



# **Annual Leased Facilities Report**

- **Facility Leases Executed**
- **Delegated Leases**
- **Exemptions to Facility Efficiency Standards**

**From July 1, 2013, through June 30, 2014**

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## **PREFACE**

RCW 43.82.010<sup>1</sup> requires the Department of Enterprise Services (DES) to report annually to the appropriate committees of the Legislature and Office of Financial Management (OFM) with information related to the leasing of real estate for state agencies and other state organizations. The applicable sections of the RCW are:

### **Report 1: Facility Leases Executed**

RCW 43.82.010 (15): The department of enterprise services shall report annually to the office of financial management and the appropriate fiscal committees of the legislature on facility leases executed for all state agencies for the preceding year, lease terms, and annual lease costs. The report must include leases executed under RCW 43.82.045 and subsection (12) of this section.

### **Report 2: Delegated Leases**

RCW 43.82.010 (12): The director of enterprise services may delegate any or all of the functions specified in this section to any agency upon such terms and conditions as the director deems advisable. By January 1 of each year, beginning January 1, 2008, the department shall submit an annual report to the office of financial management and the appropriate committees of the legislature on all delegated leases.

### **Report 3: Exemptions to Facility Efficiency Standards**

RCW 43.82.010 (2): Except for real estate occupied by federal agencies, the director shall determine the location, size, and design of any real estate or improvements thereon acquired or held pursuant to subsection (1) of this section. Facilities acquired or held pursuant to this chapter, and any improvements thereon, shall conform to standards adopted by the director and approved by the office of financial management governing facility efficiency unless a specific exemption from such standards is provided by the director of enterprise services. The director of enterprise services shall report to the office of financial management and the appropriate committees of the legislature annually on any exemptions granted pursuant to this subsection.

This document provides an overview of the part of the state of Washington's real estate portfolio that is under DES's authority, highlights of initiatives and actions occurring during Fiscal Year 2014, as well as a more detailed analysis of the specific areas required by statute.

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<sup>1</sup> RCW 43.82 - State Agency Housing: (<http://apps.leg.wa.gov/RCW/default.aspx?cite=43.82>). See also Appendix A

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## Executive Summary

Real property is a strategic asset of the state, and effectively managing these valuable state resources is one of the core business functions of the Department of Enterprise Services (DES). DES has both the responsibility and authority to conduct the acquisition of leases for private space by and for state agencies. A central principle in the DES model for real estate is the concept that the state can derive the greatest value for its investment in real estate assets when it employs a comprehensive real estate portfolio management approach. The leasing program is focused on developing a series of coordinated policies and best practices to effectively support, oversee, and execute lease contracts for spaces needed by state agencies.

State law ([RCW 43.82.010](#)) requires DES to submit an annual report to the Legislature and Office of Financial Management (OFM) regarding three aspects of leasing for state agencies and other state entities:

- Facility Leases Executed
- Delegated Leases
- Exemptions to Facility Efficiency Standards

State law grants real estate authority to several state agencies. This report covers only state-owned and leased facilities for which DES has authority and responsibility. This report covers activity in Fiscal Year (FY) 2014 (July 1, 2013, through June 30, 2014).

## Summary of Real Estate Actions in FY 2014

During FY2014, DES completed the following real estate activities:

- Executed 126 leases in privately-owned facilities worth more than \$22 million annually involving about 1.2 million square feet.
  - ✓ Total productivity or cost avoidance<sup>2</sup> for the first year of the lease term is \$396,000 for this period. Over a five year lease term, cost avoidance will total nearly \$2.0 million.
  - ✓ A backlog of leases within six months of expiration or on a month-to-month basis was reduced by 82%.
- Executed 43 leases in state-owned facilities worth nearly \$ 13.3 million annually involving over 1 million square feet.
  - ✓ Continuing transition from “leases” to “occupancy agreements”.
- Reviewed and approved 60 leases executed by various state agencies and organizations through delegations of authority worth approximately \$935,625 annually involving approximately 45,500 square feet.
  - ✓ Continuing reduction in the number and size of delegations of authority approved.

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<sup>2</sup> Productivity or cost avoidance is a comparison of negotiated rent rates to market rates for office or warehouse leases that are 5,000 SF or greater. Market rates are obtained from CoStar Group market data used by most industry professionals, broker reports in major metro areas, the CBA (Commercial Broker Association), and other market information sources.

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## Context

According to the OFM 2014 *Facilities Inventory System Report*, as self-reported by state organizations, the State owns or manages more than 112 million square feet for all space types and includes:

- Approximately 98 million square feet of state-owned space (88 percent of the total)
- Approximately 14 million square feet of leased space (12 percent).

Washington State currently has a hybrid decentralized model for authority over real estate. The *Facilities Inventory System Report* identifies three authorities: (1) Department of Enterprise Services, (2) other state agencies owning or leasing through statutory authorization or exemption ([RCW 43.82.010](#) (13) and others), and (3) higher education institutions ([RCW 28B.10.020](#)).

The portfolio overseen by DES (owned and leased<sup>3</sup>) is a small subset of the state's total, encompassing a diverse portfolio of over 1,000 (privately owned and state-owned) leases of all types, from offices to warehouse and storage units to parking lots, boat moorage and air monitoring sites, totaling more than 11 million square feet and annual rents totaling over \$182 million.<sup>4</sup>

DES does not execute leases for all state agencies and state entities. Some state organizations have independent statutory authority to acquire and dispose of real estate as referenced in [RCW 43.82.010](#) (13):

- State colleges and universities for research and experimental purposes;
- Departments of Natural Resources, Fish and Wildlife, Transportation, and State Parks and Recreation Commission *for purposes other* (emphasis added) than the leasing of offices, warehouses, and real estate for similar purposes.

And/or in separate authorizing statutes:

- Health Benefit Exchange (RCW 43.71.020)
- Commodities Commissions (RCW 15.04.200)

DES has statutory responsibility for the management, operation, and maintenance of the Capitol Campus as well as other state-owned buildings in Thurston County and around the state and oversight of the state's process for leasing space. DES leases space in state-owned buildings to state agencies and on their behalf in private sector buildings, as well as spaces of other governmental (federal and local) entities. In this role, DES has primary fiduciary responsibility to provide facilities that meet the business and operational needs of the state agencies at optimal pricing, based on availability within the market.

The scope of this report addresses only the leases in DES owned or managed facilities and leases in private sector facilities over which DES has authority.

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<sup>3</sup> This includes leases derived as a result of a delegation of authority from DES to an agency.

<sup>4</sup> DES leases are not just confined to "facilities" as defined in the Facilities Inventory System (FIS). That is why there is a difference between the number of square feet and leases referenced in OFM's *FIS Report* and in DES's *LIS*.

# Annual Leased Facilities Report

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## MAJOR ACCOMPLISHMENTS IN FY14

By applying Lean concepts to the state's lease renewal process, the Department of Enterprise Services (DES) sharply reduced a large backlog of expired- or soon-to-expire lease renewals. This gave DES a stronger position to negotiate leases on behalf of state agencies. This improvement is helping agencies avoid more than \$1.9 million in lease costs over the next five years, or an average of \$390,000 annually.

### Background

In fiscal year 2012, an estimated 20 percent of the lease renewals managed by DES were not renewed until after they expired. In December 2012, the department had a backlog of 127 leases that had expired or were set to expire within six months. Historically, DES lease renewals occurred every five years and included a 10 to 15 percent increase over previous rates. This was due primarily to a poor lease negotiating position and a reactive approach to lease management. The lease renewal program struggled because it lacked adequate systems for collecting and analyzing data, compounded by a lack of access to industry-wide lease rate data to support negotiations.

In response, a DES team created a proactive Lean approach that standardized the lease renewal process. A temporary manual tracking system was developed to manage more than 500 annual lease projects until a more modern tracking system can be procured. In early 2013, DES acquired access to Costar, a third-party data provider, to better understand changes in office markets. This information boosted the department's ability to negotiate better terms for lease renewals.

With this approach, DES reduced its lease renewal backlog from 127 to 23 – an 82 percent reduction – within the first year and 100 percent in the second. The department also used its stronger negotiating position and access to crucial market data to negotiate leases for agencies at or below market rates. From July 2013 through June 2014, DES has helped agencies avoid more than \$2 million in net lease costs over the next five years.

### Outcomes achieved

- **For the public:** Better use of taxpayer dollars in the near term and the future, enabling state agencies to avoid escalating lease costs and focus scarce public resources on their critical primary missions.
- **For employees:** A renewed sense of pride and respect by delivering innovative, responsive, cost-effective and integrated solutions and services to customers.
- **For the agencies:** Cost avoidance by helping agencies avoid more than \$2 million in lease costs over the next five years.

### Optimized resources

Avoiding unnecessary lease costs helps agencies repurpose capital for other activities that are critical to their primary missions. In addition, DES is acquiring a Real Estate Management System to replace a cumbersome manual system. This will free DES resources, affording the department an opportunity to focus on additional value-added and cost-savings initiatives.

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## MAJOR INITIATIVES/STRATEGIES FOR FY 15

Building on the success of 2014 improvements, DES will focus on three key initiatives which will improve overall customer service and reduce the overall cost of leased facilities.

### Regional Brokerage Services Convenience Contract

DES will acquire brokerage services to support transactional activities in Olympia, Seattle, Spokane, Tacoma, Tri-Cities and Vancouver. This convenience contract will also support strategic portfolio analysis and provide greater access to an assortment of real estate market rates, trends and related indicators.

### Establish Meaningful Space Standards and Exception Management Practices

Using Lean principles, DES is engaging with customer agencies to establish meaningful space standards, develop standards for evaluation of requests for exception, and establishing transparency and accountability for space management decisions. Effective space management provides our greatest opportunity for cost savings and will require strong executive leadership and commitment as we pursue alternative workplace strategies.

### Acquire a Real Estate Management System

DES will acquire a robust real estate management system to replace the existing 20 year old database which is at risk of failing and no longer supports business needs. A modern real estate management system will automate cumbersome manual processes, allowing staff to be more effective and efficient in delivery of professional real estate services.

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## Report 1: Facility Leases Executed

### Background

The director of the Department of Enterprise Services (DES) has the authority to purchase, lease, and lease purchase, rent, or otherwise acquire all improved and unimproved real estate on behalf of a state organization and after consultation with OFM.<sup>5</sup> The director of DES has the authority to determine the location, size and design of real estate or improvements to real estate for state agencies under RCW 43.82.<sup>6</sup> Within this authority, DES's Real Estate Services is responsible for real estate transactions on behalf of state organizations.

RCW 43.82.045 prohibits state agencies from entering into lease agreements for privately owned buildings that are in the planning stage or under construction without prior approval from the director of OFM.<sup>7</sup> DES is required to submit an annual report of facility leases executed under RCW 43.82.010 and RCW 43.82.045, including lease terms and annual lease costs.<sup>8</sup>

Under state law ([RCW.43.82.010\(1\)](#)), DES has the authority after consulting with OFM, to acquire all improved and unimproved real estate on behalf of state agencies and other state entities through purchase, lease, lease purchase, and rent.

In addition, DES has authority under ([RCW 43.82.010 \(2\)](#)) to determine the location, size, and design of real estate or improvements to real estate for state agencies.

State law ([RCW 43.82.010 \(15\)](#)) requires DES to submit an annual report about executed facility leases, including lease terms and annual lease costs.

### Scope of executed facility leases

An "executed facility lease" is a contract that grants use or occupancy of property or space during a specified period of time in exchange for a specified rent. The primary type of facility lease space in this report is office space.

Leases for other types of space, such as office space combined with classroom space or office space combined with warehouse space, are included if the office space is the primary use or largest component.

### Leases Executed in Privately-owned Facilities

In FY14, DES executed 126 leases involving about 1.2 million square feet in privately-owned facilities worth more than \$22 million annually. The following table shows the type and number of lease transactions, square feet, and annual lease costs.

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<sup>5</sup>RCW 43.82.010 (1)

<sup>6</sup>RCW 43.82.010 (2)

<sup>7</sup>RCW 43.82.045 State agencies are prohibited from entering into lease agreements for privately owned buildings that are in the planning stage of development or under construction unless there is prior written approval by the director of the office of financial management. Approval of such leases shall not be delegated. Lease agreements described in this section must comply with RCW [43.82.035](#).

<sup>8</sup>RCW 43.82.010 (15)

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**Figure 2: Lease transactions in privately-owned facilities in FY14**

Type of Lease Transactions	Number of Leases	Square Feet	Annual Lease Cost
Amendments to Existing Leases	3	64,054	\$1,096,093
Extensions to Existing Leases	9	126,047	\$2,166,441
New Leases	26	135,187	\$2,288,459
Renewals of Leases	88	881,542	\$16,37,729
<b>Total</b>	<b>126</b>	<b>1,206,830</b>	<b>\$22,188,721</b>

Source: DES Lease Information System, July 2014

The following table shows FY14 data for leases in privately owned facilities compared to previous fiscal years.

**Figure 3: Lease transactions in privately-owned facilities by fiscal year**

Fiscal Year	Number of Leases	Square Feet	Annualized Lease Cost
2008	96	951,186	\$15,494,295
2009	135	1,584,339	\$27,371,867
2010	157	1,659,863	\$24,574,251
2011	126	1,588,139	\$33,194,236
2012	147	1,468,198	\$25,094,453
2013	138	1,404,153	\$25,562,667
2014	126	1,206,830	\$22,188,720

Source: DES Lease Information System, July 2014 and previous reports

From FY 08 through FY 10, the annual lease cost is expressed as a base rate of leases executed in privately-owned facilities during that time period. Annual cost is a combination of varying service levels or leases in which state agencies separately pay a portion of the building operating expenses. Beginning in FY 11, the leasing report began to incorporate full service equivalents (rent + estimated operating costs) for office space leased, using the same source that OFM uses to compile its estimated budgets for agency space requests.

The following table compares Thurston with other Washington counties.

**Figure 4: Lease transactions by counties in FY14**

County	# of Transactions in FY 14	Percentage of Total Transactions Executed in FY 14	Square Feet of Transactions in FY 14	Percentage of Total Square Feet in Transactions Executed in FY 14
Thurston	25	20%	262,948	22%
King	25	20%	251,563	21%
Clark	9	7%	156,138	13%
Spokane	8	6%	122,073	10%
Snohomish	7	6%	36,276	3%
Others	52	41%	377,382	31%

Source: DES Lease Information System, July 2014

While Thurston County serves as the core for Washington state government, the transactional activity in Thurston County and King County was similar. According to the most recent Thurston Regional Planning Council data, the state is the largest landowner and employer in Thurston County, controlling more than 7.5 million square feet of space and employing about 19,500 full and part-time people.

# Annual Leased Facilities Report

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The following table identifies five state agencies with the largest number of leases (new and renewals) executed by DES in FY14. The Department of Social and Health Services continues to be the largest customer.

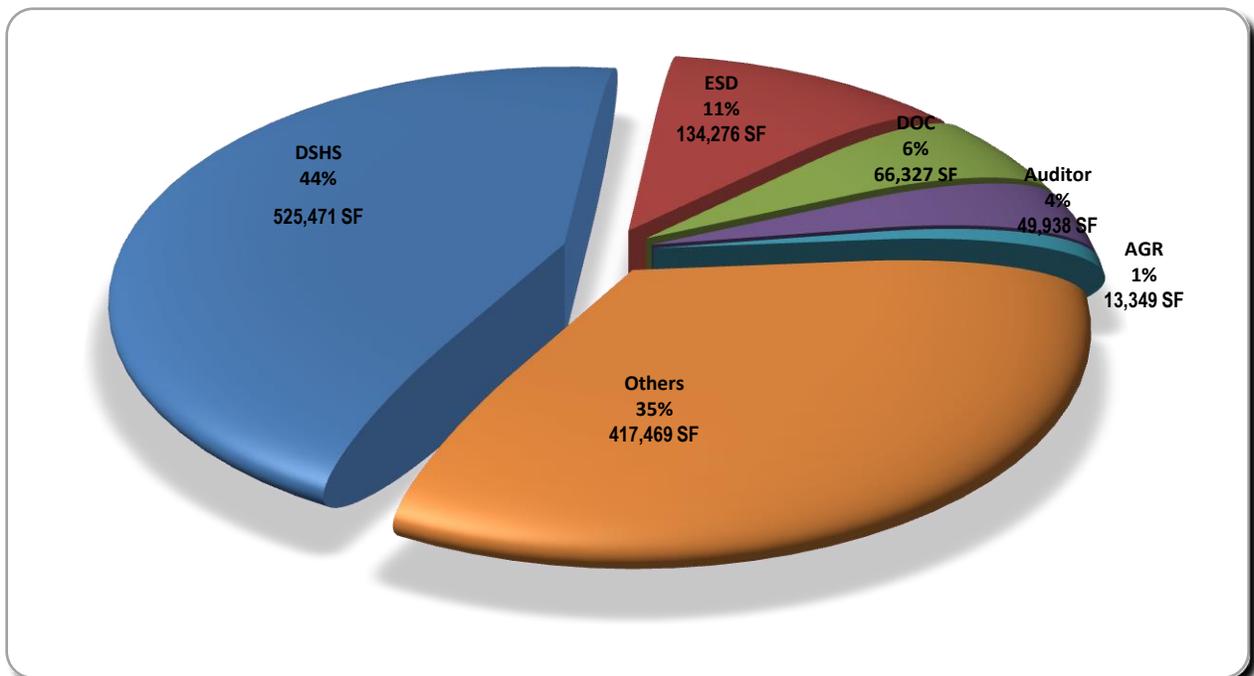
**Figure 5: Agencies by the number of transactions in FY14**

Agency	Amendments / Extensions	Transactions for New Space	Renewals	Total Transactions	Percentage of Total Transactions
Department of Social & Health Services	7	4	21	32	25%
Employment Security Department	2	2	8	13	10%
Department of Corrections	0	1	8	9	7%
Office of the State Auditor	0	2	4	6	5%
Agriculture	0	0	6	6	5%

Source: DES Lease Information System, July 2014

The following chart identifies the top five state agencies by proportion of leased square feet related to their FY 14 executed leases. The Department of Social and Health Services is the largest customer, involving 25 percent of the leasing transactions and 44 percent based on total square feet.

**Figure 6: Agencies by proportion of leased square feet in FY14**



Source: DES Lease Information System, July 2014

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## Leases Executed in State-owned Facilities

### DES Managed Facilities

DES manages or owns 92 of the approximately 9,230 state-owned buildings, 38 of which are on the Capitol Campus<sup>9</sup>. The 92 buildings include facilities on the Capitol Campus, state facilities in Tumwater, Tacoma, Sedro Woolley, and Yakima. These facilities also include parking structures, monuments, parks and the Historic Capitol.

In FY 14, DES executed 43 leases for state agencies and other organizations in state-owned facilities. These leases covered 1,048,608 square feet with total annual lease costs of about \$13.3 million.

The following table shows the types and number of lease transactions as well as a summary of annual lease costs.

**Figure 7: Leases in state-owned facilities in FY 14**

Type of Lease Transaction	Number of Lease Transactions	Square Feet	Annual Lease Costs
New	6	77,442	\$898,263
Renewal	37	971,166	\$12,500,901
<b>TOTAL</b>	<b>43</b>	<b>1,048,608</b>	<b>\$13,339,164</b>

Source: DES Lease Information System, July 2014

Leases in state-owned space were previously negotiated and executed on a biennial basis. In 2012, DES started using “occupancy agreements” for Capitol Campus space rather than lease agreements, to enhance administrative efficiency. These occupancy agreements identify the space used, outline expectations around the tenant’s use of the space, and identify services that DES provides for the tenant in this space. The department is still transitioning agency-based leases into occupancy agreements.

### Leases Executed for Facilities in the Planning Stage of Development or Under Construction

State law ([RCW 43.82.045](#)) prohibits state organizations from entering into lease agreements without prior written approval from OFM for privately-owned facilities that are in planning stages of development or under construction.

In FY 14, there were two requests for approval of leases for facilities in the planning stage of development or under construction. The approvals involved:

- DSHS in Toppenish for 9,932 square feet at an average of \$177,534 annual rent over ten years; and
- Whatcom Community College 28,502 square feet for \$194,600 annual rent for 5 years.

<sup>9</sup> Schedule 27: Operating and Capital Assets by Function and Facility Inventory System, 2014

## **Report 2: Delegated Leases**

### **Background**

Under state law ([RCW 43.82.010](#)), DES has authority to house state government. While there are some exceptions ([RCW 43.82.010\(13\)](#)), this statute requires state agencies, boards, commissions and educational institutions to use DES for real estate needs. The department may also delegate functions to any agency under terms and conditions deemed advisable. DES is required to submit an annual report to the Legislature regarding all delegated leases ([RCW 43.82.010 \(12\)](#)).

### **Scope of delegation authority**

State law allows DES to determine the terms and conditions of delegation of authority. Past practices limited delegation to negotiating and executing leases under defined circumstances such as for emergency and temporary needs or for storage, etc. Over time this practice expanded to permit state agencies, boards, commissions, and community and technical colleges to request a delegation of authority to:

- Negotiate and execute agreements to lease and/or rent offices, classrooms, and other facilities.
- Manage minor alterations to existing space.

Recently, the department revised its practices and established more specific parameters around delegations to help ensure state entities only enter into low-risk leases (short duration and low dollar amount thresholds) that are specialized in nature.

DES will determine what assistance and/or training, if any, will be essential for the requesting agency to successfully manage the proposed delegated real estate transactions. The agency will be required to meet specific criteria related to its capabilities and resources before being granted a delegation.

DES then issues a written approval with the terms, conditions and responsibilities of the delegation (including reporting responsibilities) to the requesting agency for the delegation. A delegation is time-limited. If the agency seeks to renew its delegated lease as it approaches expiration, it must reapply for a delegation of authority for such a renewal. It is not automatic. The delegation will be reviewed for compliance and to determine if the delegation continues to meet real estate/leasing needs of the agency—and the state.

All delegations are required to utilize the pre-approved *Delegated State Rental Agreement* for terms not exceeding one year or the pre-approved *Delegated Lease Agreement*. Any exceptions to this requirement must be approved in advance by the Real Estate Services Manager or delegate, and be approved as to form by the appropriate Assistant Attorney General.

If an agency fails to comply with the procedures, terms, and conditions described above, DES may revoke the delegation of authority. DES retains the right to assess, at any time, the integrity of each individual lease action and the capability of the agency involved to perform all aspects of its delegation activities.

## Leasing Report

### July 1, 2013, through June 30, 2014

#### Leases Executed Under Delegations of Authority in FY 14

In FY 14, DES granted 13 delegations for new leases and 48 delegations for renewals of leases executed as a result of delegated authority. These 61 leases represented annual costs of almost \$1 million. This activity represents a continued decline in the number of delegations issued since a high of 159 in FY 08.

This trend is due in large part to more stringent departmental review of requests and changes in criteria that focused on delegating only those requests with low impact, low cost, and low risk.

**Figure 8: Trending in Provision of Delegations of Authority**

Year	# of Delegated Leases	Total Square Feet	Total Rent
2007*	189	391,092	7,530,035
2008*	159	92,475	815,783
2009	123	67,185	73,362
2010	89	95,616	111,845
2011	58	100,610	1,021,844
2012	64	95,233	1,855,548
2013	54	66,469	1,048,295
2014	61	45,567	935,626

Source: DES *Lease Information System* and Legislative Reports

\* Data from 2007 and 2008 contains gaps related to square feet and rent costs because agencies failed to report such data as required in some cases. Data accuracy significantly increased in the following years due to increased monitoring and follow up.

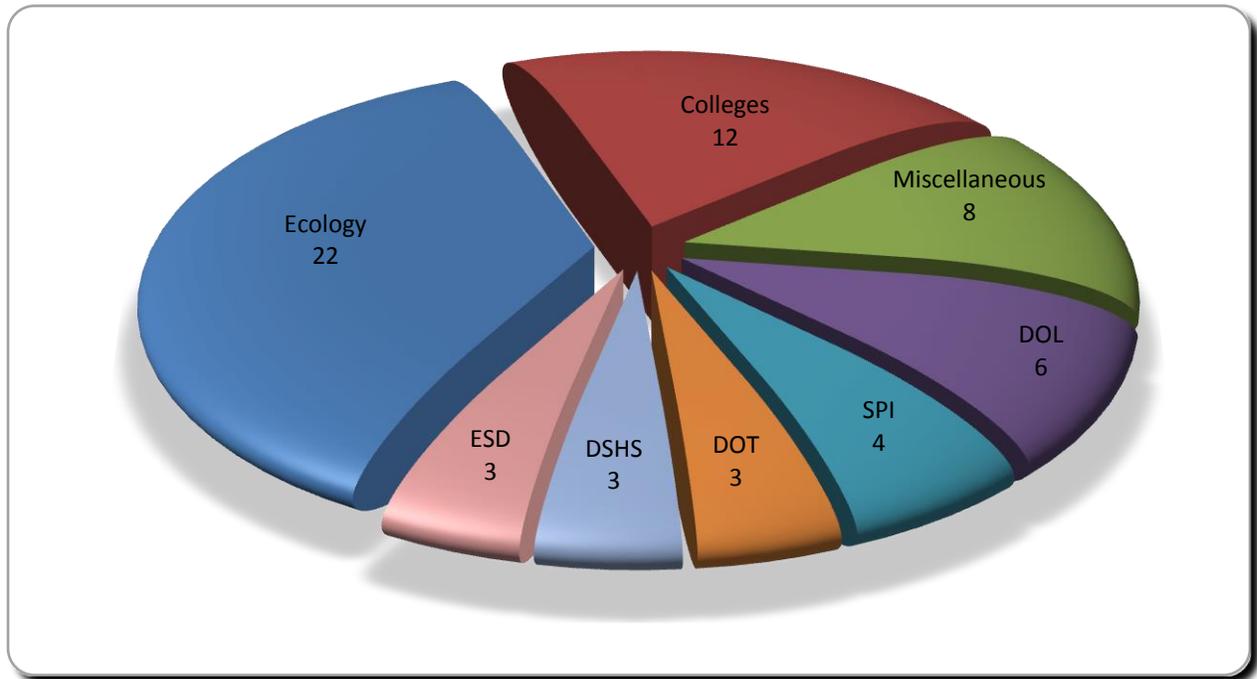
# Leasing Report

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## Agencies using delegations of authority

The following chart shows the state agencies that executed the greatest number of leases using delegated authority in FY 14.

**Figure 9: Number of delegated leases by agency in FY 14**



Source: DES Lease Information System, July 2014

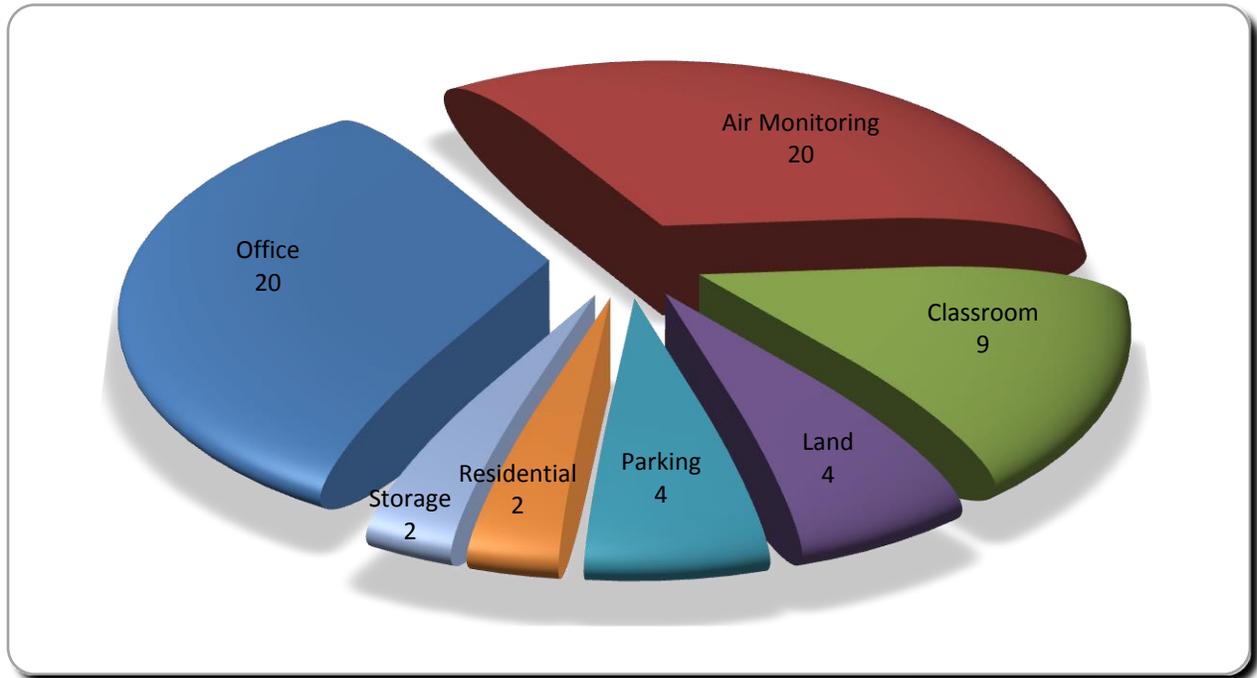
## Uses of delegations of authority

Delegations include air monitoring sites, boat ramps, cellular sites, offices, parking lots, storage areas, and vacant land. In FY 14, the two largest users of delegated authority for leasing were (1) Department of Ecology and (2) community and technical colleges. Out of 22 delegated leases for Ecology, 20 were air-monitoring sites. The 12 delegated leases for the nine community colleges included classrooms, office, and storage space. The miscellaneous category includes leases for a variety of state organizations including the Department of Corrections, Department of Labor and Industries, etc.

## Leasing Report July 1, 2013, through June 30, 2014

The following chart shows the type of use and number of uses executed under delegated authority in FY 14. Approximately 33 percent was office space, 33 percent was air monitoring sites and 15 percent classroom space.

**Figure 10: Number of Delegated leases by type of use in FY 14**



Source: DES Lease Information System, July 2014

### Duration of leases

The following table shows the duration of leases executed under delegated authority in the last six fiscal years. The increase in the duration of leases between FY 13 and FY 14 is due to the needs of agencies to secure longer term leases for specific operational purposes, such as land for Department of Licensing’s Commercial Driver License testing or specific sites such as Washington State Patrol field offices.

**Figure 11: Comparison of the duration of delegated leases**

Duration of Delegated Lease	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011	Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014
Short-term (less than two years)	79.5%	83%	90%	92%	89%	75%
Medium-term (two to five years)	20.5%	17%	10%	8%	11%	25%
Long-term (more than five)	0%	0%	0%	0%	0%	0%

Source: DES Lease Information System, July 2014, and prior reports

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## **Report 3: Exemptions to Facility Efficiency Standards**

### **Background**

Under state law (RCW 43.82.010), DES has authority to determine the location, size, and design of real estate or improvements to real estate for state agencies. Under state law, the department is required to:

- Adopt, with OFM approval, facility efficiency standards ([RCW 43.82.010 \(2\)](#)).
- Grant specific exemptions to the standards ([RCW 43.82.010 \(2\)](#)).
- Conduct space utilization studies to maximize utilization of space and to establish standards for use of space by state agencies ([RCW 43.82.010 \(9\)](#)).
- Provide an annual report of exemptions to facility efficiency standards ([RCW 43.82.010 \(2\)](#)).

### **Scope**

Facility efficiency standards are workspace standards intended to promote space efficiency, consistency, and cost savings. State law ([RCW 43.82.010](#)) identifies design, location, size, and space as important facility efficiency factors. This report focuses on space allocation standards.

### **Space Allocation Standards**

The Space Allocation Standards Policy was revised and updated in 2009 and establishes a standard of 215 rentable square feet per person for the allocation of office space. This standard includes an exemption process.

### **FY14 Exemptions to Facility Efficiency Standards**

In accordance with RCW 43.82.035, the Office of Financial Management (OFM) has established a Modified Predesign process for any agency requests to acquire, expand, or relocate a state facility. OFM reviews and approves the total costs and total square feet of each project, taking into account the agency's business, operations and facilities needs, including the number of people projected to occupy the space. Based on OFM's approval, the project is transmitted to DES to implement.

Consistent with historical practice, DES relied on the results of the Modified Predesign Process and OFM's approval. As such, there were no exceptions to standards.

### **Changes to Space Standards and Space Management Practices**

It is apparent that the historical approach to the management of exceptions to space standards requires more rigor, transparency, and accountability to ensure the state is making the most effective use of limited resources. As such, DES has begun an initiative to engage with customer agencies to create meaningful space standards and a process for the evaluation of requests for exception to the standards. This will also establish transparency and accountability for space management decisions. Implementation of the results will begin in July 2015.

**Leasing Report**  
**July 1, 2013 through June 30, 2014**

This important space management initiative provides our greatest opportunity for costs savings and will require strong executive leadership and commitment to make significant reductions in space utilization and implementation of alternative workplace strategies. DES is fully committed to this initiative and will take all steps necessary for successful implementation.

**Leasing Report**  
**July 1, 2013 through June 30, 2014**

## **Appendices**

### **Appendix A**

The spreadsheet titled “*Lease Transactions Related to Privately Owned Facilities in Fiscal Year 2014*” shows more detail about the facility leases the department executed. It includes information about:

- Agency leasing the space
- Location
- Duration of lease
- Square footage
- Type of lease
- Use of space
- Annual lease costs

It does not include pending leases, leases for state-owned facilities, or leases executed as a result of the delegated authority to another state agency.

### **Appendix B**

The spreadsheet entitled “*Lease Transactions Related to State-Owned Facilities in Fiscal Year 2014*” shows additional detail about the leases DES executed for state and private organizations in state-owned facilities. The spreadsheet includes information about:

- Organizations leasing state-owned space
- Duration of lease,
- Square footage
- Type of lease,
- Use of space
- Annual lease costs

### **APPENDIX C**

The spreadsheet entitled “*Lease Transactions Related to Delegations of Authority in Fiscal Year 2014*” shows additional detail about leases executed as a result of delegated authority. The spreadsheet includes information about:

- Agency leasing the space
- Location
- Duration of lease
- Square footage
- Type of lease
- Use of space
- Annual lease costs (Some delegated leases, such as for air monitoring, do not pay rent).

## APPENDIX A: LEASE TRANSACTIONS RELATED TO PRIVATELY OWNED FACILITIES IN FISCAL YEAR 2014

#	Agency	City	Start Date	End Date	Lease Uses	Square Feet	Current Monthly Rent	Average Annual Rent / SF	Estimated* Operating Expenses	Estimated Full Service/ SF	Lease Kind
1	Employment Security Dept.	Tacoma	7/1/2013	5/31/2016	Office	18,122	\$27,183.00	\$18.00	\$0.00	\$18.00	Amendment
2	Social & Health Services, Dept. of	Seattle	1/1/2014	12/31/2023	Office	14612	\$16,134.08	\$26.50		\$26.50	Amendment
3	Social & Health Services, Dept. of	Tumwater	12/1/2013	1/31/2017	Office	31,320	\$48,024.00	\$18.40	\$3.53	\$21.93	Amendment
						<b>64,054</b>	<b>\$91,341.08</b>				
4	Employment Security Dept.	Yakima	5/1/2014	7/31/2014	Office	24,113	\$24,000.00	\$11.94	\$3.02	\$14.96	Extension
5	Governor, Office of	Seattle	7/1/2013	6/30/2015	Office	1,993	\$4,401.21	\$26.50	\$0.00	\$26.50	Extension
6	Industrial Insurance Appeals, Board of	Kennewick	5/1/2014	10/31/2014	Office	2,157	\$2,800.00	\$15.58	\$2.90	\$18.48	Extension
7	Labor & Industries, Dept. of	Olympia	5/1/2014	6/30/2014	Office, Lab	20,570	\$27,718.08	\$16.17	\$3.53	\$19.70	Extension
8	Social & Health Services, Dept. of	Auburn	9/1/2013	8/31/2015	Office	8,741	\$14,568.33	\$20.00	\$4.50	\$24.50	Extension
9	Social & Health Services, Dept. of	Vancouver	11/1/2013	10/31/2014	Office	11,950	\$20,414.58	\$20.50	\$3.16	\$23.66	Extension
10	Social & Health Services, Dept. of	Vancouver	11/1/2013	10/31/2014	Office	33,983	\$58,054.29	\$20.50	\$3.16	\$23.66	Extension
11	Social & Health Services, Dept. of	Vancouver	11/1/2013	10/31/2014	Office	6,486	\$11,080.25	\$20.50	\$3.16	\$23.66	Extension
12	Social & Health Services, Dept. of	Walla Walla	1/1/2014	8/31/2014	Office	16,054	\$17,500.00	\$13.08	\$3.23	\$16.31	Extension
						<b>126,047</b>	<b>\$180,536.74</b>				
13	Administrative Hearings, Office of	Spokane	11/1/2013	10/31/2018	Office	11,036	\$19,772.83	\$21.50	\$0.00	\$21.50	New
14	Arts Commission	Olympia	7/1/2013	11/30/2016	Warehouse	432	\$184.44	\$5.12	\$0.00	\$5.12	New
15	Auditor, Office of	Kent	5/1/2014	4/30/2019	Office	3,538	\$5,017.06	\$17.02	\$0.00	\$17.02	New
16	Auditor, Office of	Tumwater	6/1/2014	5/31/2019	Office	6,191	\$10,333.81	\$20.03	\$3.53	\$23.56	New
17	Commerce, Dept. of	Seattle	11/1/2013	10/31/2018	Office	4,426	\$11,802.66	\$32.00	\$0.00	\$32.00	New
18	Community & Technical College, Board of	Olympia	11/1/2013	12/31/2015	Office	6,588	\$11,001.96	\$20.04	\$3.53	\$23.57	New
19	Corrections, Dept. of	Tacoma	8/1/2013	7/31/2023	Office	8,290	\$13,471.25	\$19.50	\$0.00	\$19.50	New
20	Early Learning, Dept. of	Olympia	3/1/2014	2/28/2019	Office	2,500	\$1,458.84	\$7.00	\$3.53	\$10.53	New
21	Edmonds Community College	Lynnwood	9/1/2013	8/31/2018	Office	3,428	\$4,679.57	\$16.38	\$2.00	\$18.38	New
22	Employment Security Dept.	Lacey	9/1/2013	11/30/2017	Office	15,910	\$21,398.95	\$16.14	\$3.53	\$19.67	New
23	Employment Security Dept.	Stevenson	12/1/2013	6/30/2017	Office	225	\$342.93	\$18.29	\$0.00	\$18.29	New

#	Agency	City	Start Date	End Date	Lease Uses	Square Feet	Current Monthly Rent	Average Annual Rent / SF	Estimated Operating Expenses	Estimated Full Service/ SF	Lease Kind
24	Fish & Wildlife, Dept. of	Port Townsend	9/1/2013	8/31/2018	Office	4,818	\$7,708.80	\$19.20	\$2.00	\$21.20	New
25	Licensing, Dept. of	Newport	3/1/2014	8/31/2015	Office	277	\$504.36	\$21.85	\$0.00	\$21.85	New
26	Liquor Control Board	Federal Way	7/1/2013	6/30/2018	Office	2,457	\$4,000.00	\$19.54	\$0.00	\$19.54	New
27	Liquor Control Board	Montlake Terrace	7/1/2013	6/30/2018	Office	2,751	\$4,470.38	\$19.50	\$0.00	\$19.50	New
28	Natural Resources, Dept. of	Olympia	1/1/2014	12/31/2018	Warehouse	9,216	\$4,884.48	\$6.36		\$6.36	New
29	Olympic College	Bremerton	9/1/2013	8/31/2023	Residential	NA	\$1.00	NA	NA	NA	New
30	Patrol, Washington State	Seattle	5/1/2014	4/30/2019	Office	1,001	\$2,836.17	\$34.00	\$0.00	\$34.00	New
31	Seattle Community College	Seattle	7/1/2013	7/30/2016	Classroom	7,427	\$2,772.91	\$4.48	\$0.00	\$4.48	New
32	Social & Health Services, Dept. of	Everett	1/1/2014	12/31/2015	Office	378	\$381.15	\$12.10	\$0.00	\$12.10	New
33	Social & Health Services, Dept. of	Spokane	6/1/2014	5/31/2019	Office	4,945	\$7,808.98	\$18.95	\$0.00	\$18.95	New
34	Social & Health Services, Dept. of	Spokane	10/1/2013	9/30/2018	Office	4,980	\$6,909.75	\$16.65	\$0.00	\$16.65	New
35	Social & Health Services, Dept. of	Olympia	8/1/2013	1/31/2014	Office	1890	\$2,756.26	\$17.50	\$3.53	\$21.03	New
36	Transportation, Dept. of	Tumwater	10/1/2013	9/30/2018	Office	2,258	\$2,634.34	\$14.00	\$3.53	\$17.53	New
37	Utilities & Transportation Commission	Seattle	4/1/2014	6/30/2015	Office	1,723	\$4,652.00	\$32.40	\$0.00	\$32.40	New
38	Whatcom Community College	Bellingham	8/1/2013	7/31/2018	Classroom, Office	28,502	\$38,920.00	\$16.39	\$6.61	\$23.00	New
						<b>135,187</b>	<b>\$190,704.88</b>				
39	Administrative Hearings, Office of	Seattle	2/1/2014	1/31/2019	Office	9,519	\$25,780.63	\$32.50	\$0.00	\$32.50	Renewal
40	Administrative Hearings, Office of	Yakima	10/1/2013	9/30/2018	Office	4,491	\$6,394.32	\$17.09	\$0.00	\$17.09	Renewal
41	Agriculture, Dept. of	Brewster	4/1/2014	3/31/2019	Office	922	\$850.00	\$11.06	\$3.23	\$14.29	Renewal
42	Agriculture, Dept. of	Chehalis	1/1/2014	12/31/2014	Office	100	\$77.42	\$9.29	\$0.00	\$9.29	Renewal
43	Agriculture, Dept. of	Colfax	2/1/2014	1/31/2019	Office	3,200	\$1,500.00	\$5.63	\$3.23	\$8.86	Renewal
44	Agriculture, Dept. of	Lynden	4/1/2014	3/31/2019	Office	431	\$431.00	\$12.00	\$2.00	\$14.00	Renewal
45	Agriculture, Dept. of	Olympia	6/1/2014	5/31/2019	Warehouse	7,571	\$2,876.98	\$4.56		\$4.56	Renewal
46	Agriculture, Dept. of	Quincy	9/1/2013	8/31/2016	Office	1,125	\$1,288.13	\$14.29	\$1.94	\$16.23	Renewal
47	Attorney General, Office of	Kent	4/1/2014	3/31/2016	Office	190	\$227.52	\$14.37		\$14.37	Renewal
48	Attorney General, Office of	Port Orchard	11/1/2013	10/31/2015	Office	100	\$125.00	\$15.00		\$15.00	Renewal
49	Attorney General, Office of	Vancouver	4/1/2014	3/31/2019	Office	9,486	\$18,521.42	\$23.43	\$0.00	\$23.43	Renewal

#	Agency	City	Start Date	End Date	Lease Uses	Square Feet	Current Monthly Rent	Average Annual Rent / SF	Estimated Operating Expenses	Estimated Full Service/ SF	Lease Kind
50	Attorney General, Office of, subleasing to Private Entity	Tumwater	5/1/2014	4/30/2019	Miscellaneous	80	\$140.00	\$21.00	\$0.00	\$21.00	Renewal
51	Auditor, Office of	Port Orchard	3/1/2014	2/28/2019	Office	1,015	\$1,470.06	\$17.38	\$2.93	\$20.31	Renewal
52	Auditor, Office of	Tumwater	6/1/2014	5/31/2019	Office	37,208	\$55,222.87	\$17.81	\$3.53	\$21.34	Renewal
53	Auditor, Office of	Walla Walla	6/1/2014	5/31/2019	Office	575	\$600.00	\$12.52	\$2.93	\$15.45	Renewal
54	Auditor, Office of	Wenatchee	4/1/2014	3/31/2019	Office	1,411	\$2,469.25	\$21.00	\$2.93	\$23.93	Renewal
55	Central Washington University	Yakima	7/1/2013	6/30/2016	Classroom	2,308	\$1,913.37	\$9.95	\$0.00	\$9.95	Renewal
56	Commerce, Dept. of	Seattle	12/1/2013	11/30/2018	Office	10,037	\$27,100.00	\$32.40	\$0.00	\$32.40	Renewal
57	Consolidated Technology Services	Olympia	1/1/2014	12/31/2014	Miscellaneous	1,000	\$0.00	\$0.00	NA	NA	Renewal
58	Corrections, Dept. of	Auburn	7/1/2013	6/30/2018	Office	2,669	\$3,643.18	\$16.38	\$4.50	\$20.88	Renewal
59	Corrections, Dept. of	Kent	3/1/2014	2/28/2019	Office	5,526	\$9,440.25	\$20.50	\$0.00	\$20.50	Renewal
60	Corrections, Dept. of	Lacey	10/1/2013	9/30/2018	Office	7,815	\$10,750.00	\$16.51	\$0.94	\$17.45	Renewal
61	Corrections, Dept. of	Oak Harbor	12/1/2013	11/30/2018	Office	2,339	\$3,500.00	\$17.96	\$2.00	\$19.96	Renewal
62	Corrections, Dept. of	Renton	1/1/2014	12/31/2018	Office	5,713	\$9,997.75	\$21.00	\$0.00	\$21.00	Renewal
63	Corrections, Dept. of	Tacoma	4/1/2014	3/31/2015	Warehouse	9,542	\$5,000.00	\$6.29		\$6.29	Renewal
64	Corrections, Dept. of	Vancouver	1/1/2014	12/31/2018	Office	20,382	\$39,524.10	\$23.27	\$3.87	\$27.14	Renewal
65	Corrections, Dept. of	Walla Walla	1/1/2014	12/31/2018	Office	4,051	\$5,430.89	\$16.09	\$2.93	\$19.02	Renewal
66	Early Learning, Dept. of	Olympia	2/1/2014	1/31/2019	Office	24,878	\$38,353.58	\$18.50	\$3.53	\$22.03	Renewal
67	Eastern Washington University	Newport	3/1/2014	2/28/2019	Office	1,189	\$1,486.25	\$15.00	\$3.23	\$18.23	Renewal
68	Ecology, Dept. of	Lacey	8/1/2013	7/31/2018	Parking	0	\$2,150.00	NA	NA	NA	Renewal
69	Ecology, Dept. of	Richland	4/1/2014	3/31/2019	Office	21,958	\$34,291.08	\$18.74	\$3.02	\$21.76	Renewal
70	Edmonds Community College	Lynnwood	7/1/2013	6/30/2016	Residential	0	\$26,650.00	NA	NA	NA	Renewal
71	Employment Security Dept.	Bremerton	1/1/2014	12/31/2014	Office	9,040	\$15,262.53	\$20.26	\$0.00	\$20.26	Renewal
72	Employment Security Dept.	Bremerton	1/1/2014	12/31/2014	Miscellaneous	800	\$400.00	\$6.00	\$0.00	\$6.00	Renewal
73	Employment Security Dept.	Goldendale	11/1/2013	10/31/2016	Office	1,941	\$1,444.43	\$8.93	\$3.06	\$11.99	Renewal
74	Employment Security Dept.	Olympia	7/1/2013	6/30/2018	Warehouse	22,536	\$10,350.00	\$5.51		\$5.51	Renewal
75	Employment Security Dept.	Port Haddock	10/1/2013	9/30/2014	Office	778	\$1,034.36	\$15.95	\$2.00	\$17.95	Renewal
76	Employment Security Dept.	Redmond	7/1/2013	6/30/2018	Office	11,690	\$25,912.83	\$26.60	\$0.00	\$26.60	Renewal
77	Employment Security Dept.	Shelton	7/1/2013	6/30/2018	Office	4,588	\$5,735.00	\$15.00	\$3.27	\$18.27	Renewal
78	Employment Security Dept.	Vancouver	10/1/2013	9/30/2014	Office	19,830	\$33,876.25	\$20.50	\$3.16	\$23.66	Renewal

#	Agency	City	Start Date	End Date	Lease Uses	Square Feet	Current Monthly Rent	Average Annual Rent / SF	Estimated Operating Expenses	Estimated Full Service/ SF	Lease Kind
79	Employment Security Dept., subleasing to Private Entity	Vancouver	10/1/2013	9/30/2014	Office	4,703	\$8,081.32	\$20.62	\$3.16	\$23.78	Renewal
80	Everett Community College	Monroe	9/1/2013	8/31/2018	Office	5,884	\$11,277.67	\$23.00	\$0.00	\$23.00	Renewal
81	Gambling Commission	Renton	2/1/2014	1/31/2019	Office	1,629	\$2,715.00	\$20.00	\$0.00	\$20.00	Renewal
82	Green River Community College	Auburn	10/1/2013	9/30/2018	Storage	3,840	\$3,280.00	\$10.25	\$0.00	\$10.25	Renewal
83	Health Care Authority	Olympia	7/1/2013	6/30/2018	Office	24,221	\$42,729.88	\$21.17	\$3.53	\$24.70	Renewal
84	Labor & Industries, Dept. of	Vancouver	3/1/2014	2/28/2019	Office	14,545	\$27,029.46	\$22.30	\$0.00	\$22.30	Renewal
85	Labor & Industries, Dept. of	White Salmon	10/1/2013	9/30/2015	Office	201	\$350.00	\$20.90	\$1.94	\$22.84	Renewal
86	Labor & Industries, Dept. of	Tumwater	6/1/2014	5/31/2015	Office	3,000	\$4,375.00	\$17.50	\$3.53	\$21.03	Renewal
87	Law Enforcement Officers' & Firefighters' Plan 2 Retirement Board	Olympia	5/1/2014	4/30/2019	Office	1,998	\$3,829.50	\$23.00	\$3.53	\$26.53	Renewal
88	Licensing, Dept. of	Kennewick	7/1/2013	6/30/2018	Office	7,676	\$9,850.87	\$15.40	\$1.77	\$17.17	Renewal
89	Licensing, Dept. of	Mount Vernon	11/1/2013	10/31/2018	Office	4,920	\$7,823.72	\$19.08	\$2.00	\$21.08	Renewal
90	Licensing, Dept. of	Port Angeles	11/1/2013	10/31/2018	Office	2,451	\$3,200.60	\$15.67	\$2.93	\$18.60	Renewal
91	Licensing, Dept. of	Seattle	5/1/2014	4/30/2019	Office	7,641	\$14,005.50	\$22.00	\$2.34	\$24.34	Renewal
92	Military Department leasing to Private Entity	Tacoma	11/1/2013	10/31/2018	Office	2,800	\$755.40	\$3.24	NA	NA	Renewal
93	Public Employee Relations	Olympia	6/1/2014	5/31/2019	Office	9,025	\$13,725.52	\$18.25	\$2.15	\$20.40	Renewal
94	Public Instruction, Superintendent of	Yakima	4/1/2014	3/31/2019	Office	13,200	\$23,100.00	\$21.00	\$0.00	\$21.00	Renewal
95	Revenue Dept. of	Seattle	3/1/2014	2/28/2019	Office	22,722	\$45,444.00	\$24.00	\$0.00	\$24.00	Renewal
96	Revenue, Dept. of	Tacoma	3/1/2014	2/28/2019	Office	11,272	\$22,074.33	\$23.50	\$0.00	\$23.50	Renewal
97	Secretary of State	Olympia	7/1/2013	6/30/2020	Office	10666	\$17,376.69	NA	NA	NA	Renewal
98	Social & Health Services, Dept. of	Kennewick	12/1/2013	11/30/2018	Office	23,067	\$31,294.23	\$16.28	\$3.02	\$19.30	Renewal
99	Social & Health Services, Dept. of	Lacey	7/1/2013	6/30/2018	Office	3,535	\$4,742.79	\$16.10	\$3.40	\$19.50	Renewal
100	Social & Health Services, Dept. of	Monroe	1/1/2014	12/31/2018	Office	12,644	\$20,019.67	\$19.00	\$2.99	\$21.99	Renewal
101	Social & Health Services, Dept. of	Monroe	8/1/2013	7/31/2018	Office	14,191	\$23,474.28	\$19.85	\$0.93	\$20.78	Renewal
102	Social & Health Services, Dept. of	Kent	6/1/2014	5/31/2019	Office	19,472	\$35,698.67	\$22.00	\$0.00	\$22.00	Renewal
103	Social & Health Services, Dept. of	Seattle	5/1/2014	4/30/2019	Office	55,490	\$87,000.00	\$18.34	\$4.50	\$22.84	Renewal
104	Social & Health Services, Dept. of	Oak Harbor	7/1/2013	6/30/2018	Office	7,355	\$10,879.27	\$17.75	\$3.27	\$21.02	Renewal
105	Social & Health Services, Dept. of	Redmond	7/1/2013	6/30/2018	Office	309	\$601.83	\$23.37	\$0.00	\$23.37	Renewal

#	Agency	City	Start Date	End Date	Lease Uses	Square Feet	Current Monthly Rent	Average Annual Rent / SF	Estimated Operating Expenses	Estimated Full Service/ SF	Lease Kind
106	Social & Health Services, Dept. of	Renton	6/1/2014	5/31/2019	Office	18,431	\$32,254.25	\$21.00	\$0.00	\$21.00	Renewal
107	Social & Health Services, Dept. of	Republic	11/1/2013	10/31/2018	Office	3,146	\$4,147.18	\$15.82	\$3.23	\$19.05	Renewal
108	Social & Health Services, Dept. of	Seattle	3/1/2014	2/28/2019	Warehouse, Office	5,428	\$6,500.00	\$14.37	NA	NA	Renewal
109	Social & Health Services, Dept. of	Seattle	7/1/2013	6/30/2018	Office	13,733	\$29,022.41	\$25.36	\$0.00	\$25.36	Renewal
110	Social & Health Services, Dept. of	Spokane	4/1/2014	3/31/2019	Office	8,640	\$13,644.00	\$18.95	\$0.00	\$18.95	Renewal
111	Social & Health Services, Dept. of	Spokane	10/1/2013	9/30/2018	Office	55,956	\$88,363.85	\$18.95	\$0.00	\$18.95	Renewal
112	Social & Health Services, Dept. of	Sunnyside	3/1/2014	2/28/2019	Office	19,920	\$26,560.00	\$16.00	\$2.93	\$18.93	Renewal
113	Social & Health Services, Dept. of	Tacoma	9/1/2013	8/31/2018	Office	1,970	\$3,121.00	\$19.01	\$2.84	\$21.85	Renewal
114	Social & Health Services, Dept. of	Vancouver	8/1/2013	7/31/2018	Office	34,773	\$55,057.25	\$19.00	\$4.01	\$23.01	Renewal
115	Social & Health Services, Dept. of	Wenatchee	12/1/2013	11/30/2019	Office	28,383	\$43,757.13	\$18.50	\$3.23	\$21.73	Renewal
116	Social & Health Services, Dept. of	Bellingham	7/1/2013	6/30/2018	Office	29,389	\$44,083.50	\$18.00	\$3.27	\$21.27	Renewal
117	Social & Health Services, Dept. of	Bremerton	6/1/2014	5/31/2019	Office	30,320	\$51,190.27	\$20.26	\$0.00	\$20.26	Renewal
118	Social & Health Services, Dept. of	East Wenatchee	12/1/2013	11/30/2018	Office	3,980	\$6,258.55	\$18.87	\$1.94	\$20.81	Renewal
119	Spokane Community Colleges	Newport	11/1/2013	10/31/2018	Office	10,320	\$6,571.37	\$7.64	\$3.23	\$10.87	Renewal
120	Spokane Community Colleges	Spokane Valley	7/1/2013	6/30/2016	Classroom	2,063	\$1,779.34	\$10.35	\$0.00	\$10.35	Renewal
121	Spokane Community Colleges	Spokane	7/1/2013	6/30/2018	Office	6466	\$7,331.03	\$13.74		\$13.74	Renewal
122	Spokane Community Colleges	Spokane	10/1/2013	9/30/2018	Classroom, Office	27,987	\$18,900.00	\$8.35	NA	NA	Renewal
123	Tax Appeals, Board of	Olympia	11/1/2013	10/31/2018	Office	4,427	\$5,423.08	\$14.70	\$3.53	\$18.23	Renewal
124	Traffic Safety Commission	Olympia	10/1/2013	9/30/2018	Office	8,113	\$14,312.68	\$21.17	\$3.53	\$24.70	Renewal
125	Transportation, Dept. of	Seattle	8/1/2013	7/31/2018	Office	4,390	\$8,414.17	\$23.00	\$0.00	\$23.00	Renewal
126	Transportation, Dept. of	Seattle	8/1/2013	7/31/2018	Office	7,216	\$13,830.67	\$23.00	\$0.00	\$23.00	Renewal
	Sub Total					<b>881,542</b>	<b>\$1,386,477.38</b>				
	<b>Total</b>					<b>1,206,830</b>	<b>\$22,188,720.96</b>				

\* Annual operating expense estimates are included where information is available and are from the 2012-13 Whitestone Facility Operations Cost Reference. If space in the column is empty, then no operating costs were available. Where the space has "\$0.00", this means that the lessor is paying for all operating expenses. "NA" indicates that operating expense calculations are not applicable. Adding "estimated operating expenses to "average annual rent" provides an "estimated full service rent" for better comparison to the market, as the State generally pays less than "full service".

## APPENDIX B: LEASE TRANSACTIONS RELATED TO STATE-OWNED FACILITIES IN FISCAL YEAR 2014

#	Agency	Facility Address	City	Start Date	Stop Date	Lease Uses	Square Feet	Current Monthly Rent	Annualized Rent	Rent/SF	Lease Kind
1	Charter School Commission	1068 Washington Street SE	Olympia	12/01/2013	06/30/2015	Office	1539	\$2,088.00	\$ 25,056.00	\$ 16.28	New
2	Consolidated Technology Services	1115 Washington Street SE	Olympia	07/01/2013	06/30/2015	Office, storage, miscellaneous	62449	\$63,281.65	\$ 800,933.00	\$ 12.83	New
3	Enterprise Services, Dept. of	1115 Washington Street SE	Olympia	07/01/2013	06/30/2013	Office, storage, miscellaneous	11560	\$11,714.13	\$ 37,049.00	\$ 3.20	New
4	Enterprise Services, Dept. of, leasing to Private Entity	120 Union Street SE	Olympia	05/01/2014	06/30/2015	Office	155	\$142.08	\$ 2,342.00	\$ 15.11	New
5	Enterprise Services, Dept. of, leasing to Private Entity	208 11TH Avenue SE, 1067 & 1077 Franklin Street SE	Olympia	12/01/2013	11/30/2018	Office	885	\$1,373.13	\$ 16,478.00	\$ 18.62	New
6	Puget Sound Partnership	1111 Washington Street SE	Olympia	07/01/2013	06/30/2015	Office	854	\$764.05	\$ 16,405.00	\$ 19.21	New
							<b>77,442</b>	<b>\$79,363.04</b>	<b>\$ 898,263.00</b>		
7	Administrator Office of the Courts	415 12th Avenue SW	Olympia	07/01/2013	06/30/2015	Office	4429	\$4,488.05	\$ 51,000.00	\$ 11.52	Renewal
8	Agriculture, Dept. of	120 Union Avenue SE	Olympia	07/01/2013	06/30/2015	Office	181	\$201.97	\$ 2,424.00	\$ 13.39	Renewal
9	Attorney General, Office of	1125 Washington Street SE	Olympia	07/01/2013	06/30/2015	Office	72639	\$73,607.52	\$ 959,875.00	\$ 13.21	Renewal
10	Auditor, Office of	302 Sid Snyder Avenue SW	Olympia	07/01/2013	06/30/2015	Office	6412	\$6,497.49	\$ 73,500.00	\$ 11.46	Renewal
11	Caseload Forecast Council	1110 Capitol Way S	Olympia	07/01/2013	06/30/2015	Office	3974	\$9,438.25	\$ 113,259.00	\$ 28.50	Renewal
12	Enterprise Services, Dept. of	7510 New Market Street	Tumwater	07/01/2013	06/30/2015	Office	6382	\$3,664.33	\$ 43,972.00	\$ 6.89	Renewal
13	Enterprise Services, Dept. of, leasing to Private Entity	120 Union Avenue SE	Olympia	07/01/2013	06/30/2015	Office	267	\$244.75	\$ 4,034.00	\$ 15.11	Renewal
14	Enterprise Services, Dept. of, leasing to Private Entity	120 Union Avenue SE	Olympia	07/01/2013	06/30/2015	Office	2486	\$2,213.83	\$ 36,681.00	\$ 14.76	Renewal
15	Enterprise Services, Dept. of, leasing to Private Entity	120 Union Avenue SE	Olympia	07/01/2013	06/30/2015	Office	633	\$783.17	\$ 9,398.00	\$ 14.85	Renewal
16	Enterprise Services, Dept. of, leasing to Private Entity	120 Union Avenue SE	Olympia	07/01/2013	06/30/2015	Office	1107	\$1,014.75	\$ 16,726.00	\$ 15.11	Renewal
17	Enterprise Services, Dept. of, leasing to Private Entity	415 15th Avenue SW	Olympia	07/01/2013	06/30/2015	Office	145	\$305.52	\$ 3,666.00	\$ 25.28	Renewal
18	Enterprise Services, Dept. of, leasing to Private Entity	120 Union Avenue SE	Olympia	07/01/2013	06/30/2015	Office	169	\$212.79	\$ 2,553.00	\$ 15.11	Renewal
19	Enterprise Services, Dept. of, leasing to Private Entity	940 Market Street	Tacoma	07/01/2013	06/30/2015	Parking	0	\$1,200.00	\$ -	\$ -	Renewal
20	Enterprise Services, Dept. of, leasing to Private Entity	120 Union Avenue SE	Olympia	07/01/2013	06/30/2015	Office	111	\$139.76	\$ 1,677.00	\$ 15.11	Renewal

#	Agency	Facility Address	City	Start Date	Stop Date	Lease Uses	Square Feet	Current Monthly Rent	Annualized Rent	Rent/SF	Lease Kind
21	Financial Management, Office of	302 Sid Snyder Avenue SW	Olympia	07/01/2013	06/30/2015	Office	41707	\$41,915.54	\$ 502,986.00	\$ 12.06	Renewal
22	Governor, Office of	416 Sid Snyder Avenue SW	Olympia	07/01/2013	06/30/2015	Office	17257	\$17,487.09	\$ 198,000.00	\$ 11.47	Renewal
23	Indian Gambling Commission	600 Franklin Street SE	Olympia	07/01/2013	06/30/2015	Office	1182	\$3,167.70	\$ 38,012.00	\$ 32.16	Renewal
24	Insurance Commissioner, Office of	302 Sid Snyder Avenue SW	Olympia	07/01/2013	06/30/2015	Office	6989	\$7,082.19	\$ 80,000.00	\$ 11.45	Renewal
25	Law Library	415 12th Avenue SW	Olympia	07/01/2013	06/30/2015	Office	16065	\$16,305.98	\$ 184,000.00	\$ 11.45	Renewal
26	Licensing, Dept. of	1125 Washington Street SE	Olympia	07/01/2013	06/30/2015	Office	104161	\$105,549.81	\$ 1,376,367.00	\$ 13.21	Renewal
27	Lieutenant Governor, Office of	416 Sid Snyder Avenue SW	Olympia	07/01/2013	06/30/2015	Office	4096	\$4,150.61	\$ 47,000.00	\$ 11.47	Renewal
28	Natural Resources, Dept. of	1111 Washington Street SE	Olympia	07/01/2013	06/30/2015	Office, Research Lab	47946	\$48,585.28	\$ 896,548.00	\$ 18.70	Renewal
29	Patrol, Washington State	416 Sid Snyder Avenue SW	Olympia	07/01/2013	06/30/2015	Office	520	\$526.83	\$ 6,321.00	\$ 12.16	Renewal
30	Public Instruction, Superintendent of	600 Washington Street SE	Olympia	07/01/2013	06/30/2015	Office	97800	\$99,104.00	\$ 1,120,000.00	\$ 11.45	Renewal
31	Recreation and Conservation Fund, Board of	1111 Washington Street SE	Olympia	07/01/2013	06/30/2015	Office	10916	\$11,061.55	\$ 206,870.00	\$ 18.95	Renewal
32	Secretary of State, Office of	1129 Washington Street SE	Olympia	07/01/2013	06/30/2015	Office	47900	\$38,748.58	\$ 759,000.00	\$ 15.85	Renewal
33	Secretary of State, Office of	416 Sid Snyder Avenue SW	Olympia	07/01/2013	06/30/2015	Office	11341	\$11,492.21	\$ 137,906.00	\$ 12.16	Renewal
34	Services to the Blind, Dept. of	1125 Washington Street SE	Olympia	07/01/2013	06/30/2015	Miscellaneous	868	\$156.24	\$ 1,874.00	\$ 2.16	Renewal
35	Services to the Blind, Dept. of	1115 Washington Street SE	Olympia	07/01/2013	06/30/2015	Miscellaneous	1851	\$1,875.68	\$ 22,508.00	\$ 12.16	Renewal
36	Services to the Blind, Dept. of	415 15th Avenue SW	Olympia	07/01/2013	06/30/2015	Miscellaneous	1515	\$1,532.20	\$ 18,386.00	\$ 12.14	Renewal
37	Services to the Blind, Dept. of	1111 Washington Street SE	Olympia	07/01/2013	06/30/2015	Miscellaneous	3010	\$3,050.13	\$ 36,601.00	\$ 12.16	Renewal
38	Services to the Blind, Dept. of	416 Sid Snyder Avenue SW	Olympia	07/01/2013	06/30/2015	Miscellaneous	591	\$598.88	\$ 7,186.00	\$ 12.16	Renewal
42	Services to the Blind, Dept. of	310 Maple Park SE	Olympia	07/01/2013	06/30/2015	Miscellaneous	1434	\$1,453.12	\$ 17,437.00	\$ 12.16	Renewal
39	Social & Health Services, Dept. of	1115 Washington Street SE	Olympia	07/01/2013	06/30/2015	Office	227430	\$230,462.40	\$ 2,916,634.00	\$ 12.82	Renewal
40	Supreme Court	415 12th Avenue SW	Olympia	07/01/2013	06/30/2015	Office	33940	\$34,392.53	\$ 389,000.00	\$ 11.46	Renewal
41	Transportation, Dept. of	310 Maple Park SE	Olympia	07/01/2013	06/30/2015	Office	182993	\$185,432.91	\$ 2,096,500.00	\$ 11.46	Renewal
43	Treasurer, Office of	416 Sid Snyder Avenue SW	Olympia	07/01/2013	06/30/2015	Office	10719	\$10,861.92	\$ 123,000.00	\$ 11.47	Renewal
	Subtotal						<b>971,166</b>	<b>\$979,005.56</b>	<b>\$ 12,500,901.00</b>		
	Total						<b>1,048,608</b>				

## APPENDIX C: LEASE TRANSACTIONS RELATED TO DELEGATIONS OF AUTHORITY IN FISCAL YEAR 2014

#	Agency	City	Start Date	End Date	Uses	Square Feet	Annualized Rent	Lease Kind
1	Centralia College	Centralia	02/01/2014	12/31/2015	Classroom, Office	2500	\$39,345.84	New
2	Clark College	Carson	09/01/2013	08/31/2014	Classroom, Office	2944	\$10,598.40	New
3	Ecology, Dept. of	Nine Mile Falls	10/01/2013	09/30/2014	Air Monitoring	0	\$600.00	New
4	Ecology, Dept. of	Oroville	09/01/2013	08/31/2014	Air Monitoring	0	\$600.00	New
5	Edmonds Community College	Monroe	07/01/2013	06/30/2016	Classroom, Office	1792	\$1,800.00	New
6	Edmonds Community College	Edmonds	09/01/2013	08/31/2014	Classroom	2500	\$6,875.00	New
7	Edmonds Community College	Lynnwood	09/01/2013	08/31/2016	Residential	16,500	\$249,252.00	New
8	Employment Security, Dept. of, subleasing to private entity	Tumwater	10/01/2013	09/30/2015	Office	2386	\$4,476.00	New
9	Everett Community College subleasing to private entity	Everett	11/01/2013	10/31/2018	Office	613	\$1,180.68	New
10	Everett Community College subleasing to private entity	Everett	08/01/2013	07/31/2015	Classroom, Office	NA	NA	New
11	Fish & Wildlife, Dept. of	Tumwater	03/01/2014	12/31/2014	Office	520	\$6,116.40	New
12	Licensing, Dept. of	Everett	01/02/2014	12/31/2018	Land	0	\$90,000.00	New
13	Lower Columbia College	Longview	09/01/2013	08/31/2015	Classroom, Office	200	\$5,755.20	New
						<b>29,955</b>	<b>\$416,599.52</b>	
14	Corrections, Dept. of	Everett	03/01/2014	02/28/2015	Office	851	\$17,019.96	Renewal
15	Corrections, Dept. of	Spokane	01/01/2014	12/31/2014	Parking	0	\$10,800.00	Renewal
16	Ecology, Dept. of	Leavenworth	02/01/2014	01/31/2015	Air Monitoring	0	\$600.00	Renewal
17	Ecology, Dept. of	Yakima	02/01/2014	01/31/2015	Air Monitoring	0	\$1,800.00	Renewal
18	Ecology, Dept. of	Aberdeen	05/01/2014	04/30/2015	Air Monitoring	0	\$600.00	Renewal
19	Ecology, Dept. of	Colbert	04/01/2014	03/31/2015	Air Monitoring	0	\$900.00	Renewal
20	Ecology, Dept. of	Twisp	04/01/2014	03/31/2015	Air Monitoring	0	\$900.00	Renewal
21	Ecology, Dept. of	Ritzville	04/01/2014	03/31/2015	Air Monitoring	0	\$1,800.00	Renewal
22	Ecology, Dept. of	Cheney	03/01/2014	02/28/2015	Air Monitoring	0	\$600.00	Renewal
23	Ecology, Dept. of	Seattle	01/01/2014	12/31/2014	Air Monitoring	0	\$1,800.00	Renewal
24	Ecology, Dept. of	Colville	01/01/2014	12/31/2014	Air Monitoring	0	\$1,320.00	Renewal
25	Ecology, Dept. of	Moses Lake	01/01/2014	12/31/2014	Air Monitoring	0	\$900.00	Renewal

#	Agency	City	Start Date	End Date	Uses	Square Feet	Annualized Rent	Lease Kind
26	Ecology, Dept. of	Ellensburg	01/01/2014	12/31/2014	Air Monitoring	0	\$60.00	Renewal
27	Ecology, Dept. of	Chehalis	01/01/2014	12/31/2014	Air Monitoring	0	\$300.00	Renewal
28	Ecology, Dept. of	Dayton	10/01/2013	09/30/2014	Air Monitoring	0	\$600.00	Renewal
29	Ecology, Dept. of	Pullman	12/01/2013	11/30/2014	Air Monitoring	0	\$0.00	Renewal
30	Ecology, Dept. of	Wenatchee	09/01/2013	08/31/2014	Air Monitoring	0	\$1,200.00	Renewal
31	Ecology, Dept. of	Winthrop	11/01/2013	10/31/2014	Office	300	\$3,600.00	Renewal
32	Ecology, Dept. of	Mesa	08/01/2013	07/31/2014	Air Monitoring	0	\$600.00	Renewal
33	Ecology, Dept. of	Bellevue	05/01/2014	04/30/2015	Air Monitoring	0	\$0.00	Renewal
34	Ecology, Dept. of	Rosalia	05/01/2014	04/30/2015	Air Monitoring	0	\$720.00	Renewal
35	Ecology, Dept. of	Lacey	08/01/2013	07/31/2015	Storage	1625	\$12,300.00	Renewal
36	Employment Security, Dept. of subleasing to Private Entity	Tacoma	07/01/2013	05/31/2016	Office	275	\$7,935.96	Renewal
37	Employment Security, Dept. of subleasing to Private Entity	Seattle	10/01/2013	09/30/2015	Office	217	\$5,967.96	Renewal
38	Everett Community College	Everett	01/01/2014	12/31/2015	Classroom	1919	\$38,978.16	Renewal
39	Green River Community College	Spokane	08/01/2013	07/31/2014	Office, Miscellaneous	1200	\$13,920.00	Renewal
40	Labor & Industries, Dept. of, subleasing to Private Entity	Yakima	08/01/2013	06/30/2016	Office	144	\$4,620.00	Renewal
41	Labor & Industries, Dept. of, subleasing to Private Entity	East Wenatchee	08/01/2013	03/31/2016	Office	120	\$4,392.00	Renewal
42	Licensing, Dept. of	Pacific	08/01/2013	07/31/2014	Land	0	\$67,200.00	Renewal
43	Licensing, Dept. of	Friday Harbor	01/01/2014	12/31/2014	Office, Storage	1016	\$3,000.00	Renewal
44	Licensing, Dept. of	Cheney	11/01/2013	10/31/2014	Land	0	\$36,000.00	Renewal
45	Licensing, Dept. of	Davenport	01/01/2014	12/31/2014	Office	130	\$3,360.00	Renewal
46	Licensing, Dept. of	Ridgefield	11/01/2013	10/31/2016	Land	0	\$49,200.00	Renewal
47	Patrol, Washington State	Moses Lake	02/01/2014	01/31/2015	Storage	600	\$3,300.00	Renewal
48	Patrol, Washington State	Colfax	07/01/2013	06/30/2018	Office	1748	\$22,695.00	Renewal
49	Public Instruction, Superintendent of	Edmonds	01/01/2014	12/31/2014	Office	644	\$11,412.00	Renewal
50	Public Instruction, Superintendent of	Yakima	01/01/2014	12/31/2014	Office	600	\$8,100.00	Renewal
51	Public Instruction, Superintendent of	Renton	08/01/2013	07/31/2014	Office	128	\$2,600.04	Renewal
52	Public Instruction, Superintendent of	Spokane	09/01/2013	08/31/2014	Office	223	\$9,900.00	Renewal
53	Revenue, Dept. of	Seattle	06/01/2014	05/31/2015	Parking	0	\$99,000.00	Renewal
54	Social & Health Services, Dept. of	Seattle	12/01/2013	11/30/2014	Office	99	\$3,156.00	Renewal

#	Agency	City	Start Date	End Date	Uses	Square Feet	Annualized Rent	Lease Kind
55	Social & Health Services, Dept. of subleasing to Private Entity	Walla Walla	12/01/2013	11/30/2014	Office	154	\$2,400.00	Renewal
56	Social & Health Services, Dept. of subleasing to Private Entity	Auburn	09/01/2013	08/31/2014	Office	99	\$2,444.28	Renewal
57	South Puget Sound CC	Lacey	01/01/2014	12/31/2014	Classroom	572	\$9,979.20	Renewal
58	Transportation, Dept. of	Friday Harbor	01/01/2014	12/31/2014	Residential	1800	\$20,700.00	Renewal
59	Transportation, Dept. of	Seattle	09/01/2013	08/31/2014	Parking	0	\$2,306.04	Renewal
60	Transportation, Dept. of	Seattle	08/01/2013	07/30/2014	Parking	0	\$4,800.00	Renewal
61	Walla Walla CC, subleasing to Private Entity	Walla Walla	02/01/2014	01/31/2016	Classroom	1148	\$23,239.44	Renewal
	Subtotal					<b>15,612</b>	<b>\$519,026.04</b>	
	<b>Total</b>					<b>45,567</b>	<b>\$935,635.56</b>	