



CCPL	Carmel Clay Public Library
IM	Ice Miller
FA	Baker Tilly
ARCH	Ratio

CARMEL CLAY PUBLIC LIBRARY

PROPOSED TIMETABLE

GENERAL OBLIGATION BONDS

Assumes Project(s) is subject to petition requesting referendum

(Revised July 1, 2019)

TASK	ACTION	RESP. PARTY
April 22, 2019	Board of Trustees meeting to: <input type="checkbox"/> adopt reimbursement resolution	CCPL (IM drafts)
May 22 – 30, 2019	Library Business Manager and counsel contacts City Clerk-Treasurer about timing of bind review and budget hearing, for information purposes	CPL & IM
May 22 -24, 2019	Complete draft of Request for Proposals (RFP) for CMC and distributed to IM & ARCH	CCPL & ARCH
May 22 – 29, 2019	Prepare draft CMC contract for inclusion with RFP	IM
May 29- 31, 2019	Review and finalization of draft RFP	CCPL, IM & ARCH
May 30, 2019	<u>Deliver</u> Notice of the RFP to newspaper (<i>note: same notice requirements as for public works projects</i>)(<i>also post on library website by date of publication</i>)	IM reviews; CCPL publishes
June 3, 2019	RFP Issued	ARCH
June 5, 2019	<u>Publish</u> first notice of the RFP (<i>note: same notice requirements as for public works projects</i>)	CCPL
June 12, 2019	<u>Publish</u> second notice of the RFP (<i>note: same notice requirements as for public works projects including must be at least 7 days from the date of the first notice</i>)	CCPL
June 12, 2019	Questions due from CMC's, if any	CCPL
June 10 or 17, 2019 (<i>or other date this week</i>)	Library Board <u>special</u> meeting to appoint Evaluation Committee and work session to discuss project(s); financing & timetable	CCPL; IM drafts
End of the day June 14, 2019	Library responds to any questions from CMC's, if any	CCPL

June 18 – July 19, 2018	Meet with Mayor & individual City Council members to discuss Project and financing prior to moving forward	CCPL (and others as needed)
June 18 – July 19, 2018	Meet with Friends and Foundation to update on project	CCPL (and others as needed)
June 20, 2019	Responses to the RFP received (<i>note: must be at least 7 days from the date of the second notice and within 6 weeks of the first notice</i>)	CCPL
June 24, 2019 (<i>prior to Board meeting</i>)	Responses evaluated by Evaluation Committee	EC
June 25, 2019	Evaluation Committee prepares a written summary of its evaluation of each CMc that responded (<i>note: this summary is subject to disclosure after CMc contract is awarded</i>)	EC
June 25 – 28, 2019	Conduct interviews with each of the CMc's that were selected to meet with the evaluation committee	EC
June 28 – July 5, 2019	Evaluation Committee selects CMc	EC
July 8, 2019	Library Board <i>special</i> meeting to review Project(s) and financing terms and to award contract to CMc selected by Evaluation Committee and authorize Project Hearing and Preliminary Determination Hearings (<i>no formal resolution required, simple voice vote is fine</i>)	CCPL
July 8 – 16, 2019	Library & CMc negotiate contract	IM
July 8, 2019	<u>Deliver</u> Notice of Preliminary Determination Hearing to newspaper and mail to the County Clerk and any parties who request such notice (<i>also post on library website by date of publication</i>)	IM drafts; CCPL publishes
July 12, 2019	<u>Publish</u> Notice of Preliminary Determination Hearing (<i>at least 10 days before hearing</i>)	CCPL
July 22, 2019	Library Board meeting to: <input type="checkbox"/> hold <u>first</u> Preliminary Determination Hearing (<i>Underwriter should have on hand additional tax information as required by I.C. 6-1.1-20-3.5(b)</i>);	IM drafts; CCPL holds hearing

July 24, 2019	Deliver Notice of Adoption of Preliminary Determination and mail to the County Clerk and any parties who request such notice <i>(also post on library website by date of publication)</i>	IM drafts; CCPL publishes
July 29, 2019	Library Board <i>special</i> meeting to: <input type="checkbox"/> hold <u>second</u> Preliminary Determination Hearing <i>(Financial Advisor should have on hand additional tax information as required by I.C. 6-1.1-20-3.5(b));</i> <input type="checkbox"/> adopt preliminary bond resolution; and <input type="checkbox"/> adopt preliminary determination resolution	IM drafts; CCPL adopts
July 31, 2019	<u>Post & Publish</u> Notice of Adoption of Preliminary Determination and mail to the County Clerk and any parties who request such notice <i>(first publication)</i>	CCPL
August 2019	Budget debt service tax levy for 2019	CCPL (FA will provide #s)
August 7, 2019	<u>Publish</u> Notice of Adoption of Preliminary Determination <i>(second publication)</i>	CCPL
August 30, 2019	Period ends for filing petition for application of referendum process (first business day) **	
**STEPS BELOW ASSUME <u>NO</u> APPLICATION PETITION WAS FILED FOR A REFERENDUM		
August 30, 2019	Provide City Common Council with information regarding budget which exceeds growth quotient as required pursuant to IC 6-1.1-17-20.3 (no later than September 2)	CCPL
September 1, 2019	Library's Budget Forms in Gateway switched to read only	CCPL
September 3, 2019	Obtain Certificate of No Application Petition from the County Clerk – Give Notice to Architect to beginning construction drawings	CCPL (IM drafts)
September 6, 2019	Deadline for notice to be on City Common Council meeting	CCPL
September 16, 2019	City Common Council meeting to adopt resolution approving Library Bonds <i>(FA confirms that City Common Council is correct approving elected board) (this could wait until binding review hearing, if desired)</i>	IM drafts; CCPL (and others as needed)
September 5, 2019	<u>Deliver</u> notice of hearing on additional appropriation to newspaper <i>(also post on library website by date of publication)</i>	IM drafts; CCPL publishes
September 9 & 17, 2019	City Budget Workshop	City

September 12, 2019	<u>Publish</u> notice of hearing on additional appropriation	CCPL
September 16 – 23, 2019	Bond Counsel drafts financing documents	IM
September 23, 2019	<u>Deliver</u> notice of budget hearing & additional hearing of the City Common Council	City
September 23 – 30, 2019	Financial Advisor drafts Preliminary Official Statement	FA
September 23, 2019	Board of Trustees meeting to: <ul style="list-style-type: none"> <input type="checkbox"/> hold hearing on additional appropriation; <input type="checkbox"/> adopt additional appropriation resolution; <input type="checkbox"/> adopt final bond resolution (<i>including approval form of continuing disclosure undertaking</i>); and <input type="checkbox"/> adopt resolution accepting Amended & Restated Post-Issuance procedures 	CCPL (IM drafts)
September 23, 2019	Publish notice of budget hearing & additional hearing of the City Common Council	City
October 1 – 29, 2019	Due Diligence Call; Rating Agency process; if needed by FA	All
October 1, 2019	Decide on competitive or negotiated sale	CCPL & FA
October 7, 2019	City Common Council meeting to adopt holding budget hearing as part of binding review & Additional Appropriation Hearing	City
October 8 – 31, 2019	Community meeting regarding plans / meeting with neighbors if desired	CCPL
October 9, 2019	<u>Deliver</u> Notice of Intent to Sell Bonds to newspaper, if applicable (<i>also post on library website by date of publication</i>)	FA provides #s; IM drafts; CCPL publishes
October 16, 2019	<u>Publish</u> Notice of Intent to Sell Bonds (<i>first publication</i>)	CCPL
October 21, 2019	City Common Council meeting to adopt budget resolution (as part of binding review) & Additional Appropriation resolution	City
October 23, 2019	Publish Notice of Intent to Sell Bonds (<i>second publication</i>)	CCPL
October 31, 2019	Bond sale – 1st series of Bonds (minimum -- issue enough for tax rate management in 2020; could borrow enough to pay for first phase of work; maximum amount = all bonds)	FA
October 31, 2019	Bid Committee to award Bonds	CCPL/FA

November 1- 11, 2019	Bond Counsel drafts closing documents	IM
November 12 – 22, 2019	Library obtains signatures of closing documents (<i>includes President & Secretary of Board, Library Treasurer & County Auditor</i>)	CCPL
November 22, 2019	Library overnight delivers executed documents back to IM	CCPL
November 26, 2019	Closing--deliver bonds and receive money	All
Within 30 days after closing on the bonds	File Debt Report with DLGF via Gateway	CCPL
July 15, 2020	First interest payment on bonds	CCPL
TBD	Completion of improvements	CCPL
**STEPS REQUIRED IF APPLICATION PETITION FILED AND LIBRARY MOVES FORWARD WITH THIS PROJECT AND HOLDS REFERENDUM		
January 14 – 21, 2020	County voter registration office files certificate with Board of Trustees certifying voter petition requesting application of referendum process (<i>this timetable assumes certification of the (lesser of 500 or 5% of registered voters) signatures within 5 days</i>)*	County Clerk
January 24, 2020	Library delivers letter & resolution to Clerk and Auditor and requests project public question be put on the ballot	IM drafts & delivers
January 27-31, 2020	County Election Board meeting to approve preliminary form of public question for project referendum	County Election Board; IM drafts
February 3, 2020	Clerk sends request for public question for project referendum to DLGF for review and approval	Clerk; IM drafts
February 3 -12, 2020	DLGF reviews Project question and sends recommendations to County Election Board (<i>DLGF response required within 10 days of submission</i>)	DLGF
February 14 - 20, 2020	County Election Board holds meeting to adopt resolution: <input type="checkbox"/> adopting recommendations of DLGF; <input type="checkbox"/> finally approving ballot language; <input type="checkbox"/> recommending that Auditor certify ballot language;	County Election Board; IM drafts

By February 21, 2020 (by noon)	County Auditor shall certify public question to County Election Board	County Auditor
April 1, 2020	Financial Advisor sends financial information regarding Project to DLGF to post on website	FA
May 5, 2020	Election	

* See I.C. 6-1.1-17-20.5. Before appointed Board can issue bonds, it must receive approval from an elected Board. If a majority of the parcels in the Library district are within the City/town limits then the City/Town Council approves; otherwise County Council is correct approving body

Assumptions:

All bodies comply with Indiana Open Door Law

Library Board meeting on the fourth Monday of the month

Noblesville Times publishes daily (except Sunday & Tuesday) Deadline is 11 a.m., 2 business days prior to publication

Carmel Common Council meeting on the 1st & 3rd Monday of the month at 6:00 pm (approves the bonds)

All action taken during regularly scheduled meetings, unless otherwise noted

Project: Renovation, expansion and construction of library facilities including site improvements, the acquisition of real estate and the purchase of equipment and technology.

Notes:

- \$7,721,533,824 (2019) = net assessed valuation
- GO capacity is \$50,486,892 based on 2019 nav
- Gross AV is approximately \$13,571,668,017 (2018) (*to be updated by FA*)



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