



COUNTY OF HUMBOLDT

For the meeting of: 6/4/2024

File #: 24-828

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Second Option to Extend the Lease Agreement with the Elaine Joyce Foote Revocable Trust Regarding the Use of Office Space located at 404 H Street, Eureka, California

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Humboldt County Public Works Director to exercise the second option to extend the term of the lease agreement with the Elaine Joyce Foote Revocable Trust regarding the use of office space located at 404 H Street, Eureka, California; and
2. Direct the Clerk of the Board to provide the Humboldt County Public Works - Real Property with one (1) fully executed certified copy of the Board Order relating to this item.

SOURCE OF FUNDING:

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

DISCUSSION:

On Aug. 18, 2020, the Humboldt County Board of Supervisors ("Board") approved the current lease agreement with the Elaine Joyce Foote Revocable Trust regarding the use of office space located at 404 H Street, Eureka, California. The Board subsequently approved the first amendment to the lease agreement with the Elaine Joyce Foote Revocable Trust in order to increase janitorial fees set forth therein on Jan. 25, 2022.

The county executed the first option letter on Apr. 25, 2023, to extend the lease agreement to Aug. 31, 2024. Execution and delivery of the attached second option letter will extend the term of the lease agreement with the Elaine Joyce Foot Revocable Trust for an additional one (1) period to Aug. 31, 2025. The lessor has permitted the county to submit the written notice less than the required ninety (90) days prior to the end of the extension term (Attachment 4).

Accordingly, staff recommends that the Board authorize the Humboldt County Public Works Director, or a designee thereof to exercise the second option to extend the term of the lease agreement with the Elaine Joyce Foote Revocable Trust regarding the use of office space located at 404 H Street, Eureka, California.

FINANCIAL IMPACT:

<i>Expenditures (3741-294)</i>	FY23-24	FY24-25 Projected*	FY25-26 Projected*
<i>Budgeted Expenses</i>	109,518.64	<u>111,449.01</u>	<u>112,913.99</u>

Additional Appropriation Requested			
Total Expenditures			

**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	<u>109,518.64</u>	<u>111,449.01</u>	<u>112,913.99</u>
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Funding Sources	<u>109,518.64</u>	<u>111,449.01</u>	<u>112,913.99</u>

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The monthly rental cost for the period of Sept. 1, 2024 through Nov. 30, 2024 shall be \$7,950.46 and Dec. 1, 2024 through Aug. 31, 2025 \$8,109.47. Additional janitorial fees of \$1,000 per month, will be included in the monthly rent.

The Humboldt County Probation Department has sufficient funding in budget unit 3741-294 to cover the monthly rental costs that will be incurred during the period of Sept. 1, 2024 through Jun. 30, 2024. As a result, approval of the recommended actions will not impact the Humboldt County General Fund.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

No impact to staffing is expected.

STRATEGIC FRAMEWORK:

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

Core Roles: Provide for and maintain infrastructure

New Initiatives: Facilitate public/private partnerships to solve problems

Strategic Plan: N/A

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to authorize the Humboldt County Public Works Director to exercise the second option to extend the term of the lease agreement. However, this alternative is not recommended as the result will be a holdover term on a month-to-month tenancy. Should the Lessor choose to terminate the lease, the one (1) month notice period will not be sufficient to vacate and find an alternative location, and thus prevent the Humboldt County Probation Department from providing needed services

ATTACHMENTS:

1. Lease Agreement at 404 H Street, Eureka, California
2. First Amendment
3. First Option to Extend
4. Approval from Lessor
5. Second Option to Extend

PREVIOUS ACTION/REFERRAL:

Board Order No.: C20, C15, C16, D8, C23, C27, D23, D28

File #: 24-828

Meeting of: 12/06/11, 2/01/12, 9/25/12, 9/22/15, 10/16/18, 8/18/20, 1/25/22, 4/25/23
File No.: 18-1301, 20-939, 21-1746, 23-367