



MEMORANDUM

TO: CITY COUNCIL

FROM: STEVEN N. ANNIBALI, CHIEF OF POLICE

SUBJECT: CONSIDERATION TO DECLARE A MODULAR OFFICE UNIT AS SURPLUS PROPERTY / APPROVAL OF DONATION TO THE LUCIA MAR UNIFIED SCHOOL DISTRICT

DATE: FEBRUARY 25, 2014

RECOMMENDATION:

It is recommended that the City Council adopt a resolution declaring a modular office unit as surplus and authorizing its donation to the Lucia Mar Unified School District.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There are no costs to the City associated with this proposal. The modular office unit was purchased, delivered and installed at the current Halcyon Road site in 2005 at a cost of \$51,789.69. The cost to remove the unit from the property is estimated at \$8,690 to \$15,631. The Lucia Mar Unified School District would be responsible for all removal and transportation costs.

BACKGROUND:

Council approved the purchase of the interim modular office unit in September, 2005 in order to limit overcrowding in the Police Department facility (see Attachment 1). The modular office unit was intended to be an interim measure for up to five years until such time as a Police Department expansion and remodel could be completed.

ANALYSIS OF ISSUES:

The modular office unit is no longer needed in City service and therefore is available for surplus and donation to the Lucia Mar Unified School District. The modular office unit is currently in its ninth year of use, despite a five year projected use time period.

A thorough review of City needs has been completed and the modular office unit is not suitable for future City needs. Although the modular office unit still has a usable life and value, the cost to move the unit may equal or exceed its fair market value. Without the donation to the Lucia Mar Unified School District and their assumption of moving and transportation costs, the City would incur both the cost

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of moving and transportation along with the storage of the unit.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

- *Recommended Alternative:* It is recommended that the City Council adopt a resolution declaring the modular office unit listed in Exhibit B as surplus and authorize its donation to the Lucia Mar Unified School District.
- Do not approve staff's recommendation.
- Modify as appropriate and approve staff's recommendation; or
- Provide direction to staff.

ADVANTAGES:

The advantage of approving the recommended action is that it will officially surplus the modular office unit and remove it from the Halcyon property at no cost to the City. At the same time, it will assist the Lucia Mar Unified School District by providing office space, which will relieve other units needed for classroom space.

DISADVANTAGES:

No disadvantages have been identified.

ENVIRONMENTAL REVIEW:

This project is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3).

PUBLIC NOTIFICATION AND COMMENTS:

The public impacted by the proposal is the Arroyo Grande Police Department's service population. The public has been made aware of the proposal before Council by a posting of the Agenda in the front of City Hall on Thursday, February 20, 2014 and public notice posted on the City's website on Friday, February 21, 2014. No public input has been received to date.

ATTACHMENT:

1. 2005 Council Staff Report

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ARROYO GRANDE DECLARING ITEMS AS SURPLUS AND
AUTHORIZING THEIR DONATION**

WHEREAS, the City of Arroyo Grande has a modular office unit which is no longer used; and

WHEREAS, the modular office unit can be classified as surplus property and made available for donation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Arroyo Grande does hereby declare as surplus the modular office unit described in Exhibit A, attached hereto and incorporated herein by this reference, and authorizes its donation to the Lucia Mar Unified School District

On motion of Council Member _____, seconded by Council Member _____ and by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

The foregoing Resolution was passed and adopted this 25th day of February, 2014

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TONY FERRARA, MAYOR

ATTEST:

KELLY WETMORE, CITY CLERK

APPROVED AS TO CONTENT:

STEVE ADAMS, CITY MANAGER

APPROVED AS TO FORM:

TIMOTHY J. CARMEL, CITY ATTORNEY

**SURPLUS MODULAR OFFICE UNIT AVAILABLE FOR SURPLUS /
DONATION**

ITEM:


1. Walden Modular Office Structure

CC# 122308 S# 11798



MEMORANDUM

TO: CITY COUNCIL

FROM: RICK TerBORCH, CHIEF OF POLICE 

SUBJECT: CONSIDERATION OF AUTHORIZATION TO PURCHASE AN INTERIM MODULAR OFFICE FOR THE POLICE DEPARTMENT

DATE: SEPTEMBER 13, 2005

RECOMMENDATION:

It is recommended the City Council authorize staff to purchase a 24' X 60' modular office from Design Space for a delivered and installed cost of \$51,789.69 to serve as interim office and storage space for the Police Department.

FUNDING:

The Police Facilities Impact Fund (Fund 212) contains funding totaling \$64,459.54 which is available for the purchase and installation of a modular office to address overcrowding in the Police facility.

DISCUSSION:

In FY 2004-05, the City Council authorized the purchase of the vacant lot at 206 N. Halcyon Rd. Title for this lot was transferred to the City in August 2005. This lot was primarily purchased for employee parking. However, plans for the short term use of this lot have included the installation of a modular office in order to address the severe overcrowding problem at the police department. This problem has evolved from minor difficulties experienced soon after the Police Department was remodeled in 1989, to the point where personnel who require desks and offices simply do not have them. In late 1999, the Police Department had applied for a grant through FEMA which would have funded a second floor addition to the Police facility. However, due to the World Trade Center terrorism incident on September 11, 2001, funding for such programs have been diverted to terrorism related issues. Additionally, with the recent Hurricane Katrina disaster, it is not anticipated that funding will be restored to the Federal budget for this grant program in the foreseeable future.

Consideration has been given for different size structures, including 24' x 40' modular classrooms and single wide offices of the 12' x 40' and 12' x 60' varieties. A committee has determined that the ideal office space would require 3 private offices and a restroom. This configuration is most suited to the 24' x 60' floor plan.

By providing a 24' x 60' unit, this will accommodate not only the relocation of the two existing detective work stations, but also provide a dedicated office for the operations sergeant, who currently works with the two part-time detectives out of the E.O.C.

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conference room, which is also shared with the department's two administrative volunteers. The primary duty of the operations sergeant is to function as the detective supervisor and this necessitates a private office. Additionally, the detective unit requires a room dedicated and available for interviewing suspects and victims of crimes. The third office is required to relocate the storage area for the Special Problems Team equipment.

Currently, the Special Problems Team equipment is stored in a locked area in the rear of the 30 year old office trailer occupying four (4) sorely needed secured parking spaces at the rear of the Police Department parking area. This office trailer was acquired from Lucia Mar Unified School District for \$1 approximately 10 years ago and served as the Community Services Office until it was determined to have a minor mold contamination making it unsuitable for continuous uses such as office space. The Community Services Unit was relocated to the Community Resource Center at 910 Rancho Parkway and the old office trailer has been relegated to storage only, a use that is consistent with the recommendations of the JPIA, mold notwithstanding.

The acquisition of this modular office will accommodate the immediate needs of the Police Department for office space, and is projected to serve on an interim basis, those anticipated needs until such time as the current facility can be expanded. The addition of this modular office will permit the removal or relocation of the 30 year old officer trailer by providing necessary storage space and this will free up an additional four (4) secured parking spaces. The city is developing a facilities improvement program which will include the remodeling and expansion of the Police facility. This program is expected to occur within the next five (5) to ten (10) years. Once completed the modular office structure will be removed.

One other overcrowding problem at the Police Department can be mitigated by this solution. Currently the rear third of the department's training room is occupied by a report writing work station, the department's training computer, and a digital imaging computer (DIMMS) used for evidentiary images in lieu of photographs of accidents and crime scenes. This space is sorely needed for our staff (expanded from 19 officers in 1990 to 27 in 2005) who attend training and briefing sessions. In addition, the department often holds community meetings in this room for the Parent Education Project, Teen and Citizen Academies, and for the department's Citizen's Assisting Police and Explorer Post. With the detective unit being relocated to the new modular office, the space in the administrative office vacated by the detectives will enable us to remove the DIMMS and training computers and the report writing workstation to the administrative office, freeing the training room up once again for training. The other workstation in the administrative offices will become available for use by the administrative volunteers who assist the executive secretary two days each week.

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The site next to the Police Department will accommodate the 24' x 60' modular office as well as approximately 6 to 8 off street parking spaces. Police Department staff is currently working with the Public Works Department to maximize the number of off street parking spaces available. In addition, the Public Works Department will provide the manpower and equipment to level the site, install base and paving for the parking area, and the water and sewer connections.

It is anticipated that the electrical and telephone needs for the modular office can be served from the Rena Street side, eliminating the unsightly power pole on the Halcyon frontage. Data lines will be run underground from the existing Police Department building.

It should be noted that in obtaining proposals for modular offices, several costs need to be considered. Staff has found it is a lot like buying a used car. It is first a question of what is available at the time of purchase, and then the cost considerations. Comparisons need to include first the size and floor plan of the unit and the appearance, age, and condition, and then the various costs, including unit price, delivery, set up, foundations and support engineering and installation, seismic tie downs, skirting, sales tax, and ADA access ramps. Beyond this, as mentioned above, the site will need to be prepared, utilities installed and the parking area paved.

Staff has set aside an estimate of \$15,000 for the site costs, including utilities, paving and the ADA access ramp. Included in this is the Public Works Department's estimate for the costs of the site preparation, utilities and paving at \$7919.12 less the electrical service, ADA ramp and utility charges. All other costs have been included in the prices quoted in the proposals from the vendors.

The Police Department obtained quotations from several companies last spring. Unfortunately, the cost of modular offices has soared over the past year, and availability is not now what it was then. The suitable used models currently found to be available are listed below.

Pacific Mobile	24' x 60'	1991	\$ 51,451.25
Design Space	24' x 60'	2000	51,789.69
Williams Scotsman	24' x 60'	2001	58,369.83
Class Leasing	24' x 60'	Unknown	64,413.78
Atlas (API)	24' x 60'	Unknown. Refurbished	65,780.94
Atlas (API)	24' x 60'	New	84,335.19

In addition to the above units quoted within the past 20 days, staff received a quotation for a new 24' x 40' unit from American Modular for \$63,480 plus approximately \$4200 in sales taxes. This price does include an ADA compliant ramp, but it provides only a small office

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and storeroom, and the square footage is insufficient for the projected needs of the department over the next five years.

Staff is recommending the acceptance of the Design Space proposal. Not only is it nearly the lowest priced proposal, it is also a relatively new unit, and comes with lighter vinyl wall coverings, instead of the darker, older style wooden paneling. In addition, the floor plan provides an additional enclosed office and an extra counter and sink outside the lavatory.

The carpeting is reported to be in good shape and the exterior is an attractive lighter color, unlike the darker beige and brown trim of older units. It is currently built, and unlike some of the other units, does not require modification to suit our needs.

This would put the estimated total cost of the project at approximately \$67,000, or about \$2,500 over the current balance in the Police Facilities Impact Fund. The Police Department does have additional funds available which should cover the additional expenses. The Department also has modular furniture in storage for the offices and workstations planned for the modular office.

A potential offset for the additional costs including the increase in utility costs for the new modular office is the relocation of the existing old office trailer to the Corporation yard. This trailer is still suitable for storage and it could be set up and used as a replacement for the Police Department storage space currently leased from Crocker's Lockers at a cost of \$1975 annually.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

- Approve staff's recommendation;
- Reject bids and direct staff to solicit additional bids;
- Reject bids and provide further direction to staff; or
- Do not approve staff's recommendation.

Attachments (3)

**CITY OF ARROYO GRANDE
QUOTATION EVALUATION SUMMARY**

DATE PREPARED: September 6, 2005

DEPARTMENT: Police

PREPARED BY: Sgt. Hendricks				SUPPLIER'S NAME		SUPPLIER'S NAME		SUPPLIER'S NAME	
<input checked="" type="checkbox"/> WRITTEN QUOTATIONS				VENDOR:		Atlas Performance Ind.		Class Leasing	
<input type="checkbox"/> VERBAL/TELEPHONE QUOTATIONS				TELEPHONE:		(805)928-8689		(951)943-1908	
				QUOTED BY:		Ted Martino		Jeremy Goldenetz	
ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	24' X 60' Modular Office	1	Ea	Refurbished	54,500.00	New	71,800.00	Unk. Year	\$53,549.28
	Delivery	1	Ea		3,500.00		3,500.00		4,192.50
	Installation	1	Ea	Low Set	250.00	Low Set	250.00	Low Set	2,789.68
	Tie Downs	Varies	Lot	75.00	1,500.00	75.00	1,500.00		Inc
	Foundation Material		Lot		Inc		Inc		Inc
	Foundation Engineering				155.00		155.00		Inc
	Skirting	168	LF	10.75	1,806.00	10.75	1,806.00		N/A
	Fees				Additional		Additional		Additional
	Estimated Sales tax (7.25%) excluding labor			Tax	4,069.94	Tax	5,324.19	Tax	3,882.32
TOTAL QUOTATION					\$65,780.94		\$84,335.19		\$64,413.78
CASH DISCOUNT TERMS					Not Stated		Not Stated		Net 30 Days ARO
F.O.B.					Arroyo Grande		Arroyo Grande		Arroyo Grande
DELIVERY TIME FROM RECEIPT OF ORDER					Varies		Varies		Varies - Includes Ramp

ATTACHMENT 1

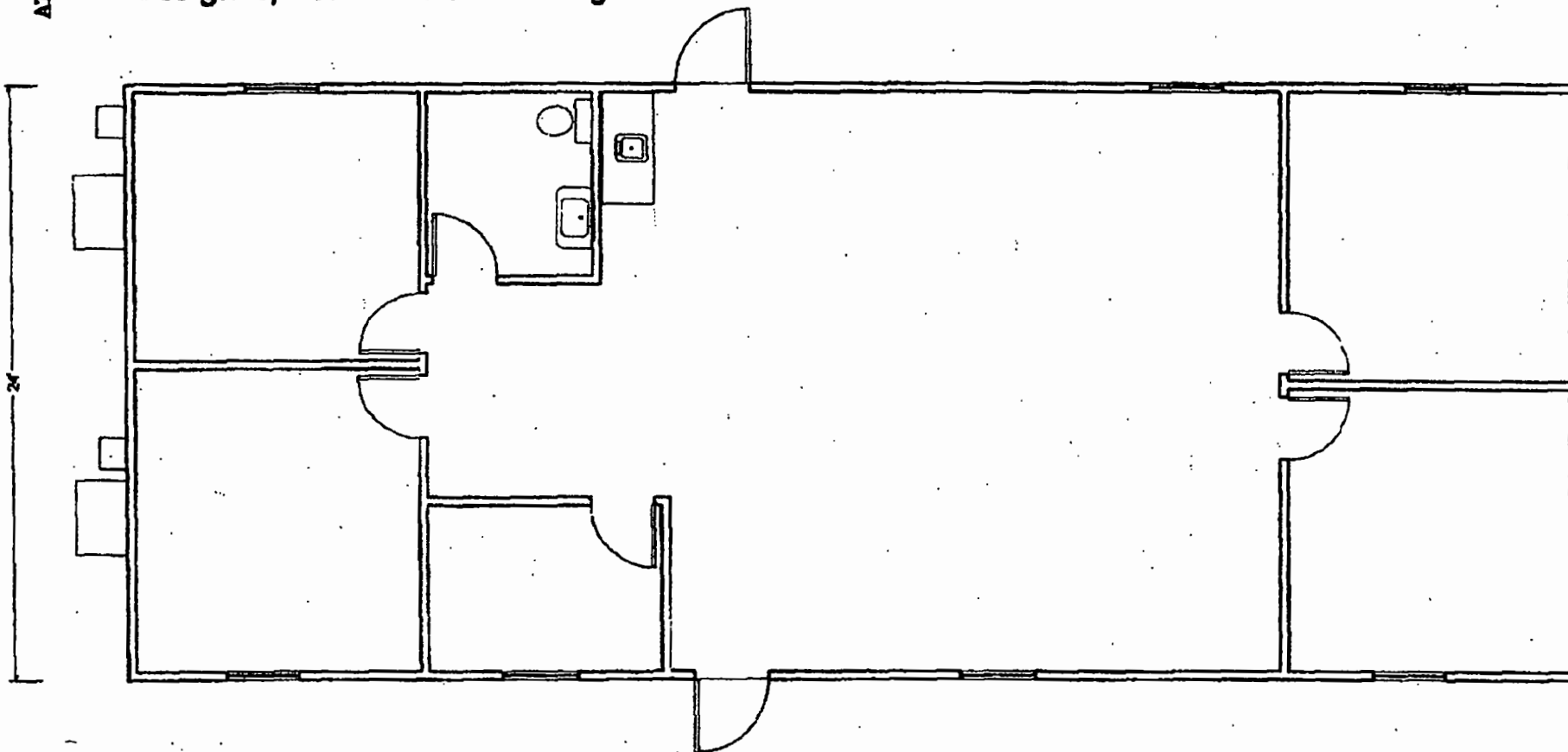
Policy #: C-001/002

ATTACHMENT 2

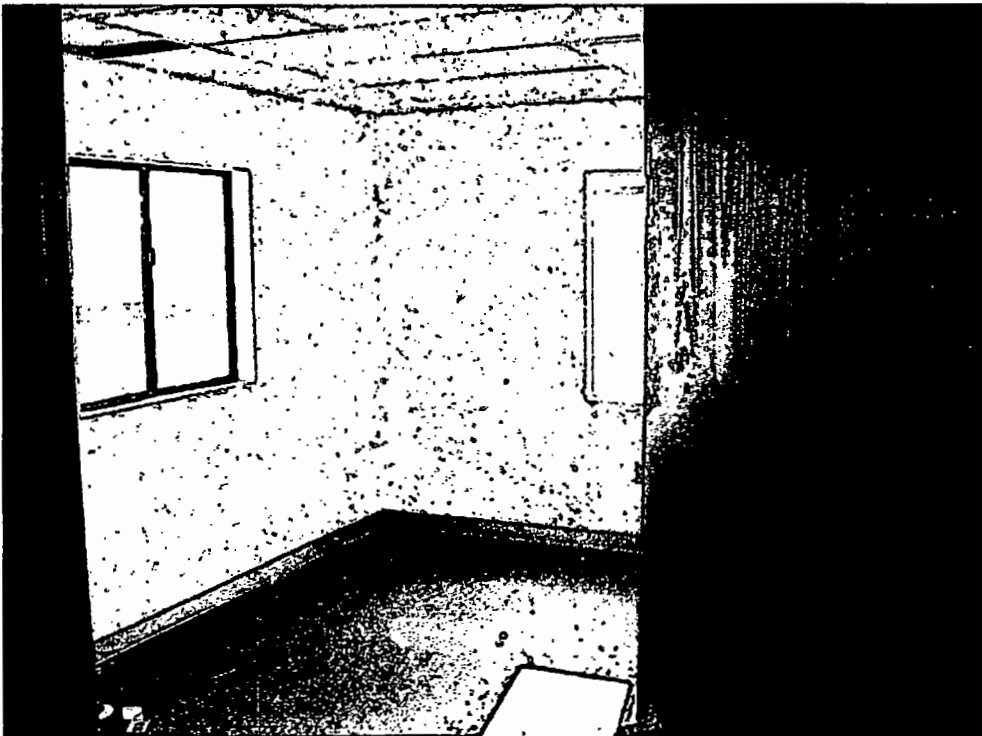
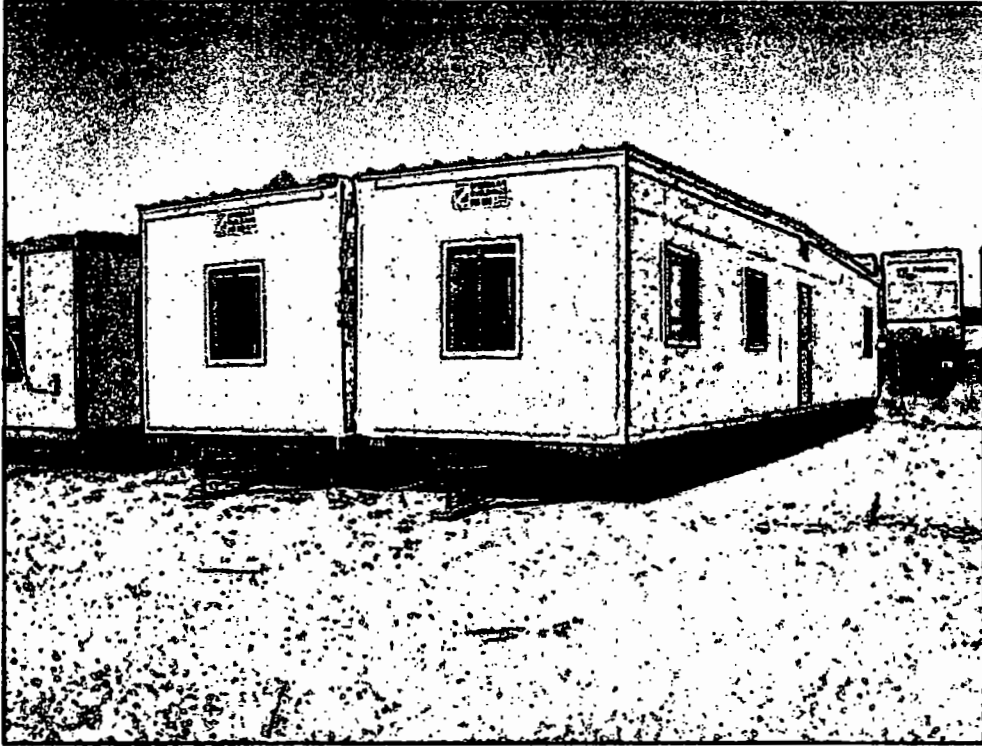
24' X 60' OFFICE COMPLEX

ALL DOOR LOCATIONS, WINDOW LOCATIONS AND MEASUREMENTS ARE APPROXIMATE

Design Space Modular Buildings



ATTACHMENT 3



ATTACHMENT 3

