



# General Services Agency

## COUNTY OF TULARE AGENDA ITEM

### BOARD OF SUPERVISORS

LARRY MICARI  
District One

PETE VANDER POEL  
District Two

AMY SHUKLIAN  
District Three

EDDIE VALERO  
District Four

DENNIS TOWNSEND  
District Five

**AGENDA DATE:** March 7, 2023 - REVISED

Public Hearing Required	N/A
Scheduled Public Hearing w/Clerk	N/A
Published Notice Required	N/A
Advertised Published Notice	N/A
Meet & Confer Required	N/A
Budget Transfer (Aud 308) attached	N/A
Personnel Resolution attached	N/A
Agreement(s) attached	Yes

CONTACT PERSON: Maria Benavides-Lopez PHONE: 5592051124

**SUBJECT:** Lease Agreement for space located at 346 N. Porter Road

### **REQUEST(S):**

That the Board of Supervisors:

1. Approve a Lease Agreement for space located at 346 N. Porter Road, Porterville, for the County's use as Lessee with Robert A. Ruffa and Carolyn L. Ruffa as Lessor for a term of three years effective upon Board approval.
2. Approve the temporary closure of the Agricultural Commissioner's Porterville District Office located at 75 W. Olive from March 7, 2023, through March 17, 2023, for the transition to the new office space located at 346 N. Porter Road, Porterville.
3. Approve the temporary closure of the Resource Management Agency building inspectors Porterville Office located at 75 W. Olive from March 7, 2023, through March 17, 2023, for the transition to the new office space located at 346 N. Porter Road, Porterville.
4. Authorize the Chair to sign the Lease Agreement.

### **SUMMARY:**

The Agricultural Commissioner and Resource Management Agency building inspectors are currently located at 75 W Olive in Porterville. The lease for this facility is currently in a month-to-month holdover as the two departments have determined it is in their best interest to relocate their operations in Porterville to a space that better fits their needs.

A suitable location has been found and the proposed Lease Agreement is for 1,500 sq ft of office space located at 346 N. Porter Road, Porterville, with a monthly rental rate of \$2,250 per month for a term of three years. There will be an option to renew the lease for an additional term of two years. A security deposit of \$2,500 is due upon approval of the proposed Lease. A vicinity map of the premises is attached as Exhibit A to this Agenda Item.

**SUBJECT:** Lease Agreement for space located at 346 N. Porter Road

**DATE:** March 7, 2023

During the closure, should the public need to visit the Agricultural Commissioner's Porterville District Office, they can go to the main office located at 4437 S Laspina St., Suite A Tulare, CA 93274. Should the public need to visit the Resource Management Agency building inspectors, they can go to main office located at 5961 South Mooney Boulevard, Visalia, CA 93277.

**FISCAL IMPACT/FINANCING:**

Lease costs will be \$2,250 per month /\$1.50 per sq ft (\$27,000 annually) and will be increased by 3% annually. The County will be responsible for gas, electricity, telephone, and interior janitorial. Lessor will pay for water, sewer, and trash.

Lease costs are budgeted in the Agricultural Commissioner's Budget Account Line 001-015-2151-7062 (50%), and Resource Management Agency's Budget Account Line 001-230-5120-7062 (50%). There will be no additional Net County Cost to the General Fund.

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

The County's Strategic Business Plan includes the Economic Well Being initiative to promote and protect the County's agricultural-based economy as well as encourage growth consistent with the County General Plan. Board approval of the Lease Agreement will provide continued service to those in the Porterville area of Tulare County.

**ADMINISTRATIVE SIGN-OFF:**

/s/ Brooke Sisk

---

Brooke Sisk  
General Services Agency Director

Cc: County Administrative Office

Attachments: Exhibit A – Vicinity Map  
Lease Agreement for 346 N. Porter Road, Porterville