



PERRY L. RICE
IT Manager

MEMORANDUM

TO: Satpal Singh Sidhu, County Executive
Whatcom County Council

THRU: Tyler Schroeder, Deputy Executive *TKS*

FROM: Perry L. Rice, IT Manager *PJR*

RE: Countywide Records Center Lease Renewal

DATE: November 9, 2022

Enclosed is a 5-year lease for warehouse space for countywide records storage between Whatcom County and John von Krusenstern for your review and approval.

▪ **Background and Purpose**

Division of Information Technology leases 3,438 square feet of warehouse space to house the County's inactive records that must be retained for audit, legal, fiscal and administrative needs until they reach their established retention period. Currently, the County stores approximately 8,500 archive boxes at this facility and the existing 5-year lease is set to expire December 31, 2022. Over the past few years there has been a slight decline in the total number of archive boxes stored. This downward trend is expected to continue with increased use of electronic records by departments. The current facility is right sized for the next 5 to 10 years.

▪ **Funding Amount and Source**

The costs associated with this lease are the base rent, which is \$2,338.00 monthly plus the triple-net assessment which is estimated to be \$291.54 for a monthly total of \$2,629.54. The funding for this lease is appropriated in the Division of Information Technology base budget.

▪ **Differences from Previous Contract**

The monthly square foot price, property tax and insurance costs increased a total of \$569.38 a month. This is the second increase in the base monthly rent since 2008. From 2008 – 2017 the base monthly rent has been \$1,551.06 (\$.45 / Square Foot). From 2018 - 2022 lease base monthly rent has been \$1,787.76 (\$.52 / Square Foot). This lease would increase the base monthly rent to \$2,338.00 (\$.68 / Square Foot).

Please contact Perry Rice at x 5235 or Tami Gee-Hardy at x 5236, if you have any questions or concerns regarding the terms of this agreement.