



RESOLUTION No. _____

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

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)

WHEREAS, 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; and

WHEREAS, 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; and

WHEREAS, a Lease Agreement has been prepared for a term of five-years beginning September 1, 2019 and ending August 31, 2024 with an option to renew the agreement for one additional five-year term; and

WHEREAS, the base rent will be \$2,316 per month, with an annual CPI increase, monthly common area maintenance based on actuals estimated at \$0.37 per sq. ft per month, and a \$4,000 security deposit; and

WHEREAS, 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; and

WHEREAS, additional moving and occupancy costs include a moving service, IT network connections, project management costs, security cameras, and alarm monitoring for the amount of \$54,976.

NOW, THEREFORE, BE IT RESOLVED that the Nevada County Board of Supervisors of the County of Nevada, State of California, hereby directs that:

1. The Board of Supervisors hereby approves the Lease Agreement by and between Tom Huening, Trustee of the Living Trust of Thomas Richard Huening and the County of Nevada for 2,316 square feet of warehouse and office space located at 333 Crown Point Circle Suite 100, Grass Valley, California in substantially the form attached hereto, in the amount of \$2,316 per month, monthly common area maintenance based on actuals estimated at \$0.37 per sq ft per month, a security deposit of \$4,000, \$5,000 County share of tenant improvements for the period commencing on September 1, 2019 and ending on August 31, 2024, and the Chair of the Board is hereby authorized to execute the lease Agreement on behalf of the County of Nevada.
2. The Board hereby approves additional costs for moving and occupancy including moving services, IT network connections and equipment, project management costs from Facilities Management and Information Services, security cameras, and alarm monitoring for the amount of \$54,976.
3. The Auditor Controller is directed to release \$90,705 from Unassigned Fund Balance of the General Fund and amend the Fiscal Year 2019/20 Elections Office budget as follows:

Increase:

0101-10501-073-1000/521800	\$35,729
0101-10501-073-1000/521520	\$12,405
0101-10501-073-1000/538013	\$27,500
0101-10501-073-1000/538566	\$15,071