



COUNTY OF HUMBOLDT

For the meeting of: 9/10/2024

File #: 24-1193

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Lease for Operation of the Humboldt County Courthouse Snack Bar (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve and authorize the Chair of the Board to execute the attached Lease with The Grind Café for the operation of the Humboldt County Courthouse Snack Bar for two (2) year(s) (4/5 vote required); and
2. Direct the Clerk of the Board to return one fully executed copy of the Lease Agreement to Public Works Real Property for further processing.

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:

The Humboldt County Courthouse Snack Bar has been vacant since March 2023. The owner of The Grind Café has expressed interest and would like to enter into a lease agreement for the operation of the Snack Bar, as provided in the attached lease. It should be noted that the owner is familiar with the county as they currently hold a lease with the Humboldt County Aviation Department for café space at the Arcata/Eureka Airport in McKinleyville.

Pursuant to Government Code Section 25536, the Board of Supervisors, by a 4/5 vote, may enter into a lease of county property for employee cafeteria purposed without competitive bidding.

The lease provides for monthly rental income of Four \$445 and includes responsibility for the operator to perform regular maintenance items at their own expense and the cost for the semi-annual cleanings from Public Works Facilities Maintenance. It is hopeful that this revenue will provide sufficient funds to pay for the county's cost of leasing the space, while providing quality food at a reasonable price and convenient break area for county employees, as well as the general public conducting business at the Courthouse.

Accordingly, staff recommends your Board approve, through 4/5 vote, the lease agreement with The Grind Café for operations at the Humboldt County Courthouse Snack Bar.

SOURCE OF FUNDING:

General Fund - Public Works Facilities (1100-162)

Deferred Maintenance Trust (3464)

FINANCIAL IMPACT:

Narrative Explanation of Financial Impact:

The county will receive a monthly rental income of \$400 plus \$45 a month for Public Works Building Maintenance semi-annual floor cleaning. Additionally, the lease requires a one-time refundable security deposit of \$500.

The security deposit and monthly lease payments shall be deposited to the Deferred Maintenance Trust (3464000-402010). Monthly lease payments deposited to the Deferred Maintenance Trust and used for the maintenance and/or replacement of county owned Snack Bar equipment and/or for facility maintenance and repair in areas of county responsibility in or around the Snack Bar.

Monthly payments of \$45 for semi-annual floor cleaning shall be deposited to the Public Works Facilities budget (1100162-619033).

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

Semi-annually Public Works staff will provide deep cleaning of the flooring in the Courthouse Café. Staffing impacts will be minimal for Public Works staff to receive and post monthly lease payments.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose to not approve the lease agreement for Courthouse Snack Bar. However, that is not recommended as the need for food services is a high request at the Courthouse. Additionally leaving the Courthouse Snack Bar space vacant will lend itself to deteriorate from lack of use.

ATTACHMENTS:

Attachment 1 - Courthouse Snack Bar Lease Agreement

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A