



# COUNTY OF HUMBOLDT

For the meeting of: 4/26/2022

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File #: 22-303

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**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**SUBJECT:**

Approval of Second Option to Extend the Lease for the Elections Office at 2426 6<sup>th</sup> Street, Eureka.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the second option to extend the lease with lessor, Humboldt Partners, for the Elections Office at 2426 6<sup>th</sup> Street, Eureka.

**SOURCE OF FUNDING:**

General Fund (1100140)

**DISCUSSION:**

The Elections Department has been located at 2426 6<sup>th</sup> Street, Eureka since 2016 (Exhibit A). This location and square footage have been a good fit for the Elections Department's staff, equipment, as well as a convenient location for the public.

Per the lease, the initial term shall terminate July 31, 2021, with three (3) one (1) year options to extend the lease. On April 13, 2021, your Board approved the first one (1) year option to extend the lease through July 31, 2022 (Exhibit C). The Elections Department would like to continue tenancy at 2426 6<sup>th</sup> Street for the foreseeable period by exercising the second one (1) year option to extend the lease. The identified Americans with Disabilities Act (ADA) Barriers have been removed per Exhibit B.

Upon Board approval, staff will notify Lessor that the county will exercise the second one (1) year option to extend the lease per Exhibit E.

**FINANCIAL IMPACT:**

The current monthly rent is \$11,595.12 for 6,800 square feet with an annual Consumer Price Index (CPI) escalation of no more than 5%. Monthly rent includes gas, electricity, water, sewer, and janitorial services. Funding to cover the monthly rent is incorporated into the approved fiscal year (FY) 2021-22 budget and will be included in the FY 2022-23 budget for Elections 1100140.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

Public Works

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may decide not to approve this second option. However, is not recommended as there are limited available ADA compliant facilities in the Eureka area.

ATTACHMENTS:

Exhibit A - 2016 Lease with Humboldt Partners 2426 6<sup>th</sup> St.

Exhibit B - 2426 6<sup>th</sup> St ADA Report

Exhibit C - 2021-4-13 2426 6<sup>th</sup> St Elections Lease Option 1 Letter

Exhibit D - 2021-12-9 Certificate of Insurance Humboldt Partners 2426 6<sup>th</sup> St

Exhibit E - 2022-4-19 2426 6<sup>th</sup> St Elections Lease Option 2 Letter

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-19

Meeting of: 5/10/2016; 4/13/2021

File No.: 21-261