



COUNTY OF HUMBOLDT

For the meeting of: 7/18/2023

File #: 23-870

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Approval of Third Option to Extend the Lease for the Elections Office at 2426 6th Street, Eureka.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the Third Option to Extend the Lease with Lessor, Humboldt Partners, for the Elections Office at 2426 6th Street, Eureka.

SOURCE OF FUNDING:

General Fund - Elections (1100140)

DISCUSSION:

The Elections Department has been located at 2426 6th 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 terminated on 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). On April 19, 2022, your Board approved the second one (1) year option to extend the lease through July 31, 2023 (Exhibit E). The Elections Department would like to continue tenancy at 2426 6th Street for the foreseeable period by exercising the third and last remaining one (1) year option to extend the lease to July 31, 2024. 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 third one (1) year option to extend the lease per Exhibit F.

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	FY23-24 Projected	FY24-25 Projected
Budgeted Expenses	\$153,111	\$160,766
Total Expenditures	\$153,111	\$160,766
Funding Sources (Fund, Budget Unit)	FY23-24 Projected*	FY24-25 Projected*
General Fund	\$153,111	\$160,766
Total Funding Sources	\$153,111	\$160,766

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

Narrative Explanation of Financial Impact:

The current monthly rent is \$12,759.27 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 adopted fiscal year 2023-24 budget for Elections 1100140.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

There will not be any impact to staffing.

STRATEGIC FRAMEWORK:

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

Core Roles: Provide for and maintain infrastructure

New Initiatives: Manage our resources to ensure sustainability of services

Strategic Plan: N/A

OTHER AGENCY INVOLVEMENT:

Public Works

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may decide not to approve this Third Option. This is not recommended as there are limited available ADA compliant facilities in the Eureka area that meet the needs of Elections.

ATTACHMENTS:

Exhibit A - 2016 Lease with Humboldt Partners 2426 6th St.

Exhibit B - 2426 6th St ADA Report

Exhibit C - 2021-4-13 2426 6th St Elections Lease Option 1 Letter

Exhibit D - 2021-12-9 Certificate of Insurance Humboldt Partners 2426 6th St

Exhibit E - 2022-4-19 2426 6th St Elections Lease Option 2 Letter

Exhibit F - 2426 6th St Elections Option 3 Letter

PREVIOUS ACTION/REFERRAL:

File #: 23-870

Board Order No.: C-19; C-13

Meeting of: 5/10/2016; 4/13/2021; 4/26/2022

File No.: 21-261; 22-303