

**POLICY:**

This policy is intended to provide processing, tracking, billing and monitoring actions for leased properties where the County is either the Lessor (Landlord) or the Lessee (Tenant).

**PROCESSING ACTION:**

The processing action for each lease agreement, renewal of a lease agreement and/or amendments to a lease agreement includes negotiation, drafting, reviewing, and execution.

1. **Negotiation:** The Department/Office/Division requesting a lease agreement, a renewal of a lease agreement and/or amendments to a lease agreement (agreements) will have the responsibility of negotiating to determine deliverables, terms, principals, and principal responsibilities of the agreement. Deliverables will be established with clear responsibilities of parties assigned and milestone dates to be achieved.
2. **Drafting:** Upon completion of negotiations, the requesting Department/Office/Division will convert the negotiated agreements into writing or a representative of a proposed Landlord or Tenant may draft an agreement. All agreements will include the following statement: This agreement is contingent upon approval by the Citrus County Board of County Commissioners (BOCC). Renewals shall be updated as necessary, to comply with current Florida Statutes, legal opinions and real estate contract language.
3. **Review:** The requesting Department/Office/Division will route the completed agreement draft for analysis of its conditions and deliverables by all parties participating in the establishment, execution, tracking, reporting, and enforcement process. Interested departments include Human Resources/Risk Management, County Attorney, Department of Public Works/Facilities and any other applicable operational department.
4. **Execution:** The requesting Department/Office/Division or the representative for a proposed Landlord or Tenant will make all recommended modifications to the agreements as required by all parties participating in the review process, have either the Landlord or Tenant execute two (2) originals of the final document and prepare a summary of the terms of the agreements for submission to the Land Section.
5. **BOCC Execution:** The requesting Department/Office/Division will send two (2) original agreements, signed by either the Landlord or Tenant; a copy of the Lease Review/Sign-Off Form and their summary to Land Section to prepare the Agenda Memo for presentation to the BOCC. Land Section will present the executed, final agreements for approval at the next available, regular meeting of the BOCC.
  - The BOCC will review the agreements and upon approval by majority vote authorize the Chairperson to execute the agreements on behalf of the County.

- Upon approval by the BOCC, the agreements will be forwarded to the County Attorney's Office for execution by the Chairperson. The County Attorney's Office will then forward it onto the Clerk of Courts for distribution. The Clerk will retain one (1) original for their records and prepare three (3) certified copies. The second original and three (3) certified copies will be returned to the requesting Department/Office/Division who in turn will send the original agreement to the Landlord or Tenant, retain one (1) certified copy for their files and forward a certified copy to the Land Section and the Clerk of the Circuit Court, Financial Services Department.
- The requesting Department/Office/Division is now referred to as the managing Department/Office/Division and is responsible for any necessary enforcement and/or corrective actions per the terms of the agreement.

**TRACKING AND MONITORING ACTION:**

The tracking and monitoring action for each agreement includes:

1. The Clerk of the Circuit Court, Financial Services Department will be responsible for tracking and monitoring the payment terms of all agreements. Financial Services will prepare a summary report confirming paid and unpaid balances on a monthly/quarterly/yearly basis and send to the Office of Management and Budget for review and distribution. The managing Department/Office/Division will take any necessary enforcement/corrective action per the terms of the agreement. A copy of the report will be sent to the Land Section.
2. The Land Section will be responsible for tracking and monitoring deliverables, milestone dates and special conditions of all agreements. Land Section will prepare a summary report on a monthly/quarterly/yearly basis and send to the managing Department/Office/Division for review. The managing Department/Office/Division will take any necessary renewal, amendment and/or enforcement/corrective action per the terms of the agreement. A copy of the report will be sent to the Clerk of the Circuit Courts, Financial Services Department and Citrus County Risk Management, Human Resources Department.

**FOOTNOTES & REFERENCES TO RELATED AR's:**