

Schedule 13
Funding Request for the 2014-15 Budget Cycle

Department: Health Care Policy and Financing
Request Title: Leased Space
Priority Number: S-6, BA-6

Dept. Approval by: Josh Block *[Signature]* 11/2/14
 Date
OSPB Approval by: *[Signature]* 12/31/13
 Date

- Decision Item FY 2014-15
- Base Reduction Item FY 2014-15
- Supplemental FY 2013-14
- Budget Amendment FY 2014-15

Line Item Information		FY 2013-14		FY 2014-15		FY 2015-16
		1	2	3	4	5
	Fund	Appropriation FY 2013-14	Supplemental Request FY 2013-14	Base Request FY 2014-15	Funding Change Request FY 2014-15	Continuation Amount FY 2015-16
Total of All Line Items	Total	2,630,846	(459,849)	2,633,042	1,646,927	491,979
	FTE	-	-	-	-	-
	GF	1,023,046	(226,872)	1,091,192	826,021	229,402
	GFE	-	-	-	-	-
	CF	275,281	(3,053)	208,371	(2,560)	16,585
	RF	23,910	-	23,910	-	-
	FF	1,308,609	(229,924)	1,309,569	823,466	245,992
(1) Executive Director's Office; (A) General Administration, Leased Space	Total	866,780	(459,849)	894,859	226,525	466,159
	FTE	-	-	-	-	-
	GF	289,521	(226,872)	302,118	115,820	216,492
	GFE	-	-	-	-	-
	CF	143,871	(3,053)	145,314	(2,560)	16,585
	RF	-	-	-	-	-
	FF	433,388	(229,924)	447,427	113,265	233,082
(1) Executive Director's Office; (A) General Administration, Operating Expenses	Total	1,764,066	-	1,738,183	1,420,402	25,820
	FTE	-	-	-	-	-
	GF	733,525	-	789,074	710,201	12,910
	GFE	-	-	-	-	-
	CF	131,410	-	63,057	-	-
	RF	23,910	-	23,910	-	-
	FF	875,221	-	862,142	710,201	12,910

Letternote Text Revision Required? Yes: No: **If yes, describe the Letternote Text Revision:**
 For FY 2013-14
 Of this amount, \$143,871 \$140,818 shall be from the Hospital Provider Fee Cash Fund...
Cash or Federal Fund Name and COFRS Fund Number: CF: Hospital Provider Fee Cash Fund (24A); FF: Title XIX
Reappropriated Funds Source, by Department and Line Item Name: N/A
Approval by OIT? Yes: No: **Not Required:**
Schedule 13s from Affected Departments: N/A
Other Information: N/A



COLORADO

Department of Health Care Policy and Financing

Priority: S-6, BA-6
Leased Space True-up
FY 2013-14 Supplemental Request &
FY 2014-15 Budget Amendment

Cost and FTE

- For FY 2013-14, the Department requests a reduction of \$459,849 total funds, consisting of \$226,872 General Fund, \$3,053 cash funds from the Hospital Provider Fee cash fund, and \$229,924 federal funds.
- For FY 2014-15, the Department requests \$1,646,927 total funds, consisting of \$826,021 General Fund, a reduction of \$2,560 cash funds from the Hospital Provider Fee cash fund, and \$823,446 federal funds.

Current Program

- On June 20, 2013, the Department's interim supplemental request for Leased Space was approved, giving the Department additional FY 2013-14 spending authority in its Leased Space line item of \$350,720 total funds, composed of \$175,360 General Fund and \$175,360 federal funds.
- In March 2015, several of the Department's leases at 225 E. 16th St. will expire.

Problem or Opportunity

- Subsequent to the approval of the interim supplemental request, the Department was able to negotiate lease terms for 303 E. 17th Avenue which resulted in a substantially reduced funding need in FY 2013-14. This resulted in excess funding included in its budget in FY 2013-14.
- In March 2015, several of the Department's leases at 225 E. 16th St. will expire. Based on recent information, the Department believes that it is likely to experience an increase in rental costs when it enters into new leased space agreements.

Consequences of Problem

- If this request is not approved, the Department would have excess funding included in its budget; in FY 2013-14 this funding would be unspent and revert at the end of the fiscal year.
- In addition, the Department would lack the needed funding to secure leased space when several of the Department's leases at 225 E. 16th St. expire in March 2015.

Proposed Solution

- In order to true up previously appropriated funding for the Department's Leased Space line item, and to ensure funding is available to secure leased space in March 2015, the Department requests a reduction of funding FY 2013-14.
- For FY 2014-15, the Department requests an increase in funding to account for the likelihood of higher rents, and the possibility of having to move to a new location.



COLORADO

Department of Health Care Policy and Financing

FY 2014-15 Funding Request | January 2, 2014

John W. Hickenlooper
Governor

Susan E. Birch
Executive Director

Department Priority: S-6, BA-6
Request Detail: Leased Space True-up

Summary of Incremental Funding Change for FY 2013-14	Total Funds	General Fund
Leased Space True-Up	(\$459,849)	(\$226,872)

Problem or Opportunity:

On June 20, 2013, the Department's interim supplemental request for Leased Space was approved, giving the Department additional FY 2013-14 spending authority in its (1) Executive Director's Office; (A) General Administration, Leased Space line item of \$350,720 total funds, composed of \$175,360 General Fund and \$175,360 federal funds. Subsequent to the approval of the interim supplemental request, the Department was able to negotiate lease terms for 303 E. 17th Avenue which resulted in a need of only \$45,797 in FY 2013-14. As the interim supplemental request was only for the estimated incremental need, the Department is able to true up the estimates provided in the interim supplemental request with actual costs; this results in \$463,294 in excess funding included in its budget in FY 2013-14.

In addition, several of the Department's leases at 225 E. 16th Street will expire in March 2015. Based on recent information, the Department believes that it is likely to experience an increase in rental costs when it enters into new leased space agreements.

Proposed Solution:

In order to true up previously appropriated funding for the Department's (1) Executive Director's Office; (A) General Administration, Leased Space line item, and to ensure funding is available to secure leased space in March 2015, the Department requests a reduction of \$459,849 total funds, including \$226,872 General Fund, in FY 2013-14.

For FY 2014-15, the Department requests an increase in funding of \$1,646,927, including \$826,021 General Fund, to account for the likelihood of higher rents and the possibility of having to move to a new location. This includes an increase of \$226,525 total funds for higher leased space costs in FY 2014-15, and \$1,420,402 total funds for the cost of moving locations, including the net cost of furnishing new office space and costs to physically move the Department's existing furniture and office equipment.

For FY 2015-16 and ongoing, the Department requests an increase of \$491,979 total funds, including \$229,402 General Fund, for higher leased space costs, maintenance, support, and usage charges for networking capability and the Department's physical security system.

Anticipated Outcomes:

The approval of this request would prevent a significant reversion from the Department's Leased Space line item in FY 2013-14, and would allow the Department to remain in a consolidated location and have flexibility when the current leases expire at 225 E. 16th Street in March 2015. This request would ensure the Department has the adequate space necessary to continue to administer the Medicaid and Child Health Plan *Plus* programs, as well as a variety of other programs for Colorado's low-income families, the elderly, and persons with disabilities.

Assumptions and Calculations:

A detailed description of the Department's calculations for this request can be found in Appendix A.

To estimate the funding need for this request, estimated rental rates are derived from the Department's existing leases with 5% yearly inflation increases. Leased space operating expenses are estimated based on historical operating expenses actually incurred by the Department in space occupied at 225 E. 16th Street.

The Department also assumes in this request that the staff currently located at 225 E. 16th Street will move to two additional floors at 303 E. 17th Avenue in March 2015 when leases expire. While this is not certain, the Department is making the request based on this assumption so flexibility will be available at that time. As this request assumes the movement of staff to a new location upon expiration of current leases, this request can be separated into three components: leased space costs, build out costs, and equipment and furnishings costs.

Leased space costs are those costs related only to the actual rental of the space needed. Table 4 through Table 9 of the Appendix give a detailed description of leased space appropriation needs, while Table 14 and Table 15 show the calculations for the amount of the leased space request. For FY 2014-15, the Department assumes that it would be required to lease space at the net rate of \$22.25 per square foot (Table 6); this figure was calculated based on the Department's rental rate in its most recently acquired commercial leased space, inflated by 5%. The Department applies this same methodology for FY 2015-16 costs (Table 8); this also accounts for the contracted increase in the rental rates. Further, the Department has assumed an increase in total square feet rented; this estimate accounts for the possibility of the Department being required to rent larger continuous spaces as opposed to multiple smaller units.

Build out costs are those costs related only to the actual building out of the space itself to make it usable by State employees. This includes the design, purchase and installation of cubicles in the space, along with any other furniture required for use by staff. Table 10 of the request details the request for build out costs. The Department included an offset in the build out costs to account for the resale or reuse of existing cubicles and furniture.

Equipment and furnishings are those costs related to other types of equipment and furnishing needed for common use by all of the employees of the space, such as conference room furniture and equipment needed for computer networking capability. Table 11 of Appendix A includes a detailed description of the individual components of the Department's equipment and furnishings portion of this request.

This request assumes that the Department would purchase all new furniture and equipment. However, the Department would consider and is exploring other options, such as moving existing cubicles, selling existing cubicles, buying used furniture, and other strategies to reduce the cost of making the new space usable.

Supplemental, 1331 Supplemental or Budget Amendment Criteria:

This request meets the supplemental criteria of new data resulting in substantive changes in funding needs. Subsequent to the approval of the interim Leased Space supplemental request, the Department was able to negotiate lease terms for 303 E. 17th Avenue which resulted in substantially less need in FY 2013-14. For FY 2014-15, this request meets budget amendment criteria of new data, as the Department received new information from the Department's existing landlord about the likelihood of increases in rental costs that could not be incorporated into the November 1, 2013 Budget Request.

S-6, BA-6 Leased Space
Appendix A: Calculations and Assumptions

Table 1: Leased Space Appropriations FY 2013-14								
Row	Item	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	Grant Funds	Calculation
A	SB 13-230 FY 2013-14 Long Bill	\$788,679	\$289,521	\$104,820	\$0	\$394,338	\$0	
B	SB 13-200 "Expand Medicaid Eligibility"	\$78,101	\$0	\$39,051	\$0	\$39,050	\$0	
C	R-5 MMIS Reprocurement Leased Space	\$127,429	\$11,382	\$2,318	\$0	\$113,729	\$0	
D	1331 Leased Space	\$350,720	\$175,360	\$0	\$0	\$175,360	\$0	
E	HRSA Grant	\$16,536	\$0	\$0	\$0	\$0	\$16,536	
F	Year-to-date FY 2013-14 Available for Leased Space	\$1,361,465	\$476,263	\$146,189	\$0	\$722,477	\$16,536	Sum Rows A:E

Table 2: Leased Space Appropriations FY 2014-15								
Row	Item	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	Grant Funds	Calculation
A	Year-to-date FY 2013-14 Available for Leased Space	\$1,344,929	\$476,263	\$146,189	\$0	\$722,477	\$0	Table 1, Row F minus Table 1 Row E
B	Annualization of FY 2013-14 R#10: "Leased Space Rent Increase and True-up"	\$28,079	\$12,597	\$1,443	\$0	\$14,039	\$0	
C	FY 2014-15 Base Request	\$1,373,008	\$488,860	\$147,632	\$0	\$736,516	\$0	Row A + Row B

Table 3: Leased Space Appropriations FY 2015-16								
Row	Item	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	Grant Funds	Calculation
A	Year-to-date FY 2015-16 Available for Leased Space	\$1,373,008	\$488,860	\$147,632	\$0	\$736,516	\$0	Continuation from FY 2014-15

S-6, BA-6 Leased Space
Appendix A: Calculations and Assumptions

Unit	Square Feet	Yearly Price/ Sq Ft	Prop. Tax Adjustment	Net Yearly Price/Sq. ft.	Months Rented	Gross Annual Rent	Annual Tax Adjustment	Operating Expenses	Net Total Rent
225 E. 16th St. Unit 120	7,239	\$21.00	(\$2.41)	\$18.59	12	\$152,019	(\$17,446)	\$3,620	\$138,193
225 E. 16th St. Unit 220	5,817	\$21.00	(\$2.41)	\$18.59	12	\$122,157	(\$14,019)	\$2,909	\$111,047
225 E. 16th St. Unit 350	1,770	\$21.57	(\$2.59)	\$18.98	12	\$38,179	(\$4,585)	\$1,814	\$35,408
225 E. 16th St. Unit 650	8,347	\$21.00	(\$2.41)	\$18.59	12	\$175,287	(\$20,117)	\$4,174	\$159,344
225 E. 16th St. Unit 690	2,440	\$21.00	(\$2.59)	\$18.41	12	\$51,240	(\$6,320)	\$195	\$45,115
225 E. 16th St. Unit 900	10,846	\$22.25	(\$2.66)	\$19.59	12	\$241,324	(\$28,851)	\$13,341	\$225,814
225 E. 16th St. Unit 1050	2,676	\$21.57	(\$2.59)	\$18.98	12	\$57,722	(\$6,931)	\$2,743	\$53,534
226 E. 16th St. Unit B52	2,791	\$18.00	(\$2.38)	\$15.62	7	\$29,306	(\$3,875)	\$0	\$25,431
225 E. 16th St. Unit B200	765	\$15.00	(\$2.59)	\$12.41	12	\$11,475	(\$1,982)	\$784	\$10,277
225 E. 16th St. Storage	80	\$12.00	\$0.00	\$12.00	12	\$960	\$0	\$0	\$960
1120 Lincoln St. Suite 125	4,978	\$21.00	(\$1.88)	\$19.12	6	\$52,269	(\$4,680)	\$0	\$47,589
303 E. 17th Ave. Unit 335	847	\$25.55	(\$2.93)	\$22.62	2	\$3,607	(\$414)	\$252	\$3,445
303 E. 17th Ave. Unit 700	25,935	\$24.35	(\$3.16)	\$21.19	1	\$52,627	(\$6,830)	\$0	\$45,797
Total	74,531					\$988,172	(\$116,050)	\$29,831	\$901,953

Units	TF	GF	CF	RF	FF	Grant Funded
225 E. 16th St. Unit 120	\$138,193	\$69,096	\$0	\$0	\$69,097	\$0
225 E. 16th St. Unit 220	\$111,047	\$55,523	\$0	\$0	\$55,524	\$0
225 E. 16th St. Unit 350	\$35,408	\$14,696	\$0	\$0	\$14,696	\$6,016
225 E. 16th St. Unit 650	\$159,344	\$79,672	\$0	\$0	\$79,672	\$0
225 E. 16th St. Unit 690	\$45,115	\$22,558	\$0	\$0	\$22,557	\$0
225 E. 16th St. Unit 900	\$225,814	\$112,907	\$0	\$0	\$112,907	\$0
225 E. 16th St. Unit 1050	\$53,534	\$22,219	\$0	\$0	\$22,220	\$9,095
226 E. 16th St. Unit B52	\$25,431	\$12,716	\$0	\$0	\$12,715	\$0
225 E. 16th St. Unit B200	\$10,277	\$4,258	\$0	\$0	\$4,257	\$1,762
225 E. 16th St. Storage	\$960	\$480	\$0	\$0	\$480	\$0
1120 Lincoln St. Suite 125	\$47,589	\$23,795	\$0	\$0	\$23,794	\$0
303 E. 17th Ave. Unit 335	\$3,445	\$1,723	\$0	\$0	\$1,722	\$0
303 E. 17th Ave. Unit 700	\$45,797	\$22,899	\$0	\$0	\$22,898	\$0
Total	\$901,953	\$442,542	\$0	\$0	\$442,538	\$16,873
R-5 MMIS Reprocurement Adjustment	\$0	(\$52,333)	\$2,318	\$0	\$50,015	\$0
Hospital Provider Fee Adjustment	\$0	(\$140,818)	\$140,818	\$0	\$0	\$0
Net Total	\$901,953	\$249,391	\$143,136	\$0	\$492,553	\$16,873

S-6, BA-6 Leased Space
Appendix A: Calculations and Assumptions

Unit	Square Feet	Yearly Price/ Sq Ft	Prop. Tax Adjustment	Net Yearly Price/Sq. ft.	Months Rented	Gross Annual Rent	Annual Tax Adjustment	Operating Expenses	Net Total Rent
Current Leased Space									
225 E. 16th St. Unit 120	7,239	\$21.00	(\$2.41)	\$18.59	9	\$114,015	(\$13,085)	\$5,429	\$106,359
225 E. 16th St. Unit 220	5,817	\$21.00	(\$2.41)	\$18.59	9	\$91,618	(\$10,515)	\$4,363	\$85,466
225 E. 16th St. Unit 350	1,770	\$21.57	(\$2.59)	\$18.98	9	\$28,635	(\$3,439)	\$1,633	\$26,829
225 E. 16th St. Unit 650	8,347	\$21.00	(\$2.41)	\$18.59	9	\$131,466	(\$15,088)	\$6,260	\$122,638
225 E. 16th St. Unit 690	2,440	\$21.00	(\$2.59)	\$18.41	9	\$38,430	(\$4,740)	\$146	\$33,836
225 E. 16th St. Unit 900	10,846	\$22.25	(\$2.66)	\$19.59	9	\$180,993	(\$21,638)	\$10,005	\$169,360
225 E. 16th St. Unit 1050	2,676	\$21.57	(\$2.59)	\$18.98	9	\$43,291	(\$5,199)	\$2,469	\$40,561
226 E. 16th St. Unit B52	2,791	\$18.00	(\$2.38)	\$15.62	12	\$50,238	(\$6,643)	\$723	\$44,318
225 E. 16th St. Unit B200	765	\$15.00	(\$2.59)	\$12.41	9	\$8,607	(\$1,487)	\$706	\$7,826
225 E. 16th St. Storage	80	\$12.00	\$0.00	\$12.00	12	\$960	\$0	\$0	\$960
1120 Lincoln St. Suite 125	4,978	\$21.00	(\$1.88)	\$19.12	12	\$104,538	(\$9,359)	\$0	\$95,179
303 E. 17th Ave. Unit 335	847	\$25.55	(\$2.93)	\$22.62	12	\$21,641	(\$2,482)	\$1,515	\$20,674
303 E. 17th Ave. Unit 700	25,935	\$24.35	(\$3.16)	\$21.19	12	\$631,518	(\$81,955)	\$6,719	\$556,282
Subtotal Current Leased Space	74,531					\$1,445,950	(\$175,630)	\$39,969	\$1,310,289
New Leased Space									
Space required due to lease expiration	52,000	\$25.57	(\$3.32)	\$22.25	3	\$332,378	(\$43,134)	\$0	\$289,244
Grand Total	126,531	\$14.05	(\$1.73)	\$12.33		\$1,778,328	(\$218,764)	\$39,969	\$1,599,533

Units	TF	GF	CF	RF	FF	Grant Funded
Current Leased Space						
225 E. 16th St. Unit 120	\$106,359	\$53,180	\$0	\$0	\$53,179	\$0
225 E. 16th St. Unit 220	\$85,466	\$42,733	\$0	\$0	\$42,733	\$0
225 E. 16th St. Unit 350	\$26,829	\$13,415	\$0	\$0	\$13,414	\$0
225 E. 16th St. Unit 650	\$122,638	\$61,319	\$0	\$0	\$61,319	\$0
225 E. 16th St. Unit 690	\$33,836	\$16,918	\$0	\$0	\$16,918	\$0
225 E. 16th St. Unit 900	\$169,360	\$84,680	\$0	\$0	\$84,680	\$0
225 E. 16th St. Unit 1050	\$40,561	\$20,280	\$0	\$0	\$20,281	\$0
226 E. 16th St. Unit B52	\$44,318	\$22,159	\$0	\$0	\$22,159	\$0
225 E. 16th St. Unit B200	\$7,826	\$3,913	\$0	\$0	\$3,913	\$0
225 E. 16th St. Storage	\$960	\$480	\$0	\$0	\$480	\$0
1120 Lincoln St. Suite 125	\$95,179	\$47,590	\$0	\$0	\$47,589	\$0
303 E. 17th Ave. Unit 335	\$20,674	\$10,337	\$0	\$0	\$10,337	\$0
303 E. 17th Ave. Unit 700	\$556,282	\$278,141	\$0	\$0	\$278,141	\$0
Subtotal Current Leased Space	\$1,310,289	\$655,145	\$0	\$0	\$655,144	\$0
New Leased Space						
Space required due to lease expiration	\$289,244	\$144,622	\$0	\$0	\$144,622	\$0
Grand Total	\$1,599,533	\$799,767	\$0	\$0	\$799,766	\$0
R-5 MMIS Reprocurement Adjustment	\$0	(\$52,333)	\$2,318	\$0	\$50,015	\$0
Hospital Provider Fee Adjustment	\$0	(\$142,754)	\$142,754	\$0	\$0	\$0
Net Total	\$1,599,533	\$604,680	\$145,072	\$0	\$849,781	\$0

S-6, BA-6 Leased Space
Appendix A: Calculations and Assumptions

Table 8: FY 2015-16 Summary of Leased Space by Unit									
Unit	Square Feet	Yearly Price/ Sq Ft	Prop. Tax Adjustment	Net Yearly Price/Sq. ft.	Months Rented	Gross Annual Rent	Annual Tax Adjustment	Operating Expenses	Net Total Rent
Current Leased Space									
225 E. 16th St. Unit 120	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A
225 E. 16th St. Unit 220	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A
225 E. 16th St. Unit 350	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A
225 E. 16th St. Unit 650	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A
225 E. 16th St. Unit 690	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A
225 E. 16th St. Unit 900	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A
225 E. 16th St. Unit 1050	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A
226 E. 16th St. Unit B52	2,791	\$18.00	(\$2.38)	\$15.62	12	\$50,238	(\$6,643)	\$2,892	\$46,487
225 E. 16th St. Unit B200	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A
225 E. 16th St. Storage	80	\$12.00	\$0.00	\$12.00	12	\$960	\$0	\$0	\$960
1120 Lincoln St. Suite 125	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A
303 E. 17th Ave. Unit 335	847	\$25.55	(\$2.93)	\$22.62	12	\$21,641	(\$2,482)	\$1,515	\$20,674
303 E. 17th Ave. Unit 700	25,935	\$24.65	(\$3.16)	\$21.49	12	\$639,298	(\$81,955)	\$26,877	\$584,220
Subtotal Current Leased Space	29,653					\$712,137	(\$91,080)	\$31,284	\$652,341
New Leased Space									
Space required due to lease expiration	52,000	\$25.88	(\$3.32)	\$22.56	12	\$1,345,890	(\$172,536)	\$13,472	\$1,186,826
Grand Total	81,653	\$25.20	(\$3.23)	\$21.98		\$2,058,027	(\$263,616)	\$44,756	\$1,839,167

Table 9: FY 2015-16 Summary of Leased Space by Funding Source						
Units	TF	GF	CF	RF	FF	Grant Funded
Current Leased Space						
225 E. 16th St. Unit 120	\$0	\$0	\$0	\$0	\$0	\$0
225 E. 16th St. Unit 220	\$0	\$0	\$0	\$0	\$0	\$0
225 E. 16th St. Unit 350	\$0	\$0	\$0	\$0	\$0	\$0
225 E. 16th St. Unit 650	\$0	\$0	\$0	\$0	\$0	\$0
225 E. 16th St. Unit 690	\$0	\$0	\$0	\$0	\$0	\$0
225 E. 16th St. Unit 900	\$0	\$0	\$0	\$0	\$0	\$0
225 E. 16th St. Unit 1050	\$0	\$0	\$0	\$0	\$0	\$0
226 E. 16th St. Unit B52	\$46,487	\$23,244	\$0	\$0	\$23,243	\$0
225 E. 16th St. Unit B200	\$0	\$0	\$0	\$0	\$0	\$0
225 E. 16th St. Storage	\$960	\$480	\$0	\$0	\$480	\$0
1120 Lincoln St. Suite 125	\$0	\$0	\$0	\$0	\$0	\$0
303 E. 17th Ave. Unit 335	\$20,674	\$10,337	\$0	\$0	\$10,337	\$0
303 E. 17th Ave. Unit 700	\$584,220	\$292,110	\$0	\$0	\$292,110	\$0
Subtotal Current Leased Space	\$652,341	\$326,171	\$0	\$0	\$326,170	\$0
New Leased Space						
Space required due to lease expiration	\$1,186,826	\$593,413	\$0	\$0	\$593,413	\$0
Grand Total	\$1,839,167	\$919,584	\$0	\$0	\$919,583	\$0
R-5 MMIS Reprourement Adjustment ¹	\$0	(\$52,333)	\$2,318	\$0	\$50,015	\$0
Hospital Provider Fee Adjustment	\$0	(\$161,899)	\$161,899	\$0	\$0	\$0
Net Total	\$1,839,167	\$705,352	\$164,217	\$0	\$969,598	\$0

S-6, BA-6 Leased Space
 Appendix A: Calculations and Assumptions

Table 10: FY 2014-15 Leased Space Buildout Costs			
Row	Component	Unit(s)	Calculation
A	Total Square Feet Available	52,000	
B	Sq. ft. per FTE	204	
C	Estimated Number of Cubicles in Space	254	Row A / Row B
D	Cost per Cubicle	\$3,473	Office Furniture Common Policy
E	Cubicles in Space	254	Row C
F	Total Cost to build out space	\$882,142	Row D * Row E
G	Adjustment for Existing Cubes	(\$17,900)	179 cubes at \$100 per cube
H	Net Total Cost to build out space	\$864,242	Row F + Row G

S-6, BA-6 Leased Space
Appendix A: Calculations and Assumptions

Table 11: FY 2014-15 Equipment and Furnishings					
Row	Item	Cost Per Unit	Quantity	Total Initial Cost	Ongoing Yearly Cost
A	High Speed Scanners	\$5,000	2	\$10,000	\$0
B	Shredders	\$1,500	0	\$0	\$0
C	Conference Room Tables	\$350	24	\$8,400	\$0
D	Conference Room Chairs	\$250	48	\$12,000	\$0
E	Tables	\$250	0	\$0	\$0
F	Office Furniture	\$3,000	24	\$72,000	\$0
G	File Cabinets	\$900	0	\$0	\$0
H	Bookshelves	\$300	0	\$0	\$0
I	Break Room Furniture	\$1,300	0	\$0	\$0
J	Signage	\$10,620	1	\$10,620	\$0
K	Conference Room Projectors	\$815	4	\$3,260	\$0
L	Conference Room Sound	\$11,000	4	\$44,000	\$0
M	Conference Room Phones	\$560	4	\$2,240	\$0
N	Sound masking system	\$16,500	2	\$33,000	\$0
O	Physical Security System	\$10,000	2	\$20,000	\$720
P	Networking Capability	\$140,400	2	\$280,800	\$25,100
Q	Total			\$496,320	\$25,820

S-6, BA-6 Leased Space
Appendix A: Calculations and Assumptions

Table 12: Moving Costs						
Number of Employees	Cost per Employee	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds
220.0	\$272.00	\$59,840	\$29,920	\$0	\$0	\$29,920

S-6, BA-6 Leased Space
Appendix A: Calculations and Assumptions

Table 13: Leased Space Calculations FY 2013-14

Row	Item	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	Grant Funds	Calculation
A	Leased Space Appropriations	\$1,361,465	\$476,263	\$146,189	\$0	\$722,477	\$16,536	Table 1, Row F
B	Leased Space Need	\$901,953	\$249,391	\$143,136	\$0	\$492,553	\$16,873	Table 5, Net Total
C	Net Request	(\$459,512)	(\$226,872)	(\$3,053)	\$0	(\$229,924)	\$337	Row B - Row A

Table 14: Leased Space Calculations FY 2014-15

Row	Item	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	Grant Funds	Calculation
A	Leased Space Appropriations	\$1,373,008	\$488,860	\$147,632	\$0	\$736,516	\$0	Table 2, Row C
B	Leased Space Need	\$1,599,533	\$604,680	\$145,072	\$0	\$849,781	\$0	Table 7, Net Total
C	Net Request	\$226,525	\$115,820	(\$2,560)	\$0	\$113,265	\$0	Row B - Row A

Table 15: Leased Space Calculations FY 2015-16

Row	Item	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	Grant Funds	Calculation
A	Leased Space Appropriations	\$1,373,008	\$488,860	\$147,632	\$0	\$736,516	\$0	Table 3, Row A
B	Leased Space Need	\$1,839,167	\$705,352	\$164,217	\$0	\$969,598	\$0	Table 9, Net Total
C	Net Request	\$466,159	\$216,492	\$16,585	\$0	\$233,082	\$0	Row B - Row A

Table 16: Leased Space Buildout, Equipment and Furnishings, and Moving FY 2014-15

Row	Item	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	Grant Funds	Calculation
A	Available appropriations	\$0	\$0	\$0	\$0	\$0	\$0	
B	Build out and equipment Need	\$1,360,562	\$680,281	\$0	\$0	\$680,281	\$0	Table 10, Row H + Table 11, Total Initial Cost Row Q
C	Moving Need	\$59,840	\$29,920	\$0	\$0	\$29,920	\$0	Table 12
D	Net Request	\$1,420,402	\$710,201	\$0	\$0	\$710,201	\$0	Row B + Row C - Row A

Table 17: Leased Space Buildout, Equipment and Furnishings, and Moving FY 2015-16

Row	Item	Total Funds	General Fund	Cash Funds	Reappropriated Funds	Federal Funds	Grant Funds	Calculation
A	Available appropriations	\$0	\$0	\$0	\$0	\$0	\$0	
B	Build out and equipment Need	\$25,820	\$12,910	\$0	\$0	\$12,910	\$0	Table 11, Ongoing Yearly Cost Row Q
C	Moving Need	\$0	\$0	\$0	\$0	\$0	\$0	
D	Net Request	\$25,820	\$12,910	\$0	\$0	\$12,910	\$0	Row B + Row C - Row A