



COUNTY OF HUMBOLDT

For the meeting of: 4/25/2023

File #: 23-367

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

First 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 first 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 (3741)

DISCUSSION:

On August 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 January 25, 2022.

Execution and delivery of the attached first option letter will extend the term of the lease agreement with the Elaine Joyce Foot Revocable Trust for an additional one (1) period to August 31, 2024. The lease agreement with the Elaine Joyce Foote Revocable Trust requires the County of Humboldt to submit written notice to the lessor a minimum of ninety (90) days prior to the expiration date of September 1, 2023.

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 the

Elaine Joyce Foote Revocable Trust regarding the use of office space located at 404 H Street, Eureka, California.

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	FY22-23 Adopted	FY23-24 Projected	FY24-25 Projected
Budgeted Expenses	103,972	106,203	111,177
Additional Appropriation Requested	0	0	0
Total Expenditures	103,972	106,203	111,177
Funding Sources (Fund, Budget Unit)	FY22-23 Adopted	FY23-24 Projected*	FY24-25 Projected*
General Fund	0	0	0
State/Federal Funds	103,972	106,203	111,177
Fees/Other	0	00	0
Use of Fund Balance	0	0	0
Contingencies	0	0	0
Total Funding Sources	103,972	106,203	111,177

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

The monthly rental cost shall not exceed \$7,641.74 for the period of September 1, 2023 through November 30, 2023, and \$7,794.57 for the period of December 1, 2023 through August 31, 2024. 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 September 1, 2023 through August 31, 2024. As a result, approval of the recommended actions will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors’ Strategic Framework by providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to authorize the Humboldt County Public Works Director to exercise the first 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. 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 with the Elaine Joyce Foote Revocable Trust Regarding the Use of Office Space located at 404 H Street, Eureka, California
2. First Amendment to the Lease Agreement with the Elaine Joyce Foote Revocable Trust Regarding the Use of Office Space located at 404 H Street, Eureka, California
3. First Option Letter

PREVIOUS ACTION/REFERRAL:

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

Meeting of: 12/06/11, 2/01/12, 9/25/12, 9/22/15, 10/16/18, 8/18/20 & 1/25/22

File No: 18-1301, 20-939 & 21-1746