



**City of St. Helena
Library Board of Trustees
Special Meeting
St. Helena Library, 1492 Library Lane, St.
Helena CA 94574
St. Helena Library - 1492 Library Lane
Wednesday, December 5, 2018 @ 5:00 PM**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

Page

1. CALL TO ORDER
2. ROLL CALL
Chairperson: Skip Lane
Vice Chair: Terry Wood
Trustees: Emily Armstead, Rebecca Martin, David Slaby, Susan Swan, and Lin Weber
City Councilmember Liaison: Alan Galbraith
Staff Liaison: Chris Kreiden, Library Director
City staff present at the meeting will be noted in the minutes.
3. REPORTS BY STAFF COMMITTEE:
Reports by staff and/or committee on items of general interest. Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, **the Brown Act prohibits any other discussion or action by the Library Board of Trustees.**
4. PUBLIC FORUM
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to four minutes. Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.
5. CONSENT ITEMS:
Members of the Board or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless this is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)
 - 5.1. Library Board of Trustees Meeting Minutes of November 14, 2018 3 - 6
[SHPL Board Minutes Regular Meeting November 2018](#)
6. SCHEDULED MATTERS:
 - 6.1. Review of Library Newsletter for December 2018 - Chris Kreiden 7 - 10
[Library Newsletter 2018 December](#)

- 6.2. Review of Monthly Library Operating Expense Report for November 2018 - Chris Kreiden 11 - 12
[Library Monthly Expense Report 2018 November](#)
- 6.3. Discussion and Possible Creation/Adoption of a Board of Trustees Statement Concerning the St. Helena City Council December 11, 2018 Agenda Item to Provide Direction on Draft Request for Proposals (RFP) Scope of Work for Feasibility Planning/Visioning of City Hall, Library and Recreation Facilities - Skip Lane 13 - 18
[DRAFT Staff Report - RFP Visioning City Hall, Library and Recreation Facility](#)
- 6.4. Discussion of Possible Project Ideas from Library Trustees
7. ADJOURNMENT
The next regular meeting is scheduled for January 9, 2019 at 5:00 PM, St. Helena Public Library.

This agenda was posted at City Hall, 1480 Main Street, and at the St. Helena Public Library, 1492 Library Lane, St. Helena on November 29, 2018.



Chris Kreiden, Library Director

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

Minutes of the Regular Meeting of the
St. Helena Public Library Board of Trustees
5:00 PM
Wednesday, November 14, 2018
Community Meeting Room

1. **CALL TO ORDER -**

2. **ROLL CALL** - Library Board Chairperson Skip Lane called the Regular Meeting of the Board of Trustees to order at 5:00 p.m. Present were: Vice Chair Terry Wood; Trustees Rebecca Martin, David Slaby, Susan Swan, and Lin Weber; Library Director Chris Kreiden; Outreach Services Librarian Mariah McGuire, and St. Helena Mayor Alan Galbraith.

3. **PUBLIC FORUM** - There were no public comments this month.

4. **REPORTS BY STAFF, COMMITTEE** - Chris reported that the six new wine library tables have arrived. Three of the existing tables will be repurposed as upholstered poufs or ottomans.

The City has received and is reviewing three proposals for the mold remediation work that needs to be done in Chris's office, Mariah's workstation, and part of the book drop area.

In honor of Arbor Day on Thursday, November 15th, the City will be planting crepe myrtles and red oaks outside the library. The plan is to place a bench beneath the crepe myrtles for patrons to enjoy once the branches grow enough to provide shade.

Chris passed around the book she mentioned last month and read while on vacation called *Sustainable Thinking: Ensuring Your Library's Future in an Uncertain World* by Rebekkah Smith Aldrich. Chris highly recommends that trustees, staff and anyone interested in the library as it relates to the sustainability of our community check it out.

Library staff members Mariah, Casey, Clara and Becky attended the recent CLA conference in Santa Clara and returned full of inspirations and ideas.

5. **CONSENT ITEMS:**

- 5.1 - **The Library Board of Trustees Meeting Minutes of October 10, 2018** were approved with one correction: Trustees reviewed the October 2018 newsletter last month, not the September 2018 newsletter.

6. **SCHEDULED MATTERS:**

- 6.1 - **Meet Mariah McGuire, Outreach Services Librarian, to Discuss Library Programming, Newsletter, and Website** - Mariah discussed the status of her search for a new website provider to replace the library's current

WordPress website, which is clunky and requires some coding knowledge to modify. Mariah has received three quotes from different vendors, but her favorite to date is Stacks, an Ebsco template specifically designed for libraries. The template is customizable, versatile, and does not require coding to update/modify, so staff will be able to change how everything on the template looks. Also, changes can be made incognito, behind the scenes, so, unlike with the current site, the changes don't go live until they have been perfected. The cost for Stacks is \$5,000 a year, higher than competitors' prices, but other vendors charge an integration fee that Ebsco does not charge. Mariah has demoed a few other website products, and Chris attended webinars for Stacks and for Civic Plus, a more city-focused website not tailored to library needs. In response to a question about whether Chris is required to find lower bids, she is checking into it and will be discussing it further with the City Manager.

Terry mentioned that attendance at the Legion of Honor docent events has been declining. Mariah said attendance at these presentations really depends on the topic. The next presentation will be about the *East Meets West: Jewels of the Maharajahs from the Al Thani Collection*. Mariah anticipates that attendance will be good because it will be in conjunction with the exhibition at the museum. Terry suggested Mariah contact SF MOMA to see if there is a traveling MOMA docent who might come speak at SHPL.

Mariah has the event calendar booked out through April 2019. Some of the scheduled musical events so far are: Haute Flash Quartet and the Gravenstein Mandolin Ensemble.

Mariah is interested in bringing food events back to the library, starting with a presentation by Steve Gordo, the owner of Rancho Gordo beans in Napa, who will come speak about his business and his wide array of beans, and offer samples. Mariah is bringing back the salsa making contest on May 9th, and the popular baking contest in September, for which she will work with Napa Valley College's cooking school and the CIA. Mariah is also planning a wine and beer tasting event and hopes to attract a younger crowd to library events.

The Master Gardeners are also returning to SHPL, and in December will have an exhibition of Christmas displays created with their plants.

Brooks Palmer, a decluttering and organization expert, will speak on March 14th and have books available for signing and sale.

Lin asked Mariah to explain how the library's monthly newsletter is produced and distributed. Discussion followed about having a printed newsletter available in various locations around town and possibly as an insert to the St. Helena STAR in an effort to inform a wider audience about the library and upcoming events. The newsletter is currently posted around the library and emailed to people who have signed up to be on the

mailing list. Lin asked Mariah and Chris to research how much it would cost to print additional copies of the newsletter each month for wider distribution. Chris estimates the library currently prints about 100 per month in house. She will try to get a more accurate count. Newsletters are printed as needed and not always by the same person. Mariah said library events are advertised through *Peach Jar* and online through *Napa Valley Now* and *Next Door*.

Terry mentioned that the weekly column the library will have in the St. Helena STAR beginning in December could be used to inform STAR readers about library events and resources; for example when the film *Somm 3* was playing at the Cameo recently, the column could have informed readers that *Somm 1* and *Somm 2* are both available at SHPL.

- 6.2 - **Report from Friends & Foundation, St. Helena Public Library - María Stel, F&F Executive Director** - Maria was attending another F&F-related meeting so gave no F&F report this month.
- 6.3 - **Discussion of Future St. Helena Public Library and Related Concepts - Chris Kreiden, Library Director** - Skip distributed copies of the City's draft of a scope of work calling for firms to "provide planning, design, and community engagement services for.... its existing library building as well as a potential new recreation center." Skip informed Trustees that a meeting would be held on Friday between City Manager Mark Prestwich, Chris, María, Skip, newly elected City Councilmember Anna Chouteau, Mayor Alan Galbraith, and a representative from Parks and Recreation. Skip commented and all agreed that while the Board supports renovating the library, library services are important too, especially hours of operation. Discussion followed about the budget cuts that forced the library to reduce its hours in 2015, and wondered if the improved state of the City's finances would allow the library to return to its post-cut hours. Susan asked if there might be a possibility of reopening the library on Sundays. Chris explained that staffing on Sundays would be a problem. There would need to be a bigger pool of employees. Currently finding a third person substitute for Saturdays has been an issue. Skip asked Chris if it would be possible for her to formulate a scenario where library services and hours revert back to what they were before the budget crunch, in preparation for library budget discussions for next year. Several trustees mentioned that patrons have expressed unhappiness with the reduced hours. Chris pointed out that the Friends & Foundation still pays for most part-time employees and would like to support other types of library enhancements. The SHAPE committee did not consult the Library Board before making its recommendations regarding the library. Trustees agreed the Library Board should make the case to the City Manager and to City Council that they believe more personnel and more hours should take precedence over renovation.
- 6.5 - **Review of St. Helena Public Library's Submission to the California Public Library Report 2017/2018 - Chris Kreiden** - Trustees held a lengthy discussion and asked Chris numerous questions about items in her

report. In response to David's question about comparative and past surveys, Chris explained that the data for California libraries is accessible on the California State Library's website:

<http://www.library.ca.gov/services/to-libraries/statistics/>.

6.6 - **Review of Library Statistics for October 2018 - Chris Kreiden** - Trustees reviewed and briefly discussed October's circulation statistics and door count, which was especially high on the day of Jay Greene's lecture and on the day of the Latino Heritage event.

6.6 - **Review of Library Newsletter for November 2018 - Chris Kreiden** - Susan and Skip both commented on the Ancestry database advertised in the November newsletter, which is an exciting resource that can be accessed at the library.

6.7 - **Review of Monthly Library Operating Expense Report for October 2018 - Chris Kreiden** - Chris explained that the reason for the credit in the Tweed Trust under Other Contract Services was that a check issued in a previous year for a consultant was finally voided this year. The amount has been credited back, and the funds are still in the Tweed Trust account. The item will continue showing up on Monthly Operating Expense Reports for this fiscal year.

6.8 - **Discussion of Possible Project Ideas from Library Trustees** - There were no ideas discussed this month.

7. **ADJOURNMENT. The meeting was adjourned at 5:58 pm.**

The next regular meeting of the Library Board of Trustees is scheduled for December 12, 2018 at 5:00 pm at the St. Helena Public Library, 1492 Library Lane.

Susan Swan,
Recording Secretary

December 2018 Newsletter

St. Helena Public Library

*Programs made possible by
Friends & Foundation, St. Helena Public Library*

Thursday, December 13th, 6:30 pm

Kids Gingerbread House Decorating

Grab your kids and come join us for a gingerbread house decorating workshop! Each family will get their very own gingerbread house to do up. All materials will be provided, just bring your imagination and Christmas cheer. First come first serve. Santa requests no eating in the library!



Decoracion de Casas de Pan de Jengibre

Agarre a sus niños y venga al taller de decoracion de casas de pan de jengibre! A cada familia se le dara su propia casa de pan de jengibre para decorarla. Todos los materiales seran proveidos, solo se necesita imaginacion y espiritu navideño.

Thursday, December 20th, 3:00 pm

Magical Moonshine Theatre: Christmas Capers

Local puppeteering duo Michael and Valerie of Magical Moonshine Theatre are back for an exciting Christmas show. Chester tries to get a job in Santa's workshop as a toy maker with hilarious results. This interactive show is fun for the whole family!



Magical Moonshine Theatre: Programa de Marionetas de Navidad

El duo local de titiriteros Michael y Valerie del Magical Moonshine Theatre regresan con un programa navideño emocionante. Chester trata de conseguir un trabajo haciendo juguetes en el taller de Santa con resultados muy chistosos. El programa interactivo es divertido para toda la familia!



Spzcial Holiday Hours

Thursday, December 6: Closing early at 6 p.m.

Monday December 24: Closed

Tuesday December 25: Closed

Monday, December 31: Open (10am-6pm)

Tuesday, January 1: Closed





December Artist: Eileen Tabios: "Hay(na)ku"

Eileen R. Tabios has released about 60 collections of poetry, fiction, essays, and experimental biographies from publishers in nine countries and cyberspace. As a poet, she invented the poetry form "hay(na)ku," a tercet-based form of poetry. Eileen's exhibit in the library this month is a collection of framed bilingual poems in this style. Come check out this unique display on our Gallery Wall before the end of the month!

A perfect gift
for the reader
in your life.

Bookmark Napa Valley

Bookmark Napa Valley is a celebration that benefits Friends & Foundation. When you join us at Bookmark Napa Valley, you support the hundreds of programs provided by the Library such as early literacy, Summer Reading, and cultural and educational experiences for all ages. Please join us on Sunday, January 27th, for great food, wine and conversation with four entertaining authors.



kanopy

hoopla

Monthly Limit Increase

Do you Hoopla? Well now you can do so twice as much!

Monthly limits on both Hoopla and Kanopy have increased from five to ten! Check both services out on our website (shpl.org) by clicking on "online services," then "e-library," then "books & media."



Please give a warm welcome to our newest addition!

Spanish Librarian

We are happy to introduce our new Bilingual Librarian, Connie Greene. Connie can be found on Monday, and Wednesday mornings and Saturday afternoons. She is diligently working on updating our Spanish Language section. If you have any recommendations or suggestions please let the front desk know!



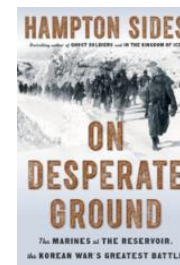
Nos complace presentarles a nuestra nueva bibliotecaria bilingue Connie Greene. Connie esta aqui los lunes y miercoles por la mañana, y los sabados por la tarde. Ella esta esmerandose mucho en actualizar la seccion de la biblioteca en Español. Si usted tiene alguna recomendacion o sugerencia por favor digale a alguien en la recepcion!



**BOOKMARK
NAPA VALLEY**
BENEFITTING SAINT HELENA
PUBLIC LIBRARY

For more information:
supportshlibrary.org.

The 2019 line-up includes:
Lisa Napoli as master of ceremonies,
Cristina Garcia, Craig Johnson
and Hampton Sides.





DROP-IN HOLIDAY CRAFTS

Stop by the children's room for drop-in crafts the week before Christmas! All materials provided; no registration required. 3:00pm each day.

Monday, December 17th

Tuesday, December 18th

Wednesday, December 19th

Friday, December 21st



Venga al salon de los niños para hacer manualidades la semana antes de la Navidad. Todos los materiales serán proveidos; no es necesario registrarse.

SPANISH STORYTIME / CUENTOS PARA PEQUES

Thursdays @ 6:00 p.m.



STORYTIMES

Tuesdays and

Wednesdays @ 10:30 a.m.

*December Kids' Matinees:
Wednesdays, 3:00 p.m.*

*Movies will be shown in the
Meeting Room.*



December 5th: "Elf"
2003; Rated PG; 97 minutes



December 12th: "The Polar Express"
2007; Rated G; 100 minutes



December 19th: "Elliot: The Littlest Reindeer" 2018; Rated PG; 89 minutes



December 26th: "Orphan Horse"
2018; Rated PG; 98 minutes

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Happy Holidays				29 6:00pm Spanish Storytime	30	1 4:30pm Neuróticos Anónimos
2	3	4 10:30am Storytime 	5 10:30am Storytime 3:00pm Kids Movie: Elf	6 Special Hours: 10:00am—6:00pm	7	8 4:30pm Neuróticos Anónimos
9	10	11 10:30am Storytime 	12 10:30am Storytime 3:00pm Kids Movie: The Polar Express	13 6:00pm Spanish Storytime 6:30pm Kids Gingerbread House Workshop 	14	15 4:30pm Neuróticos Anónimos
16	17 3:00pm: Kids Drop-In Crafts 	18 10:30am Storytime 3:00pm: Kids Drop-In Crafts 	19 10:30am Storytime 3:00pm Kids Movie: Elliot: The Littlest Reindeer and Kids Drop-In Crafts	20 3:00pm: Puppet Show: Christmas Cappers  6:00pm: Spanish Storytime	21 3:00pm: Kids Drop-in Crafts 	22
23	CLOSED 		26 10:30am Storytime 3:00pm Kids Movie: Orphan Horse	27  6:00pm Spanish Storytime	28	29 4:30pm Neuróticos Anónimos
30	31	DECEMBER ARTIST: EILEEN TABIOS		LIBRARY HOURS Monday: 10:00am-6:00pm Tuesday & Wednesday: 10:00am-7:00pm Thursday: 10:00am-9:00pm Friday & Saturday: 2:00-6:00 pm Sunday: CLOSED		ST. HELENA PUBLIC LIBRARY 1492 Library Lane, 94574 707-963-5244 www.shpl.org

LEGEND: Red=Youth, Blue=Adults
 Purple=All Ages, Green=Spanish



General Ledger Monthly Operating Expense Rpt



User: chris
Printed: 11/28/18 15:02:51
Period 01 - 06
Fiscal Year 2019

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
101	General Fund					
46	Library					
101-46-00-20-10	Salary-Regular	464,912.00	0.00	170,434.41	294,477.59	63.34
101-46-00-20-20	TempPart Time	33,177.00	0.00	6,680.38	26,496.62	79.86
101-46-00-20-37	Holiday Pay	2,885.00	0.00	179.94	2,705.06	93.76
101-46-00-20-40	FICAMedicare	38,522.00	0.00	13,700.73	24,821.27	64.43
101-46-00-20-45	Employer PERS	34,716.00	0.00	12,565.35	22,150.65	63.81
101-46-00-20-47	PERS Unfunded Liability	57,803.00	0.00	55,783.00	2,020.00	3.49
101-46-00-20-55	Health Insurance	124,178.00	0.00	46,113.23	78,064.77	62.87
101-46-00-20-61	Workers Comp	5,173.00	0.00	2,586.72	2,586.28	50.00
101-46-00-20-65	SDI	4,504.00	0.00	1,722.42	2,781.58	61.76
101-46-00-20-75	Deferred Comp	7,020.00	0.00	1,934.48	5,085.52	72.44
101-46-00-20-85	Auto Allowance	2,400.00	0.00	900.00	1,500.00	62.50
101-46-00-20-96	Education Reimbursement	500.00	0.00	0.00	500.00	100.00
20	Salaries & Benefits	775,790.00	0.00	312,600.66	463,189.34	59.71
101-46-00-21-10	Communications	12,300.00	0.00	1,356.06	10,943.94	88.98
101-46-00-21-15	Postage	500.00	0.00	0.00	500.00	100.00
101-46-00-21-22	Utilities	45,000.00	0.00	12,317.04	32,682.96	72.63
101-46-00-21-27	Equipment Lease Exp	9,000.00	0.00	2,984.56	6,015.44	66.84
101-46-00-21-45	Other Contract Services	122,400.00	9,941.55	15,788.18	96,670.27	78.98
101-46-00-21-55	Training & Conference	6,100.00	0.00	3,600.41	2,499.59	40.98
21	Services	195,300.00	9,941.55	36,046.25	149,312.20	76.45
101-46-00-22-07	Copies	3,000.00	0.00	578.51	2,421.49	80.72
101-46-00-22-12	Computer Equipment	52,960.70	4,327.57	24,619.10	24,014.03	45.34
101-46-00-22-13	Office Supplies	2,000.00	0.00	668.81	1,331.19	66.56
101-46-00-22-15	Special Department Supplies	1,000.00	0.00	-865.23	1,865.23	186.52
22	Supplies	58,960.70	4,327.57	25,001.19	29,631.94	50.26
101-46-00-23-35	Software Maintenance	1,852.20	0.00	1,852.20	0.00	0.00
23	Maintenance	1,852.20	0.00	1,852.20	0.00	0.00
101-46-00-24-25	Taxes & Other Charges	12,000.00	0.00	0.00	12,000.00	100.00
24	Taxes, Insurances & Contributi	12,000.00	0.00	0.00	12,000.00	100.00
101-46-00-26-40	Furniture & Fixtures	30,000.00	12,468.24	268.76	17,263.00	57.54

Acct Number	Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
26	Capital	30,000.00	12,468.24	268.76	17,263.00	57.54
00	Administration	1,073,902.90	26,737.36	375,769.06	671,396.48	62.52
219	CLSA State Library Grant					
46	Library					
219-46-00-21-55	Training & Conference	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
21	Services	0.00	0.00	0.00	0.00	0.00
219-46-00-23-35	Software Maintenance	<u>7,500.00</u>	<u>0.00</u>	<u>6,423.00</u>	<u>1,077.00</u>	<u>14.36</u>
23	Maintenance	7,500.00	0.00	6,423.00	1,077.00	14.36
00	Administration	7,500.00	0.00	6,423.00	1,077.00	14.36
380	Friends and Foundation					
46	Library					
380-46-00-20-20	TempPart Time	55,242.00	0.00	23,565.80	31,676.20	57.34
380-46-00-20-37	Holiday Pay	4,777.00	0.00	589.92	4,187.08	87.65
380-46-00-20-40	FICAMedicare	<u>4,591.00</u>	<u>0.00</u>	<u>1,847.84</u>	<u>2,743.16</u>	<u>59.75</u>
20	Salaries & Benefits	64,610.00	0.00	26,003.56	38,606.44	59.75
380-46-00-22-16	Library Materials	56,000.00	31,625.24	8,447.01	15,927.75	28.44
380-46-00-22-40	Programming	14,000.00	0.00	2,904.59	11,095.41	79.25
380-46-00-22-44	Elsie, the Library Cat	<u>500.00</u>	<u>0.00</u>	<u>66.61</u>	<u>433.39</u>	<u>86.68</u>
22	Supplies	70,500.00	31,625.24	11,418.21	27,456.55	38.95
00	Administration	135,110.00	31,625.24	37,421.77	66,062.99	48.90
382	Martin Estate Trust					
46	Library					
382-46-00-22-16	Library Materials	<u>1,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,600.00</u>	<u>100.00</u>
22	Supplies	1,600.00	0.00	0.00	1,600.00	100.00
00	Administration	1,600.00	0.00	0.00	1,600.00	100.00
384	Tweed Trust					
46	Library					
384-46-00-21-45	Other Contract Services	<u>0.00</u>	<u>0.00</u>	<u>-3,232.00</u>	<u>3,232.00</u>	<u>0.00</u>
21	Services	0.00	0.00	-3,232.00	3,232.00	0.00
384-46-00-22-15	Special Department Supplies	5,000.00	0.00	719.87	4,280.13	85.60
384-46-00-22-16	Library Materials	<u>45,000.00</u>	<u>0.00</u>	<u>4,146.53</u>	<u>40,853.47</u>	<u>90.79</u>
22	Supplies	50,000.00	0.00	4,866.40	45,133.60	90.27
00	Administration	50,000.00	0.00	1,634.40	48,365.60	96.73
Grand Total		1,268,112.90	58,362.60	421,248.23	788,502.07	0.6218



Report to the City Council
Council Meeting of December 11, 2018

Agenda Section: New Business

Subject: Provide Direction on Conceptual Request for Proposals (RFP) Scope of Work for Feasibility Planning/Visioning of City Hall, Library and Recreation Facilities

CEQA Determination: Not a CEQA project

Prepared By: Mark T. Prestwich, City Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

In late 2017, the St. Helena City Council convened an 11-member citizens St. Helena Assets Planning Engagement (SHAPE) Committee to analyze the City's built facilities and assist with prioritizing capital improvements and identifying opportunities. The Committee met approximately 20 times between November 2017 and May 2018, issuing a Final Report on May 26, 2018. On September 17, 2018, the City Council provided direction to move forward with:

- Feasibility planning for a new blended-use City Hall facility on the existing City Hall site;
- Space planning and facility visioning for its Library, including possible design modifications; and
- Preliminary planning for a conceptual new Recreation Facility in Crane Park

DISCUSSION

Following the City Council's September 17, 2018 Special Meeting, staff initiated efforts to develop a scope of work to solicit feasibility planning services for a rebuilt City Hall, a reimagined Library and conceptual new Recreation facility. Initially, staff was anticipating this work would be performed separately by individual firms with individual subject matter expertise. However, additional research and discussions with prospective consulting firms indicated the City may yield some economies of scale by working with a consortium proposal or single firm.

Additional discussions were held with representatives of the Library and Recreation community and City Council liaisons Mayor Galbraith and Council Member Elect Anna Chouteau about the possibility of unifying the next phase of facility planning and there was agreement that use of a single Request for Proposal (RFP) would provide an improved means of managing and coordinating the various planning initiatives, and a coordinated approach to public outreach. While the City anticipates there may be synergies with a single firm or consortium proposal utilizes subject matter expertise from different firms, the draft scope of work emphasizes the City will also consider separate proposals from firms interested in only a portion of the planning projects. Additionally, this approach will provide the City Council with flexibility to prioritize the work of various facilities and consider postponing further study if desired.

Staff is seeking Council review of the draft scope of work (attached) and RFP conceptual timeline.

FISCAL IMPACT

Not applicable.

RECOMMENDED ACTION

Discuss and provide direction to the City Manager.

ATTACHMENTS

[Draft Scope of Work - Library and Parks Visioning v3](#)

DRAFT

GENERAL INFORMATION

The City of St. Helena is seeking a visionary and qualified firm(s) to provide planning, design, and community engagement services for the desired services outlined below.

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- Space planning and facility visioning for its Library, including possible design modifications; and
- Preliminary planning for a new Recreation Facility in Crane Park

The City anticipates there may be synergies with a single firm or consortium proposal that utilizes subject matter expertise from different firms. However, the City will also consider separate proposals from firms interested in only a portion of the planning projects.

The results from this phase of the project – facilities feasibility planning/visioning (Phase I) will provide the City with information to develop and implement funding plans, begin design documentation (Phase II), and plan construction (Phase III). The method of funding for the conceived projects has not been determined.

QUALIFICATIONS

- In-depth knowledge of traditional and modern City Hall, Library and Recreation services and resources.
- A clear sense of where new amenities/technologies are headed and their potential applications in City Hall, Library and Recreation facility settings.
- Demonstrated knowledge of City Hall, Library and Recreation operations, research, statistical analysis, and experience integrating findings in planning documents.
- Demonstrated professional experience and knowledge of City Hall, Library and Recreation design/operations and space planning/functionality.
- Ability to make project presentations, provide public engagement activities, and work with diverse groups of people representing varied points of view.

SCOPE OF WORK

The project will be managed by the City Manager's Office with assistance from other City departments. The selected consultant(s) is expected to work closely with City staff, City Council, Library Board of Trustees, Library Friends and Foundation, Parks and Recreation Commission, and the broader community.

It is critical the consultant(s) develop a comprehensive outreach and public engagement strategy to ensure broad demographics of the community participate in all phases of the facilities' planning discussion.

Task 1: Assessments/Visioning

City Hall

- Complete needs assessment for City Hall including assessment of the current/future use of space, amenities, staffing and resources.
- In coordination with City's real estate advisor, identify other possible complimentary and financially viable blended uses for a future City Hall facility.
- Consider best practices, forecasted trends in technology, and security to best meet the needs of the community, now and into the future.

Library

- Complete needs assessment for Library including assessment of the current/future use of space, amenities, staffing and resources.
- Evaluate opportunity to incorporate the outside vineyard setting and mountain views for possible outside meeting/programming space.
- Consider best practices and forecasted trends in technology, and consider how the library's physical spaces can be improved to best meet the needs of the community, now and into the future.

Conceptual Recreation Facility

- Complete needs assessment for conceptual Recreation facility including assessment of the current/future use of space, programming, amenities, staffing and resources.
- Complete site assessment/analysis of Crane Park to identified preferred location/options for a conceptual new recreation center.
- Assessment should consider best practices and forecasted trends in recreation services, technology, and related amenities.

All Facilities

Discuss with City Council order of magnitude budget and funding considerations for each building to guide conceptual design discussions.

Task 2: Identification of Preliminary Options

- Based on the findings from Task 1 and, in discussions with the City Council and City Manager regarding order of magnitude budget and funding considerations, develop:
 - A minimum of three preliminary site and building design options for each of the facilities;
 - Identify opportunities for joint uses whenever practical;
 - Develop preliminary project cost models for each of the design options; and
 - Develop an analysis of pros and cons for the each of the recreation site options

OPTIONAL TASK

Task 3: Refinement of Design Options/Detailed Programming

- Refine the design options for each of the facilities and prepare recommendations for the preferred design options to include:
 - Design Documents – program summaries, conceptual site and building plans, massing diagrams, and renderings*
 - Project Cost Models – include comprehensive project costs models that include all appropriate hard and soft costs as well as project contingencies
 - Preliminary implementation strategies that address City priorities and phasing options

*NOTE: City may opt to use selected firm(s) to prepare a Request for Proposals Design Competition for City Hall

PROPOSAL SUBMISSION REQUIREMENTS

The content of your proposal should include the following in summary form:

Project Approach and Work Plan

Describe the strategy for achieving the goals and deliverables of each phase. Include a schedule for completion. Proposals shall separately itemize costs for each of the three facilities.

Consultant Identification and Team

Provide the name of the consultant, the consultant's principal place of business, and the name and telephone number of the contact person. Clearly identify team members, their roles and qualifications. Any professional services required but not proposed by the qualified consultant firm shall be listed and reasons should be provided for not including them as part of the proposal.

Related Project Examples and References

Provide recent (within last 10 years) visual examples of relevant projects completed by the consultant that exhibit the team's ability to successfully complete a range of services as listed above. Along with each example, please include descriptive information such as location of the project, date, scope and scale, contract amount, name of the team member(s) involved in the project and their roles, name of the client, and e-mail address and telephone number of the client contact.

Hourly Rates

Include an hourly rate schedule for all personnel who may participate in current or future projects.

SELECTION PROCESS:

The selected consultant will be asked to enter into a Professional Services Agreement with the City of St. Helena and comply with the insurance requirements set forth therein. The City Manager's Office will supervise the project and coordinate the work.

Proposals will first be evaluated for qualifications (30%), project approach (30%), schedule (25%), and references (15%). Up to 3 consultants will be invited to provide additional information including the following:

1. A cost proposal detailing the cost per task, total cost per staff personnel, a not to exceed amount for Phase I only, and a lump sum cost, for Phase I only, for each proposed subcontractor included in the proposal.
2. A tour of a project completed in the San Francisco Bay Area in the past 5 years.

California law requires selection of Architectural and Engineering (A&E) contract services based on demonstrated competence and professional qualifications. Negotiations shall begin with the most qualified consultant. Should negotiations not result in a price the City considers to be fair and reasonable, negotiations shall be formally terminated, and the City shall then undertake negotiations with the second most qualified consultant. If the negotiation with the second most qualified firm is not successful, negotiations shall be formally terminated, and the City shall then undertake negotiations with the third most qualified consultant, etc. until the price is determined to be fair and reasonable by the City. (California Government Code, Chapter 10, Sections 4525 through 4529.5).

Conceptual Timeline

<u>Date/Time</u>	<u>Item</u>
January 16, 2019, 4:00pm	Deadline for Receipt of Proposals
January 23-24, 2019	Interviews
February 12, 2019	Award of Agreement(s) with selected consultant(s)