



**COUNTY ADMINISTRATIVE OFFICE
GENERAL SERVICES
PROPERTY MANAGEMENT
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

ALLEN ISHIDA
District One
PETE VANDER POEL
District Two
PHILLIP A. COX
District Three
J. STEVEN WORTHLEY
District Four
MIKE ENNIS
District Five

AGENDA DATE: May 10, 2016

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

CONTACT PERSON: Bertha A. Cervantes PHONE: 624-7241

SUBJECT: Budget Adjustment for Lease Agreement No. 19988

REQUEST(S):

That the Board of Supervisors:

1. Approve an increase to the Capital Projects budget for Fiscal Year 2015/16 in the amount of \$358,000 for property improvements to 1055-1061 W. Henderson, Porterville.
2. Approve the necessary budget adjustment per the attached AUD 308 (4/5th vote required).

SUMMARY:

On January 11, 2000, the County entered into a 15-year lease agreement with Ennis Properties for alterations and lease of space located at 1055-1061 W. Henderson, Porterville. The premises consists of 71,657 square feet of office space. On November 3, 2015, the Board approved an amendment to the lease, extending the term for an additional ten years. The amendment also included section 16.1, Tenant Improvement Allowance, which states that the Lessor will provide the County a tenant improvement allowance of up to three hundred and fifty-eight thousand dollars (\$358,000) for improvements to the premises. Property Management has worked with the County Departments occupying the space and developed a list of work items. Capital Projects will be contracting the work and will submit proof of payment to the Lessor as work is completed. The Lessor is to distribute the funds to the County within fifteen (15) business days of receipt of a written request from the County and lien releases from any third party vendor.

FISCAL IMPACT/FINANCING:

The AUD 308 increases Capital Projects 030-086-3200-5835 revenue line and 030-

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086-3200-8146 expense line by \$358,000 each.

There will be no net County cost. Funds of up to \$358,000 will be reimbursed by Lessor upon completion of the tenant improvement by County.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's Strategic Business Plan includes the Organizational Performance Initiative to provide up to date infrastructure to support better service delivery. Board approval will help fulfill this initiative by continuing to provide clients and staff updated facilities to conduct day to day operations and services.

ADMINISTRATIVE SIGN-OFF:

Robert Newby
Property Manager

Cc: Auditor-Controller
County Counsel
County Administrative Office (2)

Attachment(s) AUD 308

BEFORE THE BOARD OF SUPERVISORS

IN THE MATTER OF BUDGET)
ADJUSTMENT FOR LEASE AGREEMENT) Resolution No. _____
NO. 19988) Agreement No. _____
)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: MICHAEL C. SPATA
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

1. Approved an increase to the Capital Projects budget for Fiscal Year 2015/16 in the amount of \$358,000 for property improvements to 1055-1061 W. Henderson, Porterville.
2. Approved the necessary budget adjustment per the attached AUD 308 Budget Adjustment Form (4/5th vote required).

AUD-308 - Budget Adjustment Form

1:31 PM

April 19, 2016				10/16	2016
Date		Document ID Number		Accounting Period	Budget Fiscal Year
General Services				Brenda Medrano	624-7210
Agency Name				Contact Person	Phone
					Extension

Action** A,C,D	Fund	Dept	Appr #	LEVEL 1 Finish Here	Current Amount	Revised Amount	Inc / Dec Amt
C	030	086	0861CAP		62,334,683	62,692,683	358,000
							-
							-
							-
							-
							-
							-
							-
							-
							-

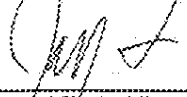
Appropriations Total	<i>Need Not Equal Zero</i>	62,334,683	62,692,683	358,000
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Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt
C	030	086	0861CAP	3200	8145			100,000	458,300	358,000
C	030	086		3200		5836			358,000	(358,000)
										-
										-
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										-
										-

Line Total	<i>Must Equal Zero</i>	\$ 100,000	\$ 816,000	\$ -
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Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

Increase expense line to cover improvement cost under Lease Agreement 19988. Additionally, matching revenue line will be increase for anticipated reimbursements from Lessor.



 Affected Dept Head Signature

4/19/16

 Other Affected Dept Head Signature

Checked By: _____
 County Executive Office Action: No. _____ Date: _____
 Approved Disapproved

By: _____
 Board of Supervisors Action: No. _____ Date: _____

Entered By: _____
 Date: _____
 Distribution: 1: BOS/CAO/Auditor

**** Action Codes: A=Add, C=Change, D=Deactivate**

* Whenever a 92XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, except for ISFs

* Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa

* Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa