

STAFF REPORT REGULAR MEETING

AGENDA DATE: September 16, 2025

DEPARTMENT: Community Sustainability

TITLE:

Agreement with Willscot for Temporary Flex Trailers at 1900 Second Avenue North

SUMMARY:

Consideration of Community Sustainability's agreement with Willscot for \$165,878 to supply temporary, flex trailers for office space and customer service at 1900 Second Avenue North for the duration of the proposed renovations for the building not to exceed 16 months

BACKGROUND AND JUSTIFICATION:

The proposed renovation and expansion of 1900 Second Avenue North by Cooper Management will take approximately 12 months. During the work, the customer service function of the Community Sustainability Department and a portion of the Code Compliance Division will need to be temporarily relocated so that there is continuity of operations. The proposed lease would offer temporary flexible office trailer use for 15 months, which should provide sufficient time for the staff functions to be relocated, the construction work to be completed, and the staff return to new newly renovated and expanded space.

MOTION:

Move to approve/disapprove the Agreement with Willscot for Temporary Flex Trailers at 1900 Second Avenue North

ATTACHMENT(S):

Fiscal Impact Analysis
Agreement

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
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)	\$165,878	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
Net Fiscal Impact (If not budgeted)	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	Community Sustainability
Division	Building Permit
GL Description	Rental & Leases
GL Account Number	301-2020-515.44-20
Project Number	GV2302
Requested Funds	\$165,878
Remaining Balance	\$112,888
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Use of Fund Balance