



# Howard County

*Internal Memorandum*

**Subject:** Testimony & Fiscal Impact Statement  
Council Bill No. \_\_\_\_\_ - 2017, an Act pursuant to Section 612 of the Howard County Charter, approving a Seventh Amendment of Lease between Howard County, Maryland and Symphony Woods, LLC, for the lease of approximately 1,653 square feet of space located at 5950 Symphony Woods Drive, Columbia, Maryland during a multi-year term; authorizing the Executive to make changes to the Amendment, under certain conditions; authorizing the County Executive to execute the Amendment; and generally relating to the Amendment.

**To:** Lonnie R. Robbins,  
Chief Administrative Officer

**From:** James M. Irvin, Director *JMI*  
Department of Public Works

**Date:** January 27, 2017

The Department of Public Works has been designated coordinator for preparation of testimony relative to approval of a Seventh Amendment for the leased space.

Symphony Woods, LLC, a Maryland limited liability company, is the fee simple owner of approximately 1,653 square feet of office space, commonly known as Suite 503, located at 5950 Symphony Woods Drive, Columbia, Maryland (the "Leased Space").

On September 22, 2010, the County entered into a Full Service Office Building Lease Agreement (the "Initial Lease") with Symphony Woods, LLC, attached as Exhibit A, for a term of nine months, and ending on June 30, 2011. From 2011 – 2016, there have been a series of one-year extensions of the Initial Lease.

On August 1, 2016, the County entered into a Sixth Amendment and Renewal of Lease (the "Sixth Amendment"), attached as Exhibit B, for a term to expire on June 30, 2017. The Sixth Amendment provides that the term may be extended by the County for an additional three years, commencing on July 1, 2017 and ending on June 30, 2020.

The County wishes to enter into a Seventh Amendment and Renewal of Lease, attached as Exhibit C, in order to extend the term through June 30, 2020. The renewal term requires the payment by the County of funds from an appropriation in a later fiscal year, and therefore requires County Council approval as a multi-year agreement, pursuant to Section 612 of the Howard County Charter.

The County will save approximately \$4,000 over the course of the three-year lease by entering into a multi-year lease rather than an annual lease. In addition, the County will save time and money with the reduction of annual administrative processes and reviews.

The three-year lease schedule starts at a base rental rate of \$25.31/square foot, and then escalates yearly starting July 1, 2018 and continues every twelve-month period thereafter.

<u>Time Period</u>	<u>Per Square Foot Rate</u>	<u>Annual Basic Rent</u>	<u>Monthly Basic Rent</u>
7/1/17 – 6/30/18	\$25.31	\$41,837.43	\$3,486.45
7/1/18 – 6/30/19	\$26.32	\$43,510.93	\$3,625.91
7/1/19 – 6/30/20	\$27.38	\$45,251.37	\$3,770.95

Representatives of this department will be present at the public hearing to answer any questions or concerns. If you require any further information concerning this matter or have any additional questions, please do not hesitate to contact me at your convenience.

cc: Jennifer Sager  
File