



LIBRARY FACILITIES FINANCING AUTHORITY
JOINT POWERS AUTHORITY BOARD

Thursday August 6, 2015
Downtown Branch Meeting Room
224 Church Street, Santa Cruz, CA 95060

9:00 a.m. PUBLIC MEETING

The Board reserves the right to take action on any item included on this agenda.

1. ROLL CALL
2. APPROVE AGENDA OF August 6, 2015
3. ORAL COMMUNICATIONS
4. CONSENT AGENDA
 - A. Approve Minutes of January 22, 2015 meeting (pg2)
5. OTHER BUSINESS
 - A. Appointment of legal counsel (pg5)
 - B. Discussion of possible revenue measure in 2016 (pg6)
 - C. Establish calendar of meetings (pg10)
 - D. Update on Library Director recruitment (pg12)
6. BOARD MEETING CALENDAR

The Board will consider its current meeting schedule and may revise it as necessary.

7. NEXT MEETING

The next regularly scheduled meeting will be determined.

8. ADJOURN

The Facilities Financing Authority Joint Powers Authority Board will adjourn from the regular Meeting of August 6, 2015 to its next regular meeting.

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the Library Administration Office at 427-7706 at least five days in advance so that we can arrange for such special assistance, or email library_admin@santacruzpl.org.



LIBRARY FACILITIES FINANCING AUTHORITY
JOINT POWERS AUTHORITY BOARD

MINUTES

Downtown Branch Meeting Room
224 Church St. Santa Cruz, CA 95060

January 22, 2015

10:00 AM PUBLIC MEETING

1. ROLL CALL

City Manager Steve Ando; City Manager Martin Bernal; City Manager Jamie Goldstein; County Administrative Officer Susan Mauriello

Staff: Teresa Landers, Library Director

2. APPROVAL OF MEETING AGENDA OF JANUARY 22, 2015

No changes were made to the Agenda of January 22, 2015.

3. ORAL COMMUNICATIONS

NONE

4. OTHER BUSINESS

A.i. Election of Chair and Vice-Chair

City Manager Bernal moved, seconded by City Manager Ando

That the Board establish an officer rotation process with the County of Santa Cruz as the 2015 Chair and the City of Capitola as the Vice-Chair followed in order in future years by the City of Santa Cruz and the City of Scotts Valley with the rotation occurring every January hereafter.

UNAN

- A.ii. Appointment of staff to conduct business of the Authority: Executive Director and Secretary

City Manager Goldstein moved, seconded by City Manager Bernal

That the Board approve the designation of the Finance Director of the City of Santa Cruz as the Executive Director of the FFA JPB for a term to expire subsequent to the appointment of the Library Director and on the action of this Board and to designate the Clerk of the Board of the Library as the Secretary to the FFA JPB.

UNAN

- A.iii. Appointment of Legal Counsel of the Authority

The Board decided by consensus to table the appointment of Legal Counsel. If an issue should arise, the Board could use the services of the County or City Counsel. No action was taken. Item was deferred for future consideration.

- A.iv. Establishment of regular meeting time and place

The Board agreed to hold its next meeting on Thursday August 6th at 9:00 am at the Downtown Library Branch upstairs meeting room.

5. BOARD MEETING CALENDAR

This item was continued to the next agenda.

6. NEXT MEETING

The Facilities Financing Authority Joint Powers Authority Board (FFA JPB) adjourned the Regular Meeting of Thursday, January 22, 2015 to the Regular Meeting on Thursday, August 6, 2015 at 9:00 am at the Downtown Branch upstairs meeting room.

7. ADJOURN

The regular meeting adjourned at 10:37 am.

Respectfully submitted,

Helga Smith, Secretary of the Board

All documents referred to in these minutes are available in the Library Office.



STAFF REPORT

AGENDA: August 6, 2015
DATE: July 31, 2015
TO: Library Facilities Financing Authority Board of Directors
FROM: Marcus Pimentel, Interim Executive Director
SUBJECT: Item 5.A.- Provide direction on the appointment of legal counsel

RECOMMENDATION

Provide direction regarding the appointment of Library Facilities Financing Authority (LFFA) legal counsel.

BACKGROUND

During the January 22, 2015 Board Meeting the appointment of legal counsel for the LFFA was continued to this meeting dependent upon the need for legal counsel.

DISCUSSION

Once an election date has been determined to put forth a facility financing ballot measure, bond council will be required to support the formation of a Communities Facility District. It is recommended that the LFFA create and begin a process to obtain bond counsel. Currently, Jones Hall has been providing the Library with preliminary, pro bono legal guidance and support with respect to this LFFA and a potential Communities Facility District.

In addition, the LFFA should determine the process to obtain ongoing legal counsel should the need arise for routine LFFA support.

Should an election date be moved to beyond 2016, the LFFA may be able continue without legal or bond counsel and instead may be able to rely on independent legal counsel from either (1) any of the agencies of the individual Directors and/or (2) the current Library bond counsel who is providing pro-bono guidance to the LFFA.

Prepared by:	Approved by:
Marcus Pimentel	Marcus Pimentel
Interim Executive Director	Interim Executive Director

ATTACHMENTS:
none



STAFF REPORT

AGENDA: August 6, 2015
DATE: July 31, 2015
TO: Library Facilities Financing Authority Board of Directors
FROM: Marcus Pimentel, Interim Executive Director
SUBJECT: Item 5.B.- Receive information regarding a potential 2016 ballot measure

RECOMMENDATION

That the Library Facilities Financing Authority (LFFA) receives information regarding a potential 2016 ballot measure.

BACKGROUND

The Santa Cruz Public Library JPA (SCPL) is considering which potential date a proposed ballot measure may be presented to the voters in 2016. The next two normally scheduled elections are June 7, 2016 (Presidential Primary) and November 7, 2016 (Presidential Election).

DISCUSSION

The Santa Cruz Library JPA has formed this LFFA to financing implementation of the SCPL Facilities Master Plan. To do so, the LFFA will be required to form a Communities Facilities District (CFD). The CFD will be empowered to issue bonds to finance the facility improvements and instruct the County of Santa Cruz to levy and collect assessments to service the bonds. The bond proceeds will be distributed to finance each project based on the final determination by the SCPL.

Once an election date has been selected, the LFFA will be need to act on a series of immediate actions that include but are not limited to:

- (1) Receive the final determination for the amount of a potential Bond Issue
- (2) Begin development of the Rate and Method of Apportionment report (can take 30 to 90 days);
- (3) Consider for adoption a Resolution of Intention to form a CFD;
- (4) Consider for adoption a Boundary Map for the CFD;
- (5) Consider for adoption the Rate and Method of Apportionment; and
- (6) Consider for adoption the Resolution to Incur Indebtedness

In total, we estimate it may take 8 to 9 months to complete the processes above. In addition, the SCPL will need to work in parallel to update its polling data and continue an effective outreach program. Attached to this report are two prior LFFA

timelines to form a CFD. Although a schedule will need to be updated for a new election date, they provide a general timeframe for either a June or November election.

A large work product of the LFFA will be the development of the apportionment rate and the method of the apportionment to support the bond issuance. The rate will largely be determined by the size and duration of the bond issue while the method of apportionment may largely be influenced by community and board input. It is anticipated that it could take 60 to 90 days to complete the preliminary rate and method of apportionment report that would be submitted to the LFFA for formal approval.

Therefore, to allow for an effective and efficient timeline to complete these processes, it is imperative that a determination be made about the timing of a ballot measure. Gene Bregman, who is supporting the SCPL ballot consideration, will be present for this meeting to discuss options for a 2016 ballot measure. It is important to note that there is considerable State-wide and local interest in the November 2016 ballot and it appears this ballot will be very competitive for revenue measures.

Prepared by:	Approved by:
Marcus Pimentel	Marcus Pimentel
Interim Executive Director	Interim Executive Director

ATTACHMENTS:
November 2014 Election Schedule (2/24/14)
June 2015 Election Schedule (10/31/14)

**SANTA CRUZ COUNTY LIBRARY
COMMUNITY FACILITIES DISTRICT**

FORMATION SCHEDULE

JPA Meets First Monday of the Month

May 19, 2014	Final Resolution of Intention to Establish CFD, including Boundary Map and Rate and Method of Apportionment and Resolution of Intention to Incur Indebtedness due to Secretary
June 2, 2014	JPA Meeting – Consider Resolution of Intention, including Boundary Map and Rate and Method of Apportionment, consider Resolution to Incur Indebtedness
June 17, 2014	Boundary Map must be recorded on or before this date
June 18, 2014	Final Notices of Public Hearing delivered to Secretary
June 20, 2014	Final Resolution of Formation, Resolution Calling the Election and Consolidation, Resolution Declaring the Necessity to Incur Indebtedness due to Secretary
June 29, 2014	Notices of Public Hearing published on or prior to this date
July 7, 2014	JPA Meeting – Public Hearing, Consider Resolution of Formation, Resolution Declaring the Necessity to Incur Indebtedness and Resolution Calling the Election and Consolidation
August 8, 2014	Last Day to Submit Resolution Calling the Election and Consolidation (which reflects exact form of ballot wording) to the County for the November 4, 2014 Election
August 9, 2014 through August 19, 2014	10 day public examination period
August 12, 2014	Last day to withdraw a measure from the ballot, Last day to submit ballot arguments
August 13, 2014 through August 23, 2014	10 Day public examination period
August 19, 2014	Last day to submit rebuttal arguments
August 20, 2014 through August 31, 2014	10 Day public examination period
November 4, 2014	Election Day
November 7, 2014	Final Resolution Declaring Election Results due to Secretary
December 1, 2014	JPA Meeting – Consider Resolution Declaring Election Results and First Reading of CFD Ordinance
December 2 through December 16, 2014	Notice of Special Tax Lien recorded
January 5, 2014	JPA Meeting – Adopt CFD Ordinance, adopt Resolution Authorizing Bond Issuance

**SANTA CRUZ COUNTY LIBRARY
COMMUNITY FACILITIES DISTRICT**

FORMATION SCHEDULE

JPA Meets First Monday of the Month

December 15, 2014	Final Resolution of Intention to Establish CFD, including Boundary Map and Rate and Method of Apportionment and Resolution of Intention to Incur Indebtedness due to Secretary
January 5, 2015	JPA Meeting – Consider Resolution of Intention, including Boundary Map and Rate and Method of Apportionment, consider Resolution to Incur Indebtedness
January 20, 2015	Boundary Map must be recorded on or before this date
January 21, 2015	Final Notices of Public Hearing delivered to Secretary
February 9, 2015	Final Resolution of Formation, Resolution Calling the Election and Consolidation, Resolution Declaring the Necessity to Incur Indebtedness due to Secretary
February 20, 2015	Notices of Public Hearing published on or prior to this date
March 2, 2015	JPA Meeting – Public Hearing, Consider Resolution of Formation, Resolution Declaring the Necessity to Incur Indebtedness and Resolution Calling the Election and Consolidation
March 7, 2015	Last Day to Submit Resolution Calling the Election and Consolidation (which reflects exact form of ballot wording) to the County for the November 4, 2014 Election
March 8, 2015 through March 18, 2015	10 day public examination period
March 11, 2015	Last day to withdraw a measure from the ballot, Last day to submit ballot arguments
March 12, 2015 through March 22, 2015	10 Day public examination period
March 18, 2015	Last day to submit rebuttal arguments
March 19, 2015 through March 29, 2015	10 Day public examination period
June 2, 2015	Election Day
June 30, 2015	Certified statement of results available
July 20, 2015	Final Resolution Declaring Election Results due to Secretary
August 3, 2015	JPA Meeting – Consider Resolution Declaring Election Results and First Reading of CFD Ordinance
August 4, 2015 through August 18, 2015	Notice of Special Tax Lien recorded
September 7, 2015	JPA Meeting – Adopt CFD Ordinance, adopt Resolution Authorizing Bond Issuance

STAFF REPORT

AGENDA: August 6, 2015

DATE: July 31, 2015

TO: Library Facilities Financing Authority Board of Directors

FROM: Marcus Pimentel, Interim Executive Director

SUBJECT: Item 5.C.- Provide direction on upcoming meeting schedule

RECOMMENDATION

That the Library Facilities Financing Authority (LFFA) provides staff direction regarding the regularly schedule and potential special meetings through 2016.

BACKGROUND

The Santa Cruz Public Library JPA (SCPL) is still considering which potential date a proposed ballot measure may be presented to the voters in 2016. This timing of this ballot measure will determine the need for any near term, special meetings.

In addition, during the inaugural January 22, 2015 Board Meeting, discussion of future meeting schedules were continued until this meeting.

DISCUSSION

Staff recommends that the Board establish a recurring meeting schedule through the end of the 2016 calendar year to create capacity to finalize the specifics of a potential bond issue. It is anticipated that after the election, the LFFA meetings could be reduced to biannual meetings.

The following are possible meeting options that can be mixed to determine the frequency of future meetings, the meeting dates and meeting times.

As a consideration, should the SCPL Board adopt the amended SCPL governance model, it would be advisable to consider setting monthly board meeting to coincide with the normal SCPL Board meetings (possibly before the start of the SCPL meeting).

Meeting Frequency	<ul style="list-style-type: none"> • Monthly • Bimonthly with likelihood of special interim meetings • Quarterly with high likelihood of special interim meetings
-------------------	--

Meeting Dates	<ul style="list-style-type: none"> • Concurrent with Library Board Meetings • First Thursday of the applicable month • Last Thursday of the applicable month
Meeting Times	<ul style="list-style-type: none"> • Before start of Library Board Meetings • End of Library Board Meetings • 9:00am (continue the trend of the LFFA meetings)

As discussed in agenda item 5.B, should the SCPL Board finalize the size of a bond measure and advise as to the election cycle to consider, the LFFA will require more frequent meetings during the 8-9 months prior to and immediately after an election date. With a quarterly meeting cycle, it may be likely that up to 4 special meetings would be needed within the next 6 to 9 months.

Prepared by:
 Marcus Pimentel
 Interim Executive Director

Approved by:
 Marcus Pimentel
 Interim Executive Director

ATTACHMENTS:
 none



STAFF REPORT

AGENDA: August 6, 2015
DATE: July 31, 2015
TO: Library Facilities Financing Authority Board of Directors
FROM: Marcus Pimentel, Interim Executive Director
SUBJECT: Item 5.D.- Receive status update on recruitment of the Library Director

RECOMMENDATION

That the Library Facilities Financing Authority (LFFA) receives an update on the recruitment of the Director of the Santa Cruz Public Library JPA (SCPL).

BACKGROUND

The Santa Cruz Library JPA Director retired in May 2016 and has been operating effectively with Interim Director Janis O'Driscoll. The SCPL anticipated delaying recruitment until determination if the new SCPL governance amendments were approved.

DISCUSSION

During the January 22, 2015 LFFA meeting, the board determined that once a new SCPL director were appointed, this person would also become the Executive Director of the LFFA. In the interim, the City of Santa Cruz Finance Director has been designated as the LFFA Interim Director.

Prepared by:	Approved by:
Marcus Pimentel	Marcus Pimentel
Interim Executive Director	Interim Executive Director

ATTACHMENTS:
none