



**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:** September 18, 2012

|   |   |   |
|---|---|---|
| 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 type="checkbox"/>            | N/A <input checked="" 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 checked="" type="checkbox"/> | N/A <input type="checkbox"/>            |
| CONTACT PERSON: Bertha A. Cervantes    PHONE: 624-7241                                |   |   |

**SUBJECT:** Agreement for Design, Alteration, and Lease of Premises

**REQUEST(S):**

That the Board of Supervisors:

1. Approve the Agreement and Exhibits A, B, C, D and E for Design, Alteration, and Lease of Premises at 520 E. Tulare Avenue and 822 S. Santa Fe Street in Visalia for a seven year term with the Joe and Cora Gong Family Limited Partnership, a California Limited Partnership and the Tom and Sarah Gong Family Limited Partnership, a California Limited Partnership.
2. Authorize the Chairman to sign the Agreement for Design, Alteration, and Lease of Premises.
3. Approve Exhibit F – Memorandum of Lease for property at 520 E. Tulare Avenue and 822 S. Santa Fe Street in Visalia
4. Authorize the Chairman to sign Exhibit F – Memorandum of Lease, subject to County Counsel approval as to form.
5. Authorize the County Administrative Officer or designee to record Exhibit F - Memorandum of Lease, upon execution by the Chairman.

**SUMMARY:**

The Health and Human Services Agency (HHS) Mental Health and Alcohol and Other Drug Program (AOD) has been in search for space in the Visalia area to consolidate their programs. Space was located on the northeast corner of Tulare Avenue and Santa Fe Street in Visalia consisting of a 40,679 square foot building with exclusive onsite parking. The selected location is within the geographic location of the population utilizing the services offered.

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The term shall commence upon delivery to the County of an unconditional "Certificate of Occupancy" or unconditional "Final Inspection Card." The lease term shall be for seven years from the first day of the first full month of the County's date of possession. County also has the option to extend the lease for three terms of five years each under the same terms and conditions.

To meet the needs of the HHSAs programs, the Lessor will design and construct improvements to the property. The interior layout was designed by a project team consisting of HHSAs, General Services, Capital Projects, and Tulare County Information & Communications Technology staff, along with the Lessor's architect and representatives of Haworth Architectural Interior (AI) Products. The County will pay the Lessor for Architect's fees during the interior space planning layout and design phase, along with one time voice and data improvements and a one time flooring upgrade cost.

Due to the County's investment in a portion of the infrastructure and design cost, Exhibit F - Memorandum of Lease, will be executed and recorded to give public notice. Exhibit F - Memorandum of Lease, will be signed and notarized by the Lessor after the Agreement for Design, Alteration, and Lease of Premises has been approved by the Board. Upon execution by the Lessor, Exhibit F - Memorandum of Lease, will be returned for Chairman's signature.

County will be responsible for all utilities and services furnished to the premises, including gas, electricity, telephone, water, trash collection, and all related transfer fees upon receipt of Certificate of Occupancy. Lessor will be responsible for upkeep of landscaping, utilities, and services furnished to all parking areas, along with any related connection costs.

A General Plan referral was submitted to the City of Visalia pursuant to Government Code section 65402(b) and reported on as consistent with their General Plan. A notification to lease was sent to the City Clerk of the City of Visalia pursuant to Government Code section 25351. A Conditional Use Permit was approved by the City of Visalia on August 13, 2012.

**FISCAL IMPACT/FINANCING:**

Lease cost is \$63,052.45 per month (\$756,629.40 annually / \$1.55 per square foot per month) for the 40,679 square feet of office space. In addition, County is responsible for all utilities, telephone, and custodial services. Lessor will provide all maintenance.

The Lessor has paid for and will invoice the County for Architect's fees relating to interior space planning layout and design in the amount of \$12,991.25. The Lessor will be constructing the County's data and voice infrastructure for which a lump sum reimbursement in the amount of \$323,261 is required. Lessor will pay for and submit an invoice for the flooring costs in the amount of \$14,210.

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|  |                         |
|--|-------------------------|
| Lease Budget Account Lines:  | 001-142-3321-2180 (40%) |
|  | 001-142-3322-2180 (40%) |
|  | 001-142-6041-2180 (10%) |
|  | 001-142-6068-2180 (10%) |
| Data Infrastructure, Architect's, and Flooring<br>Lump Sum Reimbursement Account Line: | 030-086-3460-5101       |

Funding sources will be through State allocations. No additional net County cost.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's five-year Strategic Business Plan includes the Organizational Performance Initiative which provides for the infrastructure to support better service delivery. Board approval of the lease agreement will help fulfill this initiative by ensuring adequate facilities and services for Health and Human Services clients located in Tulare County.

**ADMINISTRATIVE SIGN-OFF:**

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Robert Newby  
Property Specialist III

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

Attachment(s): Agreement for Design, Alteration, and Lease of Premises  
Exhibits A, B, C, D, E and F

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF AGREEMENT )  
FOR DESIGN, ALTERATION ) Resolution No. \_\_\_\_\_  
AND LEASE OF PREMISES ) 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: JEAN M. ROUSSEAU  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

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