



Information and General Services Department

Facilities Management

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NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: August 27, 2019

TO: Board of Supervisors

FROM: Steve Monaghan – IGS-Facilities Management

SUBJECT: Resolution approving a lease agreement with Tom Huening, Trustee of the Living Trust of Thomas Richard Heuning for 2,316 square feet of space located at 333 Crown Point Circle, Suite 100, Grass Valley, for the Elections Office warehouse for the period of September 1, 2019 through August 31, 2024, amending the Elections Office Fiscal Year 2019-20 budget in the amount of \$90,705, and authorizing the Chair of the Board of Supervisors to execute the Lease (4/5 Affirmative Vote Required)

RECOMMENDATION: Adopt the Resolution

FUNDING: The lease agreement, tenant improvements, and moving costs will be paid from the Elections Office General Fund Fiscal Year 2019-20 Budget. A budget amendment has been included to accommodate these costs.

BACKGROUND: The Nevada County Elections Office Warehouse is currently located at 12556 Loma Rica Drive which is not optimal to workflow or security, and occupies space that may otherwise support the consolidation of County-wide storage needs. The Elections Office and Facilities Management has identified available space for lease at 333 Crown Point Circle Suite 100 in Grass Valley which is 2,316 square feet and will meet the needs of the elections warehouse functions. The new location will provide a larger space to optimize workflow and security, and will free up the existing space for use in addressing County-wide storage needs.

The need for a new warehouse space for Elections operations was discussed in Budget Subcommittee for the 2019-20 budget. At that time, options were being explored by the Facilities and Elections departments and the potential need for a mid-year budget amendment was discussed. Since that time, a variety of options have been vetted, with the proposed location being determined as the best solution.

A Lease Agreement has been prepared for a term of five-years beginning September 1, 2019 and ending August 31, 2024. The Agreement includes an option to renew the agreement for one additional five-year term. The base rent will be \$2,316 per month, with an annual CPI increase, a \$4,000 security deposit, and monthly common area maintenance based on actuals estimated at \$0.37 per sq ft per month. Tenant improvements have been negotiated to include the Landlord replacing an internal door with a solid wall at the Landlord's expense and equally sharing the expense for updating the one ADA parking space to compliance, with the County maximum share of \$5,000.

Additional moving and occupancy costs in the amount of \$54,976 include a moving service, IT network connections, project management costs, signage, security cameras, and alarm monitoring. The total impact of the lease, moving and occupancy costs, and tenant improvements for Fiscal Year 2019-20 is not to exceed \$90,705.

Item Initiated by: Justin Drinkwater

Approved by: Steve Monaghan