



FLORIDA DEPARTMENT of

management
SERVICES

We serve those who serve Florida

Lease Liaison Quarterly Meeting
May 22, 2017

Greetings and Introductions

EPA Process

Renewals

Annual Data
Gathering

Announcements

Questions

Greetings/Introductions

Michele Stevens
Bureau Chief of Leasing

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Ben Spivey
Government Analyst
REDM

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Michele Stevens
Bureau Chief of Leasing

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Bob Notman
Leasing Strategy Administrator

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Annual Data Gathering

- I. Kickoff expected before the end of February
- II. Annual process to collect data
 - i. Subsection 216.0152(1), Florida Statutes, establishes Florida State-Owned Lands and Records Information System (FL-SOLARIS)
 - ii. Subsection 255.249(8)(a), Florida Statutes, requires agencies to submit information related to space use, etc. by June 30th.
 - iii. Subsection 216.0153(3), Florida Statutes, requires agencies to flag facilities considered candidates for disposition.
 - iv. Subsection 252.385(4), Florida Statutes, requires agencies to identify leased or owned facilities considered suitable as an emergency shelter.

Annual Data Gathering

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II. Annual process to collect data

vi. Annual Signature

vii. Key dates:

Due Date	What to Submit
Wednesday, May 31, 2017	Update People First indicator for owned buildings with FTE
Wednesday, May 31, 2017	Completed Agency Leased Inventory Overview Spreadsheet (template provided by DMS) Indication of any leased facility that is suitable as an emergency shelter
Wednesday, May 31, 2017	Any agency-owned facility that may be used as potential emergency shelter
Friday, June 30, 2017	Agency-Owned and -Leased Portfolio Management Plan
Friday, June 30, 2017	Updated owned facility data, including recording any new facilities
Friday, June 30, 2017	Identification of any owned facility considered a disposition candidate
Friday, June 30, 2017	Completed FM4106, Signature Authority

Announcements

Submissions:

- Please Send Complete Approval Packages
- Please Send packages Over 15 pages via Mail
- Please Send a Copy of Blank, Printed QSP

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Agency Meet and Greets

We'd love to stop by and visit with
your team and discuss how we may
serve you better.

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Give Us Your Feedback

- Lease Liaison and Administrator
Contact List Update
- Suggestions for Future
Presentations

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Next Meeting

Tentatively Scheduled for:
Tuesday, September 12th
2:00 – 4:00

Questions

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