



Lynda GROW <lynda.grow@multco.us>

APR for Lease Agreement with AFSCME at Multnomah Bldg.

5 messages

Carla BANGERT <carla.j.bangert@multco.us>

Tue, Dec 7, 2010 at 2:07 PM

To: DCM-Business Svcs <dcmbussvcs@multco.us>

Cc: THOMAS Bob C <robert.c.thomas@co.multnomah.or.us>, Colleen Bowles <colleen.a.bowles@multco.us>, Elisa Gorham <elisa.d.gorham@multco.us>, GROW Lynda <lynda.grow@multco.us>

I am attaching an APR for the 12/23/10 BCC meeting agenda requesting a small office space at the Multnomah Bldg be declared surplus and leased to AFSCME. The space is an approximate 116sf office on the 4th floor.

I have the proposed Resolution to Matt Ryan for review and approval. If agreeable, would you please have electronic approval sent to both myself and Lynda Grow so that this item can be placed for the requested agenda.

I apologize for the shortness of time, but just received the signed lease document back from AFSCME and would like to get it approved and executed as soon as possible.

Please let me know if there are any questions.

Thank you, in advance, for your assistance.

Carla

Carla Bangert
Senior Property Management Specialist
Lease Management
Multnomah County Facilities & Property Management
(503) 988-4128
carla.j.bangert@multco.us

**AFSCME Lease APR.doc**

81K

dcmbussvcs dcmbussvcs <dcmbussvcs@multco.us>

Tue, Dec 7, 2010 at 3:00 PM

To: Carla BANGERT <carla.j.bangert@multco.us>

Cc: THOMAS Bob C <robert.c.thomas@co.multnomah.or.us>, Colleen Bowles <colleen.a.bowles@multco.us>, Elisa Gorham <elisa.d.gorham@multco.us>, GROW Lynda <lynda.grow@multco.us>

Hi Carla, the board clerk will not accept this formate since it is not on the most recent version of the APR (revised Aug2010). I will transfer to the correct template and submit to Travis (Acting Director) for review and authorization. Can you give me an eta on the resolution from Matt; that should be submitted at the same time I send the APR. Lynda is copied on this too so that she is aware you want this on the 12/23 agenda--which happens to be the last meeting of the calendar year. mdw

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Carla BANGERT <carla.j.bangert@multco.us>

Tue, Dec 7, 2010 at 3:05 PM

To: dcmbussvcs dcmbussvcs <dcmbussvcs@multco.us>

Cc: THOMAS Bob C <robert.c.thomas@co.multnomah.or.us>, Colleen Bowles <colleen.a.bowles@multco.us>, Elisa

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Gorham <elisa.d.gorham@multco.us>, GROW Lynda <lynda.grow@multco.us>

I have asked Matt for an approval before noon tomorrow (12/08). If agreeable with you, what I usually do is once I've received both the electronic approvals for both APR and Resolution I then forward all along with a scan of the lease document to the Board Clerk. If you would rather I am more than happy to forward Matt's approval to you along with the lease doc for forwarding on to Board Clerk.

Let me know which way is preferred and I'll move forward accordingly.

Thanks so much!

Carla

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Lynda GROW <lynda.grow@multco.us>
To: Carla BANGERT <carla.j.bangert@multco.us>

Tue, Dec 7, 2010 at 3:32 PM

Carla: which ever way is easiest for you - I'm adhere to the school of less clicks! :)
Just make sure to copy Marissa, so she knows it's coming up on the agenda, ok?
Thanks!

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Lynda J. Grow, Board Clerk
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Lynda.Grow@multco.us
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View our Agenda and Board Packets at:
<http://www.co.multnomah.or.us/cc/agenda.shtml>

Carla BANGERT <carla.j.bangert@multco.us>
To: Lynda GROW <lynda.grow@multco.us>

Tue, Dec 7, 2010 at 3:36 PM

Thanks, Lynda.

I just got the approved Resolution from Matt Ryan so what I'm going to do is send that on to DCM Business Services and see if they want to forward all to you or want me to do so. We'll get it to you for sure.

thanks again!

Carla

Carla Bangert
Senior Property Management Specialist
Lease Management

12/21/2010

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