

OMB Granicus Review

Granicus Title	Lease with The Board of Trustees of St. Petersburg College				
Granicus ID#	24-0795D	Reference #	N/A	Date	08/23/2024

Mark all Applicable Boxes:

Type of Review									
CIP		Grant		Other		Revenue	X	Project	

Fiscal Information:

New Contract (Y/N)	Y	Original Amount	\$	49,998.00
Fund(s)	0001	Amount of Change (+/-)	\$	0.00
Cost Center(s)	100200	Total Amount	\$	49,998.00
Program(s)	1902	Amount Available (FY25)	\$	97,500.00
Account(s)	3621001	Included in Applicable Budget? (Y/N)	Y - Partial	
Fiscal Year(s)	FY25			

Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

The Department of Administrative Services (DAS) is seeking the approval and execution by the County Administrator (CA) of the Lease of Real Property between Pinellas County and the Board of Trustees of St. Petersburg College (SPC) for 3,846 square feet of office and clinical space at 12376 Ulmerton Road, Largo, FL 33774 with SPC as the tenant. The lease is for a 12-month term and is projected to generate \$49,998 in revenue in FY25.

On April 6, 2010, the County conveyed the property to SPC for development of a public veterinary college. SPC no longer requires the property for its intended use and the County has agreed to accept possession of the building again. The Board of County Commissioners (BCC) will formally vote on the deed conveyance back to the County on September 5, 2024.

The Department requested a decision package that has been added to the FY25 Budget, which includes \$250,000 in expenditures to maintain and operate the building and \$97,500 in lease revenue. Revenue originally accounted for 39.0% of total expenditures, however, an error was made by the Department in calculating the total projected revenue. The lease has been drafted with a projected revenue of \$49,998, which would only cover 20.0% of the estimated expenditures and is about half the original decision package amount of \$97,500.

This is over budgeted for in the FY25 Budget and will cause the General Fund to have \$47,502 in less revenue in FY25 than anticipated.

Analyst: Shane Kunze

Ok to Sign: ☒

Instructions/Checklist

1. Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
2. Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
3. Complete the form above using the Granicus attachments and the County's accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Qwestica Budget Software).

4. Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.
 - a. Sample language: **“The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is ____ percent higher or lower due to____)”**.
5. Save the form with the following naming convention:
 - a. **OMB.Review_XX-XXXX_Department_Subject_Date)**
 - b. (e.g., OMB Review_22-529A_PW_Sidewalk_28-DEC-2022).
6. Upload to Granicus as a numbered attachment.
 - a. Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).