



MEMORANDUM
OFFICE OF THE
PLACER COUNTY CLERK – RECORDER –
REGISTRAR OF VOTERS

TO: Honorable Board of Supervisors
FROM: Jim McCauley, Clerk-Recorder-Registrar of Voters
DATE: September 1, 2015
SUBJECT: Request for Authorization to Commence Negotiations for Clerk-Recorder-Registrar of Voters Satellite Warehouse and Training Facility

Action Requested

Authorize the Clerk-Recorder-Registrar of Voters to commence negotiations with Locksley Lane LLC, a California Limited Liability Company on their submitted proposal received for the Clerk-Recorder-Elections Satellite Warehouse and Training Facility Solicitation.

Background

The County Clerk-Recorder-Elections Office requires a new satellite warehouse and training facility for secure and climate-controlled storage of recording and elections equipment and documents. The current approximate 13,000 sq. ft. facility located on the DeWitt Campus is becoming inadequate due to its deteriorating condition and size. On March 10, 2015, your Board authorized the Clerk-Recorder-Registrar of Voters to open a solicitation for a Clerk-Recorder-Registrar of Voters Satellite Warehouse and Training Facility. On April 20, 2015 the solicitation period closed and two proposals were received, the Locksley Lane Proposal and the Rocklin Proposal. The Rocklin Proposal was deemed nonresponsive by the Clerk-Recorder-Registrar of Voters because it was outside of the ten (10) mile radius of the Dewitt Center.

An Evaluation Committee was formed to review the proposal for a 2.5 acre parcel of land and a newly constructed 40,800 square foot concrete tilt up building with approximately 21,700 sq. ft. of storage space, 12,000 square feet of climate controlled storage space, 3,000 square feet of office space and a meeting room to accommodate 200 people. Located at 12335 Locksley Lane, Auburn, CA, it is approximately 1.5 miles from the Dewitt Center. The countywide need for storage space is unknown at this time. However, it is envisioned that approximately 10,000 sq. ft. of the 22,000 sq. ft. of storage space be available for use by other County departments and will be used in determining the amount to be reimbursed to the Records' Trust Funds. Exhibit A provides more details about the specifics of the project. The Locksley Lane proposal came in at \$5,620,000, which is approximately \$137 per square foot.

When the Evaluation Committee convened they were made aware of the nonresponsive proposal received. The Committee had meetings on July 9, 14 and 16, 2015 and on July 14, 2015 the Locksley Lane proposer was interviewed by the Evaluation Committee. The Evaluation Committee scores averaged 77 out of 100. Based on these scores and the

Evaluation Committee's review, the Clerk-Recorder-Registrar of Voters is recommending moving forward with the Locksley Lane proposal.

With your approval, the Clerk-Recorder-Registrar of Voters will negotiate with Locksley Lane, LLC, a California Limited Liability Company and return to your Board for approval of said agreement. The proposer is the owner of an option to acquire the property at 12335 Locksley Lane; this option expires March 31, 2016. The LLC has informed the Clerk-Recorder-Registrar of Voters that they are prepared to exercise their option and acquire fee title to the property simultaneously with the execution of an agreement with the County for the County's acquisition of the property upon completion of the project. Exhibit A provides the goals and objectives of the requested negotiations. This project would be fully funded by Recorders' Trust Funds during the construction phase.

Environmental Clearance

This action is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the CEQA Section 15061 (b)(3) which exempts activities that have no potential to cause significant environmental impact.

Fiscal Impact

There is no fiscal impact anticipated as a result of this action by your Board. However, it is anticipated that the cost during the purchase and construction phase would be paid for with Recorders' Trust Funds. A significant portion of that cost would require the County to reimburse the Recorders' Trust Funds over a multi-year period. A more complete fiscal impact analysis will be presented to your Board upon conclusions of the negotiations with the LLC.

JIM McCAULEY
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS
RYAN RONCO
ASSISTANT RECORDER-REGISTRAR
LISA CRAMER
ASSISTANT COUNTY CLERK



OFFICE OF CLERK- RECORDER
FINANCE ADMINISTRATION BUILDING
2956 RICHARDSON DRIVE
AUBURN, CA 95603
PHONE: 530-886-5690
FAX: 530-886-5683

PLACER COUNTY CLERK-RECORDER-ELECTIONS

EXHIBIT A

Clerk-Recorder-Elections Satellite Warehouse and Training Facility Building Negotiation Goals and Objectives

September 1, 2015

Introduction

The Clerk-Recorder-Registrar of Voters of Placer County requires a Clerk-Recorder-Elections Satellite Warehouse and Training Facility in the general area of Auburn, CA. This facility is proposed to accommodate the storage needs of the Clerk-Recorder-Elections Office and to provide space for Election Officer trainings. The Clerk-Recorder-Registrar of Voters received two proposals from the building solicitation process approved by your Board on March 10, 2015. If authorized to commence negotiations with Locksley Lane, LLC, a California Limited Liability Company, it would enable the Clerk-Recorder-Registrar to negotiate on the design of the facility to allow for the best workflow and future needs of the Office and County and to secure the most economical cost.

Project Background

The Clerk-Recorder-Registrar of Voters office requires a new warehouse facility for secure and climate-controlled storage of recording and elections equipment and documents. Recorder records include microfilm/microfiche, maps and historical records. The Elections equipment and documents include all voting machine equipment, precinct supplies and historical ballots. Ballots must be kept for twenty-two (22) months for a federal election, and six (6) months for a statewide or local election. Storage of ballots begins after the Canvass (counting and screening ballots) which is thirty (30) days from the close of Election Day. The current Auburn facility in the DeWitt Center is becoming inadequate due to its deteriorating condition and size. The annual cost for the warehouse and offsite training and storage is approximately \$25,000.

The new facility should be located in Placer County within a ten (10) mile radius of DeWitt Center. The facility should have office and training space, a small kitchen and break room and Americans with Disabilities Act (ADA) approved restrooms that can serve approximately 200 individuals per day during our peak seasons (the three-week period before each Election). Our existing facilities in Auburn at the DeWitt Center would continue to be utilized until a new location can be determined. The new facility will be open for use to other County departments and any governmental or non-profit entity that may have a need. Placer County departments could also utilize the climate controlled space for their offsite storage needs.

Negotiation Goals and Objectives

In order for the Clerk-Recorder-Registrar of Voters to determine if this proposed facility best meets the needs of the Office and the County, further evaluation is required. Commencement of negotiations would provide further insight as to determining if the Locksley Lane proposal is the best solution.

- **Costs**

The Clerk-Recorder-Registrar is requesting authorization to negotiate the cost of the facility, including the land. There are many variables that can change the cost and the primary goal in negotiating the cost is to obtain the most economical, fair price.

- **Design of Facility**

Changes made to the building specifications would result in changes in workflow and costs. For example, if it is determined that a 30,000 sq. ft. facility is sufficient for the Clerk-Recorder-Registrar and the County, the Clerk-Recorder-Registrar would work with Locksley Lane, LLC on a new layout and cost. Determining the best use of the space to meet the needs of the Clerk-Recorder-Elections Office and those of the County is critical to this phase of the project.