

DEPARTMENT: Human Services

BY: James Rydingsword
PHONE: (209) 966-2000

RECOMMENDED ACTION AND JUSTIFICATION:

It is respectfully requested that your Board approve and authorize the Chair to sign the attached consultant agreement with DesCor Inc. to perform, coordinate and furnish the services and work needed to identify, assess the development potential of, plan improvements for and begin design work for one or more building sites suitable for the construction of certain offices to be leased by County.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Please see attached.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Please see attached.

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively
Additional Funding Needed: \$ _____		Board Memo, pg. 1
Source:		Cost Benefit Analysis, Attachment I, pg. 2
Internal Transfer _____		Consultant Agreement, Attachment II, pgs. 3-8
Unanticipated Revenue _____ 4/5's vote		Letter of Intro, DesCor, Inc., Attachment III, pgs. 9-10
Transfer Between Funds _____ 4/5's vote		
Contingency _____ 4/5's vote		
() General () Other		

CLERK'S USE ONLY:

Res. No.: 09-191 Ord. No. _____
 Vote - Ayes: 4 Noes: _____
 Absent: Aborn
 Approved
 Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
 Attest: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments:
Agreement must have a not-to-exceed figure before approval.

CAO: [Signature]



COUNTY OF MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

BRAD ABORN, CHAIR
JANET BIBBY, VICE CHAIR
LYLE TURPIN
KEVIN CANN
JIM ALLEN

DISTRICT I
DISTRICT III
DISTRICT II
DISTRICT IV
DISTRICT V



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JIM RYDINGSWORD, Human Services Director

FROM: MARGIE WILLIAMS, Clerk of the Board *MW*

SUBJECT: DesCor Inc. to Present an Overview of the Proposed New Facility Project Including Conceptual Rendering and Estimated Timeframes for Completion on this Project; and Approve an Agreement with DesCor Inc. to Perform, Coordinate and Furnish the Services and Work Needed to Identify, Assess the Development Potential of, Plan Improvements for and Begin Design Work for One or More Building Sites Suitable for the Construction of Certain Offices to be Leased by the County and Authorize the Board of Supervisors Chair to Sign the Agreement

RESOLUTION 09-191

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on April 21, 2009

ACTION AND VOTE:

2:01 p.m. Jim Rydingsword, Human Services Director;

DesCor Inc. to Present an Overview of the Proposed New Facility Project Including Conceptual Rendering and Estimated Timeframes for Completion on this Project; and Approve an Agreement with DesCor Inc. to Perform, Coordinate and Furnish the Services and Work Needed to Identify, Assess the Development Potential of, Plan Improvements for and Begin Design Work for One or More Building Sites Suitable for the Construction of Certain Offices to be Leased by the County and Authorize the Board of Supervisors Chair to Sign the Agreement

BOARD ACTION: Jim Rydingsword presented background information on the request; advised of savings and efficiencies that would result with a new facility; advised of the recommendation to contract with DesCor Inc.; he advised that the proposed project would include the Child Support Services Department and Mother Lode Job Training and a family services center; he advised of the status of the capital investment funds; he reviewed timelines for the project – hoping to bring a completed lease agreement to the Board on October 6th to break ground and start building with the County to agree to occupy the facility and pay lease payments on a long-term lease.

Neal Cordeiro/Des Cor Builders, Alan Hom/Calpo Hom & Dong Architects, and Loangle Newsome/Calpo Hom & Dong Architects, presented information on their backgrounds, their proposal, site plan, the process, and timeframes. Neal advised that they will provide monthly reports to the County on the costs and services provided, and this agreement could be terminated at any time. They will work with the local contractors on this project.

Discussion was held relative to the proposal, handling maintenance on the new facility with energy saving features, dealing with the existing leases, ability to do future alterations, and funding.

Rick Benson recommended that there be a "not-to-exceed" amount added to the contract of \$100,000 to \$150,000. Steve Dahlem concurred with this recommendation. Neal Cordeiro noted that if a re-zone is required for the property that is selected, that additional time would be needed to process the zoning change.

Input from the public was provided by the following:

Ruth Catalan asked if there are any out-of-pocket expenses for the County and whether a down payment is required; and whether the R.O.A.D. House and Heritage House are included in this project. Jim Rydingsword responded that the answer is "no" to the questions if the project is completed. Ruth Catalan asked who will own the building and pay the insurance; and how much it would cost the County to build this facility. Jim Rydingsword advised that DesCor would own the facility and pay insurance and property taxes through an impound account, except for the portion of the family services center; and at the end of the long-term (possibly 25-years) lease, the lease could be renegotiated. He further advised that it would cost about thirty percent more (the facility is estimated to cost about seven million dollars) for the County to build the facility and we would lose the reimbursement.

Further discussion was held. Supervisor Cann noted that with the completion of this facility, about twenty-seven thousand square feet of office rental space would be vacated.

Ruth Catalan commented on the potential for other uses of the office space that would be vacated.

(M)Allen, (S)Cann, Res. 09-191 was adopted approving the agreement as recommended, with the inclusion of a "not-to-exceed" clause of \$150,000. Supervisor Turpin asked that there be clarification of whether a school impact fee would be involved. Ayes: Turpin, Bibby, Cann, Allen; Excused: Aborn.

Cc: Chris Ebie, Auditor
File



**MARIPOSA COUNTY
HUMAN SERVICES DEPARTMENT**

P.O. Box 99 • Mariposa, CA 95338 • (209) 966-2000 • Fax (209) 966-2486
□ Behavioral Health and Recovery Services (209) 966-2000 □ Employment and Community Services (209) 966-3609
□ Fiscal Services (209) 966-2131 □ Social Services (209) 966-2442



JAMES A. RYDINGSWORD, DIRECTOR

April 21, 2009

TO: Members, Board of Supervisors
Rick Benson, CAO
FROM: James Rydingsword, Human Services Director
RE: New Building for Human Services

Recommendation

It is respectfully requested that your Board approve and authorize the Chair to sign the attached consultant agreement with DesCor Inc. to perform, coordinate and furnish the services and work needed to identify, assess the development potential of, plan improvements for and begin design work for one or more building sites suitable for the construction of certain offices to be leased by County.

Background/Current Situation

As approved by your Board, in September 2008, the Department completed the public bidding procedures necessary to engage a building developer for a new facility for the Department. The bidding process produced two proposals. The subsequent review process of the proposals resulted in the selection of DesCor Inc. as having the most qualified proposal.

The Department and DesCor, Inc. have held several conversations with Child Support Services and various other agencies regarding their facility needs and how they might be part of our new facility. DesCor, Inc. and their affiliates have also toured the buildings currently used by the Department, Child Support Services and various other agencies to begin to develop conceptual adjacencies for a new facility.

For your review, we have attached the following documents.

1. The cost benefits analysis of the Department for this project. (attachment I)
2. A copy of the proposed consultant agreement from DesCor, Inc. This agreement has been reviewed and approved by County Counsel. If approved, this consultant agreement will engage DesCor, Inc. for the purpose of building a new facility to be leased by the County. (attachment II)
3. A letter of introduction and information from DesCor, Inc. on the proposed building project. (attachment III)

DesCor, Inc. is here today to present a brief overview of the proposed project including conceptual renderings and estimated timeframes for completion on this project.

Financial

Upon signing a lease agreement, DesCor, Inc. has agreed to include all costs incurred under the consulting agreement into the overall costs of the new facility. Should the county terminate the agreement without signing a lease agreement all costs incurred under the consulting agreement will be due and payable by the County (Section 3c of agreement).

Based on the cost benefits analysis of the Department that has been previously approved by the Board of Supervisors, There is an estimated cost savings to the Department upon completion of this project based on structural and position savings associated with this project. Therefore, we project no financial impact on the County General Fund for this project.

Cost Benefit Analysis for New Human Services Building

8/19/2008
 Current FY 08/09
 New Building
 Costs (Savings)
 Total Rents & Leases for 6 Buildings \$249,257 \$427,329 \$ 178,072
 Current leases will continue to increase at an average of 3% each year.
 New building is stable for the first three years.

Personnel	Current FTEs	Target FTEs	Position	Date	Savings	2008-09	2009-10	2010-11
Position consolidation through promotion and attrition.	112.5	-3	Staff Services Manager	July, 2008	\$ 123,000	\$ 41,000	\$ 41,000	\$ 41,000
			SW Supe II	July, 2009	\$ 192,290	\$ 96,145	\$ 96,145	\$ 96,145
	109.5		Office Assistant II	July, 2010	\$ 39,320	\$ 39,320	\$ 39,320	\$ 39,320
Totals						\$ 354,610		

Position Salary Savings
 Target \$ 178,180

Vehicles/Fuel
 Consolidation of Department car pools (9,340.00)
Communications
 (25,584.00)
 (389,534.00)

GRAND TOTALS

Building lease costs distribution by budget unit

	Budget Unit	Current \$	Current Sq Ft.	Proposed Square ft.	Proposed Lease Cost	FTE
Social Services	501	\$ 16,941	5,550	8,110	\$ 99,018	25.5
Emp & Comm Svcs	528	\$ 63,016	8,156	10,936	\$ 133,522	35.5
HS Umbrella	507	\$ 34,692	2,774	5,000	\$ 61,047	15
Behavioral Health	402	\$ 45,145	3,754	4,020	\$ 49,082	11
Alcohol & Drug	403	\$ 30,007	2,730	2,830	\$ 34,553	8
SACPA	343	\$ 9,758	681	620	\$ 7,570	2
MHSA	410	\$ 40,498	2,730	2,730	\$ 33,332	8
Housing	332	\$ 4,600	643	377	\$ 4,603	2.25
Community Action	335	\$ 4,600	643	377	\$ 4,603	2.25
Totals		\$249,257	27,859	35,000	\$ 427,329	109.5

Building lease costs for Other Agencies/Depts

Agency/Dept Name	Square ft.	Proposed Lease Cost
Child Support	3,000.00	\$ 36,628
Other Non-Profits	5,000.00	\$ 61,047
Totals	8,000.00	\$ 97,675

NOTE: Building lease costs will be negotiable with the company who successfully responds to this request. The estimates presented in this Board letter are based on the experience with the Yuba County Health and Human Services project.

Assumptions

Project Overview
 The cost of a new lease will increase lease cost to the Department. All increased costs will be managed within available Department resources and will have no impact on the County General Fund. The Department projects that moving to a single Human Service building will allow us to consolidate 3 positions. Those positions will be focused on functions such as reception and administrative support. The consolidation of positions will occur through natural attrition and promotion.
Vehicles & Fuel
 Because of multiple locations the Department currently maintains a county vehicle force of 32 vehicles. Consolidation of the Department in a single location will allow us to reduce that fleet to 25 vehicles. This consolidation will also result in lower vehicle changes and fuel costs.
Communications
 The IT Department has estimated that consolidation will result in the elimination of several communication lines to one communication line producing an overall savings in communication charges to the Department.
Budget Impact
 The Budget impact of this project and savings that will result from consolidation will be included in the 2009-2010 and 2010-2011 Budget.
Other Assumptions
 Questions about energy savings in a new building using "green" technology have been researched. All qualified builders in California follow the current State guidelines on "green" construction. An analysis with PG&E indicates that the indirect savings to the environment will be significant, but the direct Departmental costs will probably increase marginally.