

Q&A's on Data Gathering Packet

DATA VALIDATION

1. Can I use the subset function to extract only the columns I need to validate? – Yes, for leasing feel free to limit the data download to only those items necessary.
2. Can I delete columns like Facility and Lessor Country? – If they are correct and require no changes. For lease data, you will only need to communicate anything that needs to be corrected/changed to your lease liaison here at DMS.
3. Can I Abbreviate Bureau names? – The Bureau field for lease data has not been used consistently in the past, and at this time can still be considered optional. If you do provide information for this field, it should reflect the Bureau, or other organizational unit, that is the tenant for the space, and yes, appropriate abbreviations and/or acronyms are acceptable.
4. How do we handle subleases? We have locations throughout the State that we sublease to other agencies or community partners and we don't have data on all the variables.
“An example is Miami that has a 119,000 square feet lease however is subleasing 24,000 square feet to a community partner.”

The process for addressing space that you have sublet to another entity is not currently automated within FL-SOLARIS. The sub-leases should be reflected in the “Legal Description” text field; this should include listing the tenant/sub-lessee, the square footage that is sublet, the rate per square foot of the sublet space, the period of the sublease, and the annualized revenue. The data in the Revenue Section for “Month Rent” and Annual “Rent” are intended to show the fiscal obligations to the landlord for the space, and should not be reflect any offsets from sublease revenues.

The sub-lease would need to be addressed in the collocation plan because it will cause a cost impact if, for some reason, the partner doesn't go with DCF to the new co-located site, and if the partner does go, we'll want to show it covering a portion of the new space costs. If DCF doesn't cover the "Operational Costs" for the sub-lessee, then those costs would be shown as an "N/A." This is a great way to help educate us on how DCF structures its leases and how having the partnerships impact DCF's space needs, current and future.

5. Also, one of the Regions is asking if they have future planning to a lease that may impact a lease and it's not being collapsed; could it be possible to have an additional tab to include future planning?

On the future planning, feel free to add as much information as the Regions feel is necessary to communicate their plans.