

TGC Veteran Services – Workforce Development Board
Annual Lease Cost Summary for 1 October 2015 – 30 September 2016

Adjusted Lease cost: \$1998.01 (Rate Changes below in bold)

Cost	Description
	1 October 2015 – 30 September 2016: Lease period
Invoicing	WDB will provide an invoice as required by TGC
1 st of each Month	Veteran Service Rent due 10 working day grace period
\$1613.74	New Rent per month, includes City lease price increase, .86% (\$1,600 x .86%) = \$13.74 Price increase occurs each year on 1 October
	Total Space Leased: 642 sq ft Room 147: 155 sq ft Room 148: 116 sq ft 2 Cubicles: 128 sq ft Conference/Office Room 153: 167 sq ft Dedicated Storage Area: 76 sq ft
	Access: Veteran Services will have access to workforce services and facilities Receptionist support provided Based on availability, other multi-use rooms/larger conference rooms and private computer lab can be used
\$134.27	Revised monthly costs for 4 telephone lines and 1 fax line (Free long distance); if telephone line costs increase, TGC will pay the increase
	IT: TGC will supply 3 new computers and 2-3 personal multi-function personal copiers compatible with WDB systems TGC provides remote access to County email. Veteran Services County Employees will use TGC website to clock in clock out. WDB will handle IT set-up in coordination with TGC WDB will assume all IT duties, including regular back-up, system maintenance and computer refresh after Veteran Services established in building Veteran Services will have access to all appropriate programs
	Office furniture supplied by TGC; transferred to WDB WDB will handle furniture refresh (Veteran Services and WDB will determine if additional stored furniture is available for use)
	Mail box provided by WDB; TGC will pick-up and meter mail
	Specialized Training (on-/off-site) and travel is responsibility of TGC
\$100	Copier: Access and use of network copier (covers portion of maintenance contract) If service contract increases, TGC will pay appropriate % increase
\$150	Office/admin supplies provided by WDB
	No shredding/secure data destruction (shred barrel)
50% cost	Veteran Services & WDB will co-design/sponsor/install exterior sign

Updated Sub-Lease Cost approved:

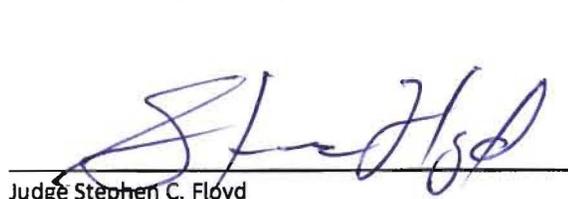


Executive Director

Concho Valley Workforce Development Board

August 11, 2015

Date



Judge Stephen C. Floyd

Tom Green County Judge

August 19, 2015

Date