



# Council Agenda Report

To: Mayor Pierson and the Honorable Members of the City Council

Prepared by: Elizabeth Shavelson, Assistant to the City Manager

Reviewed by: Lisa Soghor, Assistant City Manager

Approved by: Reva Feldman, City Manager

Date prepared: February 19, 2021 Meeting date: March 8, 2021

Subject: Office Trailer Rental Lease Extension for Malibu Community Labor Exchange

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**RECOMMENDED ACTION:** Authorize the Mayor to execute the rental lease extension for the office trailer for the Malibu Community Labor Exchange.

**FISCAL IMPACT:** There is sufficient funding for this agreement in the Adopted Budget for Fiscal Year 2020-2021 in Account No. 215-7070-7800-00 (Community Development Block Grant Fund). On February 24, 2021, Council authorized the use of \$20,000 of Community Development Block Grant (CDBG) funding for the Malibu Community Labor Exchange (MCLE) for Fiscal Year 2021-2022 which includes the amount necessary for the office trailer lease.

**WORK PLAN:** This item was not included in the Adopted Work Plan for Fiscal Year 2020-2021. This is part of normal City operations.

**DISCUSSION:** The City receives an allocation of federal Community Development Block Grant (CDBG) funds every year. The funds are administered by the Los Angeles County Development Authority (CDA) and are intended to serve low- and moderate-income individuals. The Council had previously directed CDBG capital funds to be used to purchase and install a permanent officer trailer for MCLE on the County property in the City's civic center area because MCLE's existing trailer was determined to be dilapidated and unable to be relocated as needed to accommodate the construction of the Santa Monica College Malibu Satellite Campus Project at this location. Due to the construction schedule and footprint of the Malibu Satellite Campus Project, the City's Permanent Trailer Project was put on hold. Council subsequently directed that CDBG

funds be allocated to cover the costs to rent a temporary office trailer for MCLE. The City solicited informal bids and entered into a two-year lease with the lowest bidder, Williams Scotsman, Inc. The current lease expired January 28, 2021.

On January 27, 2020, City Council held a public hearing and allocated \$20,000 for MCLE operations and temporary office trailer rental for Fiscal Year 2020-2021. More recently, on February 24, 2021, the City Council held a public hearing and allocated \$20,000 for MCLE operations and temporary office trailer rental for Fiscal Year 2021-2022 which will provide funding for the office trailer rental through June 30, 2022.

According to a recent update from Santa Monica College (SMC) representatives, the Malibu Satellite Campus Project is estimated to be substantially complete in fall 2022. At this time, staff recommends that the Council authorize the Mayor to enter into an agreement to extend the lease agreement with Williams Scotsman, Inc. until June 30, 2022 at the current monthly rate of \$965.53. Putting the project out to bid would likely result in an increase cost to the City as there are costs associated with the trailer delivery, installation and removal. In addition, replacing the trailer would likely disrupt the operations of MCLE.

Staff will continue to coordinate with SMC regarding the schedule of the Malibu Satellite Campus Project construction, the schedule of the City's proposed permanent trailer project and bring updates to City Council as needed. The City's Trailer Use Agreement with MCLE is set to expire June 30, 2021 and will need to be extended to cover the entire period the trailer is in use.

ATTACHMENT: Lease Extension with Williams Scotsman Inc.



An ALGECO SCOTSMAN Company

**AMENDMENT TO LEASE AGREEMENT  
(LEASE TERM RENEWAL)**

LESSEE:  
City of Malibu  
23825 Stuart Ranch Road Malibu, Ca 90265

EQUIPMENT LOCATION:  
23519 Civic Center Way Malibu, Ca 90265

Contract Number: 956648  
Equipment Serial/Complex Number: CAV-02132  
Value: \$23,565.00

By this Amendment, **Williams Scotsman, Inc.** and the Lessee (listed above) agree to modify the original lease agreement, dated 12/28/2018 as set forth below.

1. The rental term for the equipment identified above, shall be renewed from 1/28/2021 through 6/30/2022 (the "Lease Renewal Term").
2. The rental rate per month during the Lease Renewal Term shall be \$380.00 plus applicable taxes, which Lessee agrees to pay Lessor in advance on the 28th day of each month during the Lease Renewal Term.
3. Knockdown and return freight shall be at Lessor's prevailing rate at the time the Equipment is returned unless otherwise specified herein.
4. Other rental items: Steps \$50.00 / ADA Ramp \$325.00 / Data Hub \$40.00
5. All other Terms and Conditions of the original Lease Agreement shall remain the same and in full force and effect.

ACCEPTED:

LESSEE: City of Malibu

LESSOR: WILLIAMS SCOTSMAN, INC.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print  
Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_