



## Agenda Report

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**File #:** 18-2221

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### **AGENDA REPORT REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 11/7/2018

**TO:** Honorable Mayor and City Council Members

**FROM:** Library and Recreation Services Department

**SUBJECT:**

City Council consideration of Resolution No. 2018-113 designating certain equipment and products at the Corona Public Library as exclusive standard equipment and products pursuant to Public Contract Code Section 3400.

**RECOMMENDED ACTION:**

That the City Council adopt Resolution No. 2018-113 designating certain equipment and products at the Corona Public Library as exclusive standard equipment and products pursuant to Public Contract Code Section 3400.

**ANALYSIS:**

Public Contract Code Section 3400 allows the City to specify products, brands or trade names in its specifications for public works projects, if the City Council has made certain findings related to the product or item. In accordance with Public Contract Code §3400(c), one of the statutorily permissible grounds for an exclusive standard finding is that the product or item is needed to match other products in use at City facilities to establish reliability, durability, uniformity, parts availability, repair and maintenance savings, and training improvements for City staff.

Outside of the Public Contract Code findings, the City has previously established uniform, complete and compatible equipment and product specifications for its Firearms Range. Standardizing equipment and products helps to improve operational efficiency, establish equipment reliability, reduce training for staff by simplifying the number of brands staff needs to be trained on.

Automated materials handling (AMH) refers to automation that reduces or eliminates the need for humans to check-out, check-in, sort, or move bins containing library material. The mechanical equipment used in AMH systems includes check-in machines and sorters. The AMH system also includes patron returns -- one outside the library near the entrance and another one inside the library. Each return and induction point receive material onto a conveyor which takes the material to the sorter. The sorter is used to sort each item according to the sort plan for which it is programmed.

In 2015, the Corona Public installed the *Bibliotheca RFID check-out automation along with a RFID security technology*. The installation included 3 self-check-out machines, RFID tags, RFID security gates and Liber8 software.

To complete the AMH, the staff has identified *self-check-in* automation equipment to match our current self-check-out equipment and software. The self-check-in system with sorters eliminates several manual steps in the typical library materials handling workflow.

By designating the equipment specifications set forth in the Resolution, the design and construction specifications will help to ensure that the AMH system will:

- match the current equipment and software already in use;
- provide a long service life based on a history of reliability and durability;
- promote cost savings and efficiency in staff time;
- allow standardized training in the operation of the equipment;
- Installation of equipment manufactured from the highest quality materials with state-of-the-art features and capabilities;
- decrease replacement, repair, and maintenance issues and costs; and
- ensure compatibility throughout AMH

Staff recommends that City Council adopt the Resolution based on the reasons stated above and pursuant to State law and the City's municipal code.

The Resolution also delegates to the Library and Recreation Services Director the authority to review the equipment and product list from time-to-time, and to amend it upon any findings required by applicable law. Such amendments shall be in the form approved by the City Attorney.

The proposed Resolution has been reviewed and approved by the City Attorney.

**COMMITTEE ACTION:**

Not Applicable

**STRATEGIC PLAN:**

This item supports the City Strategic Plan Goal 4: Actively engaging in public and private partnerships to provide services and amenities.

**FISCAL IMPACT:**

There is no fiscal impact based on the designation.

**ENVIRONMENTAL ANALYSIS:**

No environmental review is required because the proposed action does not constitute a project under the California Environmental Quality Act.

**PREPARED BY:** KATHERINE BACKUS, MANAGEMENT ANALYST

**REVIEWED BY:** DAVID MONTGOMERY-SCOTT, DIRECTOR, LIBRARY AND RECREATION SERVICES

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**REVIEWED BY:** MICHELE NISSEN, ASSISTANT CITY MANAGER

**REVIEWED BY:** KERRY D. EDEN, ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR

**SUBMITTED BY:** DARRELL TALBERT, CITY MANAGER

Attachment:

*Resolution No. 2018-113 designating certain equipment and products at the Corona Public Library as exclusive standard equipment and products pursuant to Public Contract Code Section 3400*