



COUNTY OF HUMBOLDT

For the meeting of: 6/29/2021

File #: 21-784

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

SUBJECT:
Unused Space on the Fifth Floor of the County Courthouse

RECOMMENDATION(S):
That the Board of Supervisors:

1. Assigns the unused space on the fifth floor of the County Courthouse to the Sheriff's Business Office and the Clerk-Recorder.

SOURCE OF FUNDING:
General Fund (1100)
Rural County Public Safety (3743)

DISCUSSION:
On Apr. 14, 2021, the County Administrative Office, ADA Compliance Team, reached substantial completion for the Courthouse Fifth Floor Remodel Project. The construction project completely renovated the south side of the Courthouse fifth floor making space for the District Attorney's Child Abuse Services Team (CAST) and Victim Witness (VW) programs. A portion of this project included removing and replacing existing mechanical equipment, original to the building, currently housed in the three fifth floor mechanical rooms and placing the new equipment on the roof of the Courthouse. Fan Room Three was repurposed as office space for the District Attorney's CAST and VW programs. Fan Rooms Two and Three had the mechanical equipment removed and are currently vacant.

Fan Room Two is located in the center of the fifth floor corridor and is approximately 423 square feet. The Sheriff's Office is interested in this space to relocate its business office and intends to house six workstations and one office. The Sheriff's Office has outgrown its ground floor space. The department is working with Public Works to make modifications to the ground floor space to maximize its use with the least amount of structural changes. Despite those improvements the department is still lacking sufficient space for staff. The relocation of the Sheriff's business office, staff of seven, is the best division to relocate given the nature of their work and minimal need to interact with the other divisions located on the ground floor.

Fan Room One is located on the north side of the fifth floor corridor and is approximately 306 square feet. The Clerk-Recorder gave approximately 100 square feet of storage space to meet the square footage needs for CAST and VW in the Courthouse Fifth Floor Remodel Project. The Clerk Recorder is now interested in this space to meet their current and future storage needs. Fan Room One also houses the Verizon, Sheriff, and Public Works communications room behind its own locked door. Due to the size of this room and the shared access space to the communications room, the best fit for this space currently is for storage.

Significant renovation will be necessary to accommodate the Sheriff's needs and minimal renovations will be needed to accommodate the Clerk-Recorder's need. Investing in county owned facilities is in line with the 2020 Facilities Master Plan. There is no immediate need for either department to lease space at this time. These programs will work with Public Works and will return to the Board as needed with detailed explanations of plans for future space utilization and cost estimates.

FINANCIAL IMPACT:

Approval of the recommended action has no direct financial impact but is expected to result in expenditures in the future. The Sheriff will utilize its Rural County Trust to fund renovations of Fan Room Two. The Clerk-Recorder has budgeted funds for the needed renovations of Fan Room One in its fiscal year 2021-22 proposed budget.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing for and maintaining infrastructure .

OTHER AGENCY INVOLVEMENT:

Public Works
Sheriff's Office
Clerk-Recorder

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could decline to reassign the unused space. However, this alternative is not recommended as these programs would need to look at entering into long term lease options rather than investing in county facilities.

The Board could reassign the space to another department. This alternative is not recommended as the Sheriff's office needs additional square footage to meet its staffing needs and the additional space of interest to the Clerk-Recorder is not conducive to use other than that of storage space.

ATTACHMENTS:

None

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PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A