



AGENDA

Board of Library Trustees | Altadena Library District
Bob Lucas Memorial Library
2659 Lincoln Ave
Altadena, CA 91001
August 22, 2023 – 5:00 p.m.

IMPORTANT NOTICE REGARDING AUGUST 22, 2023 SPECIAL MEETING

This meeting will be conducted in a hybrid fashion, utilizing teleconference, electronic, and in-person means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic and Altadena Library District Board of Trustees' Resolution 2021-05. 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 August 22, 2023 Meeting, you may present your comments in-person during the meeting, or submit by email to be read aloud at the meeting. For emailed comments, 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 with the subject line: "Public Comment". Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the virtual livestream, please state so in your email. On the form below, select "Yes – I want to provide this comment virtually during the livestream and need the Zoom link" in the online form.

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

If you are unable to submit via email, online, or attend the meeting in-person, 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 5:00 pm.

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 x103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

LAND ACKNOWLEDGEMENT: The Altadena Library District acknowledges its presence on the traditional, ancestral, and unceded land of the Gabrielino Tongva peoples. Altadena is located on the stolen homelands of the Xaxaamonga (Hahamongna) tribal band. The traditional territory of the Gabrielino Tongva is referred to as Tovaangar, which includes the areas currently known as Los Angeles County, Riverside County, West San Bernardino County, parts of Orange County as

well as the four southern Channel Islands. Entities such as the U.S. government and non-Native settlers have subjected the Gabrielino Tongva peoples to historic and continuing injustices, including genocide, forced displacement, and cultural and linguistic erasure. Altadena Library commits to learning, educating, and informing its staff and residents of present-day Altadena about the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present and past, through our collection development, resources, and program offerings.

- I. Call to Order
 - a. Land Acknowledgement

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

- III. New Business
 - a. Resolution 2023-07 of the Altadena Library District Board of Trustees, Levying Special Taxes within Altadena Library District Community Facilities District No. 2020-1 (FACILITIES AND SERVICES).

- IV. Announcements & Planning
 - a. Proposed Future Agenda Items

- V. Adjournment
 - a. Adjourn Meeting



**BOARD OF LIBRARY TRUSTEES – SPECIAL MEETING
ITEM III.A. STAFF REPORT FOR AUGUST 2023**

REPORT: Agenda Item III.a.

MEETING DATE: August 22, 2023

PREPARED BY: Nikki Winslow

LOCATION: Bob Lucas Memorial Library

TITLE: Resolution of the Altadena Library District Board of Trustees, Levying Special Taxes within Altadena Library District Community Facilities District No. 2020-1 (FACILITIES AND SERVICES)

BACKGROUND: Per the Ordinance “the Board, acting as legislative body of CFD No 2020-1, is hereby authorized, by resolution, to annually determine the special taxes to be levied within CFD No. 2020-1 for the current year; provided, however, the special tax to be levied shall not exceed the maximum special tax authorized to be levied.”

To pay the debt service and cover administrative costs related to the Community Facilities District, the Annual Special Tax Requirement has been established at \$1,299,053.28. Please see the Levy Worksheet following this report for a breakdown of those expenses. The data needed to establish rates on the properties in Altadena is not released by L.A. County Assessor’s Office until mid-to-late July 2023. In light of this, the Board decided to use last year’s property data to establish the rates.

As part of the budget preparation process in April and May 2023, the CFD Committee and the Board of Trustees passed a resolution using FY22-23 property data to calculate the rates to pay the debt services for the FY23-24 fiscal year. Those rates were approved as follows:

Property Type	Per	Maximum Special Tax Rate	Approved Special Tax Rate
Single Family Residential Property	Building Square Foot	\$0.104	\$0.048
Apartment Property	Unit	119.89	56.26
Commercial Property less than 10,000 Square Feet	Assessor's Parcel	354.69	166.44
Commercial Property greater than 10,000 Square Feet	Assessor's Parcel	479.59	225.05

We did let the CFD Committee and Board of Trustees know that if the parcel changes recorded by the L.A. County Assessor’s Office would impact the rates that an amended resolution would need to be passed and submitted to the County by their deadline. That was the case once the property data was received so we presented these updated rates to the CFD Committee at their meeting on July 26, 2023, where they voted to approve recommending these amended rates to the Board of Trustees. The new rates approved on July 26, 2023:

Property Type	Per	Maximum Special Tax Rate	Approved Special Tax Rate
Single Family Residential Property	Building Square Foot	\$0.104	\$0.049
Apartment Property	Unit	119.89	56.45
Commercial Property less than 10,000 Square Feet	Assessor's Parcel	354.69	167.01
Commercial Property greater than 10,000 Square Feet	Assessor's Parcel	479.59	225.82

Earlier this month, US Bank notified Eide Bailly and the District Director that we did not collect enough special taxes to pay the full debt service payment that is due on September 1st. Upon investigation, it was determined that there was not revenue built into the CFD budget to account for the delinquencies of those property owners that did not pay their taxes during the 2022/23 fiscal year. Unfortunately, we did not include this in the recently approved resolution that set the rates for FY23-24 (see above) so need to re-file a resolution that includes revenue for the past year's delinquencies and the anticipated delinquencies for this fiscal year so enough is collected to reimburse the District for the shortfall from FY22-23 and pay the full debt service payment next year in the event there are delinquencies.

The new rates that will be filed with LA County once approved by the Board are now:

Property Type	Per	Maximum Special Tax Rate	Approved Special Tax Rate	% of Max
Single Family Residential Property	Building Square Foot	\$0.104040	\$0.050659	48.69%
Apartment Property	Unit	119.89	58.38	48.69%
Commercial Property less than 10,000 Square Feet	Assessor's Parcel	354.69	172.70	48.69%
Commercial Property greater than 10,000 Square Feet	Assessor's Parcel	479.59	233.52	48.69%

FISCAL IMPACT:

The District will transfer \$17,093.28 to US Bank out of the General Fund to cover the entire debt service payment that is due on September 1, 2023. Recovery of these funds has been built into the budget with the new rates set in this resolution and will be transferred back into the General Fund once collected by LA County.

RECOMMENDATION:

Staff recommends that the Board of Trustees review and approve Resolution 2023-07, which includes the Fiscal Year 2023/24 budget and established rates, of the Altadena Library District Board of Trustees, Levying Special Taxes within Altadena Library District Community Facilities



District No. 2020-1 (FACILITIES AND SERVICES), including funds for anticipated delinquencies.

**Altadena Library District
Community Facilities District No. 2020-1
Fiscal Year 2023/24 Levy Worksheet**

Description	2023/24 Amount	2022/23 Amount	Difference
Principal	\$365,000.00	\$350,000.00	\$15,000.00
Interest	<u>865,950.00</u>	<u>883,450.00</u>	<u>(17,500.00)</u>
<i>Subtotal</i>	\$1,230,950.00	\$1,233,450.00	(\$2,500.00)
Agency administrative costs	\$7,217.68	\$7,401.68	(\$184.00)
Trustee/Paying Agent costs	2,700.00	2,700.00	0.00
County collection fees (1)	3,406.50	3,397.50	9.00
Arbitrage calculation costs	750.00	750.00	0.00
Continuing disclosure costs	0.00	0.00	0.00
Dissemination costs	0.00	0.00	0.00
Administration costs	11,814.00	11,000.00	814.00
Administration expenses	121.82	121.82	0.00
Other costs	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Subtotal</i>	\$26,010.00	\$25,371.00	\$639.00
Maximum Admin Cost (2)	\$26,010.00	\$25,500.00	\$510.00
Anticipated Delinquencies (3)	\$42,093.28	\$0.00	\$42,093.28
Del. Management Charges	0.00	0.00	0.00
Rounding adjustment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Subtotal</i>	\$42,093.28	\$0.00	\$42,093.28
Total Annual Levy	\$1,299,053.28	\$1,258,821.00	\$40,232.28
County Apportionment (4)	\$1,295,646.78	\$1,255,423.50	\$40,223.28
Parcels Levied	13,426	13,390	36

(1) County Collection Fees are \$50 processing fee per fund and \$0.25 per parcel.

(2) Maximum administrative expense per Fiscal Agent Agreement for FY 2021/22 (Initial Year) of \$25,000. Increase of 2% per year.

(3) Reflects the Fiscal Year 2022/23 delinquency amount of \$17,093.28 and reasonably anticipated delinquent Special Taxes of \$25,000 for Fiscal Year 2023/24.

(4) Amount to be disbursed by Tax Collector if 100% collection is made.

Levy Approval

Signature

Date

RESOLUTION NO. 2023-07

A RESOLUTION OF THE ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES, LEVYING SPECIAL TAXES WITHIN ALTADENA LIBRARY DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2020-1 (FACILITIES AND SERVICES).

NOW, THEREFORE, BE IT RESOLVED by the Altadena Library District Board of Trustees, as follows:

Section 1. The Board of Trustees (the “Board”) of the Altadena Library District (the “Library District”), has formed Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services) (the “CFD No. 2020-1”), under and pursuant to the Mello-Roos Community Facilities Act of 1982 (the “Act”).

Section 2. The Board, as the legislative body of CFD No. 2020-1, is authorized under the Act to levy special taxes (the “Special Taxes”) to pay for the costs of certain services authorized under the Act.

Section 3. The Board, pursuant to Ordinance No. 2020-01 adopted by the Board on December 14, 2020, authorized and levied the Special Taxes within CFD No. 2020-1.

Section 4. Section 53340 of the Act provides that the legislative body of a community facilities district may provide, by resolution, for the levy of the special tax in the current year or future tax years at the same rate or at a lower rate than the rate provided by ordinance, if the resolution is adopted and a certified list of all parcels subject to the special tax levy, including the amount of the tax to be levied on each parcel for the applicable tax year, is filed by the clerk or other official designated by the legislative body with the county auditor; and

Section 5. The Board desires to levy the Special Taxes within CFD No. 2020-1 for Fiscal Year 2023/24.

Section 6. The Board hereby levies the Special Taxes for Fiscal Year 2023/24 on each parcel of real property, depending on its land use classification, as follows:

Property Type	Per	Maximum Special Tax Rate	Approved Special Tax Rate
Single Family Residential Property	Building Square Foot	\$0.104	\$0.050
Apartment Property	Unit	119.89	58.38
Commercial Property less than 10,000 Square Feet	Assessor's Parcel	354.69	172.70
Commercial Property greater than 10,000 Square Feet	Assessor's Parcel	479.59	233.52

Section 7. The Administrative Services Department is hereby authorized and directed to transmit, immediately, to the Los Angeles County Auditor-Controller, a certified copy of this Resolution upon its adoption, together with a statement of the tax rate and parcel taxes fixed herein.

Section 8. The Board Secretary shall certify to the adoption of this Resolution, which shall be in full force and effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 22nd day of August, 2023.

Jason Capell, Board President

ATTEST:

APPROVED AS TO FORM:

Kameelah Waheed Wilkerson, Board Secretary

Richard Egger, General Counsel