



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-8

For the meeting of: September 1, 2015

Date: July 20, 2015
To: Board of Supervisors
From: Phillip R. Crandall *CR*
Director, Department of Health and Human Services
Subject: First Option to Extend the Lease at 430 F Street, Suite B, Eureka

RECOMMENDATION(S):
That the Board of Supervisors:

1. Approves exercising the first option to extend the Lease at 430 F Street, Suite B, Eureka with CUE, LLC through November 30, 2017;
2. Authorizes Public Works-Real Property Division to send a notice to Lessor that the County is exercising the first option to extend the Lease; and
3. Directs the Clerk of the Board to return one executed agenda item to Public Works-Real Property Division.

SOURCE OF FUNDING:
Social Services Fund

DISCUSSION:

On November 6, 2012, the Department of Health and Human Services (DHHS) entered into the Lease at 430 F Street, Suite B, Eureka with CUE, LLC for storage space (Attachment 1). The original term of the Lease is through November 30, 2015 and provides the option to extend the Lease upon the same terms and conditions for three (3) two (2) year terms. Each option may be exercised by providing Lessor with 60-day

Prepared by Michelle Tucker, ASO CAO Approval Chad Dillingham

REVIEW: Auditor WBM County Counsel _____ Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Sundberg Seconded by Supervisor Laplace
Ayes Sundberg, Laplace, Fernald, Bohn, Bass
Nays _____
Abstain _____
Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. C-7

Meeting of: 11/06/12

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: September 1, 2015
By: [Signature]
Kathy Hayes, Clerk of the Board

written notice prior to the end of the Lease's term.

DHHS is required to retain various types of documents and files for various periods of time. The 430 F Street, Suite B, Eureka location provides the required space needed and is located close to the DHHS Administration offices at 507 F Street, Eureka. In addition, this space provides storage to meet DHHS program needs.

Therefore, DHHS recommends that the Board approves exercising the first option to extend the Lease at 430 F Street, Suite B, Eureka with CUE, LLC through November 30, 2017.

FINANCIAL IMPACT:

The cost of the Lease is \$.26 per square foot, including gas, refuse collection, electricity, water and sewer or One Thousand Seven Hundred and Thirty-Four Dollars (\$1,734.00) per month. The leased space is six thousand eight hundred (6,800) square feet. The Lease is for a period of three (3) years with three (3) two (2) year options to extend. The costs associated with this lease are included in the approved Fiscal Year 2015 – 16 Budget; in Fund 1160, Budget Unit 511. There is no impact to the County General Fund.

Exercising the first option to extend the Lease will support the Board's Strategic Framework by providing for and maintaining infrastructure and safeguarding the public trust.

OTHER AGENCY INVOLVEMENT:

Public Works-Real Property Division

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve exercising the first option to extend the Lease, in which case DHHS would have to find another suitable location for storage space. DHHS does not recommend this alternative.

ATTACHMENTS:

Attachment 1: Lease for 430 F Street, Suite B, Eureka with CUE, LLC