



Date: April 28, 2025

To: Xavier Leonard, Legislative Services Agency

From: Adam Steen, Director

RE: New Lease by and between Calvin Lee Properties, LLC and Iowa Department of Administrative Services on behalf of and for the benefit of the Iowa Department of Health and Human Services, Targeted Case Management

Leased Premises: Approximately, 1,025 Square Feet of office space located at 11 E. Church Street, Suite 100, Marshalltown, Iowa 50158

Term of Lease: The lease shall commence on August 1, 2025 and shall end on July 31, 2030.

Cost of the Lease: For the lease term commencing on August 1, 2025 through July 31, 2030, the annual cost of this lease will be approximately, \$18,450.00.

The total cost of this lease is estimated to be \$92,250.00.

Source of Funding: The TCM does not receive a state appropriation. It supports itself as a provider by billing Medicaid for case management services. Budget projections support the ability of the unit to support the obligations under this lease.

Consequences of delaying or abandoning the lease: The staff who are going to be in this office are currently located in an office that is going to be closed as of 08/30/2025. This office is centrally located to the caseloads of staff moving to this office. As a result, it is anticipated that this will decrease staff travel expenses and increase customer service to the individuals the unit serves. If we delay this lease, we will also lose this location and the location meets the needs of our staff and fulfills all the requirements.

We are submitting the above information, pursuant to Iowa Code sec. 8A.321 (16) (2023). If you have questions or comments, please do not hesitate to contact Barbara Bendon at 515-281-8887 or email Barbara.Bendon@Iowa.gov.