



Christine Ramsdell
Director of Facilities Management

TO: Members of the County Council
Steve Ehlmann, County Executive

CC: Donna Vogt, Executive Assistant to the County Council
Joann Leykam, Director of Administration
Bob Schnur, Assistant Director of Administration
Rory O'Sullivan, Interim County Counselor

FROM: Christine Ramsdell, Director of Facilities Management

DATE: March 10, 2022

SUBJECT: Workforce Development Lease

St Charles County is submitting the following lease for your approval. The Workforce Development department's current location has a lease end date of September 30, 2022. Last year, we performed a property search and evaluated various factors to assess the most cost-effective location to meet the operational requirements. We needed to reduce the size of our space, provide ample training room options, offices and workspace, computer banks for public use, ensure ADA compliance, ease of access as well as ample parking. We determined the Harry S. Truman site is the best location for the operations to relocate.

This lease agreement considers a few changes that will benefit the County. The property owner will be modifying the current location to accommodate the necessary changes to the location before we take possession. That cost is folded into the rent rate and that rate, calculated with the reduced amount of needed square footage, reduces the overall cost commitment for the County. We have also ensured that the County is not responsible for maintaining the mechanical equipment and otherwise minimizing the financial responsibility for maintaining a leased property. We are responsible for cleaning, pest control and trash and recycling after our rent commitment. Overall, we project this will save approximately \$100,000 annually and mitigate the risk for emergency repair costs.

Lastly, we have ensured that the County is protected should our needs for this location change during the term of the lease or the lease renewals. While we do not expect this to occur, we have included provisions to terminate the lease before the end of our lease term after year three. Our current location did not include this language and it could have provided us with an option when we experienced funding fluctuations during recent years.

Overall, this location and lease offers us the appropriate size of space to provide job training, computer resources and staffing space to accommodate the current operations. Additionally, we have reduced our overall cost commitment, while including future flexibility should the economics change. This lease will commence October 1, 2022 and we are able to take possession two weeks prior to move the operations into the site. While the lease must be executed by March 31, 2022 rent does not commence until December 1, 2022.

A handwritten signature in black ink, appearing to read "Christine Ramsdell".