

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 8, 2015**

ITEM TITLE: CHANGE ORDER- BERKELEY CITY COLLEGE

SPECIFIC BOARD ACTION REQUESTED: CONSIDER APPROVAL OF A CONTRACT ADDENDUM TO EXTEND INDEPENDENT CONTRACTOR AGREEMENT WITH LSR VENTURES, INC. IN THE AMOUNT OF \$54,000. THE INITIAL CONTRACT AGREEMENT NUMBER 18806 FOR LSR VENTURES, INC. IN THE AMOUNT OF \$24,000 WAS APPROVED BY THE CHANCELLOR ON JULY 28, 2015. THE REQUEST TO EXTEND THE AMOUNT BY \$30,000 IS A RESULT OF ONGOING PROPERTY MANAGEMENT SERVICES FOR THE 2118 MILVIA STREET PROPERTY.

ITEM SUMMARY: LSR VENTURES, INC. (LINDA RESTEL) WILL CONTINUE TO PROVIDE PROPERTY MANAGEMENT SERVICES FOR 2118 MILVIA STREET PROPERTY.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT): GENERAL FUNDS (FUND 10)

BACKGROUND/ANALYSIS: ON MAY 7, 2015, PCCD PURCHASED THE BUILDINGS LOCATED ON 2118-2120 MILVIA STREET, BERKELEY, CALIFORNIA (THE "BUILDINGS"). LSR VENTURES, INC. WAS THE PROPERTY MANAGER AT THE TIME OF PURCHASE AND CONTINUES TO PROVIDE PROPERTY MANAGEMENT SERVICES TO PCCD.

DELIVERABLES AND SCOPE OF WORK: MANAGER SHALL MANAGE THE BUILDINGS FOR THE TERM IN A SAFE, RESPONSIVE, EFFICIENT AND PROFESSIONAL MANNER, INCLUDE (I) MAINTAIN TENANT RELATIONS AND ADDRESS TENANT CONCERNS AND COMPLAINTS; (II) COLLECT RENT FROM THE TENANT ON A MONTHLY BASIS, AND PROMPTLY REMIT FUNDS TO OWNER; (III) CALCULATE AND COLLECT PAYMENT FOR OPERATING EXPENSES FROM THE BUILDINGS' TENANT ON A MONTHLY BASIS AND PROMPTLY REMIT SUCH FUNDS TO OWNER; (IV) MONITOR THE BUILDINGS; (V) MANAGE UPKEEP OF THE BUILDINGS, INCLUDING GENERAL MAINTENANCE AND ORDINARY REPAIRS; (VI) CONFIRMING THE ACCURACY OF THIRD-PARTY VENDOR INVOICES FOR SERVICES ORDERED BY MANAGER AND HANDLING ANY DISPUTES WITH THIRD-PARTY VENDORS AND SERVICE PROVIDERS; (VII) PROVIDE TIMELY PAYMENT TO THIRD-PARTY VENDORS FOR SERVICES ORDERED BY MANAGER FOR THE BUILDINGS (THE "THIRD-PARTY VENDOR INVOICES") AND MAINTAIN ACCURATE RECORDS OF SUCH INVOICES AND PAYMENTS; AND (VIII) PROMPTLY NOTIFYING OWNER OF ANY PROBLEMS, CONCERNS, DAMAGES, INJURIES, AND INCIDENTS AT OR RELATING TO BUILDINGS.

ANTICIPATED COMPLETION DATE: JULY 31, 2016

ALTERNATIVES/OPTIONS: NONE

EVALUATION AND RECOMMENDED ACTION: Approval to increase budget for property management.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ NO X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? DR. DEBBIE BUDD

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: Shirley Slaughter
Shirley Slaughter, Director of Business and Administrative Services

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Debbie Budd
DR. DEBBIE BUDD, PRESIDENT

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: _____
Ron Little, Vice Chancellor, Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____
Nitasha Sawhney, Acting General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: Dr. Jowel C. Laquerre

Dr. Jowel C. Laguerre, Chancellor