

ITEM 10.K.

MOORPARK CITY COUNCIL AGENDA REPORT

TO: Honorable City Council

FROM: Barry K. Hogan, Deputy City Manager *BKH*

DATE: August 18, 2009 (CC Meeting of 9/2/2009)

SUBJECT: Consider the Amendment of the Charles Abbott Associates Agreement Regarding Rent of City Offices

DISCUSSION

On August 19, 2009 Charles Abbott Associates (CAA) notified the City, in accordance with Section III Paragraph H and Exhibit D of the Agreement for Building and Safety Services dated August 30, 2007, that due to the reduction of one building inspector on July 27, 2009 it was requesting an adjustment of the fee that CAA pays the City for overhead, maintenance and rent effective August 1, 2009. The Agreement was signed by the Mayor and is being brought back to the Council for amendment.

Exhibit D to the Agreement specified the calculation of overhead, maintenance and rent for the Building and Safety Services. The amendment to Exhibit D would be adjusted as follow:

1- 27 sq ft. support space @ \$1.25 per sq. ft. = \$33.75
1-64 sq. ft. office @ \$1.25 per sq. ft. = \$80.00

CAA is requesting that the reduction in monthly payments commence as of August 1, 2009. Staff recommends the reduction in monthly payments commence effective September 1, 2009.

FISCAL IMPACT

Approval of this amendment would result in a decrease of \$592.75 of the \$2356 currently paid monthly to the City. The new monthly payment would be \$1763.25.

STAFF RECOMMENDATION

1. Approve the attached amended Exhibit D of the Agreement reducing the monthly payment to the City as of September 1, 2009 and authorize the City Manager to approve future adjustments in Exhibit D of the Agreement as warranted by staffing increases or decreases.

ATTACHMENTS:

1. Request for Rent Reduction
2. Amended Exhibit D

From: Ray Young
Sent: Wednesday, August 19, 2009 10:35 AM
To: Steve Kueny
Cc: Barry Hogan
Subject: Fee Adjustment

Steve, In accordance with Section III Paragraph H and Exhibit D of the Agreement for Building and Safety Services dated August 30, 2007 I am requesting an adjustment of the fee that CAA pays to the city for overhead & maintenance and rent effective August 1, 2009.

This adjustment reflects the reduction in staffing of one building inspector.

According to Exhibit "D" of the contract the adjustment would be as follows:

1- 27 sq ft. support space @ \$1.25 per sq. ft. = \$33.75

1-64 sq. ft. office @ \$1.25 per sq. ft. = \$80.00

1 table 2 cost per person per month of \$459.00

This would be a total \$572.75 decrease in the amount paid to the city monthly.

Thank you for your consideration of this request.

Ray Young, CBO
Building Official
City of Moorpark

CC ATTACHMENT 1

EXHIBIT "D"
RENT, OVERHEAD AND MAINTENANCE
(AMENDED)

Table 1 shows the square footage of office and support space for Building and Safety. Rent is based upon the market rate of \$1.25/square foot of leaseable space. Rent may be adjusted annually by City each July 1 based on a survey of the Moorpark and surrounding area. Notification of increased rent will be given, in writing, at least thirty (30) days prior to July 1.

TABLE 1			
PER PERSON COST PER MONTH	TOTAL SUPPORT SPACE IN SQ. FT. FOR 3 PEOPLE	TOTAL OFFICE SQ. FT UTILIZED	MARKET RENTAL RATE (AT \$1.25/SQ . FT.) PER MONTH
Building & Safety	81 (27 X 3)	308	\$386.25

Table 2 shows the costs for overhead and maintenance per person. The calculation of total cost is based upon the four personnel in Building and Safety. Operation and Maintenance costs may be adjusted annually by City each July 1 base upon adjustments in the City costs of operations and maintenance. Notification of increased operation and maintenance cost will be given, in writing, at least thirty (30) days prior to July 1.

TABLE 2					
PER PERSON COST PER MONTH	OPERATIONS & MAINTENANCE FOR IT	UTILITIES (GAS, ELECTRIC & WATER)	COPY MACHINE & SUPPLIES	PHONE	TOTAL COST PER MONTH
Building & Safety	\$337	\$67	\$15	\$40	\$459.00