



## Legislation Text

File #: 20-660, Version: 1

### Memorandum

**Date:** July 21, 2020

**To:** The Honorable Moke Simon, Chair, Lake County Board of Supervisors

**From:** Carol J. Huchingson, County Administrative Officer

**Subject:** Approve (a) Ratification of County Administrative Officer's action to send letters to tenants of the Harbor Village Artist Cottages to offer relief of rent during the COVID-19 Health Emergency; (b) Ratification of County Administrative Officer's action to send a letter to the tenant of the Courthouse Coffee Kiosk to offer relief of rent during the COVID-19 Health Emergency; and (c) Authorization for County Administrative Officer to evaluate future needs of tenants on a continuing basis to offer rent relief when necessary

**Executive Summary:** (include fiscal and staffing impact narrative):

The COVID-19 Shelter in Place (SIP) order that was put into place effective March 19, 2020 by the State Public Health Officer has temporarily caused local businesses to close to the public. The County of Lake owns and rents the Harbor Village Artist Cottages in Lucerne, Ca and the Courthouse Coffee Kiosk in Lakeport, Ca. Due to the continued rise of COVID-19 cases in our community, local businesses are struggling and have asked for continued relief.

- (a) Some tenants at the Harbor Village Artist's Cottages were not comfortable have not been able to reopen their businesses due to the health emergency. Letters have been sent to these tenants of said property by the County Administrative Officer waiving rent on their units until August 1, 2020.
- (b) The tenant of the coffee kiosk has reopened part time effective June 2020, with sales at less than 10% of their pre-pandemic monthly average. A letter was sent to the tenant of said property by the County Administrative Officer waiving rent on the kiosk until August 1, 2020.
- (c) The County Administrative Officer requests authorization to evaluate the needs of the tenants on a continuing basis and offer rent relief when necessary.

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

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**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 type="checkbox"/> Disaster Recovery           | <input type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration            | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake       | <input type="checkbox"/> Revenue Generation  |
|   |  |   | <input type="checkbox"/> Cost Savings        |

**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:**

- (a) Ratify County Administrative Officer's action to send letters to tenants of the Harbor Village Artist Cottages to offer relief of rent during the COVID-19 Health Emergency through August 1, 2020.**
- (b) Ratify County Administrative Officer's action to send a letter to the tenant of the Courthouse Coffee Kiosk to offer relief of rent during the COVID-19 Health Emergency through August 1, 2020.**
- (c) Authorize the County Administrative Officer to evaluate the needs of the tenants and offer rent relief when necessary.**