



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: April 28, 2020

**DATE:** March 23, 2020

**TO:** Board of County Commissioners

**FROM:** Eric Crump, Operations Division Director  
Community Services Department, 328-3625, [ecrump@washoecounty.us](mailto:ecrump@washoecounty.us)

**THROUGH:** Dave Solaro, Arch., P.E., Assistant County Manager

**SUBJECT:** Recommendation to approve: 1) a Lease Agreement between ECOL Partnership and Washoe County for a thirty-six month term, commencing May 1, 2020 through April 30, 2023, for occupancy at 250 S. Rock Blvd. #100 in the amount of [\$75,693.60 annually, plus \$2,365.43 monthly for common area maintenance]; and 2) a Lease Agreement between ECOL Partnership and Washoe County for a twelve month term, commencing May 1, 2020 through April 30, 2021, for occupancy at 250 S. Rock Blvd #126 in the amount of [\$15,840 annually, plus \$540 monthly for common area maintenance] for the Registrar of Voters' voting machines and equipment management. (All Commission Districts.)

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### SUMMARY

Washoe County has leased 10,513 square feet of warehouse and office space at 250 S. Rock Blvd for the Registrar of Voters since approximately 2004. The lease for this space will expire on April 30, 2020. Over time, the equipment and supplies necessary for voting has changed and increased making it necessary for additional warehouse space. Approval of these Leases will allow the continuation of occupancy at 250 S. Rock Blvd. Suite 100 for a term of 36 months and an additional 2,400 square feet of warehouse space in Suite #126 for a term of 12 months. The warehouse space provides for the storage of the County Voting machines and other voting equipment. A term of one year for the additional warehouse space (Suite #126) provides the best flexibility for the County, while the Registrar finalizes funding sources and/or other solutions for storage space.

Washoe County Strategic Objective supported by this item: Safe, Secure and Healthy Communities.

### PREVIOUS ACTION

On April 25, 2017, The Board of County Commissioners (Board) approved a lease agreement for a 36-month term to occupy space at 250 S. Rock, #100.

On April 22, 2014, The Board approved a lease agreement for a 36-month term to occupy space at 250 S. Rock, #100.

On April 23, 2013, The Board approved a 1<sup>st</sup> Amendment to Lease to exercise the option that was included in the previous agreement for a 12-month term.

AGENDA ITEM # \_\_\_\_\_

On May 26, 2009, the Board approved a Lease Agreement for a 48-month term to accept a lease concession to occupy space at 250 S. Rock, #100, for the term ending April 13, 2013.

On April 13, 2004, the Board approved a Lease Agreement to occupy space at 250 S. Rock, #100, for a sixty (60) month term ending April 30, 2009.

### **BACKGROUND**

On October 29, 2002, the Help America Vote Act (HAVA) was signed, requiring each State to develop a plan for implementation. The Nevada State Plan established specific requirements for the implementation of this Act. This implementation included the transition to the Sequoia Electronic Voting Machines and the VVPAT audit trail equipment.

In April of 2004, the lease at 250 S. Rock Blvd. was established to accommodate and protect the electronic voting machines and related voting equipment.

In 2009 due to budget constraints, staff requested a lease renewal which created an immediate and on-going budget savings due to the current market conditions. The Lessor agreed to roll back the lease rate to the 2008 per square footage rate and further granted three months of rent waiver (November 2009, June 2010 and July 2011) to extend occupancy for an additional forty months. In April 2013, there was an extension in the term for twelve additional months, and one year later a 36-month lease was executed.

In April 2017, a new lease was executed, extending the occupancy for an additional 36-month term.

Staff has negotiated a new lease for a 36-month term for Suite #100. The proposed leases include a rate of \$0.60 per square foot for Suite #100 and \$0.55 per square foot for Suite #126. The difference in cost is due to Suite #100 having some office space, while Suite #126 is all warehouse space. The cost for Suite #100 is increasing by \$0.10 per square foot, but no increases for the entire 36-month lease has been negotiated. This lease rates are still below market rate as compared to similar properties in the area.

### **FISCAL IMPACT**

The two leases provide for a renewal of the original 10,513 square feet of space for 36 months, plus an additional 2,400 of additional warehouse space for a 12-month period, allowing maximum flexibility for the County while the Registrar finalizes funding sources and/or other solutions for storage space.

Suite 100 Monthly Lease – 36 Months	Monthly CAM	Monthly Total	Annual Total
\$6,307.80	\$2,365.43	\$8,673.23	\$104,078.76

Suite 126 Monthly Lease – 12 Months	Monthly CAM	Monthly Total	Annual Total
\$1,320.00	\$540.00	\$1,860.00	\$22,320.00

The total annual cost for both leases is \$126,398.76. Sufficient budget authority for the 36-month lease is available in the Registrar of Voters (112100); funding for the 12-month lease is available in internal order Voters AB345 (20470).

### **RECOMMENDATION**

It is recommended the Board of County Commissioners approve: 1) a Lease Agreement between ECOL Partnership and Washoe County for a thirty-six month term, commencing May 1, 2020 through April 30, 2023, for occupancy at 250 S. Rock Blvd. #100 in the amount of [\$75,693.60 annually, plus \$2,365.43 monthly for common area maintenance]; and 2) a Lease Agreement between ECOL Partnership and Washoe County for a twelve month term, commencing May 1, 2020 through April 30, 2021, for occupancy at 250 S. Rock Blvd #126 in the amount of [\$15,840 annually, plus \$540 monthly for common area maintenance] for the Registrar of Voters' voting machines and equipment management

### **POSSIBLE MOTION**

If the Board agrees with staff's recommendation, a possible motion would be: "Move to approve: 1) a Lease Agreement between ECOL Partnership and Washoe County for a thirty-six month term, commencing May 1, 2020 through April 30, 2023, for occupancy at 250 S. Rock Blvd. #100 in the amount of [\$75,693.60 annually, plus \$2,365.43 monthly for common area maintenance]; and 2) a Lease Agreement between ECOL Partnership and Washoe County for a twelve month term, commencing May 1, 2020 through April 30, 2021, for occupancy at 250 S. Rock Blvd #126 in the amount of [\$15,840 annually, plus \$540 monthly for common area maintenance] for the Registrar of Voters' voting machines and equipment management."