# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS <u>AGENDA ITEM SUMMARY</u>

| Meeting Date: | March 10, 2015                      | [X] Consent [ ] Ordinance | [ ] Regular<br>[ ] Public Hearing |  |  |  |  |
|---------------|-------------------------------------|---------------------------|-----------------------------------|--|--|--|--|
| Department:   | Facilities Development & Operations |                           |                                   |  |  |  |  |

### I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Exercise of the first option to extend Lease Agreement (R-91-0437D) with Wallace K. Lutz, Sr. And Theresa C. Lutz, Trustees of the Wallace K. Lutz, Sr. Revocable Living Trust dated October 8, 1991.

**Summary:** The County, on behalf of the Department of Community Services' Migrant Program, currently leases 699 SF of office space at 607 South Main Street, Unit 103, in Belle Glade for the operation of a satellite office. This first option will extend the term of the Lease Agreement for two (2) years from June 1, 2015, through May 31, 2017. The annual rent for this extension period will increase two percent (2%) to \$7,514.14 (\$10.75/sf). **(PREM) District 6 (HJF)** 

Background and Justification: On April 19, 1991, the Board approved the Lease Agreement. The Lease Agreement has been extended and amended numerous times, the most recent being with Amendment Number Eight dated March 12, 2013 (R2013-0273) which extended the term to May 31, 2015, and offered two (2) extension options of two (2) years each with rent increases of two percent (2%) for each of the term extensions. The exercise of this first option will extend the term of the Lease Agreement for two (2) years until May 31, 2017, and will provide for the continuation of the Migrant Program satellite office in Belle Glade. The Migrant Program helps strengthen the ability of eligible migrant and seasonal farm workers and their dependents to achieve economic self-sufficiency through their participation in education, skills training and supportive services. Among the services offered are career counseling, remedial education, high school or GED program, job skills training, tuition assistance, work experience, job search and placement assistance. Florida Statutes Section 286.23 requires that a Disclosure of Beneficial Interests be obtained when a property held in a representative capacity is leased to the County. Wallace K. Lutz, Sr., and Theresa C. Lutz, as co-Trustees of the Wallace K Lutz, Sr. Revocable Trust dated October 8, 1991, submitted a Disclosure of Beneficial Interests in 2013 for Amendment Number Eight to Lease Agreement and has recently informed Staff that no changes have occurred as Wallace K. Lutz, Sr. and Theresa C. Lutz each have a fifty percent (50%) ownership interest.

### **Attachments:**

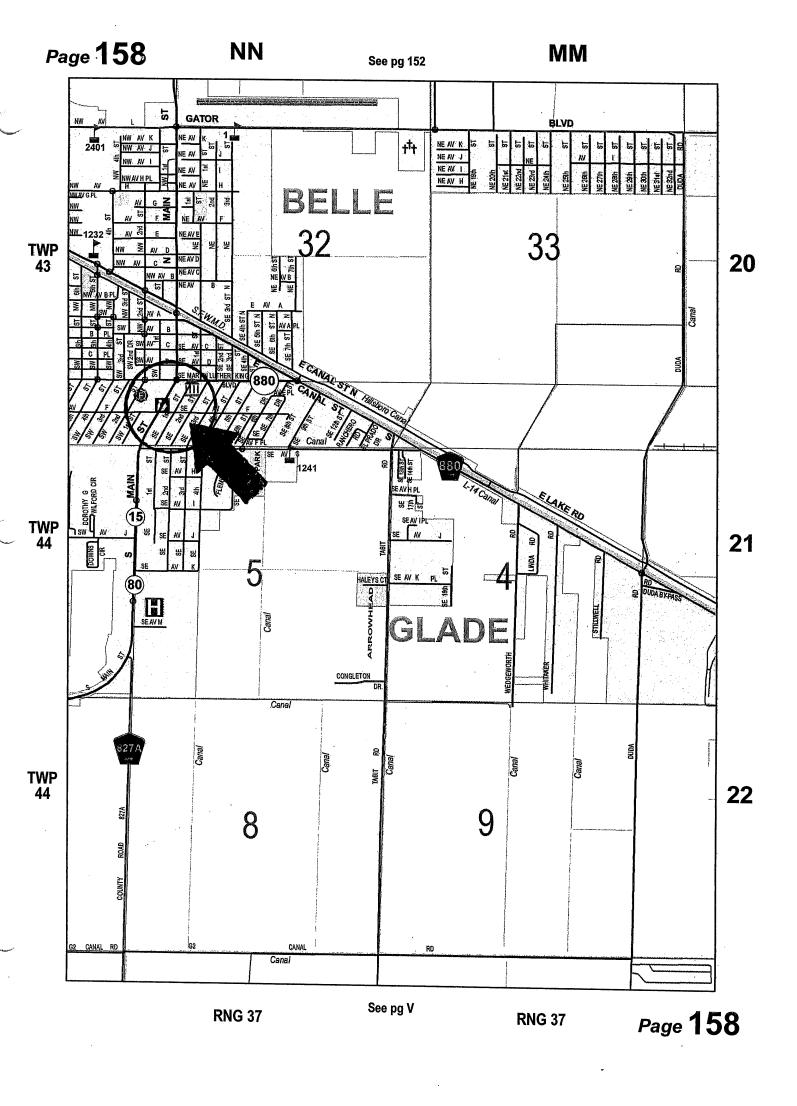
- 1. Location Map
- 2. Option to Extend Letter
- 3. Budget Availability Statement

| Recommended By: | Army Wax             | 2/4/15 |  |
|-----------------|----------------------|--------|--|
| •               | Department Director  | Date / |  |
| Approved By:    | MM                   | 2/17/6 |  |
|                 | County Administrator | Date   |  |

### II. FISCAL IMPACT ANALYSIS

| Α.                      | rive Year Summ   | ary of Fi                                   | iscai in          | ipact:       |                            |                                      |                               |                          |
|-------------------------|--|---|-------------------|--------------|----------------------------|--------------------------------------|-------------------------------|--------------------------|
| Fiscal                  | l Years  |   | 20                | 15           | 2016                       | 2017                                 | 2018                          | 2019                     |
| Opera<br>Exter<br>Progr | cal Expenditures<br>ating Costs<br>rnal Revenues<br>ram Income (Coun<br>nd Match (County |   | \$2,50            | 4.72<br>     | \$7,514.14<br>             | \$5,009.42<br>                       |                               |                          |
| NET                     | FISCAL IMPACT  | Γ   | <u>\$2,50</u>     | <u>4.72</u>  | <u>\$7,514.14</u>          | \$5,009.42                           | \$ -0-                        | \$ -0-                   |
|                         | DITIONAL FTE<br>TIONS (Cumulati  | ive)  |                   |              |                            |                                      |                               |                          |
| Is Ite                  | m Included in Cui  | rrent Bu                                    | dget:             | Yes          | _X_                        | No                                   |                               |                          |
| Budge                   | et Account No:   | Fund  | 1004              | Dep          | t <u>142</u>               | Unit <u>1427</u>                     | $\underline{FV}$              | <u>10-</u><br>V63<br>Y14 |
|                         |  | P   | rogram            |              |                            |                                      | <u>-0</u>                     | 114                      |
| В.                      | Recommended S  | ources of                                   | f Funds           | s/Sumi       | nary of Fis                | cal Impact:                          |                               |                          |
|                         | Amendment Numper year (roughly extension.  | ber Eight<br>\$62 <b>6.</b> 18 <sub>1</sub> | provid<br>per mor | es for a     | a two percer<br>the 6/1/15 | nt (2%) rent inc.<br>- 5/31/17 two-y | rease to \$7,514<br>year term | 4.14                     |
|                         | Fixed Assets Nun   |   | n/a .             |              |                            | ð                                    | 915                           |                          |
| C.                      | Departmental Fis   | scal Revi                                   | ew:               |              |                            |                                      | ····                          |                          |
|                         |  |   | Ш. ]              | REVII        | EW COMM                    | <u>IENTS</u>                         |                               |                          |
| A.                      | OFMB Fiscal and  | d/or Con                                    | tract D           | evelop       | ment Com                   | ments:                               |                               |                          |
| (                       | OFMB HU  | AK<br>aliifis                               |                   |              | Contract De                | J- Muol                              | Control                       | 7/15                     |
| В.                      | Legal Sufficiency Assistant County A   |   | 2/15/1 <u>5</u>   | <del>.</del> |                            |                                      |                               |                          |
| C.                      | Other Departmen  | ıt Reviev                                   | v:                |              |                            |                                      |                               |                          |
|                         | Department Direct  | or  |                   |              |                            |                                      |                               |                          |

This summary is not to be used as a basis for payment.



LOCATION MAP

Attachment #1





## acilities Development & Operations Department

Property & Real Estate Management Division

2633 Vista Parkway West Palm Beach, FL 33411

Telephone - (561) 233-0217 Facsimile (561) 233-0210

www.pbcgov.com/fdo

#### Palm Beach County Board of County Commissioners

Shelley Vana, Mayor

Mary Lou Berger, Vice Mayor

Hal R. Valeche

Paulette Burdick

Steven L. Abrams

Melissa McKinlay

Priscilla A. Taylor

#### County Administrator

Robert Weisman

"An Equal Opportunity
Affirmative Action Employer"

# CERTIFIED MAIL RETURN RECEIPT REQUESTED 7013 1710 0001 6217 2768 /

March 10, 2015

Wallace K. Lutz, Sr. And Theresa C. Lutz, Trustees of the Wallace K. Lutz, Sr. Revocable Living Trust dated October 8, 1991, and any Amendments Thereto c/o Lutz Builders P.O. Box 2741 Belle Glade, FL 33430

RE: Exercise of First Option to Extend Lease Agreement (R91-0437D) dated April 9, 1991, as amended, with Palm Beach County for Community Services Department's Migrant Program at 607 South Main Street, Unit 103 in Belle Glade

Dear Mr. & Mrs. Lutz:

Pursuant to the provisions of Section 5 of the above referenced Lease Agreement, Palm Beach County is hereby exercising the first option to extend the term of said Lease Agreement for an additional period of two (2) years effective June 1, 2015, through May 31, 2017.

Sincerely,

ATTEST:

SHARON R. BOCK

CLERK & COMPTROLLER

PALM BEACH COUNTY, a political

subdivision of the State of Florida

By:\_\_\_\_\_\_
Deputy Clerk

By: Shelley Vana, Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS AND CONDITIONS

Assistant County Attorney

Audrey Wolf, Director

Facilities Development & Operations

G:\PREM\PM\Out Lease\Migrant Prg Satellite Ofc\Option.2015\OptionLtr.001.HFapp.2-4-2015.doc

### BUDGET AVAILABILITY STATEMENT

| REQUEST DATE:  | 1/29/2015  | REQUE               | STED BY: Stev<br>Pro | PHONE: 233-0239<br>FAX: 233-0210 |                |                                    |
|--|--|---------------------|----------------------|----------------------------------|----------------|------------------------------------|
| PROJECT TITLE:   | Migrant Program Option 1 of 2 from Amendment 8       |                     |                      |                                  | PROJECT NO     | D.: 2015-5,002                     |
| Fiscal Years   |  | 2015                | 2016                 | 2017                             | 2018           | 2019                               |
| Capital Expenditu<br>Operating Costs<br>External Revenues<br>Program Income (<br>In-Kind Match (Co                       | County)  | <u>2,504.72</u><br> | 7,514.14<br>———      | <u>5,009.42</u><br>              |                |                                    |
| NET FISCAL IMI   | PACT   | <u>2,504.72</u>     | <u>7,514.14</u>      | <u>5,009.42</u>                  | <del>-0-</del> | 0-                                 |
| # ADDITIONAL F<br>POSITIONS (Cun   |  |                     |                      |                                  | 4              | -                                  |
| ** By signing this BAS<br>BAS by FD&O. Unless  |  |                     |                      |                                  |                |                                    |
| BUDGET ACCOUNT<br>FUND: 1004   | DEPT   | :142                |                      | T:1427                           | OBJ:441C       | FW63 GY14                          |
| IS ITEM INCLUDED   | IN CURREN  | T BUDGET:           | YES X                | 10 <b>→</b>                      | ENOTE: E       | FW63 GY14<br>GY changes in<br>Tuly |
| IDENTIFY FUNDING  ☐ Ad Valorem (source, ☐ Non-Ad Valorem (so ☐ Grant (source/type: _ ☐ Park Improvement F ☐ General Fund | /type:<br>purce/type:<br>Faleral<br>und (source/type | ə:                  |                      |                                  | )<br>)<br>)    |                                    |
| SUBJECT TO IG  | FEE?   | $\Box$ YES          |                      | VO                               |                |                                    |
| Department: Comm  BAS APPROVED BY: ENCUMBRANCE NU  |  | lal                 | DA                   | те: <u> 1 29 1</u>               | 5              |                                    |
| G:\PREM\PM\Out Lease\M   | igrant Prg Satellite                                 | Ofc\Option.2015\I   | 3AS.012915.doc       |                                  |                |                                    |
|  | ·<br>·   | At                  | tachme               | nt #3                            |                |                                    |