

MEMORANDUM

DATE: June 2, 1992  
TO: Neil Saling, Director Regional Facilities  
FROM: Flor Matias, <sup>DM</sup>Facilities Supervisor  
RE: Metro Center Negotiations

Attached are proposed changes in the 1992-93 expenditure patterns for the Building Management and Facilities Management budget. This proposal reduces levels of materials and services expenditures for Building Services and Facilities Management. However, the proposal provides \$86,998 towards Metro Center tenant improvements. Adding Metro Center lease payments for May and June 1993 increases the tenant improvement total to \$135,458.

Proposed changes in revenues to the Building Fund from Metro Center tenant subleases and parking will increase revenues during fiscal year 1992-1993 from \$43,150 to \$101,939. The increase is based on full year occupancy of current Metro Center tenants.

<u>521220</u>	<u>Custodial Supplies</u>		<del>\$ 7,500</del> 6,500 (1,000)
	Industrial Grade Paper Supplies	<del>7,000</del> 6,000	
	Soaps, Cleaning Fluids	500	
<u>521240</u>	<u>Graphics/Reprographic Supplies</u>		\$ <del>1,500</del> 1,000 (500)
	Parking Lot Graphics and Signs		
<u>521290</u>	<u>Other Supplies</u>		<del>\$ 1,500</del> 750 (750)
	Public address system parts, light ballasts.		
<u>521510</u>	<u>Maintenance &amp; Repairs Supplies-Building</u>		\$ <del>800</del> 100 (700)
	Ceiling Tiles, Light Lens, Etc.		
<u>525610</u>	<u>Maintenance &amp; Repairs Services-Building</u>		<del>\$33,181</del> 17,381 (15,800)
	Plumbing Retainer	<del>2,000</del> $\phi$	
	Elevator Service		
	Metro Center-2 elevators/6 mo.	3,096	
	Electrical Retainer	<del>3,000</del> $\phi$	
	HVAC Service	14,408 7,408	
	Building Alarm Service	377	
	Sprinkler Service	300	
	Fire Extinguisher Service	200	
	Carpet Repairs	<del>500</del> $\phi$	
	Stairway Painting	<del>2,500</del> $\phi$	
	Interior Touch-Up Painting	<del>800</del> $\phi$	
	Unplanned Bldg Repairs/Maint	6,000	
<u>525620</u>	<u>Maintenance &amp; Repairs Services-Grounds</u>		<del>\$9,652</del> 7,652 (1,500)
	Parking Lot Lighting Repairs	<del>800</del> 300	
	Parking Lot Sweeps	1,300	
	Landscape	3,852	
	Tree Service	900	
	Parking Lot Striping	1,600	
	Parking Lot Asphalt Repairs	<del>1,200</del> $\phi$	
<u>525731</u>	<u>Operating Lease Payments-Building</u>		\$362,082
	Metro Center Lease -	290,760	
	12 mo. X \$24,230 per mo.		
	Contact Lumber Building Lease -	71,328	
	8 mo. X \$8,916 per mo.		
<u>526900</u>	<u>Misc. Other Purchased Services</u>		<del>\$ 17,622</del> 15,000 874 (16,748)
	Off-site storage-3 units @ \$874/yr	<del>2,622</del> 874	
	Abandoned wire removal from Metro Center	15,000	

Capital Outlay

<u>574570</u>	<u>Construction Work/Materials-Leasehold Imp.</u>	\$ <del>74,000</del> <sup>24,000</sup> <i>(59,000)</i>
	Metro Center exterior painting	<del>50,000</del>
	Return Contact Lumber Building to Building owners specifications.	24,000
Total Capital Outlay		\$ 74,000

FACILITY MANAGEMENT

1992-93 BUDGET

<u>521290</u>	<u>Computer Software</u>	<del>3,000</del> <sup>2,000</sup> <i>(1,000)</i>
<u>526200</u>	<u>Adds and Notices</u>	<del>1,050</del> <sup>500</sup> <i>(550)</i>

Total: 86,998

Total with May and June  
Lease Payments (\$48,460) : 135,458

# REVENUES

## 343800 SUBLEASE INCOME

Moskowitz/ Thomas

~~12~~ 6 mos. @ \$1,524.60/mo.

~~\$9,148~~ 18,295.50

Tri-County Youth Services Consortium

~~12~~ 6 mos. @ \$672.00/mo.

~~\$4,032~~ 8,064

*Pacific Management Fisheries Management*

*12 mos @ \$1,711.33*

*\$20,535.96*

## 374000 PARKING INCOME

Moskowitz/Thomas

5 spaces for ~~6~~<sup>12</sup> mos. @ \$73.50/mo.

~~\$2,205~~ 4,410

Tri-County Youth Services Consortium

1 space for ~~6~~<sup>12</sup> mos. @ \$73.50/mo.

~~\$441~~ 882

*Pacific Fisheries Management*

*8 spaces for 12 mos @ 73.50/mo*

*\$7,056*

Employee Parking

~~6~~ 69 spaces for ~~6~~<sup>9</sup> mos. @ \$66.00/mo.

~~\$27,324~~ 35,640

\$43,150

*old total -  
1992-93 adopted  
budget based on  
above figure.*

\$101,939

*new proposal total -  
1992-93 adopted  
budget to be  
amended to  
new amount.*