



# COUNTY OF HUMBOLDT

For the meeting of: 9/24/2024

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File #: 24-1309

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Assignment of the Unused Building Located at 803 4<sup>th</sup> Street and Approximately 840 Square Feet Adjacent to the Building to the County Administrative Office ADA Compliance Team and Assignment of the Former Drug Court Space Located on the 3<sup>rd</sup> Floor of the Courthouse to the Department of Child Support Services

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Assign the unused building located at 803 4<sup>th</sup> Street and approximately 840 square feet adjacent to the Building to the County Administrative Office, ADA Compliance Team; and
2. Assign the former Drug Court space located on the 3<sup>rd</sup> Floor of the Courthouse to the Department of Child Support Services.

**STRATEGIC PLAN:**

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3002 - Invest in county facilities

**DISCUSSION:**

On May 28, 2024, the County of Humboldt completed its purchase of the property located at 803 4th Street, Eureka, formerly known as the Courthouse Union Service Station. This property was identified as instrumental for implementing the Facilities Master Plan, given its proximity to the Humboldt County Information Technology Department building and the courthouse.

The ADA Compliance Team requires approximately 996 square feet of shop space and office space for 1.0 FTE Carpenter and 1.0 FTE Extra-Help Carpenter. The ADA Compliance Team proposes to utilize this building and approximately 840 square feet adjacent to the building for this purpose until the design of a new county complex is finalized and construction bids are secured.

Currently, the ADA Compliance Team's shop is located in McKinleyville on airport property and shared with the Public Works Parks Division. With the Parks Division relocating its shop to the Public Works Road Barn in McKinleyville, the cost of leasing the current space and the inconvenience of the commute to McKinleyville necessitate a move to a location closer to the majority of the programs served by the ADA Compliance Team.

This lot includes approximately 17 parking spaces that may be utilized by county staff for permitted parking. The ADA Compliance Team proposes to make one Americans with Disabilities Act (ADA) compliant parking space, see the attached 803 4<sup>th</sup> Street diagram, ensuring that parking is in compliance with the ADA.

Additionally, on or about Aug. 3, 2024, Probation Drug Court relocated from its 3rd floor space in the Humboldt County Courthouse to co-locate with other Probation programs. The Department of Child Support Services (DCSS) has expressed interest in utilizing this vacated space as part of their departmental reorganization strategy, which involves placing services throughout the county rather than in one location. The former Drug Court space is approximately 823 square feet located on the 3<sup>rd</sup> Floor of the courthouse behind the Courthouse Cafe'. This location is particularly ideal for the court and courtroom functions carried out by the Child Support Program.

**SOURCE OF FUNDING:**

ADA Internal Service Fund (3552152)  
Child Support Service Fund (1380206)

**FINANCIAL IMPACT:**

Narrative Explanation of Financial Impact:

The ADA Internal Service Fund (3552) will utilize its fund balance to cover the costs of installing security fencing, cable drops, security monitoring, striping one accessible parking stall, and other minor modifications to the building at 803 4th Street, Eureka. The ADA Compliance Team budget unit (3552152) will return to your Board at a later date with a supplemental budget request to cover needed expenditures.

Tenant improvements for the Department of Child Support Services (DCSS) related to its relocation will be funded by the department. Sufficient funds are available in the current Child Support Services budget (1380206) for tenant improvements. If additional funds are needed, the department will return to your Board with a supplemental budget request.

**STAFFING IMPACT:**

Narrative Explanation of Staffing Impact:

The relocation of the ADA shop will require some staffing resources from County Information Technology including the installation of network drops, alarms, and camera equipment. Additionally, the ADA Team's staff time will be needed to relocate equipment and materials from the current shop location.

For the Department of Child Support Services' (DCSS) relocation, staffing impacts will include the time and effort of Public Works Facilities Maintenance and the ADA Compliance Team for necessary tenant improvements. Ongoing staffing needs will involve the services of Public Works Custodial staff.

**OTHER AGENCY INVOLVEMENT:**

NA

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose not to allocate one or both of the recommended spaces. However, this is not recommended as the relocation of these programs is expected to enhance service delivery in a more cost-effective and efficient manner.

**ATTACHMENTS:**

803 4<sup>th</sup> Street Diagram

**PREVIOUS ACTION/REFERRAL:**

Meeting of: NA  
File No.: NA