



## Legislation Details (With Text)

**File #:** 21-626      **Version:** 1      **Name:**  
**Type:** Agreement      **Status:** Agenda Ready  
**File created:** 7/2/2021      **In control:** BOARD OF SUPERVISORS  
**On agenda:** 7/13/2021      **Final action:**  
**Title:** Consideration of Lease Agreement Between the County of Lake and John Allen Dye Trust of 1993 for the Premises Located at 325 N Forbes St, Lakeport, for Use as Office of the Registrar of Voters/Elections, for a ten year term from August 1, 2021 to July 31, 2031  
**Sponsors:** Administrative Office  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. 2021-07-13 Lease Agreement - 325 N Forbes Lakeport - signed

Date	Ver.	Action By	Action	Result
7/13/2021	1	BOARD OF SUPERVISORS	Adopted	Pass

### Memorandum

**Date:** July 13, 2021  
**To:** The Honorable Bruno Sabatier, Chair, Lake County Board of Supervisors  
**From:** Carol J. Huchingson, County Administrative Officer  
**Subject:** Consideration of Lease Agreement Between the County of Lake and John Allen Dye Trust of 1993 for the Premises Located at 325 N Forbes St, Lakeport, for Use as Office of the Registrar of Voters/Elections, for a ten year term from August 1, 2021 to July 31, 2031

### Executive Summary:

As your Board will recall, the Auditor-Controller and Registrar of Voters' Offices have long had need of additional space. With the approval of the Space Use Committee, the Registrar of Voters' Office has been exploring potential spaces to house all Elections-related operations since mid-2019. It is believed Elections relinquishing their existing space to the Auditor-Controller, upon moving to a more permanent location, will solve both office's space needs. We greatly appreciate Supervisor Simon for his support and creativity throughout this search, and Supervisor Crandell for his meaningful input and assistance in 2021.

In March of this year, Casey Dye, on behalf of the John Allen Dye Family Trust of 1993, contacted the County, and notified us that PG&E, long-time tenant at 325 N. Forbes Street, had vacated the premises, and expressed interest in coming to a long-term Lease Agreement with the County for use of this facility, which is located essentially immediately across 3<sup>rd</sup> Street from the Courthouse

building.

Following a collaborative process, with the Space Committee, Registrar of Voters (ROV), Maria Valadez, and staff from Buildings and Grounds and Administration and Mr. Dye, we are very pleased to present the attached Lease Agreement for your Board's consideration. The building, 2,000 square feet in size, will require renovation by our Buildings and Grounds department to ready it for ROV use and given that the County will have associated costs, the lease rate for the first five years of the term is capped at \$1.11 per square foot for a total of \$2,200 per month. Starting with the fifth year, the owner will be eligible for increases based on 90% of CPI, not to exceed +2% per year. The agreement also provides for a renewal option at the end of the ten year term.

The Space Use Committee and Staff recommend your Board approve this Agreement, as presented. This will provide a highly suitable location for the Elections Office, adjacent to the Courthouse, to better serve registered voters of Lake County for many years to come. It is anticipated that the space would be ready for use by early 2022.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \$26,400 Amount Budgeted: \$39,000 Additional Requested: \$0.00 Future Annual Cost: \$26,400 - 29,147.73

**Consistency with Vision 2028 and/or Fiscal Crisis Management Plan** (check all that apply):

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety                          | <input type="checkbox"/> Infrastructure   | <input type="checkbox"/> Not applicable                        |
| <input type="checkbox"/> Economic Development               | <input checked="" type="checkbox"/> Disaster Recovery           | <input type="checkbox"/> County Workforce | <input checked="" type="checkbox"/> <i>Technology Upgrades</i> |
| <input type="checkbox"/> Community Collaboration            | <input checked="" type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake       | <input type="checkbox"/> <i>Revenue Generation</i>             |
|   |   |   | <input type="checkbox"/> <i>Cost Savings</i>                   |

**If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:**

Which exemption is being requested?

How long has Agreement been in place?

When was purchase last rebid?

Reason for request to waive bid?

**Recommended Action:** Approve Lease Agreement Between the County of Lake and John Allen Dye Trust of 1993 for the Premises Located at 325 N Forbes St, Lakeport, for Use as Office of the Registrar of Voters/Elections for a ten year term from August 1, 2021 to July 31, 2031.