

## OMB Contract Review

<b>Contract Name</b>	Fourth Amendment to the Lease Agreement with Ocean Terrace L.P., for an extension of the existing lease for the Tax Collector.			
<b>GRANICUS</b>	18-975D	<b>Contract #</b>		<b>Date:</b> 5-OCT-2018

**Mark all Applicable Boxes:**

Type of Contract									
<b>CIP</b>		<b>Grant</b>		<b>Other</b>	<b>X</b>	<b>Revenue</b>		<b>Project</b>	

**Contract information:**

<b>New Contract (Y/N)</b>	Y - Extension	<b>Original Contract Amount</b>	\$
<b>Fund(s)</b>	NA	<b>Amount of Change</b>	\$
<b>Cost Center(s)</b>	NA	<b>Contract Amount</b>	\$
<b>Program(s)</b>	NA	<b>Amount Available</b>	<b>Total: \$192,407 FY19 \$500,258 FY20/21</b>
<b>Account(s)</b>	NA	<b>Included in Applicable Budget? (Y/N)</b>	Y
<b>Fiscal Year(s)</b>	FY19 – FY21		

**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.)

This lease is for office space for the Tax Collector and Ocean Terrace L.P., for an extension of the existing lease for property located at 13025 Starkey Rd, Largo. The term is for 18 months at \$38,481.41 per month or 18.46 per sq. ft. per annum. The total cost of this lease renewal is \$692,665 over the 18 month period FY19-Oct 21. The term of the lease will run from 30-Apr-2018 – 10-Oct-2021.

The Tax Collector has occupied this leased location since May 2004. This Fourth Amendment provides for the continuation of a full service lease for the Tax Collector's office located at 13025 Starkey Road in Largo, for an additional eighteen (18) months. The lease term extension will allow operations to continue at the existing location while the Real Estate Management Department considers options including, soliciting a longer term lease proposal with tenant improvements from the current Landlord, an option to purchase this property, and lease proposals at alternative locations.

The lease payments are paid by Tax Collector with their annual budget.

**Analyst: Lisa Burley**

**Ok to Sign:**

**Instructions/Checklist**

1. Upon receipt of a contract and notification in Granicus, review the Agenda and Contract for language and accuracy. Make sure there are available funds, the dept is not overextending itself, was it planned, etc.
2. Complete the form above using the contract document and the County accounting & budgeting systems.
3. Use the Staff Report section to give a brief summary of the contract and include your thoughts and pertinent information.
4. Upload to Granicus as a numbered attachment.