



Agenda Item #: \_\_\_\_\_

# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Ward and Members of the City Council

**THROUGH:** Richard Thompson, Interim City Manager

**FROM:** Richard Gill, Director of Parks and Recreation  
Mark Leyman, Recreation Services Manager

**DATE:** March 2, 2010

**SUBJECT:** Consideration of a Request from the Los Angeles County Librarian Regarding Continuation of the Library Renovation Process Including the Implementation of a Request for Proposal Process (RFP) for an Architect Which will be Paid Out of the Excess Library Services Property Tax Funds and the Formation of a City Council Subcommittee to Oversee the Project.

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### **RECOMMENDATION:**

Discuss and provide direction for a request from the Los Angeles County Librarian regarding continuation of the Library renovation process including the implementation of a request for proposal process (RFP) for an architect which will be paid out of the excess library services property tax funds and the formation of a City Council Subcommittee to oversee the project.

### **FISCAL IMPLICATION:**

If approved, all costs will be paid from the excess library services property tax funds which, as of July 1, 2010, the County has estimated will be \$4.284 million. The County and City will work together and mutually agree on the selection of an architect and associated fees.

### **BACKGROUND:**

At the January 6, 2009 City Council meeting, City Council approved the first steps in moving forward with the expansion and renovation of the Manhattan Beach Library. City Council directed the City Manager to engage in negotiations with the County regarding the renovation for the library. On October 19, 2009, the City Manager and staff met with Los Angeles County Library staff, including the County Treasurer, Librarian and a representative from Supervisor Knabe's Office for an update on the Library expansion project. Both the City and County were in full support of the project. The County agreed to come back to the City after reviewing their financial information with estimated costs for the capital project and future operational costs.

Since the meeting, staff has had conversations with the Los Angeles County Librarian regarding the status of the library expansion project. In order for the County to develop accurate capital and operational costs, they need a more detailed set of architectural plans. As City Council may recall, at the January 6, 2009 City Council meeting, the City Council asked Los Angeles County

to move forward with plans to expand the current library from a single story 12,000 sq. ft. structure to a two story 22,000 sq. ft. structure.

The County also wanted to know if the City wanted to continue this process of hiring an architect or wait until a permanent City Manager has been selected.

**DISCUSSION:**

If the City wants to continue this process, the County has requested the next level of architectural drawings in order to accurately project future staffing and operational costs of the library expansion project. Therefore, they are requesting approval to implement the RFP process and work with the City on the selection of an architect.

If approved, the County will begin their RFP process and then return to the City and mutually select the architect based on qualifications and fees. Once the architect is hired, they will develop more detailed plans from which the County will then be able to more accurately estimate the capital costs for the renovation and the ongoing operational costs needed to run the expanded library.

In order to efficiently move forward with the Library Expansion Project, staff and the County recommend that City Council approve the establishment of a subcommittee to be comprised of the Library Commission Chairperson and two City Council members.

**ALTERNATIVES:**

- a) Suspend the Library Expansion Project to a later date.