



# COUNTY OF HUMBOLDT

For the meeting of: 6/8/2021

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File #: 21-673

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**SUBJECT:**

Courthouse Café Renovation Proposal, Transfer of Funds and Supplemental Budget for Fiscal Year (FY) 2020-21 (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Accept and authorize the Humboldt County Department of Public Works Facilities Management Division's proposal to proceed with the installation of a dedicated food preparation sink in the Courthouse Café;
2. Authorize the Auditor-Controller to transfer \$22,524 from Fund 3815000-9102 Snack Bar Equipment Replacement Trust to County Public Works Facilities Management budget 1100162 -9101 to pay for the project;
3. Approve the attached supplemental budget for Facilities Management Budget 1100162 Fiscal Year (FY) 2020-21 (4/5 vote required); and
4. Authorize the Auditor-Controller to transfer the remaining balance of \$364.39 and any unposted interest from Fund 3815 Snack Bar Equipment Replacement Trust to 1100-888-9102, General Purpose Revenue and close trust 3815.

**SOURCE OF FUNDING:**

Snack Bar Equipment Replacement Trust 3815

**DISCUSSION:**

The Courthouse Smokestack Café is located on the third floor of the Humboldt County Courthouse. The Humboldt County Division of Environmental issued a Health Food Facility Official Inspection Report, dated June 6, 2018 to the Café. This report included a Full-Prep Food Facility Permit to operate, with the condition that a dedicated food preparation sink be installed. A Compliance Schedule Action Plan was issued Sept. 17, 2019, to install the sink with a completion date of March 2020. Due to the pandemic emergency the Café has been closed and staff have been unable to develop the schedule of work by the original due date.

The Department of Public Works Facilities Management Division has developed a project scope of

work and cost estimate in the amount of \$22,524 (Attachment #1). With your Board's approval, work is expected to begin immediately in order to be completed by June 30, 2021, which is anticipated to coincide with the re-opening of the Café.

These modifications would be paid for by the Snack Bar Equipment Replacement Trust 3815, which was the Café rent depository account until Nov. 2019 when deposits were moved to General Purpose Revenue Account 1100888-402010 due to changes in local accounting practices. Trust 3815 funds are designated for the Café's repairs. The County Administrative Office - Purchasing Team oversees the Café inventory, receives, and deposits monthly rents, and processes small equipment repair invoices, in accordance with the Café lease agreement. Accordingly, staff recommends that the Board authorize the County Auditor Controller Office to process a cash transfer \$22,524 from trust 3815-000-9102 to Public Works Facilities Management Budget 1100-162-9101 to pay for the project.

Board approved Café rent deposits are deposited into 1100-888-402010, effective Nov. 1, 2019. Staff recommends transferring the remaining balance of \$364.39 and any unposted interest to 1100888-40210 to close 3815 Snack Bar Equipment Replacement Trust. Budget 1100-888-40210 will cover the required Café security lease deposit of \$500.

FINANCIAL IMPACT:

Transferring rent dollars from the Snack Bar Equipment Replacement Trust Fund 3815 to the General Fund will increase the Facilities Management Budget (1100-162) by \$22,524. By closing Fund 3815, all future rent revenue from the café will credit the General Purpose Revenue account 1100-888 and the General Fund will be required to cover the \$500 security lease deposit. Acceptance of this project will be fully funded from rent accumulation in 3815 Snack Bar Equipment Replacement Trust.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to decline this improvement, however; it is not recommended as the Café could be shut down and food service within the Courthouse would cease.

ATTACHMENTS:

Supplemental Budget Request  
3815 Snack Bar Equipment Replacement Fund Balance Sheet

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A  
Meeting of: N/A  
File No.: N/A

