



LIBRARY COMMISSION AGENDA

**Regular Meeting
Monday, January 12, 2015 at 6:30 PM
Menlo Park Library
800 Alma Street, Menlo Park, CA 94025**

CALL TO ORDER

ROLL CALL – Bramlett, Cebrian, Repple, Sloo

A. PUBLIC COMMENT (Limited to 30 minutes)

Under “Public Comment,” the public may address the advisory body on any subject not listed on the agenda within the jurisdiction of the Commission. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information. The public may address the Commission regarding items listed on the agenda during the consideration of each item.

B. REGULAR BUSINESS

- B1.** Library Focus Groups – continue discussion of potential topics and review draft questionnaire from the sub-committee
- B2.** Discuss the Draft Five Year Capital Improvement Program ([attachment](#))
- B3.** Accept the minutes for November 10, 2014 ([attachment](#))

C. REPORTS AND ANNOUNCEMENTS

- C1.** Individual commissioner reports
- C2.** Reports from library staff

D. INFORMATION ITEMS - None

E. ADJOURNMENT

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At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the Menlo Park Library, 800 Alma Street, Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at (650) 330-6620.



Office of the City Manager

Date: December 2, 2014

To: Commission Members

From: Alex D. McIntyre, City Manager

Subject: Request for Input to the Proposed 2015-2020 Capital Improvement Plan (CIP)

As a part of the annual budget development process, the City updates its Five-Year Capital Improvement Plan (CIP). The proposed Plan represents staff's initial recommendations for short- and long-range public investment in infrastructure development, maintenance, improvement and acquisition. The CIP provides a link between the City's Infrastructure Master Plan, various master planning documents, and various budgets and funding sources, and provides a means for planning, scheduling, funding and implementing capital and comprehensive planning projects over the next five years. Typically, a capital project is defined as a project costing more than \$25,000.

Annual updating of the CIP is an integral part of the City's open and transparent budget process. Public input is important and is accomplished by publishing the draft CIP on the City's website and through review and input by the City's seven Commissions. Community members may also comment on the proposed CIP during the Council meeting held in the spring as a part of the budget process. The draft CIP is scheduled to be presented to the City Council for their initial review in March 2015. The final CIP will be approved by Council with the Budget adoption in June 2015.

Projects included in the proposed CIP were suggested by the City's Commissions, Council and staff and are prioritized according to evaluation criteria that include (but are not limited to):

- public health and safety/risk exposure;
- protection of existing infrastructure;
- economic development and redevelopment;
- impacts on operating budgets;
- external requirements (such as state and county regulations and mandates);
- population served;
- community/Commission support;

- cost benefit;
- relationship to adopted plans;
- availability of financing; and
- staff capacity to deliver the project.

Projects not ranked high enough to be prioritized into the plan are recorded in an index attached to the CIP to keep suggested but unfunded projects available for future consideration.

This year, staff capacity has been a serious limiting factor to the Plan's implementation. The Public Work's Engineering Capital Improvement Projects (CIP) Team has been impacted by the vacancy of two positions (Engineering Services Manager and Senior Civil Engineer) which comprises about 50% of the team (and well over 50% of the capacity). This has affected the CIP schedules for many of the City's projects. We are in the process of filling these positions and are struggling to attract the talent needed to execute on such a Plan. It should be noted that these positions function as high-level project managers who work with contract engineering firms for design and construction of projects. We are hopeful of having these positions filled in 2015.

The Proposed CIP

The proposed CIP organizes the projects by year and is sorted by category and by funding source. Projects proposed for the upcoming fiscal year (July 1, 2015 - June 30, 2016) include more detailed descriptions. These are the projects that Council will consider for approval at their March meeting.

Commissioners are asked to evaluate the proposed CIP using the following questions:

- Are there projects missing that meet the CIP project evaluation criteria above?
- Is the prioritization of the projects (within the Commission's area of interest) appropriate? If not, what would the Commission suggest as prioritization?
- Are the projects, as shown, consistent with community needs based on Commission outreach to community members? If not, why not?

We urge you to schedule responses to these questions for your Commission's upcoming meeting. Responses need to be submitted by Monday, February 2, 2015, for inclusion in the staff report which will be presented to Council that includes the Commission's consensus input as approved at a meeting.

Thank you, as always, for your valuable support of the Council's efforts to meet their goals of responsible fiscal management of the City's resources and infrastructure.



LIBRARY COMMISSION MINUTES

Regular Meeting
Monday, November 10, 2014 at 6:30 PM
Menlo Park Library
800 Alma Street, Menlo Park, CA 94025

The meeting was called to order by Chair Cebrian at **6:41 p.m.**

ROLL CALL:

Present: Bramlett, Cebrian, Repple, Sloo

Absent:

Staff: Susan Holmer

A. PUBLIC COMMENT (Limited to 30 minutes) - None

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B. REGULAR BUSINESS

B1. Library Focus Groups – continue discussion of potential topics and review draft questionnaire from the sub-committee

ACTION: Sub-committee members presented draft ideas for a questionnaire that would be sent out via library email and available on library website. The draft was reviewed, revisions and changes were made, and additional questions added. Next revision will come back at the December commission meeting.

B2. Determine topic for commission quarterly report to the City Council

ACTION: Commissioners discussed possible topics for the update and decided to inform the council about the plans for focus groups and a preliminary questionnaire and to inform the council that the commission was once again down to four members and that recruitment of new members was needed as soon as possible. Commissioner Sloo volunteered to make the presentation.

B3. Accept the meeting minutes for October 13, 2014

ACTION: Approved.

C. REPORTS AND ANNOUNCEMENTS

C1. Reports from individual commissioners.
None

C4. Reports from Library staff
Holmer reported that the State of the City would be held on October 16th and all commissioners are invited. Holmer reported that the report from the consulting firm (MRG) regarding the library administrative and operational review would take place at the City Council meeting of November 18th.

D. INFORMATION ITEMS - None

E. ADJOURNMENT – 08:27 P.M.

Prepared by: Susan Holmer

Minutes accepted at the meeting of Monday, January 12, 2015.