

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Hugh R. Riley, Assistant City Manager 

DATE: June 13, 2006 (CC Meeting of 6/21/06)

SUBJECT: Consider Lease of Modular Office Space for Temporary City Hall Expansion and Improvements to Existing City Hall Office Buildings

DISCUSSION:

The City Council is being asked to consider the lease of approximately 6,500 square feet of temporary office space in two, modular building units that would be located on the north end of the existing Civic Center site. A proposed Site Plan is included with this report as Attachment 1. The additional space would allow the consolidation of the Public Works, Engineering, Building and Safety, and Community Development functions in one location. This would provide the added benefit of making the existing Public Works Office building property at 798 Moorpark Avenue and the Engineering office property at 18 High Street available for redevelopment.

To achieve the objective of co-locating all of the City's departments and functions, staff recommends the use of two additional modular buildings. Building A, (a 60' X 72'-4,320 sq. ft Unit.) would house the Community Development Department, Building, Safety and Engineering contract staff and the Public Works/City Engineer staff with an additional conference room and some additional unassigned office space for potential future expansion. Building B, (a 36' X 60' – 2,160 sq. ft. Unit) would provide space for consolidation of development files, general supply storage, additional restrooms for staff use only and a staff lounge or break room.

Costs For Modular Building Lease

Staff has secured an estimate of \$271,140 for a 42-month lease of these modular units including transport set-up, skirting, ramps and other minor modifications. As it may be desirable to provide covered ramps and walkways for the public and staff between the modular buildings, approximately \$40,000 should be included with the lease costs. In addition to the above, there will be costs to the City for design, site clearing, including the removal of a number of large trees, footings, ramps, driveways, sidewalks, and utility connections. These costs are estimated to be approximately \$150,000 including contingencies.

Staff also recommends that certain improvements and upgrades be made to the existing City Hall and modular annex including new carpeting, painting and other minor modifications at an estimated cost of \$ 156,700. The proposed improvements are itemized in Attachment 2.

Project Cost Summary

Building A - Monthly Rental	\$ 3,247	X 42 Months	=	\$ 136,374
Delivery/Set-Up				\$ 39,132
Building B - Monthly Rental	\$ 1,786	X 42 Months	=	\$ 75,012
Delivery/Set-Up				\$ 20,622
SUBTOTAL - Structures				\$ 271,140
Additional Ramps, Canopies, and modifications				\$ 40,000
Site Preparation and Utilities				\$ 150,000
SUBTOTAL				\$ 461,140
Recommended Improvements to Existing City Hall and Annex				\$ 156,700
TOTAL				\$ 617,840

Costs to Purchase Modular Buildings

The City could acquire these structures at a total cost of \$ 320,472 with the same delivery and set up costs of \$249,754 shown above for a total project cost of \$570,230. This would be an increase of \$109,086. If the modular buildings are acquired the structures could be re-sold after the new City Hall is completed, but at a significant price reduction. Based on current industry trends the City could expect to recover 25% of the value of these building units or approximately \$80,000. Staff believes that this savings would not offset the time and effort needed to market and sell the units to a highly limited customer group.

Analysis of Modular Option

Advantages to this option are:

- Ability to create a "one stop shop" for the public significantly increasing customer service and adding to work efficiencies by having all development related functions under one roof

- City functions would be consolidated again on one site
- Restrooms for employees would be created and there would be a significant improvement in the employee lounge/break room
- Potentially able to redevelop Moorpark Avenue and High Street property (Public Works, Engineering Buildings) sooner
- Planned modifications to the Civic Center Parking Area could proceed that would increase capacity.
- Provide office space for newly authorized staff and more adequate space for existing staff
- Restore more adequate conference room space
- Restore shared City Council office space (in Community Development Director's Office)
- 1/3 the cost of leasing and improving transition space

Disadvantages to this option are:

- Short term loss of approximately six parking spaces including (CM & ACM) adding to an already difficult parking situation at the Civic Center Site.
- Services for development would be apart from, but adjacent to the main City Hall entrance requiring two reception areas
- New modular strictures will temporarily block north-south pedestrian access through the Civic Center Campus except along Walnut Canyon Road/Moorpark Avenue

Staff will secure cost proposals for the modular buildings and site preparation and request a City Council appropriation for the necessary funds for the project on July 19, 2006.

STAFF RECOMMENDATION

Direct Staff to proceed with lease of modular office space

- Attachments:
1. Proposed Modular Building Site Plan at Civic Center
 2. Improvements to Existing City Hall and Annex

RECOMMENDED IMPROVEMENTS

City Hall

1. New carpeting Tiles	\$15,000.00
2. Replace 2 HVAC Air Handlers/HVAC units	\$40,000.00
3. Up-grade electrical demand to computer room	\$ 7,500.00
4. Roof / leaks repairs	\$ 25,000.00
5. Mold inspection and repair	\$ 3,000.00
6. Ceiling tile and T-bar replacement	\$ 5,000.00
7. Parking Lot asphalt repair/ resurfacing	\$ 25,000.00
8. New Front and N/S doors (4)	\$ 5,000.00
9. Replace rain gutters	\$ 6,000.00
10. Replace all windows to a dual glaze low 'E' to create a better temperature efficiency atmosphere, cost savings on Heat/AC	\$ 15,000.00 \$ 7,000.00
11. Retrofit existing lighting, changing out ballast kits, to t-8 light bulb, higher energy efficiency	
12. Clean tile and grout	\$ 450.00
13. New window blinds	\$ 2,500.00

SUBTOTAL \$ 131,450.00

Annex

1. Roof Repairs	\$ 5,000.00
2. Mold inspection and repair	\$ 2,000.00
3. Replace decaying bottom skirt	\$ 5,000.00
4. Replace Windows to reseal leaks	\$ 3,500.00
5. Add Rain gutters	\$ 1,500.00
6. New carpeting	\$ 7,500.00
7. Repaint ramp	\$ 750.00

SUBTOTAL \$ 25,250.00

TOTAL \$ 156,700.00

ATTACHMENT 2

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