



Scenic Pacifica  
Incorporated Nov. 22, 1957

---

## CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506

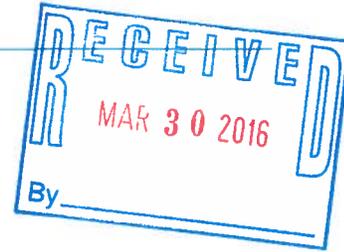
[www.cityofpacifica.org](http://www.cityofpacifica.org)

---

**MAYOR**  
Sue Digre

**MAYOR PRO TEM**  
Mike O'Neill

**COUNCIL**  
Karen Ervin  
Mary Ann Nihart  
John Keener



March 25, 2016

Mr. Matthew Levie  
Board of Trustees President  
Pacifica School District  
375 Reina Del Mar  
Pacifica, CA 94044

Dear Mr. Levie:

At its January 11, 2016 meeting the Pacifica City Council adopted Resolution No. 02-2016 (attached), creating a Library Advisory Committee (LAC) to serve in an advisory capacity to City staff in project planning and design of the new Pacifica Library project.

As a key community stakeholder group, the City of Pacifica requests that your organization appoint an individual to serve on the Library Advisory Committee. Please respond by April 30, 2016, providing your designated appointee's name, mailing address, phone number and email address to the attention of:

Kathy O'Connell, City Clerk  
City of Pacifica  
170 Santa Maria Ave.  
Pacifica, CA 94044

with a copy to Tina Wehrmeister, Planning Director at the above address.

The Library Advisory Committee will consist of up to 14 individuals as follows:

- One appointment each from the Planning Commission; Economic Development Committee; Parks, Beaches and Recreation Commission; Pacifica Library Foundation; Pacifica Friends of the Library; Chamber of Commerce; Pacifica School District; Jefferson Union High School District
- Up to five at-large community members appointed by the City Council to represent the following segments of the community: families with children, seniors, Sharp Park residents, service organizations and environmental organizations.

The LAC will meet once a month in the evenings (regular date to be determined) and will serve to carry out the following duties:

1. Increase project transparency by holding meetings open to the community and in compliance with Brown Act requirements.
2. Assist City staff by providing feedback on various elements of the project such as project priorities, direction, and selection of professional consultants needed.
3. Facilitate communication between the City and community in various ways including engaging in public outreach to solicit feedback and opinions on the Library project. Share information, gather feedback to report back to the LAC and foster two-way communication with the stakeholder group represented by the Committee member.

Additional information on the LAC provisions is included in Exhibit A enclosed with Resolution 02-2016. As the City staff liaison to the Committee, please feel free to contact me at 650-738-7496 or [wehrmeister@ci.pacifica.ca.us](mailto:wehrmeister@ci.pacifica.ca.us) with any questions.

Sincerely,



Tina Wehrmeister  
Planning Director

cc: Kathy O'Connell, City Clerk

Wendy Tukloff, Superintendent, Pacifica School District

RESOLUTION NO. 02-2016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA  
CREATING THE LIBRARY ADVISORY COMMITTEE

WHEREAS, on November 23, 2015 the City Council directed staff to move forward with several actions toward constructing a new Pacifica Library including creation of a Library Advisory Committee (LAC); and

WHEREAS, the LAC will serve in an advisory capacity to staff; and

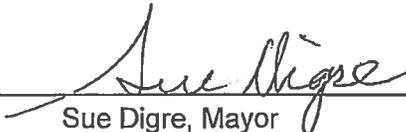
WHEREAS, the LAC duties, membership, terms, and general provisions shall be as described in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pacifica does hereby authorize the creation of the Library Advisory Committee (LAC).

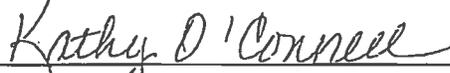
\* \* \*

Passed and adopted at a regular meeting of the City Council of the City of Pacifica on January 11, 2015, by the following vote of the members thereof:

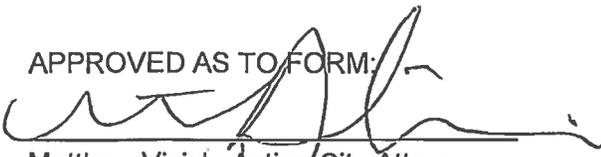
AYES, Councilmembers: Keener, Nihart, Ervin, O'Neill, Digre  
NOES, Councilmembers: None  
ABSENT, Councilmembers: None  
ABSTAIN, Councilmembers: None

  
Sue Digre, Mayor

ATTEST:

  
Kathy O'Connell, City Clerk

APPROVED AS TO FORM:

  
Matthew Visick, Acting City Attorney

# EXHIBIT A

## Pacifica Library Advisory Committee

### Duties

The Library Advisory Committee (LAC) shall:

1. Increase project transparency by holding meetings open to the community and in compliance with Brown Act requirements.
2. Assist City staff by providing feedback on various elements of the project such as project priorities, direction, and selection of professional consultants as needed.
3. Facilitate communication between the City and community in various ways including engaging in public outreach to solicit feedback and opinions on the Library project. Most Committee members are appointed as representatives of other community stakeholder groups. As representatives of those groups, Committee members are expected to share information, gather feedback and to report back to the Library Advisory Committee and otherwise foster two-way communication.

### Membership

The LAC shall be made up of 14 individuals as shown in the table below. Two Council members shall be appointed as Committee liaisons.

<b>Appointed by City committees and commissions; and community boards and organizations (1 appointment each)</b>	<b>At-large Community members (Up to 5 Council appointments)</b>
<ul style="list-style-type: none"><li>➤ Planning Commission</li><li>➤ Economic Development Commission</li><li>➤ Parks, Beaches, and Rec. Commission</li><li>➤ Pacifica Library Foundation</li><li>➤ Pacifica Friends of the Library</li><li>➤ Chamber of Commerce</li><li>➤ Pacifica School District</li><li>➤ Jefferson School District</li><li>➤ Citizens Bond Oversight Committee (future)</li></ul>	<p>At-large appointment shall represent the following segments of the community:</p> <ul style="list-style-type: none"><li>➤ Families with children</li><li>➤ Seniors</li><li>➤ Sharp Park Resident</li><li>➤ Service Organizations</li><li>➤ Environmental Organizations</li></ul>

### Terms and General Provisions

The LAC shall include representatives of the commissions, committees, and community groups listed above. Except for the at-large community members, who shall be appointed by the City Council, each commission, committee, or group shall appoint one person to serve on the LAC as their representative. There are no set terms except that the appointees shall be replaced if they are no longer representing or serving the designated community group. No compensation is awarded to members for their services. When the specific purpose for the Committee is accomplished, or no later than one year after the library opens, the Committee will be disbanded unless extended by action of the City Council.

The Committee shall select one of its members to act as a Chair and another to act as Vice Chair on an annual cycle as of date of establishment. The Planning Department serves as secretary to the Committee. Two members of the City Council are appointed as liaisons to the Committee.

The Committee shall hold open meetings subject to the Brown Act and shall abide by the rules set out in the Commission and Committee Handbook as amended from time to time.

The Council may remove at any time by majority vote any committee member.