Utilities.

Department Head: Glen Whisler Phone: (919) 560-0735

engineering.durhamcountync.gov

Forest Protection

The Forest Protection program provides services including, but not limited to, forest management, financial assistance, urban and community forestry planning, forest fire protection, and insect and disease protection.

Approximately 100,000 acres of forest exist in Durham County.

County Ranger: Wayne Williams Phone: (919) 560-0562

forestprotection.durhamcountync.gov

Economic and Physical Development

City-County Planning

City-County Planning is charged with the responsibility of planning physical development in Durham County. The Planning Department develops various strategic plans addressing land use, open space, historic resources, the environment, housing, transportation, economic development, government services and facilities.

Department Head: Steve Medlin Phone: (919) 560-4137

planning.durhamcountync.gov

Cooperative Extension Service

The Cooperative Extension Service provides agricultural, family and consumer, 4-H Youth and community resource development information to citizens of Durham County. The Extension Services Program effort is designed to improve the standards of living in Durham County.

Department Head: Delphine Sellars Phone: (919) 560-0525

cooperativeextension.durhamcountync.gov



Soil and Water Conservation

The Soil and Water Department, with assistance from the USDA, Natural Resources Conservation Service, work with Durham County landowners/users to protect its natural resources by implementing Best Management Practices through state and federal cost share programs.

Department Head: Eddie Culberson Phone: (919) 560-0558

soilandwater.durhamcountync.gov

Human Services

The Durham Center

The Durham Center is the local agency that manages publically-funded mental health, developmental disabilities and substance abuse services available to Durham County citizens. The Durham Center helps individuals and families affected by mental illness, developmental disabilities and substance abuse achieve their full potential to live, work and grow in their community.

Department Head: Ellen Holliman Phone: (919) 560-7100 durhamcenter.durhamcountync.gov

Lincoln Community Health Center

The Lincoln Community Health
Center provides a wide range of health

services to uninsured and underinsured citizens of Durham County. The center houses primary health programs, but provides no inpatient care. (919) 956-4000 www.lincolnchc.org



Durham Regional Hospital

The Durham Regional Hospital is a 369bed acute care hospital whose major services include pediatrics, obstetrics, gynecology, orthopedics as well as general medicine and surgery. The hospital is operated by Duke University Health System through a sublease with Durham County Hospital Corporation.

Durham County Health Department

Durham County Health Department is responsible for public health programs for the entire community. Major services include education, communicable disease control, maternal and child health services, public health nursing, dental health, laboratories and vital statistics. Public Health also regulates sanitation in food-handling establishments, operates rodent and insect control programs, monitors solid waste disposal and conducts occupational disease programs.

Department Head: Gayle Harris Phone: (919) 560-7900 health.durhamcountync.gov

Department of Social Services

The Durham County DSS partners with families and the community in achieving well being through prosperity, permanence, safety and support. DSS provides economic services programs including Work First, Medicaid, Child Support, Child Day Care Subsidy and Food and Nutrition Services (Food Stamps) as well as social work services, including child protective services, foster care, adoption, adult protective services, group care and crisis assistance.

Department Head: Gerri Robinson Phone: (919) 560-8000

socialservices.durhamcountync.gov

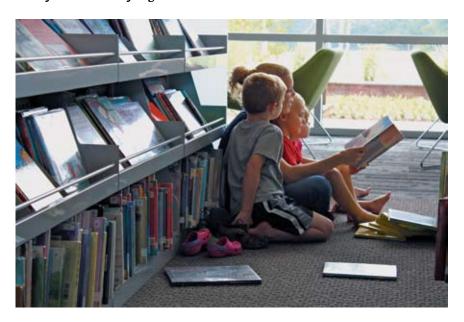
Cultural and Recreational Services

Library

The Durham County Library is a regional system comprised of the main library, four regional libraries, one branch and two small community libraries. The objectives of the library include serving as the center of reliable information and supporting educational, civic, cultural and recreational activities in the community. Durham County Library has provided library services since 1898, when it was established as the first free, tax-supported library in North Carolina.

Department Head: Tammy Baggett

Phone: (919) 560-0100 library.durhamcountync.gov



Little River Regional Park

The Little River Regional Park and Natural Area is a cooperative project between Durham and Orange Counties, funded equally by both, with major assistance from the Triangle Land Conservancy, Eno River Association, NC Clean Water Management Trust Fund, NC Parks and Recreation Trust Fund, and the Land and Water Conservation Fund. The park is located off Guess Road in northern Durham County.

littleriver.durhamcountync.gov

Education

Durham Technical Community College

Durham County provides financial support to Durham Technical Community College, a charter member of the North Carolina Community College System. Durham Tech provides education and technical skills required by the area's changing workforce. www.durhamtech.edu

Public Schools

Durham Public Schools (DPS) has 54 schools and an approximate enrollment of 32,500 students. A seven-member board of education governs the system. The board is elected every four years on a non-partisan basis. One member is elected



at large, one from each of four voting districts, and one each from two consolidated districts. DPS current superintendent is Dr. Eric J. Becoats. www.dpsnc.net

Boards and Commissions

The Durham County Board of Commissioners is charged by statutory authority to appoint persons to various boards, commissions, committees or authorities to assist in the operation of County government. Any citizen of Durham County who is of voting age and is current in payment of all Durham County property taxes is eligible to serve on the appointed boards, commissions, committees or authorities. To learn more about serving on any of the boards listed below, contact the **Clerk to the Board at (919)560-0025**.

Alcoholic Beverage Control Board:

This board controls the operation and management of the ABC stores and serves as policymaker for the ABC stores and ABC law enforcement.

Animal Control Advisory Committee:

This committee advises the Board of County Commissioners and the County Manager with respect to animal control matters.

Adult Care Home Community Advisory Committee:

The committee's primary function is to maintain the rights of residents living in adult care homes including assisted living facilities and family care homes.

Animal Control Review Board:

This board hears the appeals of animal owners pursuant to the Durham County Animal Control Ordinance.

Area Mental Health Board:

This board formulates policy for the Durham Center.

Audit Oversight Committee:

This board provides oversight responsibilities of the audit function and serves in an advisory capacity to the County Manager and the Board of Commissioners. This committee ensures that internal controls are in place and implemented and ensure County management implements report recommendations.

Board of Adjustment:

This board considers applications for use permits and variances, decides appeals of zoning district boundaries, and decides appeals of decisions by the administrative officials interpreting the zoning ordinance.

Bicycle and Pedestrian Advisory Commission:

The primary purpose of this commission is to provide advice to the City Council and the Board of Commissioners on questions relating to bicycle and pedestrian issues.

Boxing and Wrestling Commission:

This commission supervises boxing and wrestling events.

Citizens Advisory Committee:

This committee participates meaningfully in the planning, implementation, and evaluation of federal, state and local programs for community development and implementation and serve as a liaison between citizens and the City Council and Board of County Commissioners.



Design District Review Team:

The team will review site plans, elevations, and other development proposal drawings and information for compliance with design guidelines, and make recommendations to the Development Review Board regarding the design of developments within the Downtown Design Overlay District.

Durham Convention Center Authority:

This authority is responsible for the operation and maintenance of the Durham Convention Center.

Durham City-County Appearance Commission:

This commission enhances and improves the visual quality and character of Durham City and County.

Durham Convention and Visitors Bureau:

This bureau actively promotes travel and tourism within the City and County.

Durham County Hospital Corporation Board of Directors:

This board is responsible for planning a comprehensive and coordinated hospital and health care system, including at Durham Regional Hospital and Lincoln Community Health Center.

Emergency Medical Services Council:

This council is entrusted to consider issues and advise the Board of County Commissioners on matters concerning emergency medical services.

Environmental Affairs Board:

This board advises the City and County with regard to environmental policy.

Farmland Protection Advisory Board:

Advises the County in implementing and administering a Farmland Protection Program.



Historic PreservationCommission

This commission acts to promote, enhance, and preserve the character and heritage of the Durham community.

Industrial Facilities and Pollution Control Financing Authority:

This authority aids in financing industrial and manufacturing facilities which provide job opportunities or better ways to help alleviate unemployment and raise below-average manufacturing wages and pollution control facilities for industry.

Jury Commission:

The commission oversees the creation of the master jury list.

Juvenile Crime Prevention Council:

This council annually reviews the needs of Durham juveniles who are at risk of delinquency or who have been adjudicated, undisciplined or delinquent. The council then submits a written plan of action for the expenditure of juvenile crime prevention funds to the Durham Board of County Commissioners for its approval.

Library Board of Trustees:

This board reviews and makes recommendations to the Director of Libraries, County Manager, or Board of County Commissioners, as appropriate, on proposed library programs, policies, and regulations for the government of the Library.

Memorial Stadium Authority:

This authority supervises and directs the general operation of the Durham County Memorial Stadium.



Nursing Home Community Advisory Committee:

This committee maintains the rights of residents living in nursing homes and promotes community education and awareness of the needs of the resident in these homes.

Open Space and Trails Commission:

This commission advises the two governing bodies on matters relating to trails, greenways, and open space preservation.



Public Health Board:

This board formulates policies and procedures for the Public Health Department.

Raleigh-Durham Airport Aircraft Noise Abatement Committee:

This committee advises the authority about noise issues and the Noise Abatement Program.

Raleigh-Durham Airport Authority:

The Raleigh-Durham Airport Authority supervises the operational management of the Raleigh-Durham International Airport.

Social Services Commission:

This board is responsible for the administration of Social Services. It selects a director, develops policies to improve social conditions and prepares the budget which is sent to the Board of County Commissioners.



Transportation Advisory Board:

This board serves as an advisory board to the County Manager and Board of County Commissioners on issues related to human services transportation policy matters.

Triangle J Water Resources Committee:

This committee considers issues relative to water resource matters in the Triangle J area.

Women's Commission:

This commission serves as the official advisory body on the status of women to the Durham Board of County Commissioners.

Workforce Development Board:

This board acts as an advisory board for the Durham County Workforce Investment Act Program administered by the City of Durham Office of Economic and Development and is responsible, by Executive Order of the Governor to have oversight and policy guidance of the One Stop Career Center and all other Employment and Training activities conducted within the Service Delivery Area (Durham County), that utilize state and/or Federal funds administered by the Governor.

General Information On Taxes

Durham County Real Estate Taxes become due when the bill is received, generally in late July. If unpaid after January 5, interest of 2 percent accrues until the end of January. Beginning in February, interest on unpaid tax bills is 3/4 percent until the bill is paid. For more information, call (919) 560-0300.

Motor Vehicle Property Tax

Approximately four months after renewing a vehicle registration with the Department of Motor Vehicles (DMV), a tax bill will be sent from Durham County. The bill is due on the date indicated. For example, if you have a March renewal, you will receive the bill in June and it will be due on July 1. If not paid by July 31, interest will be added.

If taxes on a motor vehicle remain unpaid, motorist will be blocked from renewing registration. The tax bill MUST be satisfied before that block can be removed. A paid tax receipt must be presented to DMV in order for the block to be removed. Unregistered (untagged) motor vehicles must still be listed annually in January and will be billed with other personal property.

All real estate owned in Durham County must be listed with the Tax Office during the month of January.

Durham County has permanent listing which means that after you list a piece of property once, you do not have to list the same property again unless you have made improvements or changes.



Local Tourist Attractions

- American Tobacco Historic District
- Carolina Theatre
- Duke Chapel
- Duke Homestead and Tobacco Museum
- Duke University
- Duke University Medical Center
- Durham Arts Council Building
- Durham Bulls Athletic Park
- Durham Performing Arts Center
- The Hayti Heritage Center
- The Heritage Room
- North Carolina Central University
- North Carolina Museum of Life and Science
- Research Triangle Park
- The Streets at Southpoint
- West Point on the Eno







Carolina Theatre: Chris Hildreth and Durham Convention & Visitors Bureau Duke Homestead: Bruce R. Feeley and Durham Convention & Visitors Bureau Durham Bulls & Durham Convention & Visitors Bureau Top Front Cover Photo: Transportation Bruce R. Feeley/Durham Convention & Visitors Bureau

This publication was prepared by the
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