

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: April 23, 2007

Agenda Item: 4 (C)	Prepared By: A. Rony Joel, Public Works Director Date: 04/12/07
Agenda Section: Business:	
Subject: Purchase of Temporary Office Trailers	Department:

BACKGROUND:

City Council is asked to authorize the purchase of temporary office trailers to be used by the Utility operations staff.

Utility operations management and engineering staff are currently located in leased facilities at 960 North Collier Boulevard. The annual lease cost for this facility is \$ 52,700. The lease expires this year. The North plant operation staff is housed in buildings that will be demolished next year. To reduce operating cost and improve operational efficiency, we are proposing to locate the Utility management, engineering and operational staff in one location at the North plant. The current 5 year CIP had envisioned this in a permanent structure. To save cost and improve efficiency of operation and management, over the next four years until the permanent facility is constructed, we propose to house our staff in office trailers.

The annual cost for leasing offices trailers is \$ 65,000. This option would not save money. As an alternative, staff contacted the Charter Middle School and inquired on the status of the classroom trailers that will no longer be needed at the end of this school year. Discussion between staff and the owner of the trailers, GE Capital, has resulted in a negotiated purchase price for six trailers of \$ 23,190. For an additional cost of \$18,190, GE Capital will transport and install the trailers at our Utility sites. The total cost would be \$41,660 plus annual utility and maintenance expenses.

It is anticipated that the trailers will be used for four years. This option will improve efficiency and reduce operating cost by \$168,800 over the four years.

Staff proposes to locate four trailers at the North plant for office space and two at the South plant for file storage, small parts storage as well as provide a place to conduct training. Attached find the two site plans and proposed locations of the temporary office trailers.

Funding for this purchase will come from wastewater treatment plant improvement CIP.

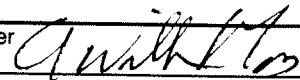
RECOMMENDED ACTION:

Authorize the City manager to execute an agreement with GE Capital for the purchase and transport of six classroom trailers from the Middle school to Utility sites for a cost of \$ 41,660.

Reviewed by Department Director



Reviewed by City Manager



Council Action: Motion by:

Second by: