

## MEMORANDUM

TO: Board of Commissioners  
FROM: Sarah Reeves  
DATE: April 5, 2020  
RE: Short-Term Lease, Burlington Drop-Off Center

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In February 2014, CSWD and the City of Burlington executed a Memorandum of Understanding regarding the lease of 339 Pine Street for the purposes of operating a CSWD Drop-Off Center. The MOU, retroactive to July 1, 2013, was a three-year agreement outlining the terms of the lease of the property. The MOU was executed in lieu of a standard 20-year lease due to the uncertainty of the timeline around developing the Flynn Avenue property as the site of a new Burlington DOC.

The MOU was extended for the period of July 1, 2016 to June 30, 2019. We have been operating the DOC under the terms of the MOU since expiration and need to put a formal extension in place.

The City is recommending a two-year extension of the MOU terms to cover the period July 1, 2019 through June 30, 2021. This would roughly coincide with the terms of the extension of the Flynn Avenue MOU, should the Board of Commissioners choose to execute the Year Two option of that MOU. I concur with the City's recommendation to extend. Please see attached documents for review.

**BE IT RESOLVED** that the Board of Commissioners authorizes the Executive Director to execute a two-year extension to the MOU regarding lease of the property at 339 Pine Street, Burlington for the purposes of operating a Drop-Off Center, for the period July 1, 2019 through June 30, 2021.