



CITY OF PLANO COUNCIL AGENDA ITEM

CITY SECRETARY'S USE ONLY					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		07/27/15			
Department:		Engineering			
Department Head		Jack Carr			
Agenda Coordinator (include phone #): Michael Parrish x7554					
CAPTION					
To approve and authorize Contract Modification No. 1 for the purchase of building lease space in the estimated amount of \$433,505 from Howard & Showalter Investments for the Facilities Department. This modification will provide for the renewal of the lease for office space used by the Radio Shop, for one (1) five (5) year term, with one (1) City optional five (5) year renewal term.					
FINANCIAL SUMMARY					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	2015-16 to 2024-25	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	0	433,505	433,505
Encumbered/Expended Amount		0	0	0	0
This Item		0	0	-433,505	-433,505
BALANCE		0	0	0	0
FUND(S): GENERAL FUND					
COMMENTS: Funding for this item is anticipated in future adopted budgets. The expense for the space to be leased under this agreement, in the estimated amount of \$42,272 annually for the first five year term and rising to an estimated amount of \$44,429 annually if the City of Plano opts to renew for an additional five year term, will be made within City Council approved budget appropriations in future fiscal years.					
STRATEGIC PLAN GOAL: Obtaining leased space for Radio Shop personnel relates to the City's goals of Safe Large City and a Financially Strong City with Service Excellence.					
SUMMARY OF ITEM					
Per the Recommendation Memo.					
List of Supporting Documents: Recommendation Memo			Other Departments, Boards, Commissions or Agencies		



Memorandum

Date: July 9, 2015

To: Michael Parrish, Purchasing

From: Richard Medlen, Facilities Maintenance Superintendent

Subject: Bid No. 2005-127-C – Amendment to Office Lease with Howard & Showalter Investments, for Radio Shop Office Lease

It is recommended that the lease agreement by and between the City of Plano and Howard and Showalter Investments be renewed and amended per Modification No. 1.

The site of the City of Plano Radio Shop Office Lease is recommended to remain at 925 22nd Street, Suite 100-C, Plano, Texas 75074. Modification No. 1's proposed annual lease rate per square foot of premises rented of \$9.80/RSF for five (5) years. In addition, there would be one (1) five (5) year option at a rate change to \$10.30/RSF. Relocating the office would require the Department to incur expenses to move, reprint documents and stationary and update the website.

This amendment is for one (1) term of five (5) years, including Common Area Maintenance and Taxes (based on 2014-15), with a City optional renewal of one (1) additional term of five (5) years, with fiscal year estimated amounts as listed below:

FY 2015-2016 - \$42,271.90

FY 2016-2017 - \$42,271.90

FY 2017-2018 - \$42,271.90

FY 2018-2019 - \$42,271.90

FY 2019-2020 - \$42,271.90

Total amount of \$211,359.50

Funding for Fiscal Year 2015/16 rent of \$42,271.90 is provided in account 352.6353.

Please let me know if you have any questions.