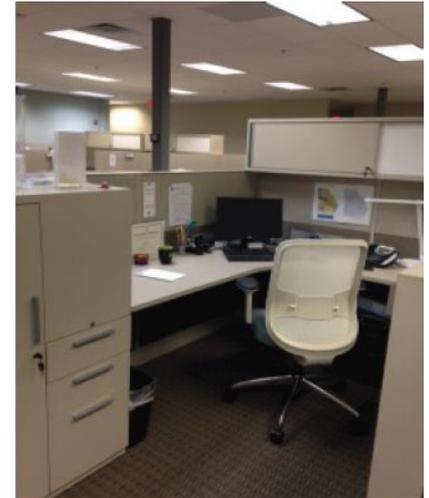


Leasing Coordinator Meeting 2/24/2016



Before



After



Leasing Coordinator Meeting Agenda

I. Welcome (Pick up Leasing Coordinator Packages)	Frank Smith
II. REACH	
<ul style="list-style-type: none"> A. REACH – What is it? What are the benefits? B. Phased Implementation/Testing and Training 	<ul style="list-style-type: none"> Frank Smith Alisa Pereira
III. FY 2017 Leasing Season Processes	
<ul style="list-style-type: none"> A. Contract Renewal Processes and Deadlines <ul style="list-style-type: none"> 1. SPC & Agency Leases 2. Automatic Renewals 	<ul style="list-style-type: none"> Tamika Crittenden & Shelby Perdue
<ul style="list-style-type: none"> B. Renegotiation Processes and Deadlines 	<ul style="list-style-type: none"> Michael Mahan
<ul style="list-style-type: none"> C. Leased Spaces w/o State Certificate of Occupancy 	<ul style="list-style-type: none"> Frank Smith
IV. Questions	

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Real Estate and Asset Communication Hub



REACH

Purpose and Benefits

Purpose: creation of a web-based information sharing and tracking system between SPC and agencies

Benefits:

- More timely sharing and documenting of information
- Web-based secure login from anywhere
- Elimination of paper forms
- Real time access to status of requests
- System controls imposed by SPC
- System generated notification and reminders of actions needed
- Agency dashboard for summary and quick reference

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REACH

New Leased Space Requests **ONLY**- Space Management Timeline

February 15th through March 25th - SPC Internal Testing:

- Workflow
- Email notifications
- Calculations and system controls

March 15th- Agencies need to identify and provide to SPC the entity submitter/budget submitter for their agency

March 28th through April 1st - All Agency Training:

- There will be at least 2 training opportunities for Agencies
- 7th Floor Training Room at 47 Trinity

April 5th - Go Live

After the Go Live date, agencies will be required to submit all requests for new leased space through REACH



Real Estate & Asset Communication Hub (REACH)
Agency Agreement-Request for Access to REACH

Before any request for access to REACH will be processed, the agency must have submitted this Agency Agreement signed by the Agency Head and the Entity/Sub-entity Submitter or Entity/Sub-entity Budget Submitter.

This is a Microsoft Word Form that can be completed in Word, and then printed already filled-in.

Requesting Entity or Sub-entity		
Parent Entity (if applicable)		
Preferred Abbreviation for the named Entity (shall be shown on reports) is as follows:		
Name of Employee /Submitter	Telephone Number	E-mail Address
Type of Access Requested/Role for Named Submitter <i>(check all that apply to any user)</i>		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Entity Submitter Entity Budget Submitter Sub-entity Submitter Sub-entity Budget Submitter	
Acknowledgement: <i>The signatures below hereby represent that the entity named herein and its named submitter assume responsibility for reading the TERMS AND CONDITIONS within REACH system, as if such TERMS AND CONDITIONS were written herein, and acknowledge their agreement to such TERMS AND CONDITIONS. The named entity and the named submitter further acknowledge and agree the TERMS AND CONDITIONS may be amended from time to time at the sole discretion of SPC.</i>		
Signature of Named Submitter		
X _____		Date
Signature of Entity Head		
X _____		Date

Completed forms should be delivered to Andre Elam at SPC (voice: (404) 463-6443 /fax: (404) 651-8084 / e-mail: andre.elam@spc.ga.gov).

All further correspondence concerning REACH will be directed to the Entity/Sub-entity Submitter/Budget Submitter named above via e-mail.

Next Steps... What we need from you!

2 secure log-ins will be provided. Each Agency is responsible for completing an Agency Agreement identifying its two (2) submitters:

Entity/Sub-entity Submitter: the agency employee familiar with all leases; can submit requests, review/approve programs (sign the SUP), comment on site selection; typically Facilities Director, Division/Program Director, or State Operations Director. *Note: this person may require internal approvals/review prior to taking action in the system)*

Entity/Sub-entity Budget Submitter: the agency budget employee who is authorized to approve funding requests; commit funds on behalf of the agency (sign the LBS); typically Budget Director, CFO, or Finance Director.

- The agreement will need to be signed by the Agency Head.
- Each user is required to read and acknowledge the TERMS & CONDITIONS.
- Submit signed agreements by March 15th.

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SPC LEASING AUTHORITY: O.C.G.A. § 50-16-41

- Authorized to negotiate, prepare, and enter into rental agreements in its own name
- Manage administrative space for all state entities
 - O.C.G.A. § 50-16-41: “The commission is given the authority and charged with the duty of managing the utilization of administrative space by all state entities...” (Exception: BOR-1 yr leases)
 - Assign and reassign spaces based on the needs of the state
 - Entering into ANY necessary agreements concerning leased space
- Space assigned to the state entity requiring the space
 - Through SPC Sublease Agreement
- Adopt rules and regulations to carry out its leasing authority

TERM/RENEWALS

- Multi-year Terms typically considered a Pledge of Credit
- General Assembly has exclusive authority to commit funds
- Cannot presume General Assembly with appropriate funds from year to year
- No automatic renewal-overt action needed to renew
- Ga. Const. Art. VII, § IV, Para. XIII: SPC-Multi-year lease exception
 - The General Assembly may by general law authorize the State Properties Commission, the Board of Regents of the University System of Georgia, and the Georgia Department of Labor to enter into rental agreements for the possession and use of real property without obligating present funds for the full amount of obligation the state may bear under the full term of any such rental agreement. Any such agreement shall provide for the termination of the agreement in the event of insufficient funds.

RENEWALS REPORTS

- Leases where either SPC or the agency is listed as the “Tenant,” and renewal options remain to be exercised
 - Agency budget official (e.g. CFO, Finance Director) and lease signatory (e.g. Commissioner, Deputy Commissioner) will initial next to each lease for which the agency would like to renew not later than April 1, 2016
 - Agency budget official and lease signatory will also sign the bottom of the Renewals report not later than April 1, 2016
 - SPC will prepare, execute, and send all Contract Renewal Letters that includes reference to SPC’s leasing authority in accordance with OCGA §50-16-41.

RENEWALS REPORTS (CONT)

- Leases where either SPC or the agency is listed as the “Tenant,” and renewal options remain to be exercised
 - *Multi-Year Leases (MYLs)*
 - Original lease term longer than one (1) year
 - Term has not yet expired
 - A CRL is not required to be issued for these leases
 - *Automatic Renewal Leases with Specific Terms*
 - Leases that automatically renew for a specific term or number of years
 - “This lease shall be automatically renewable...but in no event shall either party have the option to renew after (‘50 years’ or future date certain).”
 - A CRL is not required to be issued for these leases

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RENEGOTIATIONS

- April 1, 2016: Renegotiation SAFs are due to SPC
- SPC will renegotiate all expiring leases in 2016 unless the agency is closing the site or moving into a new site (within 2 months of lease expiration).
- Agency assignments for SPC transaction personnel.
- Information to be sure to put in the SAF
 - New Landlord changes that should include
 - W-9
 - Lease Assignment and Assumption Agreement
 - Property Deed
 - Any work or repairs to the space the agency needs completed for the coming year
- TAW status
- Automatic Renewal Leases No Specific Terms



GEORGIA DEPARTMENT OF COMMUNITY SUPERVISION FY17 RENEGOTIATION REPORT

Lease Number	Tenant	Entity	Sub-entity	City	County	ZIP	Landlord	Date of Lease	Lease Start Date	Lease End Date	Use Type	Term	Options Remaining	Comments	Area (SqFt)	Capacity	Occupancy	FY16 Rent: Start Date: 07-01-2015 - End Date: 06-30-2016
3036	Agency	Community Supervision, Department of	--Not applicable--	Newnan	Coweta	30263-1936	Coweta County Commissioners	5/23/2012	7/1/2015	6/30/2016	Offices	Annual Renewal	0	Auto Escal; 1st Amend 2/8/07 - 378 sf;	4068	13	15	3286.69
3120	Agency	Community Supervision, Department of	--Not applicable--	Monroe	Walton	30655-2185	Kenneth Murray, Sr.	5/12/2011	7/1/2013	6/30/2014	Offices	Annual Renewal	0	Auto Escal FY10; Renewal; TAW FY 15; Agency will cancel 12/2015 or 1/2016	3150	16	15	NULL
3489	SPC	Community Supervision, Department of	--Not applicable--	Statesboro	Bulloch	30458-5750	JS Mathews Properties, L.L.P.	1/8/2015	7/1/2014	6/30/2015	Offices	Annual Renewal	0	Rent adjusts annually; 10% cost is assumed for jan.; LL address change;	4000	18	13	NULL
3578	Agency	Community Supervision, Department of	--Not applicable--	McRae	Telfair	31055-1750	Alice B. LaGessie	4/20/2010	7/1/2013	6/30/2014	Offices	Annual Renewal	1	105% Escal; B-T-S; Renewal;	2250	8	7	NULL
3637	Agency	Community Supervision, Department of	--Not applicable--	Decatur	DeKalb	30030-2515	Selig Enterprises, Inc.	6/4/2010	7/1/2014	6/30/2015	Offices	Annual Renewal	0	Auto & 105% Escal; 6 mo-RTC; Jan. is 10% per SJ; Renewal.	16669	65	60	NULL
3677	Agency	Community Supervision, Department of	--Not applicable--	Eastman	Dodge	31023-5825	Juanita Mullis	6/2/2012	7/1/2013	6/30/2014	Offices	Annual Renewal	1	Annual rent adjustments; Expanded by 1,282 sqft in 07/1990; 911 Change of Address 3/05; To be Replaced by #7467-Agency put on hold; TAW FY 15	3332	15	12	NULL
4161	SPC	Community Supervision, Department of	--Not applicable--	Lawrenceville	Gwinnett	30045-4832	Hutter Properties, L.L.C.	4/15/2013	7/1/2015	6/30/2016	Offices	Annual Renewal	0	NULL	10800	55	56	12900
4221	Agency	Community Supervision, Department of	--Not applicable--	Brunswick	Glynn	31520-6450	James O. Gomo, Jr.; Virginia A. Montero; Sunny V. Nichols, W. E. Roberson	6/2/2010	7/1/2012	6/30/2013	Offices	Tenant-at-Will	0	TAW; 103% Escal; Replaced #3012, Jan. is 10% per SJ; LL Chng. 10/09/2007;	5506	24	20	NULL
4433	Agency	Community Supervision, Department of	--Not applicable--	Sandersville	Washington	31082-2340	Citizens Bank of Washington County	5/14/2012	7/1/2014	6/30/2015	Offices	Annual Renewal	0	No Escal; Jan. amt. = supplies;	3195	9	10	NULL
4727	Agency	Community Supervision, Department of	--Not applicable--	Elberton	Elbert	30635-1418	Hawkeye-Bay States, L.L.C.	6/20/2012	7/1/2015	6/30/2016	Offices	Annual Renewal	0	104% Escal; Replaced #3471; PRS=100%; Jan. is 10% per SJ;	3750	12	10	2799.79
4781	SPC	Community Supervision, Department of	--Not applicable--	Clarksville	Habersham	30523-5125	Mr. Janney E. Sanders	3/4/2008	7/1/2013	6/30/2014	Offices	Annual Renewal	0	105% Escal; Replaced #3654; T pays \$287.40 yr security sys.; Renewal;	4080	12	11	NULL
4883	Agency	Community Supervision, Department of	--Not applicable--	Dahlonega	Lumpkin	30533-1604	AAMP	4/19/2011	7/1/2014	6/30/2015	Offices	Annual Renewal	0	104% Escal; Replaced #3776; Combined #4614 into #4883; Added 756 sf 3/08; Renewal;	4056	13	11	NULL
5080	Agency	Community Supervision, Department of	--Not applicable--	Fayetteville	Fayette	30214-1902	Marksman Construction, Inc.	4/30/2012	7/1/2014	6/30/2015	Offices	Annual Renewal	0	No Escal; 1st Amend. Tenant shall pay all water and sewer fees 12/09;	3000	10	6	NULL
5136	Agency	Community Supervision, Department of	--Not applicable--	Morrow	Clayton	30260-2966	Atlanta Southern Business Park, Ltd.	4/19/2011	7/1/2015	6/30/2016	Offices	Annual Renewal	0	Auto Escal FY10; Replaced #1842; Renewal;	9568	36	37	9453.21
5611	Agency	Community Supervision, Department of	--Not applicable--	Donalsonville	Seminole	39845-1628	Ponder Enterprises, Inc.	4/22/2010	7/1/2014	6/30/2015	Offices	Annual Renewal	0	No Escal; Renewal;	1500	4	6	NULL

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