



CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING

#25-1012

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Rickelle Williams, City Manager

DATE: November 4, 2025

TITLE: Motion Approving the First Amendment to the Lease Agreement between Cypress Corporate Center LLC and the City of Fort Lauderdale for the Information Technology Services Department – \$738,853 for Lease Expansion and two (2)-year Extension (Previously Approved Lease Costs Excluded) – **(Commission District 1)**

Recommendation

Staff recommends that the City Commission approve the First Amendment to the Lease Agreement with Cypress Corporate Center LLC (Landlord). The First Amendment expands the Information Technology Services (ITS) space at 1901 W. Cypress Creek Road (Premises) and extends the lease term for both the existing and expansion premises through July 31, 2028. The cost associated with the lease expansion and extension is \$738,853, and previously approved lease costs are excluded from this amount.

Background

On November 21, 2023, the City Commission approved a lease agreement with Landlord for 9,378 rentable square feet of office space in Suite 500, located on the fifth floor of the Premises (CAM #23-1105). This lease was executed following the April 2023 flood that displaced multiple City operations and was necessary to provide office space for the ITS Department. At the time of lease approval, the ITS Department had approximately seventy (70) employees working at this location.

The current lease structure for Suite 500 includes base rent of \$15.45 per square foot with annual increases of three percent (3%), plus operating expenses of \$13.48 per square foot with controllable costs capped at three percent (3%) annually. The lease term was set through December 31, 2026, with two (2) one (1)-year renewal options. The existing agreement does not provide for early termination.

At the Premises, the ITS Department currently houses 69 full-time employees, eight (8) part-time employees, three (3) ongoing budgeted contractors, and eight (8) one-time contractors. These staffing levels, combined with new positions approved for Fiscal Year (FY) 2026, have fully utilized the existing Suite 500 space and created the need for additional square footage to address operational demands. The expansion of space is necessary to address multiple critical operational challenges. ITS hardware and assets

are currently stored across locations throughout the city, creating inefficiencies and risk of loss. The addition of Suite 101 will allow for centralized, secure storage and improved asset oversight. The expansion will also provide dedicated areas for specialized functions, including a mechanical workshop for the Enterprise Voice and Video team, an ITS asset control closet, and storage for all IT related equipment.

If approved, the First Amendment to the Lease Agreement will be retroactively effective to November 1, 2025, with the following modifications:

- Expansion Space (Suite 101)
 - Adds 4,895 rentable square feet on the first floor (“Expansion Premises”).
 - Rent for Suite 101 is structured as a Gross Rental Rate of \$18.38 per square foot, equating to \$89,982.75 annually (\$7,498.56 per month).
 - Gross Rent includes all operating expenses and taxes; no additional operating expense charges apply to the Expansion Premises.
- Lease Term Extension
 - Extends the overall lease term from December 31, 2026, to July 31, 2028, covering both the Original Premises and Expansion Premises.
 - The original premises (Suite 500) will remain under the base rent plus operating expense structure. The expansion premises (Suite 101) will be under a gross rent structure.

Resource Impact

Funds for this agreement in the amount of \$84,496.91 are contingent upon the approval of the November 4, 2025 Consolidated Budget Amendment CAM 25-0931.

<i>Funds available as of October 1, 2025</i>					
ACCOUNT NUMBER	COST CENTER NAME	CHARACTER CODE/ ACCOUNT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
10-581-2201-516-30-3316	ITS Administration	Materials & Services / Building Leases	\$338,771	\$305,878	\$84,496.91
TOTAL AMOUNT →					\$84,496.91

Related CAM

25-0931

Attachments

Exhibit 1 – First Amendment

Exhibit 2 – Lease

Exhibit 3 – Location Map

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Charter Officer: Rickelle Williams, City Manager