



STORY COUNTY

Facilities Management

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DATE: March 15, 2023

TO: Board of Supervisors

FROM: Joby J. Brogden 

RE: CICS Tenant Space

Central Iowa Community Services (CICS) is requesting to increase leased space at the Human Services Center, 126 S. Kellogg, Ames, IA for purposes of increasing staff levels. The space is located within the area that currently under lease by CICS. They are requesting to occupy three of the existing unused cubicles. CICS is no longer utilizing space in the reception area; this staff member is now occupying one of the three aforementioned cubicles.

The request would be an increase of 173 square feet and the addition of two phone lines.

There would be an annual rent increase from \$6000.00 to \$7440.00 the update rent amount includes the additional phone costs. The break down of the lease rate and map reflecting total space to be utilized, is attached to the memo. Also provided is a copy of the current lease.

I have discussed the request with the County Attorney's office. Their recommendation is, if the Board is considering allowing the additional space, the lease should reflect this as soon as possible.

The request of the Board is to allow the additional space and update the lease accordingly.

Central Iowa Community Services (C.I.C.S.)

Defined Leased space @ 126 S. Kellogg, Ames IA 50010

- Areas outlined in red on attached floor plan are considered designated C.I.C.S. space.
 - These areas include offices 009F – 011C, Cubicle, Office in North East corner, File/copier area East wall, 1 cubicle in the North west, 2 cubicles on the East, Space for network/internet equipment.
 - Total Square Feet of 1,238 S.F. @ \$5.28 (phone fees are captured in this cost) per square foot Annually = ~ \$6,540
- Areas considered shared space between Story County staff and C.I.C.S. staff, described below.
 - Office waiting/lobby area, office hallway/corridors, Office Conference room, and office kitchenette.
 - Total Square Feet of 600 S.F. @ \$1.50 per square foot Annually = \$900
- Other areas of the Building to be considered Common and/or Public space for use by tenant at no additional fee would be;
 - Public entries, corridors, restrooms, breakrooms, parking lot and common areas not designated for other Offices/Departments and/or other Building Tenants.
- Total fee for leased space would be \$7,440 annually or \$620 monthly.

