



# Town of Yountville

6550 Yount Street  
Yountville, CA 94599

## Staff Report

**Agenda Item #:** {{section.number}}J

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## Yountville Town Council Staff Report

**DATE:** May 21, 2024

**TO:** Mayor and Town Council

**FROM:** John Ferons, Public Works Director

**PREPARED BY:** John Ferons, Public Works Director

### **RECOMMENDATION**

Adopt Resolution Number 24-4268; Approving Procurement for Project CF-0022, Shade Structure for Community Center/Hall; and Authorizing Purchase from Restoration Hardware Community Center/Hall Courtyard Umbrellas and Equipment

### **DISCUSSION/BACKGROUND**

At the June 20, 2023, Town Council Meeting, Council approved Resolution 23-4211 adopting the Town's five-year Capital Improvement Program for fiscal years 23/24 to 27/28. That adoption included capital project CF-0022 entitled Shade Structure for Community Center/Hall with a \$150,000 budget for the purpose of installation of a shade structure at Community Center/Community Hall quad area to provide protection from the weather to improve the comfort of our patrons on hot sunny days.

While the design of a shade structure was being evaluated, and to meet the immediate shade needs for the courtyard, staff purchased umbrellas and outdoor furniture to temporarily serve the community visiting the Community Center/Hall Courtyard. As the various design considerations and constraints for a shade "structure" to be installed over the courtyard were becoming evident (structural design, permanent poles, removal of the shade during winter etc.) it was determined that the temporary umbrella and outdoor furniture configuration was working well and a more permanent solution of installing commercial-grade, durable umbrellas and outdoor furniture to replace the temporary installation which is showing wear and tear from public use.

To meet the durability needs, the Town reached out to local business Restoration Hardware (RH) to enlist their collaboration in providing umbrellas and furniture to meet the permanent solution. Town Staff working closely with RH's professional design team have developed a solution which will install eight 10'x14' cantilever umbrellas with in-ground mounting plates along with eight 36" square slate/metal tables and twenty-seven matching slate/metal chairs. As work progressed in parallel for the shade solution at Community Center/Hall and Yountville Community Park staff was advised to make the common design elements consistent throughout Town facilities and as such the umbrellas will be a Slate Blue color similar to the Dove Blue color selection for the Yountville Community Park shade sails.

To procure the selected umbrellas and furniture from local supplier RH, the Town proposes the purchase be awarded to Restoration Hardware as part of the Municipal Code 3.32.190 Special equipment/supplies—Sole source purchases—Bid exceptions:

*B. Sole Source Purchases. **Commodities** or services **that can be obtained from only one vendor or***

***one distributor authorized to sell in this area, are exempt from the competitive bidding requirements in Section 3.32.150 and are deemed sole source purchases. Sole source purchases may include proprietary items sold direct from the manufacturer. All sole source purchases shall be supported by written documentation indicating the facts and nature supporting the determination of a sole source, signed by the appropriate department head, and forwarded to the purchasing officer. Approval of any sole source acquisition shall be obtained from the Town Council for an award of a contract or purchase order of \$45,000.00 or more.***

However, since the original CIP Project CF-0022 was described to be specific to a shade structure which did not contemplate ancillary furniture it is important to make that distinction, create another project, and reassign a portion of the available shade structure budget to the furniture component. This can happen at the staff level because the Town's adopted financial policies for budgeting and expenditures provide the Town Manager is authorized to implement the programs as approved in the adopted budget. Within a specific fund the Town Manager may transfer appropriations between categories, departments, projects, and programs as needed to implement the adopted budget, as long as it does not increase the full time equivalent (FTE) personnel, increase overall appropriations, or decrease appropriations for capital outlay.

As a result, Town Staff has created CIP Project CF-0049 Community Center/Hall Courtyard Equipment which will be funded from CF-0022 (50-6000-5300) the Shade Structure for Community Center/Hall. The result project breakdown is as follows:

- CF-0022; Original Budget                      \$150,000
- CF-0022; Umbrella Purchase                \$ 59,200
- CF-0049; Furniture Purchase               \$ 24,200
- Freight & Tax                                      \$ 6,800
- CF-0022; Remaining Budget                \$ 59,800

This action was contemplated in the coming FY 24/25 CIP which reflects the CF-0022 balance is rolling over into the new version of CF-0022 entitle Community Center Enhancements budgeted at \$158,000.

The umbrellas are a special-order item; therefore, staff is requesting adopting of the attached resolution approving procurement for Project CF-0022, Shade Structure for Community Center/Hall and authorizing purchase from Restoration Hardware Community Center/Hall Courtyard Umbrellas and Equipment.

RH Invoice attached for reference.

### **ENVIRONMENTAL REVIEW**

Categorically Exempt per California Environmental Quality Act (CEQA) Guideline; Class 3, New Construction or Conversion of Small Structures

### **FISCAL IMPACT**

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? Yes

Where is it Budgeted? PK -0033 Shade Structure at North Park

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Nominal

### **STRATEGIC PLAN GOAL**

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Exceptional Town Services and Staff:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure

for the benefit of the community. **Quality of Life:** The Town enhances the livability of Yountville by providing well-maintained public facilities, parks, and trails, and quality programs and events.

Briefly Explain Relationship to Strategic Plan Goal and Objective. The installation of the shade structure provides shade to a public park and picnic area that is widely used thereby improving the quality of life for patrons of Yountville Parks.