



### **Agenda Action Form Overview**

The Board is requested to approve a Lease Agreement with the State of North Carolina through the North Carolina Department of Agriculture & Consumer Services (NCDA&CS) for the NC Forest Service, and authorize the County Manager to execute the lease. This is a \$1/year lease for approximately 1254 square feet of office space in the County Administrative Building II, and includes 2 surface parking spaces for Forest Service vehicles. This is a one-year lease, with 4 optional one-year renewal periods.

### **Background/Justification**

Durham County has a cooperative agreement with the North Carolina Department of Agriculture and Consumer Services to provide for the protection, development, and management of forest land within the County. The staff costs to provide this service are shared between the County and the State, with the County paying 40% and the State paying 60%. The NC Forest Service is a division within the NCDA&CS. Per state requirements, a lease is required for all local offices the Forest Service staff occupies. According to the NCDA&CS, all communities that have a Forest Service agreement in place provide office space at a nominal rate of \$1/yr.

This lease updates the prior lease to reflect that the Forest Service's location has been moved to the County Administrative Building II. The Forest Service staff were previously located in the Cooperative Extension building at 721 Foster Street. They occupied that space for more than 30 years before relocating to the County Administrative II Building in September 2018. The decision was made to move the Forest Service to provide them with the office and storage space they needed, and to relieve the cramped office conditions for the Cooperative Extension. This is a one-year lease, with 4 additional one-year optional renewal periods. The lease also includes two surface parking spaces for Forest Service vehicles.

### **Policy Impact**

Durham residents receive a number of beneficial services from the Forest Service, including forest management planning, forest protection, education, fire control, prevention, prescribed burns, and assistance to the County Fire Marshall for forest fire response.

### **Procurement Background**

N/A

### **Fiscal Impact**

While this lease agreement presents no appreciable fiscal impact to the County, the estimated value of the in-kind contribution of the office space is \$36,052.

### **Recommendation**

The County Manager recommends that the Board approve a new Lease Agreement with the State of North Carolina, through the North Carolina Department of Agriculture & Consumer Services, for the NC Forest Service, and authorize the County Manager to execute the lease.