REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 13.

Date of Request: August 25, 2008

Board Meeting Date Requested: September 2, 2008

Short Title: Resolution Approving And Authorizing Execution Of Lease Agreement For Property Located At 18676 Hwy 17, Hampstead, Nc 28443

Background: The County has been negotiating a lease arrangement for the subject property over the past several months to provide space for Hampstead Annex services including planning & building inspections and public health services. Lease terms have been negotiated and a proposed lease is being prepared for Board consideration and approval. The lease is proposed to become effective November 1, 2008. County staff has initiated planning related to installation of telecommunications and IT equipment, which must be in place prior to occupancy.

Funds will be transferred from the General Fund contingency line item to cover the lease costs. Funds are available in the Capital Outlay budget for upfitting and moving into the facility.

(Note: At the time of the printing of the agenda package the final lease document was not available for inclusion, however it will be provided for sufficient Board review)

Specific Action Requested:
To review and approve the proposed lease agreement for subject property and authorize the Chairman to execute.

Requested by: County Manager's Office
Department:
Title:
Contact Phone: 910.259.1200
Contact Fax: 910.259.1295

Date Request Received: August 25, 2008

Board Meeting Date Assigned: September 2, 2008

Request Status:
- ☒ Request is proceeding to Board of Commissioners
- ☐ More information is needed – see attached
- ☐ Request on hold – no further information needed
- ☐ Other:

(Administrative Use Only)

CONTRACT TYPE

- ☐ Renewal
- ☐ Revision
- ☐ For Service(s)
- ☐ For Equipment
- ☐ Intergovernmental – County as Grantee
  - ☐ Federal Grantor
  - ☐ State Grantor
  - ☐ Grantor
- ☐ County as Grantor
  - ☐ County Funds
  - ☐ Other Funds:

PURCHASING
Date Rec'd:
Budgeted Item: ☐ Yes ☐ No
☐ Reviewed and Approved
☐ Comments on Reverse
Date Sent:
Signed:

ATTORNEY
Date Rec'd:
☒ Reviewed and Approved
☐ Legal Problem(s)
☐ Comments on Reverse
Date Sent:
Signed:

FINANCE
Date Rec'd
Sufficient Funds ☐ Available ☐ Not Available
☐ Budget Amendment Necessary
☐ Budgeted Amendment is Attached
☐ Comments on Reverse
Date Sent:
Signed:

CLERK
Signature(s) Required:
☐ Board Chairman/County Manager
☐ Other:
Date Rec'd
Approved by Board: ☐ Yes ☐ No
At meeting on

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

BB
Initials

RESOLUTION: NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that the proposed lease agreement for the property located at 18676 Hwy. 17 in Hampstead be approved to provide for the relocation of the County's annex services in the Hampstead area; and that the Chairman is authorized to execute the agreement. The County Manager is authorized execute any documents necessary to implement this resolution and the office relocation.

ADMENDENTS:

MOVED_____ SECONDED_____

APPROVED_____ DENIED_____ UNANIMOUS

YEA VOTES: Williams ____ Tate_____ Blanchard ____ Brown____ Rivenbark ____

_____ _____
James David Williams, Jr., Chairman Date

_____ _____
ATTEST Date