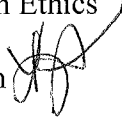


MEMORANDUM

To: Members
Commission on Ethics

From: Kerrie Stillman 

Date: January 11, 2023

Re: Building Lease

The Commission's lease ends June 30, 2023. Our space is 5,509 square feet and we currently pay \$17.75/sf. We like our current space, it suits our needs, and the landlord is interested in keeping us. We have negotiated a new, 6-year lease. The new lease would begin July 1, 2023, at the rate of \$17.50/square foot, with a \$0.50/sf increase each year, with year 5 and 6 at \$19.50/sf. To put this in perspective, the rate the state charges its tenants is \$17.18 while the average rate for state agency private space leases in Tallahassee is approximately \$21/sf. The lease includes the same terms as the existing lease, with the following improvements by the landlord: clean carpets and upgrade existing light fixtures, right of first refusal for other space in the building, buildout of two additional offices within our current office suite, and permission to place a security camera on the first floor at the elevator. The lease also contains a 4-year renewal option. All other aspects of the lease agreement would remain the same as in the current lease.

I believe the negotiated lease positions us to be able to accomplish the agency mission, with minimal disruption, and adapt to any necessary expansion resulting from of the implementation of Amendment 12 and e-filing.

I request the Commission's approval to enter into the new lease and for the expenditure of funds pursuant to the lease agreement.