

STAFF REPORT REGULAR MEETING

AGENDA DATE: June 16, 2026

DEPARTMENT: Community Sustainability

TITLE:

Lease Term Renewal for Contract with WillScot for Temporary Flex Trailers at 1900 Second North

SUMMARY:

Consideration of an amendment to extend the lease term for the four plex temporary flex trailer at 1900 Second Avenue North to house staff during renovation and expansion project.

BACKGROUND AND JUSTIFICATION:

On September 16, 2025, the City Commission approved a contract in the amount \$165,878 for a sixteen-month lease of a nine plex temporary flex trailer system to house the customer service function of the Community Sustainability Department while an extensive renovation and expansion project at 1900 Second Avenue North would be taking place. Originally, the Planning & Preservation Division was to remain in the existing 1900 facility while the project work was undertaken. Unfortunately, once project work commenced in late November and early December, it was determined that the Planning & Preservation Division would be required to vacate the building. Subsequently, the City Manager approved a \$46,925 amendment to the contract to facilitate seven-month rental of a four plex temporary flex trailer system to house the Planning Preservation Division. This brought the total contract value to \$212,802.49. The seven-month period for the four plex ends in mid-June.

Now that the renovation and expansion project is well underway, there have been several setbacks in the project related to incorrect as-built drawings, discovery of unpermitted work, conflicts between permitted drawings and existing conditions, and unforeseen existing conditions that needed to be addressed as well as project delays for a variety of reasons. Consequently, the Planning & Preservation Division will not be able to move back into the existing facility as originally planned. The scheduled move back date is now mid-August.

This contract amendment would allow for a three-month extension for the four plex to carry out the lease term to mid-September at an additional cost of \$11,808.00 bringing the new total for the WillScot contract to \$224,610.49, which covers a sixteen-month lease for the nine plex and a ten-month lease for the four plex. Work on the 1900 project is scheduled now to be completed by mid-February 2026, which is within this lease timeframe.

MOTION:

Move to approve/disapprove the Lease Term Renewal for the Contract with WillScot for the four plex temporary flex trailer at 1900 Second North for the amount of \$11,808.00.

ATTACHMENT(S):

Fiscal Impact Analysis
Second Amendment
Original Contract
First Amendment

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	\$11,808	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
Net Fiscal Impact <i>(If not budgeted)</i>	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department / Fund	Capital Project Fund
Division	Building Permit
GL Description	Improve Other than Building
GL Account Number	301-2020-589.63-00
Project Number	GV2404
Requested Funds	\$11,808
Remaining Balance	\$221,457
Source of Revenue (i.e. Paygo, Current Revenue, Bond Money, Grants, etc.)	Fund Balance