



Staff Report

Agenda Item #: {{section.number}}H

Yountville Town Council Staff Report

DATE: May 21, 2024

TO: Mayor and Town Council

FROM: John Ferons, Public Works Director

PREPARED BY: Rosalba Ramirez, Deputy Public Works Director

RECOMMENDATION

Adopt Resolution Number 24-4266; Approving the Design for CIP PK-0033, Shade Structure at Yountville Community Park; and Authorizing Award of the Installation to Shade Comforts Inc.

DISCUSSION/BACKGROUND

At the October 18, 2022, Council meeting, Town Council directed staff to utilize \$150,000 of unassigned General Fund Balance for the installation of shade structures at Yountville Community Park. With this direction staff created Capital Project PK-0033 intended for the design and installation of the shade sail structures.

The Town searched for and reached out to several shade sail companies and received a responsive call from Shade Comforts Inc. The Town then contracted with Shade Comforts Inc. to provide a design at \$11,950 for the shade sail project, which was approved under the Town Manager's signing authority. The design is complete and included in this staff report as Attachment A. The design was presented to and approved by the Parks and Recreation Commission (PRAC). The recommended color combination for the shade sails and posts from the PRAC were the Latte color for the shade sails and Green color for the poles. After work progressed on the design of the shade elements for the Community Center, staff was advised to make the design elements consistent throughout the facilities and is proposing a Dove Blue sail with Black poles.

Regardless of color, the shade fabric protects up to 97% of the UVA and UVB rays. For air to flow through the shade fabric and create a cooling effect the shade fabric is considered rain resistant not rain proof and any rain beyond a light mist can penetrate the shade fabric. The maintenance of the shade sails is minimal and is recommended to be done once a year. The shade fabric will have a 10-year warranty and the structural poles will have a 20-year warranty.

The design for the shade sail posts and foundation is being finalized with the design documents are substantially complete and ready to be awarded. The design for this project is specific to the location of Yountville Community Park with material and strategic installation methods specific to Shade Comforts Inc. The quote for installation from Shade Comforts Inc. is \$131,000.00. With the design being specific to Yountville Community Park and Shade Comforts Inc. providing that design for their proprietary materials, the Town proposes the installation of the shade sail and support poles be awarded to Shade Comforts Inc. 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.

Due to lead times on materials, Town staff is anticipating the project installation to be completed within 12-15 weeks of award of the contract, weather permitting.

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.