

**Legistar 25-1550A – Tax Collector Northside Square - Third Amendment  
APPROVAL REQUEST  
COVER SHEET**

**WHO IS THE REQUESTOR / REQUESTING DEPT**

- Pinellas County Tax Collector

**WHO IS THE FINAL APPROVER / SIGNER**

- BCC
- COUNTY ADMINISTRATOR
- DIRECTOR OF ADMINISTRATIVE SERVICES

**EXPLAIN WHAT IS BEING REQUESTED**

- Third Amendment to extend the Lease term for an additional year, through December 31, 2027.

**EXPLAIN WHY IT IS BEING REQUESTED AND ANY RELEVANT HISTORY ABOUT THIS REQUEST**

- The Tax Collector is planning to relocate from Northside Square to the new North County Service Center. The relocation is tentatively scheduled for August 2027. The Third Amendment will extend the existing Lease through December 31, 2027 to better align with the relocation.

**WHEN IS THIS REQUEST APPROVAL NEEDED BY? IS THIS A RUSH REQUEST?**

- Must be approved in Legistar by not later than October 31, 2025 to get on to the agenda for the November 18, 2025 Board meeting.

**EXPLAIN HOW THIS BENEFITS THE COUNTY**

- Approving this term extension avoids disruption to critical public services provided by the Pinellas County Tax Collector.

**WHO ARE THE PARTIES / STAKE HOLDERS INVOLVED WITH THIS REQUEST**

- Bill Greer, Director, Construction & Property Management
- Adam Ross, Pinellas County Tax Collector
- Pinellas County Tax Collector
- Construction & Property Management
- Landlord - Melrose Clearwater Holdings LLC and Solomon Clearwater Holdings LLC

**WHAT IS THE FISCAL IMPACT OF THIS REQUEST**

- The Fiscal Impact for fixed rent under the Third Amendment will be \$588,960.81, to be included in the FY27 budget, and \$196,320.27 to be included in the FY28 budget. The source of funds for those payments is Tax Collector's budget.
- The Fiscal Impact for the variable operating expenses under the Third Amendment will be approximately \$120,513.69 to be included in the FY27 budget, and approximately \$40,171.23 to be included in the FY28 budget. The source of funding for those payments is Construction & Property Management's budget.

**WHAT DEPARTMENT WILL BE PAYING THE COSTS RELATED TO THIS REQUEST**

- Pinellas County Tax Collector will pay the fixed rent costs.
- Construction & Property Management will pay the variable operating expenses.

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**PLEASE EXPLAIN ANY OTHER RELEVANT FACTORS OR IMPORANTANT INFORMATION THAT NEEDS TO BE CONSIDERED REGARDING THIS APPROVAL**

- The Tax Collector has occupied first floor space at Northside Square since 2003. In 2016 the Tax Collector began occupying space on the second floor under a separate lease. Pursuant to a First Amendment to the Second Floor Lease dated June 2, 2017, the two leases were combined into one, and additional second floor space was added. The Second Amendment to the Second Floor Lease extended the term to December 31, 2026. The Third Amendment will extend the term for an additional year, through December 31, 2027.