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ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR

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MEETING MINUTES OF THE LEASE COST REVIEW BOARD

June 22, 2016

1. **Call to order and roll call.** Chairwoman Nola Barnes called the meeting to order at 3:15pm, Wednesday, June 22, 2016, in Room 101 at 100 N. 15th Ave., Phoenix, AZ 85007

Members Nola Barnes, Janie Terry, and Anna Velarde and Clerk Sara Sullivan were present.

2. **Consider and approve an average square foot dollar cost [Rate/Rentable Square Foot (RSF)] for fiscal years 2018 and 2019 for the leasing of private sector office space.** Nola Barnes stated that this item is to establish an average private sector lease rate of \$21.02 per square foot per year for FY 2018 and FY 2019.

Ana Velarde moved to approve the recommended private sector lease rate of \$21.02 per square foot per year for FY 2018 and FY 2019. Janie Terry seconded.

The motion carried unanimously by members present.

3. **Consider and approve the report to the Joint Committee on Capital Review (JCCR) that lists all leases 1) ADOA approved in FY 2015 and FY 2016, and 2) that exceeded the average square foot dollar cost estimated for FY 2016.** Nola Barnes states this item is to approve the report prepared by ADOA of the leases approved by ADOA that exceed the average square foot dollar cost estimated for FY 2016.

Ana Velarde moved to approve the report prepared by ADOA of the leases approved by ADOA that exceed the average square foot dollar cost estimated for FY 2016. Janie Terry seconded.

The motion carried unanimously by members present.

4. **Adjourn.** Without further objection or comment, Nola Barnes adjourned the meeting at 3:18pm.

Respectfully submitted:


Sara Sullivan, Clerk of the Board


Nola Barnes, Chairwoman