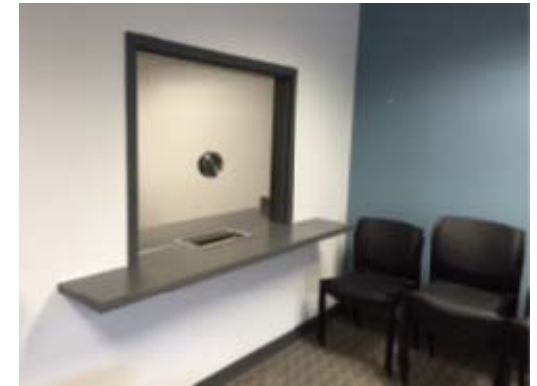




Leasing Coordinator Meeting 2/21/2017



Before



After





Leasing Coordinator Meeting Agenda

I. Welcome (Pick up Leasing Coordinator Packages)	Frank Smith
II. Broker Introduction	Tamika Crittenden
III. SPC Space Management Process	
A. Design and Construction within the Leasing Process	Alisa Pereira & Ginette Tatem
B. State Fire Marshal Design Review and Inspection Processes	Jeff Mayers & Tim Barker
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A. Contract Renewal Process and Deadlines B. Renegotiation Process and Deadlines	
VII. Questions	



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STATE PROPERTIES COMMISSION
SPACE MANAGEMENT OVERVIEW
FEBRUARY 21, 2017



Requests for new space

Limited to:

- NEW SPACE
- RELOCATIONS

This web-based system allows for the sharing and tracking of transaction related information between SPC and its customer agencies. The system is designed to be more efficient than current processes by eliminating the use of paper forms and providing real time access to the status of any transaction request. In its full version, REACH will be the primary communication tool between SPC and its customer agencies for both Leasing and Land transaction requests.





Other Space Requests

Examples of other such requests:

- Expansions
- Reductions

The agency must submit a completed Space Action Form (SAF) and Space Utilization Questionnaire (SUQ) to Space Management. Using the information in SAF and SUQ, Space Management applies current State Space Standards to calculate the usable square footage needed to meet the agency's desired space requirements.




SPACE ACTION FORM (SAF)

Each of the following forms can be found on the SPC website, and currently used for the following request types:

- Renegotiations
- Cancellations
- Other (Landlord issues, etc.)

*Remember, all NEW and RELOCATION requests can go through REACH.

 State Properties Commission <small>REAL PROPERTY • REAL SOLUTIONS</small> 270 Washington Street, Suite 2-129, Atlanta, GA 30334 (404) 656-5602 Fax: (404) 651-8084 Please submit this form to: SpaceManagement@spc.ga.gov SPACE ACTION FORM	
Date: _____	Fiscal Year: _____
TYPE OF SPACE ACTION:	
SPC Lease: <input type="checkbox"/> Renewal <input type="checkbox"/> Renegotiation <input type="checkbox"/> Cancellation <input type="checkbox"/> Other: _____ <small>(excludes "New", "Relocation" & "Expansion" Requests)</small>	Primary Use: <input type="checkbox"/> Administrative/Office <input type="checkbox"/> Warehouse/Storage <input type="checkbox"/> Classroom/Training <input type="checkbox"/> Other: _____
1. FROM: (Requesting Agency/Division)	
Agency/Division: _____	
Address: _____	
Agency Official: _____ Phone: _____ Email: _____	
Local Contact/Agency Coordinator: _____ Phone: _____	
2. CURRENT RENTAL INFORMATION:	
SPC Lease #: _____	
Address: _____ City & County: _____	
Capacity: _____ <small>(number of closed & open workspaces)</small>	Occupancy: _____ <small>(number of employees)</small>
Total Sq. Ft: _____	
Annual Rent: _____ Annual Utilities*: _____ Annual Janitorial*: _____ <small>(*If not included in rent)</small>	
3. LANDLORD ISSUES: (Please provide brief description and attach any related correspondence)	

4. REMARKS OR ADDITIONAL COMMENTS:	

REQUESTING AGENCY CERTIFICATION: I CERTIFY THAT THE SPACE REQUESTED ABOVE IS NECESSARY FOR THE PROPER FUNCTION OF THE AGENCY NAMED, THAT SUFFICIENT FUNDS ARE AVAILABLE, AND ALL NECESSARY APPROVALS HAVE BEEN OBTAINED.	
Signature: (Authorizing Agency Level Official)	Date:
For SPC Use Only	
Date Request Received at SMP: _____	SMP Control Number: _____
SMP Action Recommended:	
<input type="checkbox"/> Assign to Transaction Management	<input type="checkbox"/> Other Action: _____
Authorized SMP Agent:	Date:



Space Utilization Questionnaire (SUQ)



SPACE UTILIZATION QUESTIONNAIRE

A. AGENCY INFORMATION

Agency Name: _____
 Agency Contact Name: _____
 Telephone Number: _____
 Agency/Division Contact Name: _____

B. DIVISION / OFFICE INFORMATION

I. Division/Office Name: _____
 Current Address/Location: _____
 Division/Office Contact Name: _____ Title: _____
 Telephone Number: _____ Fax Number: _____
 Email address: _____

Check one: State Owned Space Leased Space Lease # _____

II. Please attach a CURRENT ORGANIZATIONAL CHART including STAFF BY POSITION for Division/Office.

III. Briefly summarize the overall FUNCTION of the Division/Office.

IV. Number of employees: Full Time: Male _____ Female _____ Total _____
 Part Time: Male _____ Female _____ Total _____

V. Are there employees with special needs (i.e., ADA, etc.) in the Division/Office? If so, please describe the special needs requirements to be addressed:

C. STAFF SPACE REQUIREMENTS

SPC Space Standards provide for categories of workspace determined by the function of the work performed. Using the chart below, list the **current** number of positions and **projected growth** positions, if any, in each category.

Title / Function	Type	Allocated SF	Current	Projected Growth
Executive Director, Commissioner, Agency Head	Office	220		
Deputy Executive Director, Deputy Commissioner, Division Director, Regional Director, Local Manager	Office	120		
Manager, Supervisor, Coordinator (5 or more direct reports)	Workstation	64 (8x8)		
Professional Staff, Administrative, Tech	Workstation	49 (7x7)		
Hoteling / Call Center	Workstation	20 (5x4)		
Total				



Space Utilization Questionnaire (SUQ)

I. This section describes the contiguous work relationships or adjacencies within your division/office. Using the legend below, indicate only the functions where contiguous work relationships are a critical factor.

PRIORITY

- A. Important to be close
- B. No importance
- C. Must be separated

REASON

- 1. Extensive face-to-face contact
- 2. Shared tasks/projects
- 3. Shared files/equipment (specify)
- 4. Other (specify)

<u>Group With</u>	<u>Group</u>	<u>Priority/Reason</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

II. SHARED WORK AREAS

Include the total number of office desks, equipment stations and tables typically shared by employees. This does not include individually assigned offices or work stations.

III. SHARED EQUIPMENT

List any shared special equipment (i.e., servers, copiers, printers, facsimile, etc.). Please indicate the space requirements (counter/floor) for proper equipment operation.

<u>Equipment</u>	<u>Total Number</u>	<u>Space Requirement</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. DIVISION / OFFICE GROUP FILES AND SHELVES

GROUP FILES AND SHELVING refers to those which belong to the functional group as a whole. List those files that are for group or general use; do not include those which are part of any individual office or work station. Indicate the total number of cabinets by type in the appropriate column. Do not list units in individual offices or work stations.

<u>Type of Filing or Storage</u>	<u>Size W x D</u>	<u>Quantity</u>	<u>Location</u>	<u>Secured</u>
48" lateral	48" x 18"	_____	_____	<input type="checkbox"/>
36" lateral	36" x 18"	_____	_____	<input type="checkbox"/>
Letter Vertical	15" x 29"	_____	_____	<input type="checkbox"/>
Legal Vertical	18" x 29"	_____	_____	<input type="checkbox"/>
Card files	" x "	_____	_____	<input type="checkbox"/>
Other:	" x "	_____	_____	<input type="checkbox"/>
Other:	" x "	_____	_____	<input type="checkbox"/>

E. ANCILLARY/SUPPORT AREAS

I. RECEPTION/WAITING AREA Is a reception/waiting area required by your Division/Office?

Yes No Number of guests? _____. Indicate any special requirements:

II. Describe the frequency and volume of PUBLIC CONTACT with your Division/Office. Describe your public access; (i.e., services, meetings/training, vehicle parking needs, etc.)

III. CONFERENCE SPACE

a. Is a huddle room required by your division? Yes No

b. Is a conference room required by your division? Yes No . If yes, how many of each type is needed?

<u>Title</u>	<u>Number of Occupants</u>	<u>Square footage</u>	<u>Quantity</u>
Small conference room	6-8	275	_____
Medium conference room	10-12	350	_____
Large conference room	14-16	500	_____



Space Utilization Questionnaire (SUQ)

I. This section describes the contiguous work relationships or adjacencies within your division/office. Using the legend below, indicate only the functions where contiguous work relationships are a critical factor.

PRIORITY

- A. Important to be close
- B. No importance
- C. Must be separated

REASON

- 1. Extensive face-to-face contact
- 2. Shared tasks/projects
- 3. Shared files/equipment (specify)
- 4. Other (specify)

Group With	Group	Priority/Reason
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

II. SHARED WORK AREAS

Include the total number of office desks, equipment stations and tables typically shared by employees. This does not include individually assigned offices or work stations.

III. SHARED EQUIPMENT

List any shared special equipment (i.e., servers, copiers, printers, facsimile, etc.). Please indicate the space requirements (counter/floor) for proper equipment operation.

Equipment	Total Number	Space Requirement
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. DIVISION / OFFICE GROUP FILES AND SHELVES

GROUP FILES AND SHELVING refers to those which belong to the functional group as a whole. List those files that are for group or general use; do not include those which are part of any individual office or work station. Indicate the total number of cabinets by type in the appropriate column. Do not list units in individual offices or work stations.

Type of Filing or Storage	Size W x D	Quantity	Location	Secured
48" lateral	48" x 18"	_____	_____	<input type="checkbox"/>
36" lateral	36" x 18"	_____	_____	<input type="checkbox"/>
Letter Vertical	15" x 29"	_____	_____	<input type="checkbox"/>
Legal Vertical	18" x 29"	_____	_____	<input type="checkbox"/>
Card files	" x "	_____	_____	<input type="checkbox"/>
Other:	" x "	_____	_____	<input type="checkbox"/>
Other:	" x "	_____	_____	<input type="checkbox"/>

E. ANCILLARY/SUPPORT AREAS

I. RECEPTION/WAITING AREA. Is a reception/waiting area required by your Division/Office?

Yes No Number of guests? _____. Indicate any special requirements:

II. Describe the frequency and volume of PUBLIC CONTACT with your Division/Office. Describe your public access; (i.e., services, meetings/training, vehicle parking needs, etc.)

III. CONFERENCE SPACE

a. Is a huddle room required by your division? Yes No

b. Is a conference room required by your division? Yes No . If yes, how many of each type is needed?

Title	Number of Occupants	Square footage	Quantity
Small conference room	6-8	275	_____
Medium conference room	10-12	350	_____
Large conference room	14-16	500	_____



Space Utilization Questionnaire (SUQ)

c. Is a Training/seminar room required by your division? Yes No . If yes, how many of each type is needed?

Number of Occupants	Square footage	Quantity
24-32	1,000	
41-60	2,000	

IV. **KITCHEN/BREAK AREA.** Is a kitchen/break area required by your Division/Office? Yes No
What is the expected occupancy (individuals)? _____.

V. **SPECIAL PURPOSE ROOM.** List all requirements (i.e., file/storage room, drug/paternity testing area, etc.). Please specify the use or purpose of the room, size, any equipment needs, security issues, etc.

Room/Area	Size	Use
_____	_____	_____
_____	_____	_____
_____	_____	_____

F. **SPECIAL CONDITIONS**

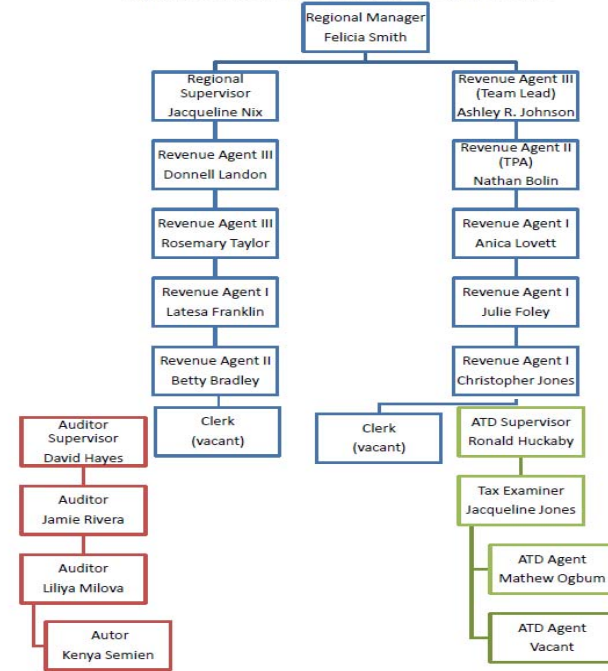
Does your Division/Office require any special features? If so, please indicate below.

- 1. Lighting
- 2. Physical Security
- 3. Heating, Cooling, Ventilation
- 4. Heavy Floor Loading
- 5. Vault Requirements
- 6. Back-Up Power
- 7. Raised Floor
- 8. Optical Scanner

Are there required work hours other than 8 a.m. – 5 p.m. / Monday – Friday? Yes No

Exhibit "A"

Organizational Chart for Savannah Regional Office





State Space standards

revised & approved 09/2015



Space Standards

OFFICE SPACE STANDARDS		
Title / Function	Type	Allocated SF
Executive Director, Commissioner, Agency Head	Office	220
Deputy Executive Director, Deputy Commissioner, Division Director, Regional Director, Local Manager	Office	120
Manager, Supervisor, Coordinator (5 or more direct reports)	Workstation	64 (8 x 8)
Professional Staff, Administrative, Tech	Workstation	49 (7x7)
Hoteling / Call Center	Workstation	20 (5x4)

CONFERENCE SPACE STANDARDS			
Type	Number of Occupants	Square footage	Typical Tech Equipment
Huddle Room	1 – 3	100	Speaker phone
Small Conference Room	6 – 8	275	Speaker phone; flat screen or overhead projector with screen; data connectivity at table;
Medium Conference Room Or Project / Team Room	10 – 12	350	Speaker phone; flat screen or overhead projector with screen; data connectivity at table; option of video conferencing
Large Conference Room Multi-Purpose Room with configurable tables	14 – 16	500	Speaker phone; flat screen or overhead projector with screen; data connectivity at table; option of video conferencing and distributed speakers
Training / Seminar Room Multi-Purpose Room(s)	24 – 32	1,000	Speaker phone; flat screen or overhead projector with screen; data connectivity at table; option of video conferencing, distributed speakers and multiple screens and projectors and distributed power access and speakers.
	41 - 60	2,000	



Space Utilization Program (SUP)

The SUP provides the agency with a total usable square footage based on a location's staffing and ancillary support needs. Also used to create the SUP is an agency's design guidelines and specifications.



SPACE UTILIZATION PROGRAM

SMP# 00017

for
ENTITY NAME
SUB-ENTITY NAME
 ATLANTA, GEORGIA

Space name	Current Staffing Number	Projected Quantity/ Capacity	Size	Square Feet Required	NOTES
Staff					
Enclosed offices					
Manager 1	1	1	220	220	
Manager 2	1	1	120	120	
Open office workstations					
Manager 3	1	1	64	64	
Professional	1	1	49	49	
Hoteling (call center)	1	1	20	0	
Total number of work spaces, enclosed & open (capacity)		5			
Ancillary/Support					
Reception/waiting area		1	0	0	
Conference space					
Huddle room		1	100	100	
Small conference room		1	275	275	
Medium conference room		1	350	350	
Large conference room		1	500	500	
Training/seminar room					
24-32		1	1000	1,000	
41-60		1	2000	2,000	
Kitchen/break area					
Special purpose room		1	0	0	
Storage room		1	0	0	
Supply room		1	0	0	
Group files & shelving					
GTA Telecommunications		1	0	0	
Common areas					
Staff ladies restroom		1	0	0	
Staff men's restroom		1	0	0	
Staff unisex restroom		1	0	0	
Staff break room		1	0	0	
Electrical		1	0	0	
Mechanical		1	0	0	
Janitor's closet		1	0	0	

Copy of Master space utilization program w changes1.xls

1 of 2



SPACE UTILIZATION PROGRAM

SMP# 00017

for
ENTITY NAME
SUB-ENTITY NAME
 ATLANTA, GEORGIA

Space name	Current Staffing Number	Projected Quantity/ Capacity	Size	Square Feet Required	NOTES
SUB-TOTAL				4,678	
35% Circulation				1,637	
TOTAL (Occupancy & area)		5		6,315	1263.1 sf/pos
Total capacity		5			1263.1 sf/pos

Approval: _____



Lease Budget Summary (LBS)

The Lease Budget Summary (LBS) is a visual of the estimated costs associated with an agency's request for space. It includes the following:

- average market rate (AMR)
- FF&E estimates (workstations, case goods, other equipment)
- voice/data cabling costs and moving costs
- other capital expenses (security, branding, audio visual, etc.)

Agencies are encouraged to visit the State Procurement List and to talk to other agency staff to research such costs and to develop budgets to meet their needs.



SMP# 00000-17

LEASE BUDGET SUMMARY SHEET

Entity/Subentity
Atlanta, GA

Usable Sq Ft. (SUP):	6,315
AMR: \$	23.37
U & J: \$	4.00
Tenant Improvement Allowance: \$	4.88
Total: \$	32.25

Usable Sq Ft. (AMR):		\$	203,659
New Furniture Budget:	Pricing	Qty	
Closed (220 sf) \$	3,550.00	1	\$ 3,550 *
Closed (120 sf) \$	1,394.00	1	\$ 1,394 *
Open (64 sf) \$	2,197.00	1	\$ 2,197
Open (49 sf) \$	2,094.00	1	\$ 2,094 *
Open (20 sf) \$	1,123.00	1	\$ 1,123 *
10% Installation			\$ 1,036 *
Voice/Data System (Cabling 2 per FTE):	Pricing	Qty	
CAT 6 \$	300.00	5	\$ 1,500 *
10% Installation			\$ 150 *
Audio Visual:			\$ 3,600.00
Security/Access Cameras (interior/exterior):			\$ 7,200.00
Moving Cost: \$	1.50		\$ 9,473 *
Total (Capital Expenses/Non-Construction):			\$ 236,975

Note: * indicates one-time costs

REQUESTING AGENCY CERTIFICATION: I CERTIFY THAT THE SPACE REQUESTED ABOVE IS NECESSARY FOR THE PROPER FUNCTION OF THE AGENCY NAMED, THAT SUFFICIENT FUNDS ARE AVAILABLE, AND ALL NECESSARY APPROVALS HAVE BEEN OBTAINED.

(Authorizing Agency Level Official)

DATE

(Authorizing Agency Level Budget Official)

DATE



Space Management Links

Found on **spc.ga.gov**

- SPC Construction Standards for Leased Properties

http://gspc.georgia.gov/sites/gspc.georgia.gov/files/related_files/site_page/SPC%20Construction%20Standards%20for%20Leased%20Properties%2016-JUL-27.pdf

- SPC Building Plans (As-Built) Guidelines

http://gspc.georgia.gov/sites/gspc.georgia.gov/files/related_files/site_page/SPC%20Building%20Plans%20%28As%20Built%29.pdf

Questions





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Example New Lease Schedule

Activity	Duration	Estimated Completion
Agency submits SAF and SUQ		March 22, 2016
SPC prepares send SUP and LBS to Agency for approval	2 weeks	April 5, 2016
Agency submits approved SUP and LBS to SPC	1 week	April 12, 2016
SPC or Broker performs Market Survey	3 weeks	May 3, 2016
Agency and SPC meeting/conference call to discuss Market Survey	1 day	NLT May 10, 2016
RFP Drafting and Posting	4.5 weeks	June 13, 2016
Review of Proposals/Short list/Tour of Shortlisted Properties	3.5 weeks	July 7, 2016
Best & Final RFP Posting	4 weeks	July 28, 2016
Review of B&F Proposals/Apparent Awardee Selection	3 weeks	August 18, 2016
LOI Negotiation and Execution	2 weeks	September 1, 2016
SPC Board Meeting (SPC executes lease after Board approval)		September 13, 2016
Lease Negotiation	4 weeks	October 11, 2016
SPC Designer or Architect prepares Test Fit	2.5 weeks	October 28, 2016
Agency and SPC Test Fit review and sends comments	2 weeks	November 11, 2016
Architect revises Test Fit	2.5 weeks	November 30, 2016
Agency and SPC approve Test Fit	1 week	December 7, 2016
Construction Drawings	5 weeks	January 11, 2017
Agency and SPC approve CDs	1.5 weeks	January 23, 2017
LL Bidding and Permitting	3 weeks	February 13, 2017
SFM Design Review of CDs	6 weeks	March 6, 2017
Construction	13 weeks	June 5, 2017
Fire Marshal 80% and 100% Inspections (w/ 21 day notice)		
Walk through & Punch List	1.5 weeks	June 15, 2017
Move	1 week	June 23, 2017



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ASSIGNMENT OF SPACE

- SPC-04–Space Management: Assignment of Space and SPC-08–Transaction Management: Leasing Requirements for State Properties Commission Multiyear Rental Agreement for Administrative Space
 - Need flexibility in assigning administrative space to state agencies
- SPC assigns space to Occupying Agencies
 - Historically through an Intergovernmental Agreement (sublease)
 - Changes to policies allow for direct assignment of administrative space by a Letter of Assignment of Space
 - Subject to all of the requirements of the tenant under the lease
- Removes step in leasing process

LEASES WITH GOVERNMENT ENTITIES

- SPC-08–Transaction Management: Leasing Requirements for State Properties Commission
Multiyear Rental Agreement for Administrative Space
- State Multiyear lease agreements with local, state or federal governmental entities exempt from:
 - 3,000 square foot minimum
 - Minimum\$50,000 in tenant improvements
 - Limitation of term based on the square footage of the leased space
- Maximum term of twenty years





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RENEWAL 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.
 - Agency budget official and lease signatory will also sign the bottom of the Renewals report. Return initialed and signed Renewals report to SPC not later than April 1, 2017
 - 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.

RENEWAL REPORTS

- 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
- Return your hardcopy signed and initialed sheets to SPC
- All operating expense/CAM reconciliations should be forwarded to SPC with supporting documentation

SAMPLE RENEWAL SHEET

As of February 21, 2017

SECRETARY OF STATE FY18 RENEWAL REPORT

Lease Number	Entity	City	County	ZIP	Landlord	Date of Lease	Lease Start Date	Lease End Date	Use Type	Term	Options Remaining	Comments	Area (SqFt)	Capacity	Occupancy	FY17	FY18	Initials
1903	Secretary of State, Office of the	Hapeville	Fulton	30354-1240	Colfin Cobalt I-II Owner, LLC	8/14/2015	7/1/2016	6/30/2017	Storage building, enclosed shed, warehouse	Annual Renewal	1	Rent adjusts each year; 1st Amend. 11/09 to add 3 options; 2nd Amend 7/2013;	9028	NULL	NULL	\$3,859.47	\$3,957.27	
5196	Secretary of State, Office of the	Tifton	Tift	31794-4410	Lee Building Partners, L.L.P.	1/27/2015	7/1/2016	6/30/2017	Office	Annual Renewal	1	Auto Escal; 1st Amendment 5/2012; Renewal;	1217	2	2	\$950.27	\$950.27	

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AUTHORIZED AGENCY OFF

AUTHORIZED BUDGET OFF

RENEGOTIATION REPORTS

- April 1, 2017: Renegotiation SAFs are due to SPC
- SPC will renegotiate all expiring leases in 2017 unless the agency is closing the site or moving into a new site (within 3 months of lease expiration).
- Agency assignments for SPC transaction personnel.
- Information that should go on your SAF
 - **CHANGE OF LANDLORD** should include:
 - W-9
 - Lease Assignment and/or Novation Agreement
 - Property Deed
 - Any work or repairs to the space the agency needs completed for the coming year
 - Outstanding Landlord issues
- All operating expense/CAM reconciliations should be forwarded to SPC with supporting documentation

RENEGOTIATION REPORTS

- Leases that will be renegotiated:
 - TAW status (more than 90 days)
 - Automatic Renewal Leases – leases with no specific end date that state “Automatically Renew”
 - Any location that has no options left or is expired
- What you will do?
 - Review the renegotiation report for any discrepancies
 - Start working on the SAF's!

SAMPLE RENEGOTIATION SHEET

As of February 21, 2017

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS FY18 RENEGOTIATION REPORT

Lease Number	Tenant	Entity	City	County	ZIP	Landlord	Date of Lease	Lease Start Date	Lease End Date	Use Type	Term	Options Remaining	Comments	Area (SqFt)	Capacity	Occupancy	FY17
5145	Agency	Community Affairs, Department of	Atlanta	Fulton	30329-2296	Georgia Housing & Finance Authority	6/30/2013	7/1/2014	6/30/2015	Office	Annual Renewal	0	No Escal; IPO; Renewal	77050	250	250	NULL
6210	Agency	Community Affairs, Department of	Eastman	Dodge	31023-7113	Mosquito Creek Properties, L.L.P.	5/26/2005	7/1/2014	6/30/2015	Office	Annual Renewal	0	Auto Escal FY09; IPO; Replaced #5530; COA 911 on 1/3/07; 1st Amend 8/09 to add 1,770 sqft.; 2nd Amend 2/2012 to add 1,800 sqft. and to convert lease to Full Service; Renewal;	10567	35	34	NULL
7203	Agency	Community Affairs, Department of	Athens	Oconee	30606-5700	Reddy Properties, L.L.C.	10/7/2008	7/1/2015	6/30/2016	Office	Annual Renewal	2	Auto Escal; Renewal;	9448	35	35	NULL
7204	Agency	Community Affairs, Department of	Tucker	DeKalb	30084-4006	GASM, L.L.C.	5/7/2012	7/1/2015	6/30/2016	Office	Annual Renewal	1	Auto Escal; 1st Adden 3/4/07 + 1,330 sf;	5794	24	23	\$8,046.61
7219	Agency	Community Affairs, Department of	Waycross	Ware	31501	McLott Property, Inc.	8/28/2009	7/1/2014	6/30/2015	Office	Annual Renewal	2	Rent adjustments every other year (odd); NRF ends 06/2013; 1st Amend 2/2010; Renewal;	6700	30	34	\$6,660.92
7881	Agency	Community Affairs, Department of	Athens	Clarke	30601-2383	Joe Sanders	6/29/2010	7/1/2014	6/30/2015	Office	Annual Renewal	0	Replaces #6377; Rent adjusts annually; Renewal;	1130	7	9	NULL

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Leasing Coordinator Meeting Agenda

I. Welcome (Pick up Leasing Coordinator Packages)	Frank Smith
II. Broker Introduction	Tamika Crittenden
III. SPC Space Management Process	
A. Design and Construction within the Leasing Process	Alisa Pereira & Ginette Tatem
B. State Fire Marshal Design Review and Inspection Processes	Jeff Mayers & Tim Barker
C. Leased Spaces w/o State Certificate of Occupancy	Frank Smith
IV. SPC New Lease Process Workflow Overview	Tamika Crittenden
V. SPC Policy Changes A. Assignment of Space B. Leases with Government Entities	Shelby Perdue & Tamika Crittenden
VI. FY 2018 Leasing Season Processes	Michael Mahan
A. Contract Renewal Process and Deadlines B. Renegotiation Process and Deadlines	
VII. Questions	

