

Partner Agency Facility Usage Questionnaire

Note: All sections must be completed in order to process request.

Entity Information:

Office Name: Metro Employees Credit Union - Phoenix Branch

Address: 101 East Vine Street, Ste 180 Lexington, KY 40507

Non-profit: YES  No

If yes, please provide details (type of organization, date, certification, etc.)

Not for profit financial cooperative (501c.3) Founded in 1940 by city employees as an employee benefit. Owned by our 3,936 members and governed by a volunteer Board of Directors made up of current and retired city employees.

Federal Tax ID Number: 61-0599249

Overview (list ALL services provided):

Provides a full range of financial products and services to LFUCG employees, partner agencies and their families. We are not permitted by charter to serve the general public. Partners with LFUCG on various projects including the summer youth program and Representative Payee Program. Provides loans and deposit accounts to individuals who may not qualify at traditional financial institution

Primary Contact Name: Piper L. Graham

Phone (office/facility) (Area Code): 258-3992 Cell: 576-2203 Email: pgraham@metroemployeescu.or

The following support documents must be attached to GS-101:

- Current annual report filed with the Kentucky Secretary of State
- Minutes/Statement
- Organizational chart
- Current financial statements (including audited financials, Balance Sheet, P&L, etc.)
- Business plan
- All applicable regulatory and judicial orders pertaining to the organization and individual executives
- Any resolutions, contracts, agreements, etc. that are required to operate the facility

Please submit the questionnaire and all required attachments to the department responsible for conducting the initial evaluation.

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LFUCG Internal Evaluation:

Requesting Department / Division: CAO  
Proposed initial length of agreement: 55 1/2 Months (44R - 7 1/2 months)

Note: All lease agreements to expire by June 30<sup>th</sup>.

Requested By:

Name: RICHARD Moloney Title: CAO Date: 09/13/12

Approval ( ) initials Title: Director / Deputy Director Date: \_\_\_/\_\_\_/\_\_\_

Approval ( ) initials Title: Commissioner Date: \_\_\_/\_\_\_/\_\_\_

Comment:

Metro Employees Credit Union is a non profit organization that serves as a benefit to LFUCG employees. They provide a service to our employees that can't be received at other financial institutions. In 2009 they spent \$225,376 in renovations for the space at the Versailles Rd campus. They also spent \$7,319.38 for Phoenix Bldg. Renovation.

Entity Evaluation & Overview:

Entity meets Urban County need  YES  NO

Please provide detail:

Mecu provides free checking accounts to low income citizens as part of the LFUCG Representative Payee Program. They also provide free check cashing for the 150 youth in the Summer Youth Employment Program.

PARTNERSHIP OBLIGATION CLASSIFICATION:

Entity and LFUCG are parties to an agreement whereas facility funding is required by ordinance, contract or resolution (other than a PSA)  YES  NO

Provide detail:

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PROPOSED LEASE & SPACE ALLOCATION:

Number of Employees: \_\_\_\_\_ (FT), \_\_\_\_\_ (PT)

Requested Space: 604 (Sft.)

Proposed Location Address: 101 E VINE ST (PHOENIX BLDG)

O&M Expenses (\$/Sft./Yr.): (\$) 6.55 (Determined by Real Estate/Properties Section)

Note: Tenant may be required to submit Space Needs Analysis form provided by Department of General Services

RENT ANALYSIS:

I) Calculated Fair Market Rent: \$ 9,611.25 (\$ 15.91 s/ft) \$/Sft./Yr. (Determined by Real Estate/Properties Section)  
Note: Tenant to pay its prorata share of all direct & indirect operating and maintenance expenses plus base rent

II) Calculated O&M Costs: \$ 3,953.71 (\$ 6.55 s/ft) \$/Sft./Yr. (Determined by Real Estate/Properties Section)

III) Calculated Base Rent (I-II): \$ 5,657.54 (\$ 9.37 s/ft) \$/Sft./Yr.

IV) Proposed adjustments/subsidies/assistance applied toward base rent (III) only. (By Others)

Year 1 Reduction % 90% of BASE (\$/Sft./Yr.): \$ 6.56 (\$/Year): \$ 3,960.28

Year 1 V) Final Adjusted Rent (I-IV): \$ 5,650.97 \$/Sft./Yr.

Please identify the source of funding to offset any proposed adjustments/reductions.

Year 2 - reduce BASE by 45% (\$ 2,545.89) Final Adjusted Rent - \$ 7,065.35  
Year 3 - reduce BASE by 30% (\$ 1,697.26) Final Adjusted Rent - \$ 7,913.98  
Year 4 - reduce BASE by 15% (\$ 848.63) Final Adjusted Rent - \$ 8,762.62  
Year 5 - PAY FMV for SPACE Final Adjusted Rent - \$ 9,611.25

Approved by:

Sally Hamilton

Date: 9/13/12

Commissioner of Requesting Department

J. O'Boyer

Date: 9/13/12

Director of Facilities & Fleet Management

Date:    /   /   

Commissioner of General Services

Will My

Date: 9/13/12

CAO

Note:

The Department of General Services will initiate the Blue Sheet process for Council's review and final approval once all of the appropriate signatures have been secured.