

Agenda posted according to PAMC Section 2.04.070. A binder containing supporting materials is available in the Council Chambers on the Friday preceding the meeting.

Regular Meeting  
Council Chambers  
June 12, 2006, 7:00 p.m.

## ROLL CALL

## SPECIAL ORDERS OF THE DAY

1. Proclamation Recognizing Palo Alto Players' Month

## ORAL COMMUNICATIONS

*Members of the public may speak to any item not on the agenda; three minutes per speaker. Council reserves the right to limit the duration of Oral Communications*

## APPROVAL OF MINUTES

May 15, 2006

## PUBLIC HEARINGS

2. **(CMR:251:06)** Public Hearing – Imposition of Assessment for California Avenue Area Parking Bonds – Plan G: FY 2006-2007  
(ATTACHMENT)
3. **(CMR:259:06)** Public Hearing: Adoption of the 2006-07 Budget and Approval of a Budget Adoption Ordinance, including 1) Exhibit A - The City Manager's 2006-07 Proposed Budget; 2) Exhibit B - All changes detailed in the Amendments to the City Manager's 2006-07 Proposed Budget; 3) Exhibit C – 2006-07 Proposed Municipal Fee Schedule; 4) Exhibit D - Revised pages to the Table of Organization; 5) Exhibit E - Amendment to the 2006-07 Proposed Municipal Fee Schedule

### **Ordinance Adopting the Budget for the Fiscal Year 2006-2007**

- a. The Finance Committee Recommends that the City Council Adopt Sections of the 2006-07 Budget Pertaining to the Alma Substation CIP and the Ordinance Portions Related Thereto.
- b. The Finance Committee Recommends that the City Council Adopt Sections of the 2006-07 Budget Pertaining to the Intermodal Transit Center CIP and the Ordinance Portions Related Thereto.

- c. The Finance Committee Recommends that the City Council Adopt the 2006-07 Budget for the Police and Fire Departments as Modified and the Ordinance Portions Related Thereto.
- d. The Finance Committee Recommends the City Council Approve One-time Funding from the 2006-07 Council Contingency as follows: \$4,492 for HSRAP: Project Sentinel and \$31,000 for HSRAP: Inn Vision/Urban Ministry and the Ordinance Portions Related Thereto.
- e. The Finance Committee Recommends that the City Council Adopt Sections of the Community Services and Planning Department 2006-07 Budgets as Modified, Pertaining to Nonprofit Entities, Including CDBG and HSRAP and the Ordinance Portions Related Thereto.
- f. The Finance Committee Recommends the City Council Adopt the Remaining Items in the 2006-07 Budget as Modified and the Ordinance Portions and Resolutions Related Thereto.
- g. Resolutions/Ordinance:
  - (i) Resolution Amending Utility Rate Schedules W-1, W-2, W-4, and W-7 of the City of Palo Alto Utilities Rates and Charges Pertaining to Water Rates.
  - (ii) Resolution Amending Utility Rate Schedules G-1, G-2, G-3, G-4, G-6, G-10, G-11, and G-12 of the City of Palo Alto Utilities Rates and Charges Pertaining to Gas Rates.
  - (iii) Resolution Amending Utility Rate Schedules S-1 and S-2 of the City of Palo Alto Utilities Rates and Charges Pertaining to Wastewater Rates.
  - (iv) Resolution Amending Utility Rate Schedule D-1 of the City of Palo Alto Utilities Rates and Charges Pertaining to Storm and Surface Water Drainage Rates.
  - (v) Resolution Amending City of Palo Alto Utility Rules and Regulations 2, 3, 4, 5, 9, 10, 11, 13, 17, 18, 20, and 26, and Adding Rule and Regulation 27 Governing Utility Services
  - (vi) Ordinance Amending Section 2.08.200 of Chapter 2.08 of Title 2 of the Palo Alto Municipal Code to Effect Changes to the Organizational Structure of the Department of Utilities**
  - (vii) Resolution of the Council of the City of Palo Alto Amending the Compensation Plan for Management and Professional Personnel and Council Appointed Officers Adopted by Resolution No. 8554 to add four new

- classifications, modify three classifications and amend compensation of two classifications
- (viii) Resolution of the Council of the City of Palo Alto Amending the Compensation Plan for Classified Personnel (SEIU) Adopted by Resolution No. 8452, to add one classification and change one classification
- h. The Finance Committee directed staff to include a breakdown of average employee salary and benefits in future budget documents.
- i. The Finance Committee directed staff to develop a proposal to study the issues related to public/private partnerships and return with the proposal in September 2006.
- j. The Finance Committee directed staff to include Community Services Department program detail in future budget documents.
- k. The Finance Committee recommends to the City Council on Fiscal Year 2006-07 Contract Scopes of Professional Services Agreements Greater than \$85,000 the Following (CMR: 228:06):
- The Council Review the Contract Scopes of Service of 2006-07 Professional Service Agreements Greater Than \$85,000, for all Infrastructure Management Plan and Non-Infrastructure Management Plan Projects, and its Proposed Changes, and Direct Staff to Proceed with the Approved Scopes of Services.

#### CONSENT CALENDAR

*Items will be voted on in one motion unless removed from the calendar by two Council Members.*

4. **(CMR:252:06)** Adoption of Proposed Appropriation Limit Calculation Resolution for 2006-07 **(ATTACHMENT)**
- Resolution of the Council of the City of Palo Alto Determining the Calculation of the Appropriations Limit of the City Of Palo Alto for Fiscal Year 2006-07
5. **(CMR:257:06)** Approval of Proposed Change to the City's Investment Policy **(ATTACHMENT)**
6. Item removed from Agenda
7. Award of Contract with American Truck and Trailer Body Company in the Amount of \$500,000 for Truck Body Fabrication and Truck Equipment Installation Services *(Item continued from 6/05/06)* **(ATTACHMENT)**

8. **(CMR:244:06)** Recommendation to Approve a Mid-Year Adjustment in the Amount of \$240,623 to Palo Alto Sanitation Company's Compensation for Increased Fuel Cost **(ATTACHMENT)**

COUNCIL COMMITTEE RECOMMENDATION

AGENDA CHANGES, ADDITIONS, AND DELETIONS

*HEARINGS REQUIRED BY LAW: Applicants and/or appellants may have up to ten minutes at the outset of the public discussion to make their remarks and up to three minutes for concluding remarks after other members of the public have spoken.*

*OTHER AGENDA ITEMS: Public comments or testimony on agenda items other than Oral Communications shall be limited to a maximum of five minutes per speaker unless additional time is granted by the presiding officer. The presiding officer may reduce the allowed time to less than five minutes if necessary to accommodate a larger number of speakers.*

UNFINISHED BUSINESS

REPORTS OF COMMITTEES AND COMMISSIONS

ORDINANCES AND RESOLUTIONS

REPORTS OF OFFICIALS



9. **(CMR:260:06)** Request for Council Direction on Proposed Mitchell Park Library Expansion, Space Requirements and Projected Costs **(Attachment)**

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**AT THIS POINT IN THE PROCEEDINGS, THE CITY COUNCIL WILL ADJOURN TO A SPECIAL MEETING AS THE PALO ALTO REDEVELOPMENT AGENCY**

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COUNCIL MATTERS

10. Colleagues Memo from Council Members Drekmeier and Klein re Staffing Fire Station No. 8

COUNCIL COMMENTS, ANNOUNCEMENTS, AND REPORTS FROM CONFERENCES

*Members of the public may not speak to the item(s).*

CLOSED SESSION

*This item may occur during the recess or after the Regular Meeting.*

*Public Comments: Members of the public may speak to the Closed Session item(s); three minutes per speaker.*

ADJOURNMENT

Persons with disabilities who require auxiliary aids or services in using City facilities, services, or programs or who would like information on the City's compliance with the Americans with Disabilities Act (ADA) of 1990, may contact 650-329-2550 (Voice) or 650-328-1199 (TDD) 24 hours in advance.

**TO: HONORABLE CITY COUNCIL**



**FROM: CITY MANAGER**

**DEPARTMENT: PUBLIC WORKS**

**DATE: JUNE 12, 2006**

**CMR:260:06**

**SUBJECT: REQUEST FOR COUNCIL DIRECTION ON PROPOSED MITCHELL PARK LIBRARY EXPANSION, SPACE REQUIREMENTS AND PROJECTED COSTS**

**RECOMMENDATION**

Staff recommends that the City Council a) approve the recommended project timeline and methodology for determining the potential size and costs of the new Mitchell Park Library; and b) approve deferring work on the Roth Building or the College Terrace infrastructure upgrades to give staff the necessary time to work on this project.

**BACKGROUND**

In December 2004, the City Council directed the Library Advisory Commission (LAC) to “recommend a strategy for creating a full-service library at the existing site or another site, a strategy to include maintaining neighborhood facilities and distributed services; to maintain collection services, and to direct the LAC to recommend a redefinition of branch services.”

The Library Advisory Commission returned to the Council on May 15, 2006 to present an interim report on its work-in-progress, the Library Service Model Analysis and Recommendations (LSMAR), and to ask for Council feedback and direction. The Council gave conceptual approval to several key concepts in the draft report, including maintaining all current library locations; expanding and/or improving access to services; seeking further efficiencies; and upgrading Mitchell Park library services from branch library resource levels without downgrading the Main Library.

Among other points, the Council directed the LAC and staff to “Determine how big Mitchell Park Library would need to be,” and “prepare preliminary cost models/projections/estimates for capital needs.” Staff was directed to return to Council with this information for inclusion in the LAC’s final report by September 11, 2006 (Schedule A).

The Council made it clear that existing General Fund revenues would not be used to cover the added costs associated with the Library plan, and that additional funding would need to come from a tax measure or other new source.

## **DISCUSSION**

A three-part study is needed to determine a) the potential maximum size of the new Mitchell Park Library building; b) the estimated square footage requirements for the proposed building as envisioned by the LAC; and c) cost estimates for building and operating the new library. An architectural consultant with expertise in public library facilities will be required to make these determinations.

Given that the new library facility must not encroach on park land, available sites are very limited. There seem to be three potential sites: a) the footprint of the existing library building; b) the footprint of the existing library and community center (in which case the proposed new building would need to provide sufficient space for the community center, unless the community center operations could be relocated elsewhere, such as to Cubberley; or c) the parking area to the south of the community center, meaning the access road and parking would be shifted to where the existing buildings are located. The consultant might identify other feasible sites.

Because potential sites for the new library seem few in number, the amount of space to adequately provide for library services for the next twenty to forty years is limited as well. Moreover, a larger building will trigger the need for more parking. If resistance to an underground structure dictates, a large amount of the limited available space will need to be allocated to surface parking, the space availability for the library building, and its capacity for meeting identified needs such as expanded collections, adequate public spaces for different uses, and flexibility for as-yet-unforeseen services and programs will be severely limited.

It is advisable to secure a consulting team that has familiarity with trends and best practices in public library construction, so that it can accurately project space requirements for optimal application of new technologies, self-service options, automated materials handling, ergonomic work areas, and other critical program elements. Attachment A is a scope of work for consultant services that will be needed for this project. This scope of work differs from that included in the contracts exceeding \$85,000 during the 2006-07 budget process (CMR:228:06) in that it does not include environmental assessment work.

At least two important issues will need to be considered as the Council moves forward with this project:

- Staffing for this project
- The impact of this project on already scheduled work at the Mitchell Park Library and Community Center.

It is important to note that despite Council guidance to focus on maintaining existing infrastructure, this project and others such as the Public Safety building and the Roth Building require staffing resources originally designated for projects to rehabilitate existing infrastructure to be redirected to planning for and design of new facilities. Staff is over full capacity with the combination of FY05/07 budgeted projects and additional priorities which have been added by Council during the past 12 months. Those new projects include the Police Building BRTF, the advanced schedule for Charleston-Arastradero, the MSC – auto dealers study, Roth Building renovations, and the CAADA California Avenue streetscape master plan project. Staff has

literally worked on evenings, weekends, and holidays to ensure that the schedules for those additional priorities would be met. No further capacity to take on additional work remains.

This additional work cannot be taken on without deferring something else. It is recommended that the Roth Building or the College Terrace Library improvements be deferred for six months to allow for this project to take priority. Delaying one of these two projects will free up enough staff time to apply to the successful completion of this project.

The Mitchell Park Library and Community Center have been slated for important infrastructure improvements since 1998. These improvements include electrical, mechanical, seismic and accessibility upgrades at both buildings. The work was deferred pending the Library bond issue of 2002, and when that measure failed, it was rescheduled for design in 2005. An assessment of necessary upgrades, including a projected budget, was conducted prior to design, and the assessment revealed that the cost of doing the necessary upgrades on both buildings would be in excess of \$2.4 million. Further work on infrastructure has been put on hold pending completion of the Children's Library and outcomes from the Library Advisory Commission's planning process. Public Works recommends prompt attention to the critical infrastructure upgrades, particularly at the library despite the possibility of construction of a new library building or a new combined community center/library. Realistically, a new building is at least six years away, and the existing systems are long past their functional life. Once some key parameters for the new Mitchell Park Library have been established, staff will need to return to the Council for further direction on the implementation of some or all of the infrastructure upgrades to the existing buildings.

### **RESOURCE IMPACT**

Effective July 1, 2006 pending Council's approval of the 2006-07 proposed budget there will be \$400,000 in the Capital Improvement Program (CIP) (PE-07011) for design and other initial costs associated with the Library Advisory Commission's recommendations. Work can begin prior to July 1 to secure the consultant and finalize the contract. It should be noted that there is some community and perhaps Council interest in a bifurcated library project, consisting of a new Mitchell Park Library building and a possible expansion renovation of the Main Library, rather than focusing exclusively at Mitchell Park. This may become even more necessary if space limitations at Mitchell Park preclude the construction of a building of adequate size. If so, this budget would need to cover initial costs at both locations.

Costs for the scope of work as described in the first paragraph under "**Discussion**", above, will likely be between \$150,000 and \$250,000.

### **POLICY IMPLICATIONS**

This recommendation is consistent with Council's direction to the LAC in May, and consistent with the establishment of the Library as a Top 3 priority for 2006.

### **TIMELINE**

Two possible timelines are presented for the Council's consideration. The first, Schedule A, is extremely aggressive, and may not provide the information desired by Council by Council's deadline of September 11, 2006. The second allows for all the required steps in the procurement

process and is more realistic given current workloads in Purchasing, Public Works, the Attorney’s Office and the Library. Staff will make every effort to fulfill the Council’s expectations and complete this project as swiftly as possible.

	<b><u>Schedule A</u></b> Meet Sept 11 deadline (numerals represent number of weeks per task)	<b><u>Schedule B</u></b> Based on actual practice (numerals represent number of weeks per task)
Prepare request for proposals (RFP)	1	2
Pursue sole source contract	1	skip
Response period for RFP	Skip	4
Evaluate responses	Skip	2
Finalize contract	3	6
Council award contract	1	1
Project fulfillment	4	11
Report to LAC	1	1
LAC develop report to Council	1	2
<b>Total weeks</b>	<b>12</b> (September 11)	<b>29</b> (December 22)

It should be noted that Schedule B still complies with the recently approved Top-3 Priority milestones for the Library as the consultant selected for this effort would likely be considered for the follow-on design work needed to get a potential library measure on the ballot by June 2008.

**ENVIRONMENTAL REVIEW**

This limited-scope project is statutorily exempt from CEQA.

**ATTACHMENTS**

Attachment A: Outline Scope of Work for consultant services

PREPARED BY:

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DEPARTMENT HEAD:

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