

DATE SUBMITTED 4/14/2023
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 4/19/2023

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS aib

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: Imperial Public Library Circulation & Customer Service Desk	
<p align="center">1. Authorization to Proceed with the Purchase, Construction & Installation of DEMCO Library Circulation and Customer Service Desk not to exceed \$60,000.00.</p>	
DEPARTMENT INVOLVED: <u> City Manager's Office/Imperial Public Library </u>	
BACKGROUND/SUMMARY: <p>As part of the ongoing assessments of Library Operations and Service delivery, it is the recommendation of the staff and Imperial Library Board to replace the current Library circulation and customer service desk. This portion of the Imperial Public Library was built in 2005 at a time when the population of Imperial was 10,093 residents (CA Department of Finance, 2005). The Imperial Public Library underwent an expansion and renovation in 2015, however, the current circulation desk was unaltered from its original design and service capability. The City of Imperial's current population is estimated at 21,513 (CA Department of Finance, 2022). In accordance with the City of Imperial's Development Impact Fee Study – Library Facilities (2010, pg. 34), the use of fees collected for developmental impacts associated with the City's growth would allow for furnishings to be purchased to meet current and future service delivery demands. The Imperial Public Library expansion did not address the current circulation/customer service desk. The proposed design (attached) would allow for four complete workstations, two circulation stations, additional storage, and internal book drop.</p> <p>Revitalization of the Imperial Public Library In 2015, the Library underwent an extensive expansion to include a new Community Room, Study Room, Administrative Space, and Separate Council Chambers. As part of the FY 20-21 adopted a vision for the Imperial Public Library and initiated a phased design, construction and installation process with DEMCO. On January 20, 2021, April 1, 2021 and August 18, 2021, the Imperial City Council authorized the purchase of furnishings to begin the phased updates to the Children, Juvenile and Teen sections within the Library. Cannabis funds were used as a nexus could not be concluded for the utilization of Development Impact Fee Monies.</p> <p>Attached for your review you will find the Design Packet, Photos of the current circulation desk, and Quote. Should the purchase be authorized, delivery is a 12-week lead time.</p>	
FISCAL IMPACT: Not to Exceed \$60,000.00 Construction, Design & Installation - \$ \$59,491.69 <i>Amount Available in Library Impact Fees - \$801,233.19</i>	ADMIN SERV INITIALS _____
STAFF RECOMMENDATION: It is Staff's recommendation to authorize the purchase, construction & installation of the Library Circulation Presented.	DEPT. INITIALS <u> aib </u>
MANAGER'S RECOMMENDATION:	CITY MANAGER'S

INITIALS _____

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

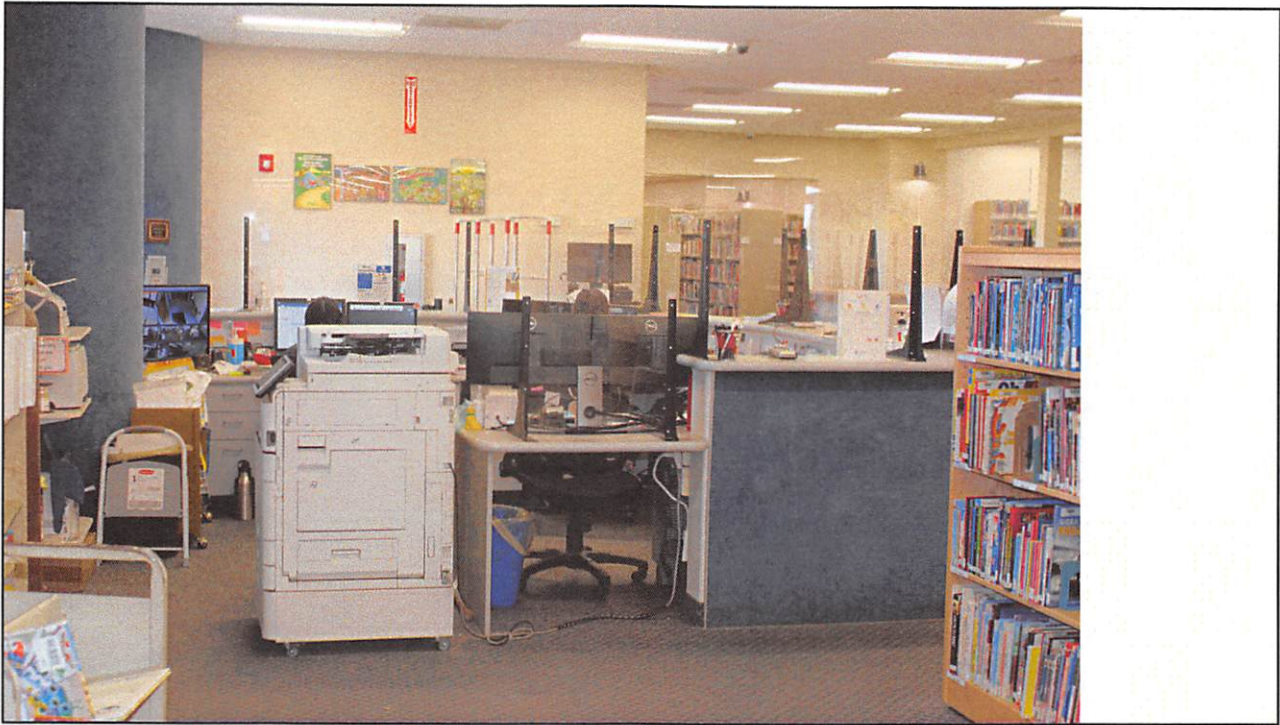
APPROVED ()

DISAPPROVED ()

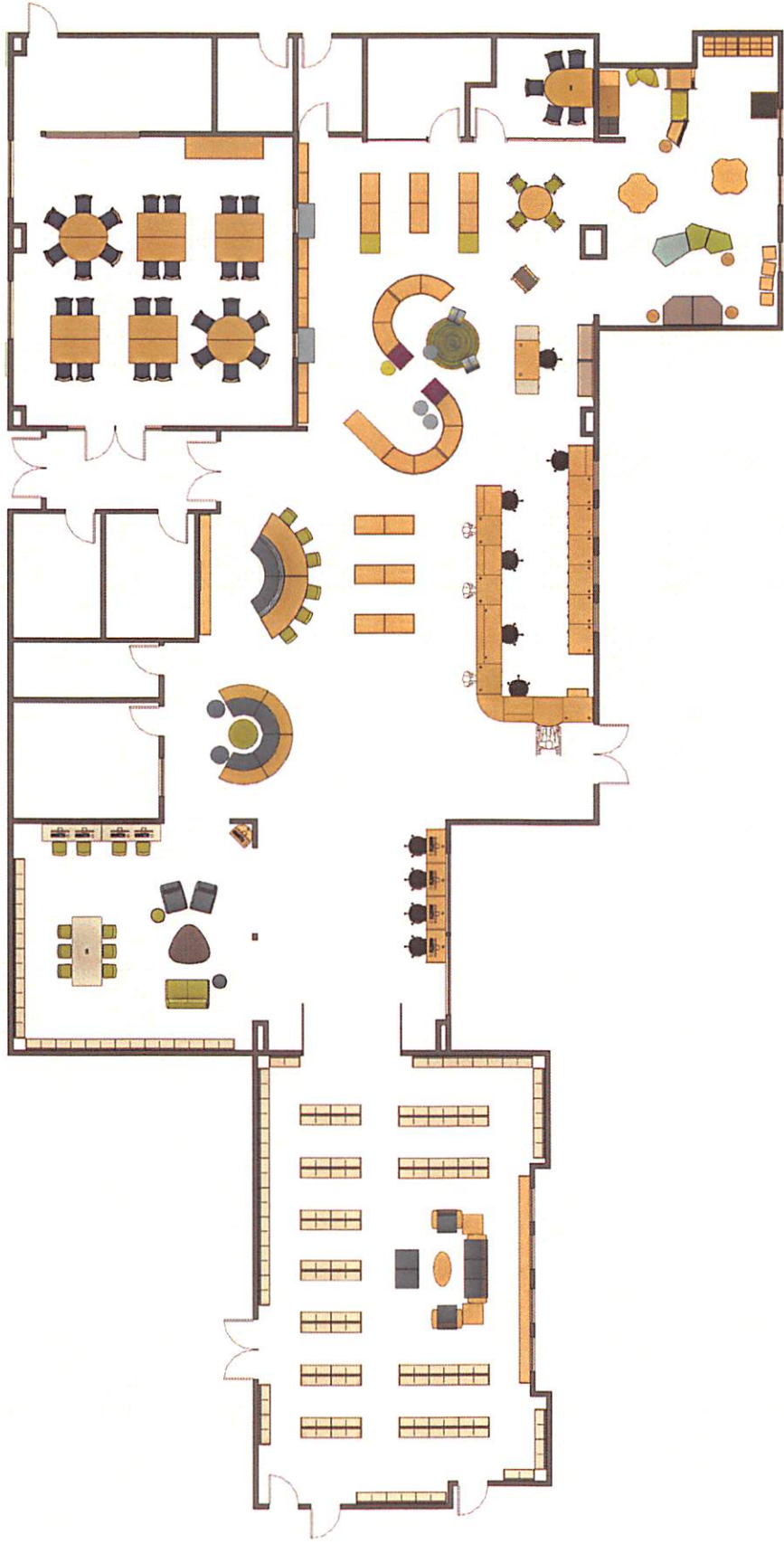
REFERRED TO:

REJECTED ()

DEFERRED ()







PROJECT NUMBER	D3010085-1
DATE	2/14/2023
DESIGNER	EB
SALES REP	SL
Scale	1/4" = 1'-0"

FLOOR PLAN

Please be aware that no reliance should be placed on dimensions, which have been reduced from the drawing, if you require a full size scale plan, or confirmation of a specific dimension or any other detail, please contact DEMCO Library Features Design Department at 805-461-1111.

DEMCO will rely on certain "True Materials" that you have provided. "True Materials" means all documents, drawings, descriptions, and other materials, and any other data and information provided by you relating to the project.

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DEMCO DEMONSTRATION ROOMS
SUPPORT YOUR PROJECT

8 HR

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IMPERIAL PUBLIC LIBRARY





PROJECT NUMBER	D3010085-1
DATE	2/14/2023
DESIGNER	EB
SALES REP	SL
Scale	

CIRCULATION DESK

Please be aware that no materials should be placed on elevations which have been added from this drawing, if you require a full size work plan, or confirmation on a specific dimension or any other detail, please contact DEMCO Library Services Design Department at 805-433-1111.

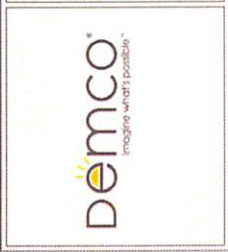
DEMCO will rely on partner "Trade Manuals" and any other provided "Trade Manuals" having all documents, drawings, dimensions, and other materials, and any other data and information provided by you relating to the project.

DEMCO will have no liability for any loss, damage, costs, expenses or other claims arising from any input material or instructions supplied that are incomplete, incorrect, inaccurate, illegible, out of sequence or in the wrong units, or arising from late arrival or non-arrival.

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COMPLIANCE WITH DESIGN-BUILDING
SUPPORT VOUCHER PROJECT
8 HR
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IMPERIAL PUBLIC LIBRARY



Imperial Public Library - Circulation Desk-

Project ID: D3010085



4810 Forest Run Road
Madison WI 53708-8548
fax 800.730.8094

FOR:
Alex Brown
Email: abrown@cityofimperial.
Phone: 7603551153

SALES REP:
Shawna Ley
Email: shawna@demco.com
Phone: 888-542-6975
Fax: 800-730-8094

PROJECT COORDINATOR:
Amanda Immell
Email: amanda@demco.com
Phone:
Fax: 800.730.8094

QUOTE ID: T3047021
QUOTE VERSION/TYPE: Version 04
QUOTE ISSUE DATE: 02/20/2023
QUOTE EXPIRATION DATE: 03/07/2023

ROOM: 001 ROOM

Sub Total:

\$44,888.46

Line #	Tag	Product #	Quantity	Unit Price	Discount %	Discount Unit Price	Extended Price
1.00	D1	13606940	1	\$1,548.49		\$1,548.49	\$1,548.49

Description: DEMCO LibraCraft Circ Desk 36"W Desk Unit w/ Patron Ledge

Notes: MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

Options:

- Desk Layout sketch being sent? Yes
- Wood finish NATURAL MAPLE
- Laminate Top color Matching Woodgrain
- Height 32"

2.00	D2	13606940	3	\$1,548.49		\$1,548.49	\$4,645.47
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Description: DEMCO LibraCraft Circ Desk 36"W Desk Unit w/ Patron Ledge

Notes: MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

Options:

- Desk Layout sketch being sent? Yes
- Wood finish NATURAL MAPLE
- Laminate Top color Matching Woodgrain
- Height 39"

3.00 D3 13607100 1 \$2,991.20 \$2,991.20 \$2,991.20

Description: DEMCO LibraCraft Circ Desk Dbl Patron Desk Display Front
Notes: MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

Options:

Desk Layout sketch being sent? Yes

Wood finish NATURAL MAPLE

Laminate Top color Matching Woodgrain

Height 39"

4.00 D4 13606990 9 \$2,987.97 \$2,987.97 \$26,891.73

Description: DEMCO LibraCraft Circ. Desk Hinged Door Unit w/ Drawers
Notes: MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

Options:

Wood finish? NATURAL MAPLE

Laminate top color? Matching Woodgrain

Height? 39"

5.00 D5 12242920 1 \$1,641.16 \$1,641.16 \$1,641.16

Description: ColorScape ADA Desk 32"Hx36"Wx36"D
Notes: MOD TO LIBRACRAFT | MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

Options:

Wood Finish NATURAL MAPLE ON MAPLE

Laminate Top Color Matching Woodgrain

Laminate Front Panel Color Matching Woodgrain

Kickplate Color Matching Woodgrain

6.00 D6 13607050 1 \$2,050.23 \$2,050.23

Description: DEMCO LibraCraft Circ Desk Curved Front Closed Corner
Notes: MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

Options:

- Wood finish? NATURAL MAPLE
- Laminate top color? Matching Woodgrain
- Height? 32"

7.00 D7 13607020 1 \$1,399.34 \$1,399.34

Description: DEMCO LibraCraft Circ Desk Book Return Unit 34"Wx31-1/2"D
Notes: MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

Options:

- Wood finish? NATURAL MAPLE
- Laminate top color? Matching Woodgrain
- Height? 32"

8.00 D8 13607030 1 \$1,658.39 \$1,658.39

Description: DEMCO LibraCraft Circ Desk Book Cart w/ 3" Casters
Notes: MOD TO MAPLE

Options:

- Height 32"
- Wood Finish NATURAL MAPLE

9.00 D9 13607080 2 \$412.49 \$824.98

Description: DEMCO LibraCraft Circ Desk End Panel
Notes: MOD TO MAPLE

Options:

- Wood finish NATURAL MAPLE
- Height 39"
- Side for End Panel SEE SHOP DRAWINGS

10.00 D10 13607080 2 \$412.49 \$412.49 \$824.98

Description: DEMCO LibraCraft Circ Desk End Panel
Notes: MOD TO MAPLE | MOD TO L-SHAPE FOR PATRON | LEDGE

Options:

- Wood finish NATURAL MAPLE
- Height 39"
- Side for End Panel SEE SHOP DRAWINGS

11.00 D11 13607080 1 \$412.49 \$412.49 \$412.49

Description: DEMCO LibraCraft Circ Desk End Panel
Notes: MOD TO MAPLE

Options:

- Wood finish NATURAL MAPLE
- Height 32"
- Side for End Panel SEE SHOP DRAWINGS

Installation Services

Line #	Service #	Description
12.00	00000440	Services for Project Mgmt., Delivery and Installation

Notes: Products on your order will | ship to our installers | warehouse unless you have | directed us otherwise

Options:

Loading Dock?	<input checked="" type="checkbox"/>	No,loading dock does not exist at site
Special Loading Doc Info?	<input checked="" type="checkbox"/>	na
What floor of bldg deliver to?	<input checked="" type="checkbox"/>	1st
Elevator available to use/size	<input checked="" type="checkbox"/>	Not Applicable
Stair carry necessary?	<input checked="" type="checkbox"/>	na
Doorway sizes	<input checked="" type="checkbox"/>	Yes, All doorways are 36"W or more
Special Doorway Info?	<input checked="" type="checkbox"/>	na
Debris Removal?	<input checked="" type="checkbox"/>	Yes, removal all debris from site
Prevailing Wages ?	<input checked="" type="checkbox"/>	No, Prevailing Wage Rates Not Required
Addl Prevailing Wage Info?	<input checked="" type="checkbox"/>	na
Customer SITE	<input checked="" type="checkbox"/>	Ember Haller
CONTACT Name?	<input checked="" type="checkbox"/>	760-355-1153
Customer SITE	<input checked="" type="checkbox"/>	
CONTACT Phone#	<input checked="" type="checkbox"/>	
How many trips to install?	<input checked="" type="checkbox"/>	Single Trip for All Items
Std Work Hours 8a-5p M-F	<input checked="" type="checkbox"/>	Std Work Hours 8a-5p M-F
Shelving - Wall/Floor Mnt?	<input checked="" type="checkbox"/>	No Shelving on quote
Wall Types? Drywall, Concrete,	<input checked="" type="checkbox"/>	na
Layout for Installers Required	<input checked="" type="checkbox"/>	Received
No elec/phone/cable work incl.	<input checked="" type="checkbox"/>	Crews will not handle any elec/phn/cable connectio
Exist.furniture not included	<input checked="" type="checkbox"/>	Crew will not move/dispose/relo any existing furni

Like many businesses, we are experiencing unexpected price increases and extended lead times from our vendor partners for materials and transportation. We are trying to absorb the costs as much as possible, but in some cases, we have been forced to raise prices on our products. As such, the prices on this quote expire on the date listed and must be re-quoted after that date. Regarding leadtimes, we will do our best to keep you advised on approximate ship dates, but please do allow for delays in your planning as it is highly likely due to very high order volumes.

Demco may require a down payment on this order, please contact your Demco Consultant for more information

SUB TOTAL	\$44,888.46
SHIPPING	\$5,374.55
SERVICES	\$5,333.33
TAX	\$3,895.35
GRAND TOTAL	\$59,491.69

Quote ID: T3047021

Shipping & Delivery Options *If this quote includes options, they are based on the following list, (note: shipping options may only apply to certain shipments):*

Billing Information Imperial Public Library 200 W 9th St Imperial, CA, 92251-1213 Bill Contact: 760-355-1332	Shipping Alex Brown Imperial Public Library 200 W 9th St Imperial CA 92251-1213	Customer Contact Ember Haller 760.355.3316 ehaller@cityofimperial.org	Designer Emily Bronk Drawing ID:
--------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------	-----------------------------------------------

Signature that authorizes Demco to place this order:

Signature

Date

LIBRARY FACILITIES

I. PERFORMANCE STANDARD

A performance standard was established with the approval of the *City of Imperial Service Area Plan* by the Imperial County LAFCO on January 25, 2001. The performance standard for library facilities was based on the existing level of service provided by the City of Imperial for libraries at the time of the preparation of the Service Area Plan in 2001. Since that time, the ability of the City to find additional funding sources in addition to the funds collected by impact fees has enabled the Library to increase its level of service. At the request of the City Council and to provide a high quality of life for the future residents, the performance standard has been increased to the current level of service of 332.0 square feet of facilities per 1,000 population.

II. FACILITY ANALYSIS

The City of Imperial operates and maintains its own public library. The Imperial Public Library is 4,100 square feet and is located at 200 West Ninth Street.

A. Inventory and Adequacy of Existing Facilities

Using the performance standard provided above, the existing demand for Library facilities is 4,540 square feet, as shown below:

- $13,674 \text{ Ex. Population within City Limits} \times 332.0 \text{ Sq. Ft. / 1,000 Population} =$
4,540 Sq. Ft. Existing Demand

Based on the performance standard, there is a current deficiency between the supply and demand for library facilities:

- $4,100 \text{ Sq. Ft. Existing Supply} - 4,540 \text{ Sq. Ft. Existing Demand} =$ **(440) Sq. Ft. Supply Deficiency**

B. Future Demand for Facilities

Using the performance standard of 332.0 square feet per 1,000 population, the City of Imperial will need an additional 20,854 square feet of library space to meet the future demand at build out.

- $62,813 \text{ Fut. Population} \times 332.0 \text{ Sq. Ft. / 1,000 Population} =$ **20,854 Sq. Ft. Future Demand**

III. FEE CALCULATIONS

A. Land Acquisition and Facility Construction Costs

The cost for the provision of new Library facilities to meet the demand of future development depends on the amenities provided. The costs for providing new Library facilities are comprised of land acquisition, construction, soft costs

(engineering, design, administration, reimbursables and contingencies), and furnishings. These costs are as follows:

Land Acquisition Cost per Acre	\$50,000.00
Construction Cost per Sq. Ft.	\$167.80
Soft Costs per Sq. Ft.	\$41.95
Furnishings per Sq. Ft.	\$25.17

B. Impact Fee Calculation

The fee calculation is a multi-step process. The first step is to determine the total cost of the facilities needed by future development.

The acquisition cost is determined by multiplying the acreage needed to support the building by the cost to acquire the land.

- $20,854 \text{ Sq. Ft. Fut. Demand} / 30\% \text{ Lot Coverage} / 43,560 \text{ Sq. Ft. per Acre} = 1.60 \text{ Acres}$
- $1.60 \text{ Acres} \times \$50,000 \text{ per Acre} = \mathbf{\$80,000 \text{ Future Land Acquisition Cost}}$

The square footage cost is determined by multiplying the demand for future facilities by the cost per square foot.

- $20,854 \text{ Sq. Ft. Future Demand} \times \$234.92 / \text{Sq. Ft.} = \mathbf{\$4,899,022 \text{ Future Building Cost}}$

The total cost to be funded by Development Impact Fees for future Library Facilities includes the cost for future land acquisition, building cost, and a proportionate fair share cost to fund the preparation of the Development Impact Fee Report.

- $\$80,000 \text{ Fut. Land Acq. Cost} + \$4,899,022 \text{ Future Building Cost} + \$20,000 \text{ Fair Share Cost to Fund Preparation of Development Impact Fee Report} = \mathbf{\$4,999,022 \text{ Total Future Library Facility Cost}}$

The next step involves identifying other sources of funding available to the City that will be used for the construction of the future Library facilities. These funds would be subtracted from the cost of the facility as identified above. At this time, there are no funding sources identified the assist with the funding of the future Library facilities.

The third step is to determine the future cost per future person. This is can be accomplished by dividing the future development total cost by future population.

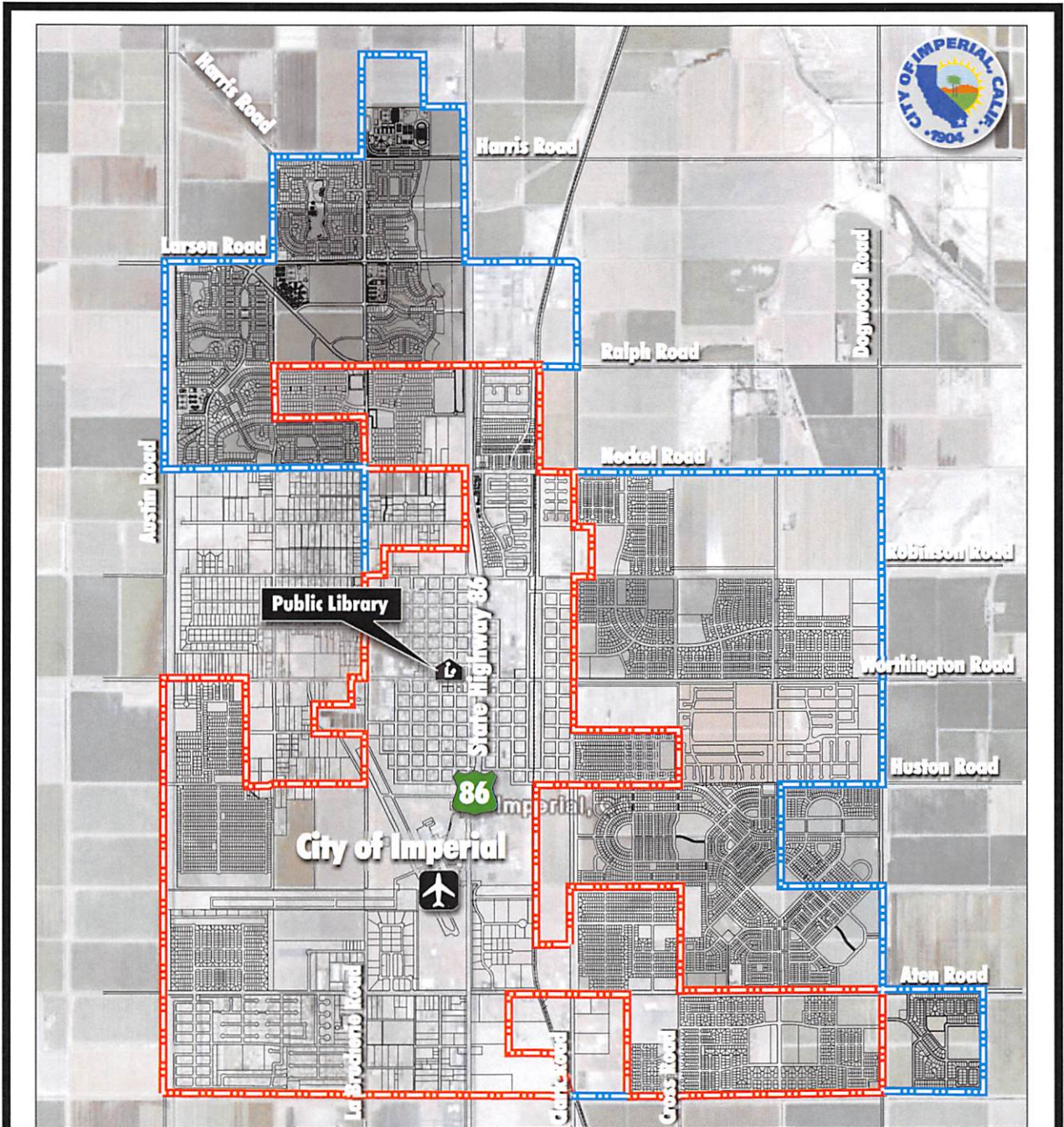
- $\$4,999,022 \text{ Total Future Library Facility Cost} / 62,813 \text{ Future Population} = \mathbf{\$79.59 \text{ per person}}$

In order to determine the cost per type of unit, the cost per person is multiplied by the number of persons per household for a single family dwelling which results in a fee for each single family dwelling unit. This methodology is also used to determine the multi-family unit cost by multiplying the cost per person by the persons per household for a multi-family dwelling unit.

- $\$79.59 \text{ per Person} \times 3.311 \text{ persons per SFD} = \mathbf{\$263.52 \text{ per SFD}}$
- $\$79.59 \text{ per Person} \times 3.08 \text{ persons per MFD} = \mathbf{\$245.14 \text{ per MFD}}$

Only the future residents will pay the cost for future Library facilities.

The development impact fee for each single family dwelling unit is \$263.52 and for each multiple family dwelling unit the fee is \$245.14. The fee calculations can also be found on the Library Facilities – Impact Fee Calculations spreadsheet, Table 11 on page 38.



LEGEND

- Existing Imperial City Limits
- Current SOI
- Public Library
200 West Ninth Avenue

LIBRARY FACILITIES LOCATION MAP

HowesWeller & Associates
LAND USE PLANNING AND CONSULTATION

DEVELOPMENT IMPACT FEE REPORT
2010

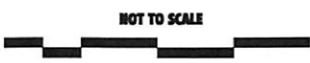


Exhibit 6

Table 11 Library Facilities - Impact Fee Calculation

LIBRARY FACILITIES FEE CALCULATIONS			
Future Facility Cost	(1)		\$4,999,022
<hr/>			
Future Development's Share of Facility Costs			\$4,999,022
- Other City Funding Sources			\$0
Future Development's Total Cost			<u>\$4,999,022</u>
<hr/>			
Future Population	=	62,813 Persons	
<hr/>			
Future Development's Total Cost / Future Population	=	Cost / Person	
\$4,999,022 / 62,813	=	\$79.59 / Person	
<hr/>			
Cost per Person	x	Persons per Household	Unit Type
\$79.59	x	3.311	Single Family = \$263.52 per SFD
\$79.59	x	3.08	Multi-Family = \$245.14 per MFD
<hr/>			
COST PER DWELLING UNIT	=	\$263.52	
COST PER DWELLING UNIT	=	\$245.14	
<hr/>			
(1) Facility requirements are based on a Level of Service Standard of:		332 Sq.Ft. per 1000 Population	
Future Population =		62,813 Population	
Future Facilities to be Funded by Impact Fee =		20,854 Sq.Ft.	
Cost per Sq.Ft. =		\$234.92 per Sq.Ft.	
Future Building Cost =		\$4,899,022	
Land Acquisition =		1.60 Acres	
Land Acquisition Cost per Acre =		\$50,000 per Acre	
Land Acquisition Cost =		\$80,000	
Fair Share Cost of the Study Preparation Cost =		\$20,000	
Total Facility Cost =		\$4,999,022	