



COUNTY OF HUMBOLDT

For the meeting of: 3/11/2025

File #: 25-115

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

First Option to Extend the Lease Agreement with Roger and Nancy Brown Regarding Use of the Real Property Located at 39 Mayfair Street, Willow Creek, California

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Humboldt County Public Works Director, or a designee thereof, to exercise the first option to extend the term of the lease agreement with Roger and Nancy Brown regarding the use of real property located at 39 Mayfair Street, Willow Creek, California; and
2. Direct the Clerk of the Board to provide the Real Property Division of the Humboldt County Department of Public Works with one (1) fully executed certified copy of the Board order related to this item.

STRATEGIC PLAN:

The recommended actions support the following areas of the Board of Supervisors' Strategic Plan:

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

The Humboldt County Library has leased the property located near the intersection of Highway 299 and Highway 96, commonly known as 39 Mayfair Street in Willow Creek, since the early 1900s. This facility provides essential public library services to the Willow Creek area and surrounding communities. On May 24, 2022, the county entered into a new lease agreement with Roger and Nancy Brown regarding the use of real property located at 39 Mayfair Street, Willow Creek, California, which includes options for three (3) additional three (3) year extensions.

Accordingly, staff recommends that the Board authorize the Humboldt County Public Works Director, or a designee thereof, to exercise the first option to extend the term of the lease agreement with Roger and Nancy Brown regarding the use of the real property located at 39 Mayfair Street, Willow Creek, California.

SOURCE OF FUNDING:

Library Fund (1500-621)

FINANCIAL IMPACT:

Expenditures (1500-621)	FY24-25	FY25-26 Projected*	FY26-27 Projected*
Budgeted Expenses	\$1,350.00	\$1,550.00	\$1,550.00

Total Expenditures	\$1,350.00	\$1,550.00	\$1,550.00
Funding Sources (1500-621)	FY24-25	FY25-26 Projected*	FY26-27 Projected*
Use of Fund Balance	\$1,350.00	\$1,550.00	\$1,550.00
Total Funding Sources	\$1,350.00	\$1,550.00	\$1,550.00

*Projected amounts are estimates and are subject to change.

Narrative Explanation of Financial Impact:

The current rent for use of the real property located at 39 Mayfair Street, Willow Creek, California is One Thousand Three Hundred Fifty Dollars (\$1,350.00) per month and is scheduled to increase to One Thousand Five Hundred Fifty Dollars (\$1,550.00) per month on July 1, 2025. Expenditure appropriations related to the first option to extend the lease agreement with Roger and Nancy Brown will be included in the proposed budget for fiscal year 2025-2026 for budget unit 1500-621.

STAFFING IMPACT:

The recommended actions will not impact current staffing levels.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to authorize the Humboldt County Public Works Director, or a designee thereof, to exercise the first option to extend the lease agreement with Roger and Nancy Brown regarding the use of the real property located at 39 Mayfair Street, Willow Creek, California. However, this alternative is not recommended, as there are no alternative facilities available in the Willow Creek area to house the Humboldt County Library.

ATTACHMENTS:

1. Lease Agreement at 39 Mayfair Street, Willow Creek, California
2. First Option to Extend the Lease Agreement at 39 Mayfair Street, Willow Creek, California

PREVIOUS ACTION/REFERRAL:

Meeting of: 06/05/2018, 05/24/2022
File No.: 22-223