

ITEM 11-A  
October 4, 2018  
PRTC Regular Meeting  
Res. No. 18-10-\_\_\_

**MOTION:**

**SECOND:**

**RE:            AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO (2)-YEAR  
                  AGREEMENT FOR LEASED OFFICE SPACE**

**ACTION:**

**WHEREAS**, the usable office space at the OmniRide Transit Center is designed to support up to 33 employees; and

**WHEREAS**, there are currently 53 employees OmniRide Transit Center with; and

**WHEREAS**, physical space to house employees has been reconfigured to its practical limit; and

**WHEREAS**, the western facility, which will ease overcrowding, will not be available until the summer of 2020; and

**WHEREAS**, management has identified agency departments that could be housed at a separate location; and

**WHEREAS**, management has identified available office space to lease nearby; and

**WHEREAS**, the office space is available to lease for a period of two (2) years at an approximate cost of \$87,000 per year.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to enter into a two (2)-year lease agreement, in a form acceptable to legal counsel.

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**


**Alternate Present Not Voting:**

**Absent from Meeting:**



October 4, 2018

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD 

SUBJECT: Authorization to Enter into an Agreement for Leased Office Space

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Recommendation:

Authorize the Executive Director to enter into a two (2)-year agreement for leased office space.

Background:

As the number of employees have increased over the years, we have installed cubicles in available spaces to provide work space for employees. The usable square footage for office space at the OmniRide Transit Center is 5,004 square feet. The standard for medium density is between 150-250 square feet per person. At that standard, there is enough space for 33 to 20 people, using 150 and 250 square feet respectively. Currently there are 53 employees working at the OmniRide Transit Center.

The overcrowded conditions will ease once the western facility is available, which is expected to be the summer of 2020. To ease overcrowding until the western facility is available, staff has looked at the possibility of renting office trailers or leasing office space.

Staff considered renting trailers with adequate office space. A recently received quote lists the approximate cost at \$73,000 per year. Construction costs for connecting electricity and a water supply would be an additional cost. Staff also identified adequate leased office space nearby (less than 10 minutes away). The approximate cost is \$87,000 per year, which includes all utilities and the space is pre-wired for communications.

Management has identified staff that could be relocated to alternative space without negatively impacting day-to-day operations. Current technologies and the near-by location of leased space will have a minimal impact on normal agency processes and practices.

Staff is recommending authorization to enter into a two (2)-year leasing agreement, in a form acceptable to legal counsel, for nearby office space.

Madam Chair Anderson and PRTC Commissioners

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Fiscal Impact:

The FY19 costs will be covered by favorable variances. FY20 costs will be included in the budget process