



Snohomish County Council

Committee: Committee of the Whole
ECAF: 2022-1092
Proposal: Motion 23-087

Analyst: Deb Evison Bell
Date: March 7, 2023

Consideration:

The proposed motion would approve the lease agreement between the Housing Authority of Snohomish County and Snohomish County and would authorize the Snohomish County Property Officer to sign the lease and any other documents necessary to carry out the terms and conditions of the lease, under Snohomish County Charter 2.20(7).

Background:

The Snohomish County Auditor’s Office currently leases 3,619 square feet of space referred to as Suites A and B in the Jackson House building located at 1818 Pacific Avenue, in Everett Washington. The Auditor’s Office uses the space for the ballot tabulation process, meetings, and training for the Election Division. The current lease was approved by [Motion 16-437](#), and expired December 31, 2022.

Current Proposal:

Scope: The proposed motion would approve the lease between the Housing Authority of Snohomish County and Snohomish County to allow the County continued use of the premises and authorizes the Snohomish County Property Officer to sign the lease and any other documents necessary to carry out the terms and conditions of the lease.

Duration: The proposed lease agreement will allow the Auditor to continue to occupy the premises for an initial one-year term commencing January 1, 2023 and ending December 31, 2023. The new lease allows for two, one-year extension options, with the lease term to ultimately end on December 31, 2025.

Fiscal Implications: The annual lease rate for the initial lease term will be an increase of 1% over the current rate, in the amount of \$61,631.52 and will increase by 1% for each optional year exercised by the County. The County will also pay \$1.04 per square foot, with an annual amount of \$3,763.76 for service costs.

Term	Annual SQ FT Cost	SQ FT	Monthly Rent	Annual Rent	Annual Amount	TOTAL
Initial: 1/1/2023-12/31/2023	\$17.03	3,619	\$5,135.96	\$61,631.52	\$3,763.76	\$65,395.28
1st Option: 1/1/2024 - 12/31/2024	\$17.20	3,619	\$5,187.23	\$62,246.76	\$3,763.76	\$66,010.52
2nd Option: 1/1/2025 - 12/31/2025	\$17.37	3,619	\$5,238.50	\$62,862.00	\$3,763.76	\$66,625.76

2023 Budget: The 2023 Budget includes appropriation authority for the proposed lease agreement.

Future Budget Impacts: Funding was included in the Auditors approved 2023 budget.

Handling: NORMAL

Approved-as-to-form: YES

Risk Management: APPROVE

Executive Recommendation: APPROVE

Analysis: NA

Requests: For Council to consider the motion.