



# NORTHWEST FLORIDA STATE COLLEGE

## Memo

To: Board of Trustees

From: Dr. Devin Stephenson, President

Date: February 21, 2023

Re: Sikes Center Lease

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In 2022, Congressman Gaetz's office inquired if the College had available space to lease in Crestview to serve as the Congressman's District Office. The College has historically provided office space to state and federal representatives to provide constituents services, and leasing space for a Congressional District Office bolsters our community service by ensuring constituents have easy access to their representative. The College will also have the opportunity to work more closely with the Congressman's staff regarding federal grant opportunities.

After discussions between the Congressman's office and the College's Facilities Department, the College proposes to lease approximately 3390 square feet at the Sikes Center to serve as the District Office. Most of the leased space does not house College classes or staff, operating solely as a historical representation of the late Congressman Robert L.F. Sikes offices. The unoccupied space will be renovated as necessary to meet regulatory requirements and operate as a modern office, but will preserve its legacy as the late Congressman Sikes' office. The College will also continue to preserve and exhibit the late Congressman's documents, materials, and historical memorabilia. The leased space includes three College offices, one classroom, and the ancillary storage space, which the College can accommodate with minor renovations to other space within the building.

The College's Facilities Department estimates the renovation and operational costs to be approximately \$10,000 initial renovation expenses to thoroughly clean, repair, and prepare the space for office use; approximately \$300,000 capital improvement cost to bring the leased space into regulatory compliance; and approximately \$30,000 in annual operational expense. Ultimately, much of the work required to lease the space is also necessary to maintain the space for use by the College and for viewing of the historical site by the public.

The College recommends \$37,290 as the annual lease amount with \$3,107.50 monthly payments, which is based on Facilities' preliminary cost estimate, the current condition of the facility, and available data on commercial office leases in the area. The lease term would tentatively begin March 3, 2023, and conclude at the end of the Congressman's term in 2025 with opportunity to renew should the Congressman be reelected and choose to continue in the space as his District Office.

The enclosed lease includes the terms, floor plans, and the renovation timeline.

### RECOMMENDATION:

The Board of Trustees approves the enclosed lease to house Congressman Gaetz's District Office at the Sikes Center, as presented. Further, the Board of Trustees authorizes the President to sign the lease, direct College employees to complete any necessary work to lease the space, and take any other actions necessary to effectuate the terms stated in the lease.