

REGIONAL FACILITIES DEPARTMENT

FLOOR

Please review this  
with me. I'm concerned  
that we may not  
avoid exterior painting.  
Also I would like  
to add public  
parking revenues.



3

**METRO**

2000 SW First Ave.  
Portland, OR 97201-5398  
(503) 221-1646

MEMORANDUM

DATE: June 3, 1992  
TO: Neil Saling, Director Regional Facilities  
FROM: Flor Matias, Facilities Supervisor  
RE: Metro Center Parking Revenues May and June 1993

During the month of November 1991 City Center Parking was contacted to provide some information for renting Metro Center parking spaces to the general public. Renting the parking spaces to the general public was to take place following the relocation of Metro staff to the Headquarters building.

City Center will provide services to rent spaces to the general public. City Center will ask for 25% to 35% of the gross parking receipts as management fees. They will charge \$3.50 to \$4.50 per day for each space.

Number of Metro Center parking spaces (gross); 113

Anticipated tenant parking needs;

Moskowitz and Thomas - 5 spaces  
Pacific Fisheries - 8 spaces  
Tri-County Youth - 1 space  
Visitor parking - 5 spaces

Anticipated number of rentable Metro Center parking spaces (net);  
94

Anticipated Revenues For May and June 1993

Moskowitz and Thomas - 5 spaces @ \$77.00ea/mo. X 2 mos. =	\$770.00
Pacific Fisheries - 8 spaces @ \$77.00ea/mo. X 2 mos. =	\$1,232.00
Tri-County Youth - 1 space @ \$77.00ea/mo. X 2 mos. =	\$154.00
Visitor parking - 5 spaces @ \$00.00ea/mo. X 2 mos. =	<u>\$00.00</u>
	Total \$2,156.00

City Center parking - 94 spaces @ \$3.50 per day = \$329.00/day

May 1993 has 20 business days; 20 days X \$329.00/day = \$6,580.00

June 1993 has 22 business days; 22 days X \$329.00/day = \$7,238.00

Gross total \$13,818.00

City Center Management fee at 35% of gross; (\$4,836.00)

Net total \$8,982.00

**Net Total Parking Revenues for May and June, City Center Parking\* and Metro Center Tenants; \$11,138.00.**

\*The City Center Parking figures used are their lowest anticipated parking fees (\$3.50 per day) and their highest anticipated management fees (35% of gross).

MEMORANDUM

DATE: June 2, 1992  
TO: Neil Saling, Director Regional Facilities  
FROM: Flor Matias, 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>		
	Industrial Grade Paper Supplies	<del>7,000</del> 6,000	<del>\$ 7,500</del> 6,500 (1,000)
	Soaps, Cleaning Fluids	500	
<u>521240</u>	<u>Graphics/Reprographic Supplies</u>		
	Parking Lot Graphics and Signs		\$ <del>1,500</del> 1,000 (500)
<u>521290</u>	<u>Other Supplies</u>		
	Public address system parts, light ballasts.		\$ <del>1,500</del> 750 (750)
<u>521510</u>	<u>Maintenance &amp; Repairs Supplies-Building</u>		
	Ceiling Tiles, Light Lens, Etc.		\$ <del>800</del> 100 (700)
<u>525610</u>	<u>Maintenance &amp; Repairs Services-Building</u>		
	Plumbing Retainer	<del>2,000</del> $\phi$	<del>\$33,181</del> 17,381 (15,800)
	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>		
	Parking Lot Lighting Repairs	<del>800</del> 300	<del>\$9,652</del> 7,652 (1,500)
	Parking Lot Sweeps	1,300	
	Landscape	3,852	
	Tree Service	900	
	Parking Lot Striping	1,600	
	Parking Lot Asphalt Repairs	<del>1,200</del> $\phi$ (a)	
<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>		
	Off-site storage-3 units @ \$874/yr	<del>2,622</del> 874	<del>\$ 17,622</del> 15,000 874
	Abandoned wire removal from Metro Center	15,000	(16,748)

Capital Outlay

<u>574570</u>	<u>Construction Work/Materials-Leasehold Imp.</u>	\$ <del>74,000</del> (50,000)
		24,000
	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> 2,000 (1,000)
<u>526200</u>	<u>Adds and Notices</u>	<del>1,050</del> 500 (550)

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

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

Tri-County Youth Services Consortium

1 space for <sup>12</sup>~~6~~ 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 <sup>9</sup>~~6~~ 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.