

Partner Agency Facility Usage Questionnaire

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

Entity Information:

Legal Name: Metro Employees Credit Union - Phoenix Branch

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

Non profit? YES X No

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

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

Entity Authorized Contact Name: Piper L. Graham

Entity Contact Number: Office 258-3992 Cell 576-2203 E-mail pgraham@metroemployeescu.or

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

- ✓ Current annual report filed with the Kentucky Secretary of State
- ✓ Mission Statement
- ✓ Organizational chart
- ✓ Charter, articles & resolution of meeting (private Metro Employees CU, 501c.3)
- ✓ Business plan
- ✓ Anticipated organizational budget (analyzing the proposed program costs and traditional expenses)
- ✓ Annual cash flow report (if an extra copy, if new, provided and AOC report to be submitted)

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 60 Months 1yr initial w/ four auto extensions

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

Requested By:

Name: Sally Hamilton Title: CAO Date: 05.09.13

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

Approval ( ) initials Title: Commissioner Date: / /

Comment:

Metro Employee Credit Union is a non-profit organization that serves as a benefit to LFUCG employees. They provide service to our employees that can't be received at other financial institutions. In 2006 they spent \$225,376 in renovations for 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 Program (employment).

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: \$15.91 (\$/Sft./Yr.) **(#9,611.25 YR)**  
 Note: Tenant to pay its prorata share of all direct & indirect operating and maintenance expenses plus base rent.  
 II) Calculated O&M Costs: \$6.55 (\$/Sft./Yr.) **(#3,953.71 YR)**  
 III) Calculated Base Rent (I-II): \$9.37 (\$/Sft./Yr.) **(#5,657.54 YR)**  
 IV) Proposed adjustments/subsidies/assistance applied toward base rent (III) only. (By Others)  
 YR 1 Reduction %: 70% FREE (\$/Sft./Yr.): \$6.56 (\$/Year): \$3,960.28  
 YR 1 V) Final Adjusted Rent (I-IV): \$5,650.97 (\$/Sft./Yr.)

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

YR 2 - REDUCE BASE BY 45% (\$2,545.07) FINAL ADJUSTED RENT = \$7,065.35  
 YR 3 - REDUCE BASE BY 30% (\$1,671.26) FINAL ADJUSTED RENT = \$7,913.98  
 YR 4 - REDUCE BASE BY 15% (\$848.63) FINAL ADJUSTED RENT = \$8,762.62  
 YR 5 - PAY FMV FOR SPACE FINAL ADJUSTED RENT = \$9,611.25

Approved by:

Jeff Beer Date: 07/09/2013  
 Commissioner of Requesting Department

Jan Bon Date: 5/9/2013  
 Director of Facilities & Fleet Management

\_\_\_\_\_  
 Commissioner of General Services  
 CAO Date: 5/9/2013

**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.