



Snohomish County Council

Committee: Public Works and Infrastructure

Analyst: Deb Evison Bell

ECAF: 2022-0699

Proposal: Motion 22-296

Date: August 16, 2022

Consideration:

The proposed motion would approve the proposed Lease Agreement with Glacier Properties, LLC and authorize the Property Officer of the Department of Facilities and Fleet to sign the Lease Agreement, Lease Amendments, Estoppel Certificates, and any other documents necessary to carry out the term and condition of the lease, under Snohomish County Charter 2.20(7).

Background:

The Department of Facilities and Fleet has a current lease for 2,800 square feet of warehouse space in the Crown Building, Warehouse G ([Motion 20-383](#)), located at 3409 McDougall Avenue in Everett, Washington. This space is used to store excess personal property and workstation components to be used for ongoing and future remodel projects.

The county continues to have need of warehouse space and would like to enter into a new lease for Warehouse D, as the needs for storage space have been reduced from 2,800 square feet (Warehouse G) to 2,031 square feet (Warehouse D). The total square footage that the County leases would reduce from 4,823 square feet to 4,054 square feet.

Current Proposal:

Scope: The proposed Motion 22-296 would approve a lease with Glacier Properties for Warehouse D and authorize the Property Officer to sign the Lease, Lease Amendments, Estoppel Certificates, and any other documents necessary to carry out the terms and conditions of the lease.

Duration: Warehouse D and Bay 14 (2,031 square feet): 08/01/2022, to 12/31/2025.

Fiscal Implications: The new lease will reduce the total square footage providing for a cost savings, including a new annual gross lease rent rate of \$11.29 per square foot (previous rate was \$12.00 per square foot), for the first year and will increase by 3% each year during the term of the Lease Agreement. Costs for 2022 estimated at \$14,988.78.

2022 Budget: Yes, the 2022 Budget includes appropriation authority for the contract.

Future Budget Impacts:

Term-Warehouse D and Bay 14	Square Feet	Monthly Rent	Annual Rent
07/01/2022 – 12/31/2022	2,031	\$2,498.13	\$14,988.78
01/01/2023 – 12/31/2023	2,031	\$2,573.07	\$30,876.89
01/01/2024 – 12/31/2024	2,031	\$2,650.27	\$31,803.19
01/01/2025 – 12/31/2025	2,031	\$2,729.77	\$32,757.29

Handling: NORMAL

Approved-as-to-form: YES

Risk Management: APPROVE

Executive Recommendation: APPROVE

Analysis: The lease agreement will allow the Department to reduce its lease premises by vacating Warehouse G and leasing Warehouse D and allow for the Department to lower its rental payment obligation.

Requests: Move to GLS on August 24, 2022, for consideration.