



COUNTY OF HUMBOLDT

For the meeting of: 10/16/2018

File #: 18-1301

To: Board of Supervisors

From: Public Works

SUBJECT:

Lease at 404 H Street, Eureka

RECOMMENDATION(S):

That the Board of Supervisors authorizes the lease payment of Seven Thousand Seven Hundred Forty Seven Dollars and Eight Nine Cents (\$7,747.89) per month for 404 H Street, Eureka with Elaine Joyce Foote Revocable Trust on a month to month basis, effective December 1, 2018; and authorize Public Works - Real Property Division to send a notice to lessor that the county is continuing the lease at the higher amount on a month to month basis.

SOURCE OF FUNDING:

2011 Public Safety Realignment (1100-294-504410)

DISCUSSION:

On December 6, 2011 (item D-20), the County Probation Department (Probation Department) entered into a lease (Attachment 1 - Lease dated December 6, 2011) with Elaine Joyce Foote Revocable Trust (Lessor) for office space at 404 H Street, Eureka. The lease contains two (2) three (3) year options to extend the lease under the same terms and conditions by giving the Lessor a ninety (90) day written notice. On February 7, 2012 (item C-15), The Probation Department entered into a First Amendment (Attachment 2 - Lease Insurance modifications) to modify the lease's insurance provisions. On September 25, 2012 (Item C-16), the Board approved the first option to extend the lease through November 30, 2015 (Attachment 3- first of two options to extend the term of the lease). On September 22, 2015 (item D-8), the Board approved the second and final option to extend the lease through November 30, 2018 (Attachment 4 - second and final option to extend lease). A prerequisite of entering into a new lease is for the Lessor to meet certain Americans with Disability Act (ADA) barrier removals. Until such time as the removals has been completed, or until alternative office space can be found, the Probation Department wishes to continue use on a holdover basis under the same terms and conditions of the lease.

Therefore, the Probation Department recommends that the Board authorize continuance of the lease on a month to month holdover period until the property has met certain ADA barrier removals and a new lease can be negotiated, or until alternative office space can be found.

The office location at 404 H Street, Eureka offers Probation Department staff an excellent location to work with other county departments and law enforcement agencies and supports the Board's Strategic Framework by providing community appropriate levels of service.

FINANCIAL IMPACT:

Beginning December 1, 2018, the monthly lease costs for seven thousand three hundred thirty four (7,334) square feet will be increased two (2) percent to \$7,747.89, or \$1.06 per square foot - pursuant to section 5 of the lease. On April 4, 2012, the Community Corrections Partnership (CCP) Executive Committee approved the ongoing payment of this lease from 2011 Public Safety Realignment funds. The funds for this lease were included in the fiscal year 2018-19 budget for the Probation Department's Realignment budget unit 294, therefore no supplemental budget is required at this time. There will be no impact to the county General Fund.

The recommended action conforms to the Board of Supervisors' core roles of providing for and maintaining infrastructure.

File #: 18-1301

OTHER AGENCY INVOLVEMENT:

Public Works - Real Property Division

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board can choose not to approve the continuance of the lease on a month to month holdover. However, this is not recommended. There are no alternative locations to relocate staff.

ATTACHMENTS:

Attachment 1 - Lease dated December 6, 2011

Attachment 2 - Lease insurance modifications

Attachment 3 - First of two options to extend the term of the lease

Attachment 4 - Second and final option to extend the term of the lease

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-20, C-15, C-16 & D-8

Meeting of: 12/06/11, 2/07/12, 9/25/12 & 9/22/15