

# CLARK COUNTY STAFF REPORT

**DEPARTMENT:** General Services-Campus Development Fund

**DATE:** 1/10/2017

**REQUESTED ACTION:** Approve Tenant Improvements for Dolle Building, Suite 120

Consent     Hearing     County Manager

**BACKGROUND**

The county has a proposed tenant (CellMark, Inc.) that would like to move into suite 120 in the Dolle building. CellMark is willing to sign a five-year lease with rental payments that exceed \$180,000. As a condition of entering into the lease, CellMark have asked for tenant improvements to be completed. The estimated cost of the improvements is \$53,600.00. Of these improvements, CellMark will agree to reimburse the county for \$30,000 of the tenant improvements (payment schedule to still be negotiated) and the county would pay for the remaining \$23,600 of improvements. The chart below shows the breakdown of the improvements for which CellMark would reimburse the county and the county-paid improvements. This staff report is asking for funds to be transferred from the Campus Development Fund (1027) to the Facilities Central Support Services Fund (5093) to pay for the tenant improvements. Revenue for both rent and tenant improvements will be collected in Fund 1027.

Dolle Building, Suite 120 Improvements/New 5-Year Tenant			
Tenant-to-Reimburse Improvements	Estimated Cost	County Improvements	Estimated Cost
New walls remodel	\$15,700.00	New LED Lighting	\$6,000.00
Permit fee	\$4,500.00	New outlet and Switches	\$650.00
New flooring	\$12,500.00	HVAC	\$300.00
Architect fee	\$300.00	Cabinet paint	\$400.00
Tenant Total	\$1,200.00	Cabinet modifications, new countertop	\$2,500.00
Project Estimated Total	\$34,200.00	County Total	\$9,850.00
\$53,600.00			
Dolle Building, Suite 120 Improvements/New 5-Year Tenant			

**COUNCIL POLICY IMPLICATIONS**

None

**ADMINISTRATIVE POLICY IMPLICATIONS**

None

**COMMUNITY OUTREACH**

None

**BUDGET IMPLICATIONS**

YES	NO	
	X	Action falls within existing budget capacity.
	X	Action falls within existing budget capacity but requires a change of purpose within existing appropriation
X		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.


**BUDGET DETAILS**

Local Fund Dollar Amount	\$53,600 tenant improvements and \$180,000 rental collections
Grant Fund Dollar Amount	\$0
Account	Campus Development Fund 1027 and Central Support Services-Fund 5093
Company Name	CellMark, Inc.

**DISTRIBUTION:**

Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>

  
 Michelle Schuster  
 Administrative Services Manager II

  
 Robert Stevens  
 Director of General Services

APPROVED:   
 CLARK COUNTY, WASHINGTON  
 BOARD OF COUNTY COUNCILORS

DATE: January 10, 2017  
 SR# SR 009-17



APPROVED: \_\_\_\_\_  
 Mark McCauley, County Manager

DATE: \_\_\_\_\_

## BUDGET IMPACT ATTACHMENT

### Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

Revenue from Fund 1027-Campus Development which is where rent is collected from the tenants of the Dolle building will be transferred to Fund 5093-Central Support Services to complete this project.

### Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Fund 1027/Campus Development Fund-Rent		72,000		72,000		36,000
Fund 1027/Campus Development Fund-Tenant Improvements		15,000		15,000		
<b>Total</b>		87,000		87,000		36,000

II. A – Describe the type of revenue (grant, fees, etc.)

Rental Collections and Tenant Improvements from Dolle Suite 120 tenant.

### Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
Fund 5093/Central Support Services	0		53,600				
<b>Total</b>	0		53,600				

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual						
Supplies						
Travel						
Other controllables		53,600				
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>		53,600				

**Requesting Department: General Services**

**Package number: GEN-01**

**Package Title: Dolle building Suite 120 Tenant Improvements**

**Justification:** This package will increase revenue collections for the Dolle Building by \$180,000 over the next 5 years based on our acceptance to complete tenant improvements for the Suite. The tenant will pay up to \$30,000 towards the improvements if the county will pay the other \$23,600.

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**Coding (insert or delete additional lines as needed)**

Package number	Fund	Prog	Dept	Basele	Obj	Categ	2017-18 EXP inc / REV dec (DR)	2017-18 EXP dec /REV inc (CR)	2019-20 EXP inc / REV dec (DR)	2019-20 EXP dec /REV inc (CR)	Type
GEN-01	1027	000	318	362500	000	000000	0	72000	0	72000	ongoing
GEN-01	1027	000	318	362500	000	000000	0	15000	0	15000	onetime
GEN-01	1027	000	318	597093	551	000000	53600	0	0	0	onetime
GEN-01	5093	000	330	397027	000	000000	0	53600	0	0	onetime
GEN-01	5093	000	330	518320	499	000000	53600	0	0	0	onetime

**FOR STAFF REPORTS ONLY:**

**BUDGET OFFICE APPROVAL**

  
 Signature \_\_\_\_\_ Date 01/09/2017