



City of Pflugerville

Legislation Text

File #: 2022-0847, **Version:** 1

Approving a temporary office space lease with Williams Scotsman, Inc. in the amount of \$104,347 using their Omnia Partners purchasing agreement, and authorizing the City Manager to execute same.

After the approval of new positions by City Council at the May 24, 2022, CIP Engineering staff and Public Works staff needed to find a way to develop office space for these new staff members to work out of. After evaluating existing space at the Public Works facility, it was determined that the best option currently for housing the new staff additions would be to lease an office trailer for workspace for new employees given the space limitations in the existing Public Works facilities.

CIP Engineering and Public Works staff were able to find a location within the existing Public Works footprint where an office trailer could be located while also giving close access to both wet and dry utilities to hook up to the trailer. This location will also allow for parking space for the new employees once the Central WWTP Phase I Expansion construction is completed. City staff anticipate this to be substantially completed in December which will allow for ample time to connect all utilities to the office trailer once it is installed.

While Public Works and CIP Engineering have begun the process of a full Public Works Facility master plan, we will not begin design of that facility until FY23 and will be completed in 2025 at the earliest. This office trailer will be able to house the new employees until we can bring the new Public Works facility online, but we will need to renew the lease in successive years in the budgeting process.

As the cost of the trailer was not anticipated in the early phases of the FY23 budgeting process, it will require a budget amendment in the FY23 operating budget in order to accommodate the costs of this lease.

Prior City Council Action

Deadline for City Council Action

September 13, 2022

Funding Expected: Revenue ☐ Expenditure ☒ N/A ☐

Budgeted Item: Yes ☐ No ☒ N/A ☐

Amount: \$104,347

1295 Form Required? Yes ☒ No ☐

Legal Review Required: N/A ☐ Required ☒ Date Completed: Lease agreement will be reviewed and approved by legal before execution

Supporting documents attached:

William Scotsman Lease Agreement, Omnia Partners Purchasing Agreement

Recommended Action

Staff recommends approving a temporary office space lease with Williams Scotsman, Inc. in the amount of \$104,347 using their Omnia Partners purchasing agreement, and authorizing the City Manager to execute same.