



Agenda Report

Fullerton City Council

MEETING DATE: MARCH 3, 2020

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: KENNETH A. DOMER, CITY MANAGER

PREPARED BY: JUDY BOOTH, LIBRARY DIRECTOR
ANISSA LIVAS, ADMINISTRATIVE ANALYST II

SUBJECT: APPOINTMENT OF EVALUATION PANEL FOR HUNT
BRANCH LIBRARY REQUEST FOR PROPOSAL
PROCESS

SUMMARY

At the February 18, 2020 City Council meeting, Councilman Silva, supported by Councilman Whitaker, directed City Staff to agendize an item to reconvene the Hunt Branch Library Ad Hoc Committee to assist in the evaluation of submitted proposals for the future use of the Hunt Branch Library.

RECOMMENDATION

That the City Council re-convene available members of the Hunt Branch Library Ad Hoc Committee and appoint Library Board of Trustee member, Ellen Ballard, to perform the evaluation of submitted proposals for the future use of the Hunt Branch Library.

FISCAL IMPACT

No fiscal impact.

BACKGROUND

The Hunt Branch Library Ad Hoc Committee (Committee) was formed and tasked with creating a vision for addressing the future uses of the Hunt Branch Library. The Committee envisioned the building to be used for a variety of compatible and creative uses that brings residents together in a place that is welcoming, encourages curiosity, promotes learning and sharing knowledge and serves as a hub of activities, programs, events and classes. The Committee identified three central priorities for the use of the

site: 1. Literacy, 2. Art, Culture, Exhibits, Museum Uses and 3. Events, Activities, Classes.

At the May 7, 2019, City Council meeting, the City Council directed Staff to put forward the Committee's priority uses of the Hunt Branch for inclusion in a Request for Proposals (RFP).

On November 19, 2019, City Staff released the Literacy and Cultural Innovation Programming Partnership RFP with an original deadline date of January 23, 2020. After receiving feedback and direction from the City Council, the RFP deadline was extended to February 24, 2020.

DISCUSSION

At the deadline close, the RFP yielded eight proposals from a variety of organizations and individuals. At the February 18, 2020 City Council meeting, Councilman Silva, seconded by Councilman Whitaker, directed City Staff to bring back an item to reconvene the Hunt Branch Library Ad Hoc Committee to assist in the evaluation of submitted proposals for the future use of the Hunt Branch Library.

Staff will perform a threshold review to ensure that all elements of the RFP were included in the submission and will assist the selected panel by creating an evaluation procedure that matches the unique qualities of the RFP. Staff will also be available to facilitate meetings and clarify questions from the selected panel. After this process, an agenda item will come forward to the City Council to consider the preferred submitter, in addition to up to three alternates, for final selection.

Understanding that not all members of the Committee will be available to assist in the evaluation of the proposals, Staff will reach out to each member and determine their availability. Additionally, Mayor Pro Tem Jan Flory was a member of the Committee but has since been appointed to the City Council and is not eligible to evaluate the proposals. Ellen Ballard, a member of the Library Board of Trustees and long-time advocate and supporter of the library and the Hunt Branch, has volunteered her time to assist in the process. Accordingly, it is recommended that the City Council reconvene the available members of the Committee to assist in the evaluation and appoint Ellen Ballard for the same act.

It is expected that the evaluation process will culminate with a recommendation to the City Council in 10 to 12 weeks.