

Library Tax Advisory Committee Special Meeting Agenda

Mt. Shasta Library – 515 East Alma Street
Thursday, April 18, 2019; 2:30 p.m.

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

Page	Item
	1. Call to Order and Flag Salute
	2. Roll call
	3. Public Comment: This is an opportunity for members of the public to address the Committee on items within the jurisdiction of the Committee and not listed on the agenda. The public will have an opportunity to comment on any agenda item during Committee discussion of that item. The Committee may ask questions but may take no formal action on items addressed during the Public Comment period. The Committee reserves the right to limit the length of individual comments. If you desire a written response, please provide your mailing address.
	4. Consent Agenda: a. Approve Special Meeting Minutes: October 4, 2018
	5. Introduction of New LTAC Member: Ted Marconi
	6. Executive Director’s Report
	7. Overview: Financial Budget and Reserves
	8. Discussion and Possible Action: Library Expansion Update
	9. Future Agenda Items/Comments by Committee Members: At this time, members of the Committee may ask questions of staff, request that reports be made at a later date, or ask to place an item on the agenda, on any subject within the Committee’s jurisdiction. In addition, the members may take this opportunity to make comments on any topic which is not on this agenda, provided however, that no deliberation may be conducted, and no decision may be made on such topics.

10. Adjourn: The next regular meeting is scheduled for April 19, 2018

Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall located at 305 North Mt. Shasta Blvd., Mt. Shasta, CA at the same time the public records are distributed or made available to the members of the legislative body. Agenda related writings or documents provided to a majority of the legislative body after distribution of the Agenda packet will be available for public review within a separate binder at City Hall at the same time as they are made available to the members of the legislative body.

The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk or Deputy City Clerk at least 48 hours prior to the meeting at (530) 926-7510 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting

**MT. SHASTA LIBRARY TAX ADVISORY COMMITTEE
DRAFT MINUTES SPECIAL MEETING
MT. SHASTA LIBRARY
515 East Alma Street
Thursday, October 4, 2018 at 2:00 PM**

The purpose of the Committee is to review and make recommendations to the City Council of the City of Mt. Shasta on the expenditure, investment, or encumbrance of revenues raised from the Library Transactions and Use Tax. The Committee will also review and make recommendations to the City Council on the operations of the Library as they may relate to the expenditure of those revenues. The Committee will serve as a forum for the free exchange of information and ideas relating to Library issues.

1. Call to Order

The meeting was called to order by Chairman Dennis Johnson at 2:05 PM

2. Roll Call:

Members: Chairman Dennis Johnson, Vice-Chairman Merle Anderson, Secretary Evelyn Callas, Absent: Ray Nobriga. Dean Whetstine has resigned (see item 3). A quorum was present.

Also present: Courtney Laverty, Executive Director, Community Staffing Solutions, LLC; Cheryl Bauer, Friends of the Mt. Shasta Library; Nancy van Susteren; Barbara Wagner, City Council Member.

3. Committee Membership:

Chairman Johnson read an email message from Dean Whetstine, received August 22, 2018, notifying the Committee of his resignation effective at that date.

Mr. Whetstine's resignation was accepted, with appreciation of his service, by unanimous vote.

4. Public Comment: None

5. Consent Agenda:

The minutes of the regular meeting on April 26, 2018 and the special meeting on May 18, 2018 were approved on a motion by Anderson, seconded by Johnson.

6. Election of LTAC Chairperson:

Dennis Johnson was elected Chairperson on a motion by Anderson, seconded by Callas. The vote was 3 yes, 0 no, one absent. Evelyn Callas was reappointed Secretary.

7. Executive Director's Report:

Courtney Laverty distributed statistics for library usage during August. Items circulated were 6448; visits were 5510. There were four community meetings and

three library sponsored children's programs. End of summer celebrations for the Summer Reading Program and the Boys and Girls Club activities were enjoyed.

8. Overview: Financial Budget and Reserves:

The financial report for fiscal 2017-2018 and the 2018-2019 budget allotments included in the report for July 2018 were reviewed and discussed. The budgeted expenditures for 2018-2019 appear to be lower than that for the year before. Ms. Laverty noted that she had been conservative in estimates considering possible decrease in tax revenue due to the wildfire smoke impact on summer tourism.

Ms. Laverty requested a mid-year increase in line item 7470 from \$13,500 to \$15,000 due to increase in cleaning costs. A motion was made by Callas to increase the line item 7470 by \$1500; seconded by Anderson, the motion carried by 3 votes yes, 0 votes no, 1 absent.

9. Review and Respond to Mt. Shasta Engineering's Library Expansion Plans:

Merle Anderson and Dennis Johnson, as members of the LTAC Design Committee, reported on their evaluation of the preliminary plans presented by Mt. Shasta Engineering. The LTAC Design Committee's conclusion was that the plans are not acceptable for reasons including over-size, inappropriate functional space arrangement and an exterior appearance that fails to respect the design of the existing building. Mr. Johnson distributed a draft letter, addressed to the City management, that detailed these and other issues. The letter was discussed by all present and a consensus approved its content.

The draft letter is to be circulated among the LTAC members for further editing and comments and the final letter approved by email response.

10. Adjourn: The meeting was adjourned at 4:05 PM.

11. Addendum: The response letter in **Item 9** was circulated, reviewed and approved unanimously by email votes by the LTAC members received on October 5th and 6th, 2018. The letter and the votes will be in the secretary's records.

Submitted by Evelyn Callas, Secretary

Mt. Shasta Public Library Expansion Project

Revised: 4/9/2019

Task Name	Start	End	Duration (days)	Comments
Project Management & Duration	4/10/2018	6/10/2019	426	In progress
Library Records Request	4/14/2018	5/7/2018	23	Complete
Kick Off Meeting	5/8/2018	5/9/2018	1	Meeting held on Tuesday May 8th at 3pm
Public Outreach Meeting	5/18/2018	5/19/2018	1	Outreach held at regular LTAC meeting on Friday May 18th at 10am
Topographic Survey & Mapping	5/21/2018	6/8/2018	18	Topographic field survey and mapping complete
Geotechnical Investigation	5/4/2018	8/12/2018	100	Final geotechnical investigation report complete 8/12/18
Existing Library Building Documentation	5/21/2018	5/25/2018	4	Complete
Technical Studies (CEQA/NEPA)	5/10/2018	12/7/2018	211	Final CEQA/NEPA technical study reports complete
CEQA/NEPA Planning & Management	7/26/2018	10/11/2019	442	Impact minimization & coordination phase in progress
Architectural Design	5/25/2018	11/29/2019	553	In progress
Draft Construction Documents Review @ 30%	8/17/2018	1/15/2019	151	City Council approval granted and notice to proceed provided on 1/15/2019
Draft Construction Documents Review @ 60%	6/7/2019	6/21/2019	14	
Final Construction Document Review & Approval	11/1/2019	11/29/2019	28	
Civil Site Design	6/11/2018	11/29/2019	536	In progress
Mechanical & Plumbing Design	5/23/2018	11/29/2019	555	In progress
Electrical & Fire Alarm Design	5/23/2018	11/29/2019	555	In progress
Structural Design & Engineering	6/11/2018	11/29/2019	536	In progress
Cost Estimates	11/29/2019	12/31/2019	32	
CEQA/NEPA Project Description	6/24/2019	8/23/2019	60	Timing to begin project description is TBD, subject to planning consultant and City approval
Planning Comm. Architectural Design Review	10/21/2019	10/22/2019	1	TBD
CEQA Initial Study/NEPA Environmental Report	7/29/2019	10/28/2019	91	Timing to begin Initial Study/Environmental Report is TBD, subject to planning consultant and City approval

Project Timeline

