

City of Culver City, California  
**City Council Agenda Item Report**

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| Meeting Date: 06/23/08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | Item Number: <u>C-9</u>                                                                |  |
| <b>AGENDA ITEM: Authorization to Purchase a Portable Electronic Message Board from United Traffic Services &amp; Supply.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                        |  |
| Contact Person/Dept.:<br>Eric Mirzaian<br>Public Works-Maintenance Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | Phone Number:<br>(310) 253-6410                                                        |  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | General Fund: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>      |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Action Item: <input type="checkbox"/> Attachments: <input checked="" type="checkbox"/> |  |
| Public Notification: Master E-Mail Notification List (06/18/08); United Traffic Services & Supply (06/16/08).<br>.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                        |  |
| Department Approval:<br>Charles D. Herbertson 6/12/2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (06/18/08)                       |  |
| Chief Financial Officer Approval:<br>Jeff Muir (by M. Noller) (06/18/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | City Manager Approval:<br>Jerry B. Fulwood (06/18/08)                                  |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council authorize the purchase of a portable electronic message board from United Traffic Services &amp; Supply in the amount of \$18,186.</p> <p><b><u>BACKGROUND:</u></b></p> <p>The Public Works Department's Maintenance Operations Division regularly performs local repairs on portions of City streets and public rights-of-way. The scope of work can include minor pothole repairs, resurfacing of portions of a street, curb and sidewalk repairs, and tree trimming. Often, the work performed by Public Works Staff can require traffic control to detour traffic or block lanes. Currently, Staff utilizes traffic cones and barricades for traffic control and rents electronic message boards from vendors when needed. Electronic message boards are effective traffic control devices as they can be visible from far distances by motorists, and can alert motorists of upcoming street work. Electronic message boards also provide additional safety to Staff since they can be easier to see than traffic cones and barricades.</p> <p>Owning an electronic message board will allow Public Works Staff to not rely on renting equipment and will ensure that the equipment for adequate traffic control is readily available, especially in times of emergency work. The electronic message board can also be utilized to advertise upcoming street improvement projects, anticipated road closures and citywide events.</p> |  |                                                                                        |  |

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**DISCUSSION:**

Public Works Staff received the following three quotes for this equipment:

|                                       |                             |
|---------------------------------------|-----------------------------|
| United Traffic Services & Supply..... | \$18,186 (tax included)     |
| Wanco, Inc.....                       | \$18,300 (tax not included) |
| Capitol Barricade Safety & Sign.....  | \$18,899 (tax not included) |

In accordance with Culver City Municipal Code § 3.07.055, staff solicited three informal quotes for this purchase.

**FISCAL ANALYSIS:**

The following Public Works accounts have sufficient funding available and will be utilized for the purchase of the portable electronic message board:

|                                           |         |
|-------------------------------------------|---------|
| 10161100.730100 (Street Maintenance)..... | \$5,700 |
| 10161600.600200 (Tree Maintenance).....   | \$3,800 |
| 10161600.732120 (Tree Maintenance).....   | \$3,000 |
| 20466100.600200 (Sewer Maintenance).....  | \$5,686 |

**ATTACHMENTS:**

1. Quotes from (a) United Traffic Services & Supply; (b) Wanco, Inc.; and (c) Capitol Barricade Safety and Sign.

**MOTION:**

That the City Council:

1. Authorize the purchase of a portable electronic message board from United Traffic Services & Supply in the amount of \$18,186.