



Board of County Commissioners

AGENDA ITEM

Meeting: 02/25/2025

Department: Department of Public Works

Prepared By: Lonora Smith

Initiator: Scott Herring

DOC ID: 15510

Legal Request Number: 24-478

Bid/Contract Number:

TITLE

Lease Agreement With Robert A. Buckner for Office Space for Information Technology Department Located at 18 South Main Street and Associated Budget Amendment

Lease Agreement With Robert A. Buckner for Office Space for Information Technology Department Located at 18 South Main Street and Associated Budget Amendment

BRIEF OVERVIEW

The Clerk's Information Technology (IT) Department requires additional space to accommodate its growing operational needs to ensure efficient service delivery. To address this, the County has identified a suitable location and negotiated a lease agreement for the necessary space.

Staff recommends the Board approve the proposed attached lease agreement to secure the much-needed space for the IT Department, enabling continued support for County operations and technological infrastructure.

FINANCIAL IMPACT

The FY25 budget needed would be \$47,250.00. That is calculated starting in March of 2025 through September 30th of 2025, or 7 months at the base rate of \$6,750.00 per month ($\$6,750.00 * 7 = \$47,250.00$).

The rate changes in March of each year; hence, the FY26 rate would increase because of that and it being a full year. The FY26 total, for the full year, would be \$82,421.00, as summarized on the attached PDF.

Funding, in the amount of \$47,250.00, for the proposed lease agreement in FY25 will be available with approval of the attached Budget Amendment in:

Fund: 0011 - General Fund, Department: 01701 - Facilities Maintenance, Account: 5304405 - Rental/Lease-Buildings

Fund: 0011 - General Fund, Department: 05981 - Contingencies Reserve, Account: 5909999 - Budg Res/Cash Forward

LEGAL NOTE

The Board has the authority to act on this matter pursuant to Florida Statute, Chapter 125.

RECOMMENDATION

It is recommended that the Board approve and authorize the Chairman's signature on the attached lease agreement to secure much-needed space for the IT Department. It is further recommended that the Board approve the attached associated budget amendment.

REVIEW PROCESS

Kelly Soreng	Approved	02/12/2025	6:53 PM
Lillian Hoyt	Approved	02/13/2025	4:20 PM
Scott Herring	Approved	02/14/2025	1:49 PM
Albert Bertram	Delegated	02/17/2025	9:15 AM
Amelia Gebala	Approved	02/17/2025	2:23 PM
Albert Bertram	Approved	02/17/2025	3:32 PM
Pamela Hare	Approved	02/18/2025	9:47 AM
Victoria Anderson	Approved	02/18/2025	9:54 AM
Heidi Kurppe	Approved	02/19/2025	10:18 AM
Toni Brady	Approved	02/19/2025	1:43 PM
Jeffrey Rogers	Approved	02/19/2025	2:41 PM
Colleen Conko	Approved	02/19/2025	2:44 PM

RESULT: ADOPTED**MOVER:** Steve Champion**SECONDER:** Ryan Amsler**AYES:** Hawkins, Campbell, Allococo, Amsler and Champion