



Meeting Agenda Item Coversheet

MEETING DATE:	June 2 nd , 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 administrative office space options		
STAFF RECOMMENDATION: (MOTION READY)	Discuss the various administrative office space suggestions and provide direction to staff.		
SUMMARY and/or JUSTIFICATION:	<p>The mayor has requested that the City Council discuss various temporary City Hall and administrative office space options on June 2, 2026, Regular City Council Meeting. At this time, several preliminary suggestions have been presented by the Vice Mayor and members of the City Council for consideration.</p> <p>One suggestion involves leasing approximately 7,500 square feet within an existing warehouse/packing facility located at 4003 Seminole Pratt Whitney Road. Preliminary lease terms discussed include an estimated base rental rate of approximately \$16.00 per square foot annually plus approximately \$3.50 per square foot in common area maintenance (CAM) charges.</p> <p>Another suggestion involves utilizing the soon-to-be City-owned civic property located along Persimmon Boulevard as a future long-term civic campus and installing temporary modular facilities until a permanent City Hall and multipurpose center can be developed. Preliminary estimates for modular facilities range from approximately \$6,500 to \$15,000 per month, with significant upfront site development and installation costs estimated between approximately \$180,000 and \$450,000 or more depending on configuration and infrastructure needs.</p> <p>An additional suggestion involves leasing space within the James Business Park facility located at 17035 Persimmon Boulevard West. Preliminary discussions with the leasing representative indicate the city could lease up to approximately 10,800 square feet at an estimated rental rate of approximately \$18.95 per square foot annually, plus approximately \$5.50 per square foot in non-negotiable CAM charges.</p> <p>Staff have not had the opportunity to fully evaluate these concepts, discuss additional alternatives with the Mayor and City Council, or perform a complete operational, fiscal, legal, procurement, and site suitability analysis. Staff is seeking direction from the City Council regarding which options should be further evaluated and analyzed.</p>		
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**

*(if Item is not a
Resolution or Ordinance,
please erase all default
text from this field's
textbox and leave blank)*

**Please keep text
indented.**

FISCAL IMPACT *(if any):*

One hundred seventy six thousand dollars

\$176,000.00