



# 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 Executive Center, LLC, a Maryland limited liability company, for the lease of approximately 5,728 square feet of space located at 3300 North Ridge Road, Suite 240, Ellicott City, 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  
Department of Public Works

**Date:** March 23, 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.

Howard County, Maryland (the “County”) is currently leasing approximately 5,728 square feet of space for the Maryland Cooperative Extension, located at 3300 North Ridge Road, Suite 240, Ellicott City, Maryland, from Executive Center, LLC, a Maryland limited liability company, pursuant to an Agreement of Lease - see Exhibit A.

There have been six amendments to the Agreement of Lease that extended the original term of the Agreement by one-year terms (collectively, the “Agreement as Amended”).

The Agreement as Amended is set to expire on June 30, 2017 and parties desire to extend the original term of the Agreement for an additional five years, to June 30, 2022, pursuant to a Seventh Amendment to Agreement of Lease – see Exhibit B.

The extension of the original term of the Agreement as Amended requires the expenditure of County funds in future fiscal years and therefore requires County Council approval as a multi-year agreement pursuant to Section 612 of the Howard County Charter.

The five-year lease schedule starts at a base rental rate of \$22.00/square foot, and then escalates 3% 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	\$22.00	\$126,016.00	\$10,501.33
7/1/18 – 6/30/19	\$22.66	\$129,796.48	\$10,816.37
7/1/19 – 6/30/20	\$23.34	\$133,690.37	\$11,140.86
7/1/20 – 6/30/21	\$24.04	\$137,701.08	\$11,475.09
7/1/21 – 6/30/22	\$24.76	\$141,832.11	\$11,819.34

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