

**ADVICE PROJECT ACTION**

**MM-22-49/1**

TO:

- ASSISTANT DIRECTOR, ORE
- ASSISTANT DIRECTOR, OSO
- ASSISTANT DIRECTOR, OO
- ASSISTANT DIRECTOR, OCD
- CHIEF, BUDGET AND FINANCE BRANCH
- CHIEF, SERVICES BRANCH
- Chairman, Projects Review Committee
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PROJECT TITLE

**Garage Facilities**

PROJECT DURATION

Lease for one year, subject to renewal on year to year basis for period of 10 years.

**DESCRIPTION AND SCOPE OF PROJECT**

In subject project the Director approved leasing new garage space at a cost of \$1200 per month to include heat and light.

After approval of project, lessor changed his mind and offered a new proposition of \$1100 per month without utilities. Investigation indicates that utilities will cost approximately \$1800 per year, which would increase annual cost over prior approval by \$600.

Further examination of this project reveals that by consolidating garage activities into a single building, the services of one employee, now authorized, can be dispensed with, and that approximately \$300 per year in gasoline costs can be saved by gassing vehicles before leaving a central point each morning or after reporting in to a central point at the close of business. Total gross savings involved would be approximately \$3000 per annum, or a net of \$2400 under the project cost as originally approved.

**SUMMARY OF ESTIMATED COSTS**

OBJECT CLASS	VOUCHERED	UNVOUCHERED	TOTAL
01 Personal Services	\$ 2700	\$	\$
02 Travel			
03 Transportation of things			
04 Communications			
05 Rents and Utilities	{ 13,800 (rent)		
06 Printing and Binding	1,800 (utilities)		
07 Other Contractual Services	50		
08 Supplies and Materials	- 300 (gas saving)		
09 Equipment	999		
Other			
<b>TOTAL</b>	<b>\$13,019</b>	<b>\$</b>	<b>\$13,019</b>

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**SPECIAL PROVISIONS OR LIMITATIONS**

In view of the saving of \$2400 per annum under the approved terms of subject project, recommend approval of leasing new garage space at a cost of \$1100 per month, with utilities to be furnished by CIA. No other change in prior approval is involved, as the details of installation and material costs are unchanged.

**RECOMMENDATION (PROJECTS REVIEW COMMITTEE)**

**ACTION BY DIRECTOR CIA**

(APPROVED) (DISAPPROVES)

FOIAb3b

*Jan. 1949*  
 SIGNATURE OF CHAIRMAN

*1/26/49*  
 SIGNATURE OF DIRECTOR

*1/26/49*  
 DATE

*cc: Budget (1)*

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