

**WHATCOM COUNTY
ADMINISTRATIVE SERVICES**
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ROB NEY
Project & Operations Manager

MEMORANDUM

TO: Satpal Sidhu, County Executive
County Council

FROM: Rob Ney, Project & Operations Manager

RE: Williamson Way Lease Extension

DATE: April 12, 2023

Attached for your review and approval is the lease extension for the Williamson Way facility, located at 3720 Williamson Way. The County owns the building, and leases the land from the Port of Bellingham. This property houses the Facilities Management team. Similar to the original lease, the new lease term is five years.

▪ **Background and Purpose**

The original lease was approved by Council and a lease was executed on June 5, 2018 (retroactive to June 1). The original lease term was five years, and expires April 31st.

▪ **Funding Amount and Source**

This project is currently budgeted within Facilities budget (50723). The 3% cost increase will be absorbed for year 1 (2023). Facilities may seek a mid-biennium adjustment in the 2024 budget adjustment period to cover the increase in costs for 2024.

Funding needed for this contract is \$91,362.67

▪ **Differences from Previous Contract**

The lease terms are essentially the same, with a 3% annual increase beginning in Y1 (2023), and increased 3% each consecutive year.

Please contact Rob Ney at extension 5365, if you have any questions or concerns regarding the terms of this agreement.

Enclosures