



**Chatham County  
Board of Commissioners  
Agenda Abstract**

**Item Number:**  
**Meeting Date:** 12/03/2007

**Part A**

**Subject:** Rental space for Siler City probation offices  
**Action Requested:** Approve moving Siler City probation offices to the Siler City Business Park, effective April 1, 2008  
**Attachments:** 1. None

**Submitted By:**

\_\_\_\_\_  
 Renee F. Paschal  
 Assistant County Manager

\_\_\_\_\_  
 Date

**County Manager Review:**

\_\_\_\_\_  
 Charlie Horne, County Manager

\_\_\_\_\_  
 Date

**This abstract requires review by:**

- County Attorney** \_\_\_\_\_  
 Date Reviewed
- Finance Officer** \_\_\_\_\_  
 Date Reviewed
- Budget Officer** \_\_\_\_\_  
 Date Reviewed

**Part B**



# Chatham County Board of Commissioners Agenda Abstract

**Item Number:**

**Meeting Date:** 12/03/2007

## **Introduction & Background:**

Currently, probation officers in Siler City are housed in two buildings, which total 2,000 square feet.

Tommy Perry, Judicial District Manager, has requested that the county consider leasing additional space and relocating the offices to the Siler City Business Park, effective April 2008. According to Mr. Perry, the current space needs upgrades and is not adequate for his growing staff. In addition, relocating would allow all staff to be housed in the same building.

The proposed office space would be newly constructed, and would include:

- More private offices, with which to meet with offenders,
- A secured storage area for firearms and other safety equipment,
- A conference room for mandated meetings and training,
- A secured file storage area,
- A separate drug testing restroom to drug test offenders, and
- More on-site parking for staff, offenders, visiting members of other agencies, and members of the public.

## **Discussion & Analysis:**

County staff has received a proposal from Richard Fox, who owns Siler City Business Park. Mr. Fox has agreed to provide 3,000 square feet of space at \$10/square foot (without utilities) or \$12/square foot (with utilities). Since the space is new, Mr. Fox would upfit it to meet the specific needs of the probation office. In order to proceed with the construction, Mr. Fox needs a commitment from the county now. A lease agreement will be executed closer to the occupancy date. Mr. Fox has already reviewed and agreed to a generic lease provided by the County Attorney.

## **Budgetary Impact:**

The cost per square foot proposed by Mr. Fox (\$12/square foot) is slightly less than what the county currently pays (\$12.88/square foot, with utilities included).

However, the overall lease will cost \$10,236 more per year (if utilities are included). An additional \$2,559 will be needed in FY 2008 to cover April through June. If approved, funds will be taken from contingency to cover this amount.

## **Recommendation:**

Motion to approve moving Siler City probation offices to the Siler City Business Park, effective April 1, 2008