

TO: TJPDC Commission
FROM: TJPDC Staff
RE: Building Improvements
DATE: October 2, 2025

Purpose: To provide background information on the TJPDC building and lease. To provide a summary of the decisions before the commission related to potential building improvements.

Background:

- Leased Square Footage: 7,183
- Base rent per square foot: \$15.12
- In fall of 2024, Commission instructed staff to seek a new 5-year lease
- Commission supported staff's request to develop a scope of work for building improvements
- Commission appointed a Building Committee to develop and review the scope of work and associated costs and make a recommendation to the full commission
- TJPDC's 5-year lease ended September 30, 2025; TJPDC is currently leasing on a month-to-month basis until decisions on building improvements are finalized and a new 5-year lease can be negotiated

Summary:

- Building owner secured a cost estimate for the full scope of work: \$221,693.00
- If amortized across a 5-year lease with a 3% annual escalator, total cost of improvements: \$235,299.65
- Projected Lease Summary

	Base Rent \$/sq. ft.	Improvements \$/sq. ft.	Total Lease \$/sq. ft.
Lease Year 1	\$15.12	\$6.17	\$21.29
Lease Year 2	\$15.57	\$6.36	\$21.93
Lease Year 3	\$16.04	\$6.55	\$22.58
Lease Year 4	\$16.52	\$6.75	\$23.26
Lease Year 5	\$17.01	\$6.95	\$23.96

- Building committee reviewed and approved the detailed scope of work and voted to recommend that the commission approve the associated costs for building improvements.

Recommendation: The commission moves to approve the committee-approved scope of work and associated costs for building improvements and authorize the Executive Director to negotiate a 5-year lease to include the cost of leasehold improvements.

