



SPECIAL MEETING - AGENDA

Board of Library Trustees

Community Facilities District (CFD) Committee | Altadena Library District

Virtual – Zoom – March 22, 2021 – 3:00 p.m.

IMPORTANT NOTICE REGARDING MARCH 25, 2021 CFD COMMITTEE SPECIAL MEETING

This meeting is being conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the March 25, 2021 Community Facilities District (CFD) Committee Special Meeting, please submit your comments by email or electronically to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to hello@altadenalibrary.org. Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment.

Email and Electronic Comments will be submitted to the standing committee and shall become part of the record of the meeting.

If you wish to make public comment during the live meeting, you can call in to (626) 798-0833 ext. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 3:00 p.m.

PUBLIC REQUESTS FOR DOCUMENTS: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (626) 798-0833 x 103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

I. Call to Order

II. Open Session

- a. Roll Call
- b. Approval/Reordering of Agenda Items
- c. Adoption of Agenda
- d. Public Comment on Non-Agenda Items

III. Consent Calendar

The Community Facilities District (CFD) Committee hereby approves the items and

recommended actions in the Consent Calendar listed below:

- a. Approval of Minutes – Regular Meeting held March 10, 2021 [Page3-5](#)

IV. Unfinished Business

- a. Municipal Advisory RFP Review Process (Discussion) [Pages 6-7](#)
- b. Bond & Disclosure Counsel RFP Review Process (Discussion) [Pages 8-9](#)

V. New Business

- a. None

VI. Announcements & Planning

- a. Proposed Future Agenda Items

VII. Adjournment

- a. Adjourn



MINUTES

Board of Library Trustees
Community Facilities District (CFD) Committee | Altadena Library District
Virtual – Zoom – March 10, 2021 – 3:00 p.m.

IMPORTANT NOTICE REGARDING MARCH 10, 2021 CFD COMMITTEE MEETING

This meeting is being conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the March 10, 2021 Community Facilities District (CFD) Committee Meeting, please submit your comments by email or electronically to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to hello@altadenalibrary.org. Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment.

Email and Electronic Comments will be submitted to the standing committee and shall become part of the record of the meeting.

If you wish to make public comment during the live meeting, you can call in to (626) 798-0833 ext. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 3:00 p.m.

PUBLIC REQUESTS FOR DOCUMENTS: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (626) 798-0833 x 103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

I. Call to Order

Trustee Terry Andruess called the meeting to order at 3:07pm.

II. Open Session

a. Roll Call

Trustee Andruess called roll call. Trustee Cervantes, Member Keene, Member Lyford, responded as present. Member Vitale joined the meeting at 3:15pm.

b. Approval/Reordering of Agenda Items

No adjustments were made.

- c. Adoption of Agenda
Moved by Trustee Cervantes to adopt the Agenda.
Seconded by Member Keene.
Roll Call Vote:
 - Trustee Cervantes: Aye**
 - Member Keene: Aye**
 - Member Lyford: Aye**
 - Member Vitale: Not Present**
 - Trustee Andruess: Aye**

- d. Public Comment on Non-Agenda Items.
No public comment made.

III. **Consent Calendar**

Trustee Cervantes mentioned that Special Presentations are not usually part of the consent calendar. Staff confirmed and will make special presentations their own agenda item.

Moved by Trustee Cervantes to approve the Consent Calendar.
Seconded by Member Keene. Trustee Andruess opened floor for discussion. No discussion ensued.

- Roll Call Vote:**
- Trustee Cervantes: Aye**
 - Member Keene: Aye**
 - Member Lyford: Aye**
 - Member Vitale: Not Present**
 - Trustee Andruess: Aye**

The Community Facilities District (CFD) Committee hereby approves the items and recommended actions in the Consent Calendar listed below:

- a. Approval of Minutes – Regular Meeting held January 7, 2021
- b. Approval of Minutes – Regular Meeting held February 10, 2021
- c. Special Presentation – Standing Committee Overview
Administrative Assistant Diego Gamboa presented the “Standing Committee and Brown Act Overview”. After the presentation, Member Vitale posed some questions regarding information publicly available to the public, particularly regarding the contractual terms of consultants and companies that will support the capital projects within the Community Facilities District (CFD) Committee.

IV. **Unfinished Business**

- a. None.

V. **New Business**

- a. Development of Committee Procedural Documents (Discussion)
Trustee Andruess opened the committee discussion regarding committee procedures, responsibilities, and scope. The committee members’ understanding was that the CFD had fiduciary responsibility regarding the capital projects, hiring or consultants and companies, and the funds received from Measure Z. Member Keene asked about the amount of funds that will be taken or used from Measure Z. District Director mentioned that the three tier amounts publicly available are an estimate and the Board has not decided on how much will be needed to ensure the capital projects are completed. The committee discussed the need to understand the difference in scope



between the CFD Committee and the Ad-hoc Facilities Committee. Member Vitale also mentioned, in terms of costs, that it will be dependent on the contractual terms and whether the Altadena Library District will pay fair market value or actual costs for labor.

Member Keene asked the committee what sort of documents should be developed to inform the CFD Committee. The committee mentioned that they would want to document what kind guardrails and procedures will govern the CFD Committee's work. Committee members also stressed that the documents would also assist in transparency and provide reporting guidelines. The committee asked about examples of other Community Facilities Districts and their guiding principles. District Director Nikki Winslow mentioned that on initial research, CFDs are not a separate committee so there are not a lot of documents available. However, staff will continue to do research and bring to the committee next month.

No action taken. Item to be discussed further at the next regular meeting.

b. RFP Review Process (Discussion)

Trustee Andruess opened the discussion regarding the RFP review process for the currently open RFPs – Municipal Advisory Services and Bond & Disclosure Counsel Services. The committee asked about other RFPs that may be released in the future and their role and came to an understanding that it will be dependent on the need and the scope of work of the Capital Projects Management firm, and the two open RFPs. Trustee Rushmore mentioned that for the current RFPs, the committee should set clear criteria and have at least 1, but preferably, 2 committee members be part of the evaluation workgroups and bring their recommendations to this committee to provide a formal recommendation to the Board of Trustees. Member Lyford mentioned that the committee should consider in the evaluation process the potential for bias when reviewing the RFPs and the committee agreed that with the approved criteria and rubrics the chance for bias will be minimized. The committee discussed that the RFP did include evaluation criteria, but the review workgroups will need further details and guidance to appropriately review the submitted proposals. The committee directed staff to bring these documents to the committee for discussion and approval.

Since the committee wants to finalize scoring criteria before the proposals close, they called for a special meeting to discuss this item in approximately two weeks. The committee should expect a poll to schedule the special meeting. Staff will be seeking assistance from subject matter experts as well to provide the documentation needed and encouraged the committee to provide contacts if they know of anyone that can assist with the review process as well.

No action taken. Item to be discussed at an upcoming special meeting.

VI. Announcements & Planning

a. Proposed Future Agenda Items

Member Vitale requested that an agenda item be included to clearly understand and delineate roles between the CFD Committee and Facilities.

VII. Adjournment

a. Adjourn

Trustee Andruess moved to adjourn the meeting at 4:55pm.



**BOARD OF LIBRARY TRUSTEES – CFD COMMITTEE SPECIAL MEETING
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: March 25, 2021

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Evaluation and Scoring Process for Municipal Advisory Services RFP

BACKGROUND:

At the CFD Committee meeting on March 10, 2021, staff were asked to draft a scoring matrix for the Municipal Advisory Services Request for Proposals (RFP) and present that for review and feedback by the CFD Committee at a Special Meeting. Today we are presenting the draft of the Proposal Scoring for Municipal Advisory Services (see page after this report). Proposals are due at 5:00pm on April 1, 2021.

Staff were also asked to form a working group to review the proposals to include at least one CFD Committee member, but preferably two members. The working group will have at least one industry expert to assist with the evaluation and scoring process. The proposed timeline of this working group to assist with this process is as follows:

Date	Working Group Task
4/1 - 4/6/2021	Receive proposals for review and scoring
4/7/2021	Meet as a group to review scoring of each proposal (Time TBD)
4/14/2021	Present top firms to the CFD Committee at their meeting
4/26/2021	CFD Committee recommendation to hire an MA Services Firm to the full Board of Trustees

There will be a contingency plan in place in the event that the working group determines that interviews with top firms needs to be held prior to presenting these to the full CFD Committee.

RECOMMENDATION

Staff recommends that CFD Committee members review the draft Municipal Advisory Services Proposal Scoring (below) and offer their feedback and edits to staff at the Special Meeting on March 25, 2021.



MUNICIPAL ADVISORY SERVICES RFP PROPOSAL SCORING

For this round, please score each shortlisted proposal out of the total possible points.		
CRITERIA	TOTAL POINTS POSSIBLE	SCORING CONSIDERATIONS
Complete proposal package	5	
Registered with Securities & Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).	5	
Licensed to do business in Los Angeles County.	5	
Provided list of other governmental agencies with whom firm is presently under contract.	5	
Described access to sources of current market information.	5	
Demonstrates familiarity with Government Finance Officers Association (GFOA) Best Practices relating to services requested.	10	
Pricing schedule is transparent, responsive, and reasonable	10	
Proposer has completed five (5) similar contracts within the last five (5) years.	10	
Does the proposal present a grasp of District priorities, project scope, intent, and timeline?	15	
Ability and capacity to perform the work (including key personnel committed to project and local presence)	15	
Likelihood of success as District's Municipal Advisor	15	
TOTAL POINTS	100	
	FINAL RANKINGS	



**BOARD OF LIBRARY TRUSTEES – CFD COMMITTEE SPECIAL MEETING
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: March 25, 2021

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Evaluation and Scoring Process for Bond and Disclosure Counsel RFP

BACKGROUND:

At the CFD Committee meeting on March 10, 2021, staff were asked to draft a scoring matrix for the Bond and Disclosure Counsel Request for Proposals (RFP) and present that for review and feedback by the CFD Committee at a Special Meeting. Today we are presenting the draft of the Proposal Scoring for Bond and Disclosure Counsel (see page after this report). Proposals are due at 5:00pm on April 1, 2021.

Staff were also asked to form a working group to review the proposals to include at least one CFD Committee member, but preferably two members. The working group will have at least one industry expert to assist with the evaluation and scoring process. The proposed timeline of this working group to assist with this process is as follows:

Date	Working Group Task
4/1 - 4/6/2021	Receive proposals for review and scoring
4/7/2021	Meet as a group to review scoring of each proposal (Time TBD)
4/14/2021	Present top firms to the CFD Committee at their meeting
4/26/2021	CFD Committee recommendation to hire an MA Services Firm to the full Board of Trustees

There will be a contingency plan in place in the event that the working group determines that interviews with top firms needs to be held prior to presenting these to the full CFD Committee.

RECOMMENDATION

Staff recommends that CFD Committee members review the draft Bond and Disclosure Counsel Proposal Scoring (below) and offer their feedback and edits to staff at the Special Meeting on March 25, 2021.



BOND AND DISCLOSURE COUNSEL RFP FINAL ROUND ASSESSMENT

For this round, please score each shortlisted proposal out of the total possible points.		
CRITERIA	TOTAL POINTS POSSIBLE	SCORING CONSIDERATIONS
Complete proposal package	5	
Licensed to practice law in California	5	
Ability to meet deadlines to complete bond issuance process	10	
Pricing schedule is transparent, responsive, and reasonable	10	
Provided five (5) external client references	10	
Does the proposal present a grasp of District priorities, project scope, intent, and timeline?	15	
Ability and capacity to perform the work (including key personnel committed to project and local presence)	15	
Five or more similar contracts within the last five (5) years	15	
Likelihood of success as District's Bond and Disclosure Counsel	15	
TOTAL POINTS	100	
	FINAL RANKINGS	