



COUNTY OF HUMBOLDT

For the meeting of: 6/11/2024

File #: 24-908

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Second Amendment to Lease at 404 H Street, Eureka

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve and authorize the Chair of the Board to execute the Second Amendment to the Lease at 404 H Street, Eureka;
2. Ratify and authorize the Probation Department to submit a one-time payment of \$432 for increases in janitorial fees; and
3. Direct the Clerk of the Board to return one (1) executed original of the Second Amendment to Public Works Real Property for further processing.

SOURCE OF FUNDING:

Law Enforcement Services, Community Corrections Subaccount (3741000-810520)
Humboldt County Probation Department - Public Safety Realignment (3741294)

DISCUSSION:

On Aug. 18, 2020, your Board approved a lease for the Community Corrections Resources Center (CCRC) to continue operations at 404 H Street, Eureka to serve adults on probation with an array of services. Included in the lease is a monthly fee for janitorial services in the amount of \$884 (Attachment 1 - Lease). Beginning Dec. 1, 2021, monthly janitorial fees increased to \$928, representing an increase of \$44. A First Amendment to the lease was approved by your Board and payments were authorized for the increased in janitorial fees and a one-time payment was approved to cover the increased for month of Dec. 2021 through Feb. 2022 (Attachment 2 - First Amendment).

Beginning Jan. 2024, monthly janitorial fees increased to \$1,000, representing an increase of \$72 (Attachment 3 - North Coast Cleaning Services Letter). Attached is the proposed Second Amendment to the Lease to authorize payments of monthly janitorial fees in the amount of \$1,000, effective Jul. 1, 2024, and a one-time payment of \$432 to cover the increase for Jan. 2024 through Jun. 2024.

Accordingly, staff recommends that your Board approve the Second Amendment to the Lease at 404 H Street, Eureka.

FINANCIAL IMPACT:

<i>Expenditures (3741-294)</i>	FY23-24	FY24-25 Projected*	FY25-26 Projected*
<i>Budgeted Expenses</i>	<u>\$11,568</u>	<u>\$12,000</u>	<u>\$12,000</u>
<i>Additional Appropriation Requested</i>			

Total Expenditures		\$12,000	\$12,000
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*Projected amounts are estimates and are subject to change.

Funding Sources (3741-294)	FY23-24	FY24-25 Projected*	FY25-26 Projected*
General Fund			
State/Federal Funds	\$11,568	\$12,000	\$12,000
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Funding Sources	\$11,568	\$12,000	\$12,000

*Projected amounts are estimates and are subject to change.

Narrative Explanation of Financial Impact:

Janitorial fee for Fiscal Year (FY) 2023-24 is currently \$928. The fee will be increased to \$1,000 effective Jul. 1, 2024. The monthly janitorial fee increase in the amount of \$72 effective Jan. 1, 2024, represents an increase of \$1,440 (20 months) for the duration of the lease term ending on Aug. 31, 2025. Approval of the recommended actions will not impact the Humboldt County General Fund.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

There is no impact to staffing.

STRATEGIC FRAMEWORK:

This action supports the following areas of your Board’s Strategic Framework.

Core Roles: Provide for and maintain infrastructure

New Initiatives: Provide community-appropriate levels of service

Strategic Plan: N/A

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may elect not to approve the Second Amendment and thus the Janitorial services fee increase. However, this is not advisable as county’s custodians cannot perform the same services based on current staffing levels.

ATTACHMENTS:

1. 404 H Street Lease
2. First Amendment
3. North Coast Cleaning Services Letter
4. Second Amendment to Lease 404 H Street

PREVIOUS ACTION/REFERRAL:

Board Order No.: C20, C15, C15, D8, C23, C27, D23

Meeting of: 12/06/11, 2/01/12, 9/25/12, 9/22/15, 10/16/18, 8/18/20, 1/25/22

File No.: 18-301, 20-939, 21-1746