

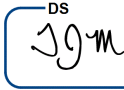


Howard County

Internal Memorandum

Subject: Testimony & Fiscal Impact Statement
Council Bill No. __ - 2021, an Act pursuant to Section 612 of the Howard County Charter, approving a Ninth Amendment of Lease between Howard County, Maryland and Symphony Woods, LLC, a Maryland limited liability company, for adding an additional office to the premises, located at 5950 Symphony Woods Drive, Columbia, Maryland, and increasing the rentable square feet from 1,653 square feet to 1,837 square feet, during a multi-year term; authorizing the County Executive to take certain actions in connection with the Ninth Amendment.

To: Lonnie R. Robbins,
Chief Administrative Officer

From: Thomas J. Meunier, Director
Department of Public Works 

Date: January 19, 2021

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

Symphony Woods, LLC, a Maryland limited liability company (the "Landlord"), is the fee simple owner of an office building located at 5950 Symphony Woods Drive, Columbia, Maryland 21044.

On or about September 22, 2010, the County entered into a Full-Service Office Building Lease Agreement with Symphony Woods LLC for the use of the Department of Police, and from 2011 – 2017 there have been a series of one-year extensions of the initial lease.

On or about July 1, 2017, the County began a seventh renewal period as authorized by the passage of Council Bill No. 13-2017, for a three (3) term to expire on June 30, 2020.

On or about July 1, 2020, the County began an eighth renewal period as authorized by the passage of Council Bill No. 05-2020, for a three (3) year term to expire on June 30, 2023.

The parties have agreed to increase the rentable square feet by an additional 184 square feet to add an additional office within the premises. The additional office is needed to accommodate an additional staff member who will work in the space. The Department of Police will be moving an existing position from another bureau to operate out of the leased space. Accordingly, there are no human resources costs related to the lease amendment.

The County and Landlord desire to enter into a Ninth Amendment of Lease, attached, for constructing the improvements and to amend the rent schedule table as follows and to reflect the annual rent increase from (i) \$48,943.88 to \$54,393.57 from July 1, 2021 - June 30, 2022 and (ii) \$50,901.64 to \$56,561.23 from July 1, 2022 - June 30, 2023 for the additional 184 square feet. The Ninth Amendment of Lease requires payment by the County of funds from an appropriation in later fiscal years and therefore requires County

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Council approval as a multi-year agreement pursuant to Section 612 of the Howard County Charter.

As of the Effective Date of the Ninth Amendment, the Monthly Rent shall be \$4,358.28. The rent schedule table included in Section 3. of the Eighth Amendment is hereby deleted and, in lieu thereof, the following rent schedule is inserted:

Month	Monthly Rent based on 1,837 square feet	Yearly Rent based on 1,837 square feet
July 1, 2021 – June 30, 2022	\$4,532.80	\$54,393.57
July 1, 2022- June 30, 2023	\$4,713.44	\$56,561.23

In addition, the fiscal impact includes \$5,000.00 for new furniture for the additional office and construction costs not to exceed \$14,977.87, which will be paid from the current fiscal year.

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