



Meeting Agenda Item Coversheet

MEETING DATE:		July 16, 2026		Submitted By: City Manager	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		Discussion and Direction Regarding Temporary and Long-Term City Hall and Administrative Office Space Alternatives			
STAFF RECOMMENDATION: (MOTION READY)		Discuss the various City Hall and administrative office alternatives and provide direction to staff regarding the preferred alternative(s) for further evaluation, negotiation, budgeting, and implementation.			
SUMMARY and/or JUSTIFICATION:		As part of the City Council's 2025 Strategic Plan, establishing a City Hall presence was identified as a priority objective.			
		At the June 2, 2026, City Council Meeting, the Mayor and City Council discussed various temporary and long-term City Hall alternatives. The consensus of the Council was for staff to further evaluate the alternatives and provide estimated financial information.			
		OPTION 1 – 4003 Seminole Pratt Whitney Road Approximately 7,328 square feet of existing office space. ADA accessible with elevator access. Existing furniture can be reused. Estimated annual lease cost is approximately \$142,896 with one-time relocation costs ranging from approximately \$9,825 to \$17,875.			
		OPTION 2 – 17035 Persimmon Boulevard West (James Business Park) Potential zoning constraints may prevent occupancy under the current configuration. Estimated annual occupancy cost is approximately \$183,375 plus tenant improvement and buildout costs.			
		OPTION 3 – Future Civic Campus Modular Facility Development of a temporary modular City Hall on the future civic tract. Estimated purchase and installation cost is approximately \$562,000. Modular lease alternatives are also available. Lease Option: Approximately \$50,000 - \$70,000 initial costs plus monthly lease payments of \$2700 - \$4500. Since that meeting, the City Manager and Building Official have evaluated several alternatives and developed preliminary cost estimates for consideration.			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>					

SELECT, if applicable	RESOLUTION:		ORDINANCE:	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is not a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i> <u>Please keep text indented.</u>				
FISCAL IMPACT <i>(if any):</i>	Option 1: Approximately \$142,896 annual lease plus one-time costs. Option 2: Approximately \$183,375 annual lease plus buildout costs. Option 3: Approximately \$562,000 capital cost or modular lease alternative.			\$