



STAFF REPORT

Report on Belmont Library.

- 1. Resolution Approving Revised Project Concept and Authorizing Project to Proceed to Schematic Design Stage.**
- 2. Resolution Authorizing Tax Levy for Community Facilities District 2000-1 Belmont Library to be Placed on FY 2004 Property Tax Roll.**
- 3. Resolution Delegating Authority to the Steering Committee to Establish Guidelines and Protocols for Fundraising Efforts, Including Naming Rights, Associated with the Belmont Library.**

July 9, 2003

Honorable Mayor and Members of the City Council:

Summary: The purpose of this report is to provide an update from the Steering Committee on the status of the project, seek concurrence on the project direction, authorize a levy on the FY 2004 property tax roll to fund the costs of the project and delegate authority to the Steering Committee to establish guidelines and protocols for fundraising efforts for the Belmont Library project, including naming rights.

Background and Discussion:

Steering Committee Update

Since last April, the Steering Committee has been working diligently with Field Paoli, the architects, on re-conceptualizing the plans for the new library. With direction to work with limited funding, ranging from \$7 million to \$10 million, the architects developed several concepts for the project site.

After a community meeting held at the Library, a focus meeting with the Library Task Force and numerous workshops with the architect, the Steering Committee is recommending that the project proceed to the schematic design stage with an “L” shaped concept and two sizing options: 18,000 and 21,000 square feet.

The “L” shaped concept was widely accepted as the preferred alternative for the site because it accommodated surface parking, worked with site topography, emphasized the park by orienting the views to the large grove of oaks and accommodated the square footage needs and budget discussed below.

The Steering Committee also suggests proceeding with two sizing options for the project:

18,000 and 21,000 square feet. Staff has confirmed that an 18,000 square foot library is feasible with the existing monies (a more comprehensive analysis of project funding follows). The architects concluded that the site could accommodate a building of up to 21,000 square feet after considering the surface parking requirements. Although scaled back, both sizing options accommodate the library program needs developed previously.

The architects have developed a report that outlines their conclusions with regard to the project concept. Please refer to Exhibit A for the full report. Exhibit B shows the existing site plan and various conceptual plans assuming 18,000 square feet.

Schematic Design Stage

As stated earlier, the Steering Committee recommends the project proceed to the schematic design stage. During this stage the project design will be developed in much greater detail. The following paragraphs define this stage:

The purpose of schematic design is to produce a well-defined, reasonable concept into a spatial definition where the scope, scale, design and relationship among the components of the projects are shown. The form and extent of the project emerges from this stage.

Deliverables during this stage typically include:

- *Perspective drawings*
- *Model*
- *Site plan*
- *Floor plans*
- *Major elevations*
- *Building sections*
- *Outline specifications*
- *Statistical summary of design areas and other characteristics*
- *Preliminary cost estimate*
- *Preliminary project schedule*

At the conclusion of this stage, anticipated on or about January 1st, the City can expect to understand and approve a design for the project. The project will then move to the design development stage.

Approval of the attached resolution will authorize the project to proceed to the schematic design stage. The resolution is shown as Attachment 1.

In anticipation of Council's approval of this action, the Steering Committee has directed the architect to prepare a proposal for this stage of the work and will bring back a professional service agreement for Council's consideration.

Project Budget & Funding

Staff and the architect have developed a project budget of \$9.25 million and \$10.8 million for an 18,000 and 21,000 square foot library, respectively. Funding comes from the

following sources: \$8.65 million in bonds authorized by voters in March of 2001, \$.4 million in Park Development Funds, between \$.35 and \$.4 million from the Library JPA and a potential \$1.5 million from fundraising efforts (would be directed towards building the larger library square footage and operating a temporary library).

A preliminary project cost summary, supported by an independent construction estimate, has been prepared by the architect and is attached as Exhibit C.

In order to fund project costs and maximize the proceeds from an anticipated bond sale later in the calendar year, the financial advisor, bond counsel and special tax consultant have advised the City to proceed with the maximum tax levy, \$71 per dwelling unit and \$.08 per commercial square foot, this coming tax cycle. The cut-off to place the levy on the FY 2003-2004 Tax Roll is August 10th. City Council, at the July 8th meeting, authorized engagement of the special tax consultant to perform the work necessary to ready the levy for the roll. Approval of the resolution shown, as Attachment 2, will authorize this action.

Project Fundraising

Within the confines of the project site, the community is desirous of a larger library. As such, the Steering Committee has recommended continuing with the development of the optional 21,000 square foot design through the schematic design stage of development. The \$1.5 million in costs associated with the additional square footage and temporary library operations is anticipated to come from a fundraising effort.

The Steering Committee is desirous of facilitating the fundraising effort. To that end, the Steering Committee recommends that Council grant it authority to establish guidelines and protocols regarding the fundraising efforts. In particular, naming rights are expected to bring in the most significant amounts of money to fund the expansion. The architect and the fund raising staffs of neighboring cities have confirmed this. Attachment 3 includes a resolution for this purpose. Lastly, the Steering Committee contemplates obtaining a funding commitment before proceeding to the detail design stage of the project now tentatively scheduled for January 1, 2004.

Project Timing

The table that follows highlights the key project milestones.

Project Milestones	
Item	Date
Place levy on rolls for FY 2003-2004.	August 2003
Begin to collect tax. Sell bonds.	December 2003
Complete schematic design. Confirm fund raising assessment. Kickoff detail design.	January 2004
Award bid.	May 2005
Complete project.	June 2006

Fiscal Impact:

The FY 2004 Budget contemplates the actions recommended in this report. Assuming the tax levy will begin this fiscal year, staff will ready for an \$8.65 million bond sale during the later

part of CY 2003.

Proceeds from the bond sale will be used to pay for the estimated \$1.6 million in project to date costs anticipated by fiscal year end.

Included in the above cost estimate is \$150,000 anticipated for the schematic design work.

Recommendation:

1. Approve a Resolution Revising the Project Concept and Authorizing Project to Proceed to Schematic Design Stage.
2. Approve a Resolution Authorizing Tax Levy for Community Facilities District 2000-1 Belmont Library to be Placed on FY 2004 Property Tax Roll.
3. Approve a Resolution Delegating Authority to the Steering Committee to Establish Guidelines and Protocols for Fundraising Efforts, Including Naming Rights, Associated with the Belmont Library.

Public Notice: The meeting has agendized. The Friends of the Belmont Library and members of the Library Task Force have been informed of the meeting.

Alternatives:

1. Direct the Steering Committee to develop additional project concepts for City Council's consideration.
2. Delay the tax levy until construction. Use bridge loans from the General Fund to finance project costs.

Attachments:

1. Attachment 1 - Resolution Approving Revised Project Concept and Authorizing Project to Proceed to Schematic Design Stage.
2. Attachment 2 - Resolution Authorizing Tax Levy for Community Facilities District 2000-1 Belmont Library to be Placed on FY 2004 Property Tax Roll.
3. Attachment 3 - Resolution Delegating Authority to the Steering Committee to Establish Guidelines and Protocols for Fundraising Efforts, Including Naming Rights, Associated with the Belmont Library.
4. Exhibit A – Architect's Report.
5. Exhibit B – Existing Site Plan and Conceptual Plans.
6. Exhibit C – Architect's Preliminary Project Cost Summary.

Respectfully submitted,

Thomas Fil, Finance Director

Jere Kersnar, City Manager

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT, CALIFORNIA, APPROVING REVISED PROJECT CONCEPT AND AUTHORIZING PROJECT TO PROCEED TO SCHEMATIC DESIGN STAGE.

WHEREAS, the Library Steering Committee has recommend that the project proceed to the schematic design stage with a revised “L” shaped project concept and two sizing options: 18,000 and 21,000 square feet;

WHEREAS, the “L” shaped concept was widely accepted as the preferred alternative for the site because it accommodated surface parking, worked with site topography, emphasized the park by orienting the views to the large grove of oaks and accommodated the square footage needs and budget for the project;

WHEREAS, the Library Steering Committee has confirmed that an 18,000 square foot library is feasible with the existing monies and 21,000 square foot library is feasible with additional funds from fundraising efforts; and

WHEREAS, the schematic design stage is contemplated to produce a well-defined, reasonable concept into a spatial definition where the scope, scale, design and relationship among the components of the projects are shown. The form and extent of the project emerges from this stage.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Belmont hereby authorizes the Steering Committee to proceed with the project to the schematic design stage and further authorizes the Steering Committee to have prepared a proposal for this stage of the work and develop a professional service agreement for Council’s consideration.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a meeting thereof held on July 22, 2003.

AYES, CITY COUNCIL: _____

NOES, CITY COUNCIL: _____

ABSENT, CITY COUNCIL_____

ABSTAIN, CITY COUNCIL_____

Clerk of the City of Belmont

APPROVED:

MAYOR of the City of Belmont

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT, CALIFORNIA, ESTABLISHING THE ANNUAL SPECIAL TAX FOR COMMUNITY FACILITIES DISTRICT NO. 2000-1 (LIBRARY PROJECT) FOR FISCAL YEAR 2003-04 AND REQUESTING THAT THE COUNTY OF SAN MATEO COLLECT THE SPECIAL TAX ON THE REAL ESTATE TAX ROLLS.

WHEREAS, the City Council of the City of Belmont, Belmont, California, (hereinafter referred to as the “legislative body”), has initiated proceedings, held a public hearing, conducted an election and received a favorable vote from the qualified electors relating to the levy of a special tax in a community facilities district, as authorized pursuant to the terms and provisions of the “Mello-Roos Community Facilities Act 1982,” being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California. This Community Facilities District is designated as Community Facilities District No. 2000-1 (Library Project), hereinafter referred to as the “Community Facilities District”; and

WHEREAS, this legislative body, by Resolution as authorized by Section 53340 of the Government code of the State of California, has authorized the levy of a special tax to pay for costs and expenses related to said Community Facilities District, and this legislative body is desirous to establish the specific rate of the special tax to be collected for the fiscal year.

NOW THEREFORE, be it resolved by the City Council of the City of Belmont of the Community Facilities District No. 2000-1 (library project) as follows:

Section 1. That the above is true and correct and adopted as findings.

Section 2. That the specific rate and amount of the special tax for each Taxable Property (as such term is defined in the Rate and Method of Apportionment of Special Tax applicable to the Community Facilities District) is to be collected to pay for the costs and expenses for Fiscal Year 2003-2004.

Section 3. That the rate as set forth in Section 2 above does not exceed the amount as previously authorized by Resolution of this legislative body, and is not in excess of that as previously approved by the qualified electors of the Community Facilities District.

Section 4. That the proceeds of the special tax shall be used to pay, in whole or in part, the costs and expenses of authorized “library project”; construction of a new City library located in the City, the necessary equipment and facilities required to relocate the existing library to the new location, and improvements to the park area adjacent to the library.

Section 5. The special tax shall be collected in the same manner as ordinary ad valorem property taxes are collected, and shall be subject to the same penalties and same procedure and sale in cases of any delinquency for ad valorem taxes, and the Tax Collector is hereby authorized to include reasonable administrative costs incurred in collecting any said tax.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a meeting thereof held on July 22, 2003.

AYES, CITY COUNCIL: _____

NOES, CITY COUNCIL: _____

ABSENT, CITY COUNCIL _____

ABSTAIN, CITY COUNCIL _____

Clerk of the City of Belmont

APPROVED:

MAYOR of the City of Belmont

RESOLUTION NO. _____

RESOLUTION DELEGATING AUTHORITY TO THE STEERING COMMITTEE TO ESTABLISH GUIDELINES AND PROTOCOLS FOR FUNDRAISING EFFORTS, INCLUDING NAMING RIGHTS, ASSOCIATED WITH THE BELMONT LIBRARY.

WHEREAS, the City Council of the City of Belmont desires to construct a public library that will involve fundraising efforts; and

WHEREAS, the City Council of the City of Belmont finds that it is necessary to delegate authority to the Library Steering Committee to establish guidelines and protocols for fundraising efforts, including the development and authorization of granting naming rights as a means of raising significant funds for the library; and

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Belmont hereby grants authority to the Library Steering Committee to administer the establishment guidelines and protocols for fundraising efforts, authorize the granting of naming rights and take additional steps and measures as may be necessary to facilitate the raising of private and public contributions and donations for the library project.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a meeting thereof held on July 22, 2003.

AYES, CITY COUNCIL: _____

NOES, CITY COUNCIL: _____

ABSENT, CITY COUNCIL _____

ABSTAIN, CITY COUNCIL _____

Clerk of the City of Belmont

APPROVED:

MAYOR of the City of Belmont