

## **M E M O R A N D U M**

**TO:** Governing Board Members

**FROM:** Lisa Koehler, Administrative Services, Facilities Bureau

**DATE:** May 12, 2022

**SUBJECT:** Collier County Office Lease Extension at Big Cypress Service Center

### **Agenda Item Background:**

In 2009, on behalf of the Big Cypress Basin, the District purchased the current facility housing the Big Cypress Basin Service Center (BCBSC). This purchase was made with Big Cypress Basin Ad Valorem funds. The BCBSC consists of two buildings connected by a breezeway totaling approximately 9,640 square feet and is part of a four-building office condominium complex. It was determined in 2014 that the BCBSC staff could adequately utilize just one of the buildings for their operations and the other building could be leased to generate revenue.

The other building was leased to Collier County for 5 years with three 1-year optional extensions. The last of the optional 1-year extensions ends on May 31, 2022. Collier County has expressed interest in leasing the building for three additional years and at their February meeting, the Big Cypress Basin Board expressed their consent to this lease extension.

This request is to authorize a three-year extension to the existing Lease with Collier County, in an amount of \$240,317.58 to the existing Contract 4600003056 resulting in a revenue total amount of \$800,564.69. It is also requested that the Terms and Conditions be amended to increase the written notice required to terminate the lease from 60 days to 120 days.

### **Core Mission and Strategic Priorities:**

This proposed lease extension supports the District's goal of balancing our annual budget by fully utilizing underused facilities and generating revenue. The General Services Section of the Administrative Services Division will be responsible for implementing this contract.

### **Funding Source:**

This is a Revenue Contract.

### **Staff Contact and/or Presenter:**

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### **ATTACHMENTS:**

[Resolution No. 2022-0510](#)