

Chair Jamie Goldstein
Vice Chair Martin Bernal
Board Member Chuck Comstock
Board Member Susan Mauriello



**SANTA CRUZ LIBRARIES FACILITIES FINANCING AUTHORITY
(LFFA)**

REGULAR BOARD MEETING

**THURSDAY, MAY 5, 2016; 6:00 P.M.
APTOS BRANCH MEETING ROOM
7695 SOQUEL DR., APTOS, CA 95003**

1. CALL TO ORDER / ROLL CALL

Board Members Martin Bernal, Chuck Comstock, Susan Mauriello, and Chair Jamie Goldstein

2. ADDITIONAL MATERIALS

Additional information submitted after distribution of the agenda packet.

3. ADDITIONS AND DELETIONS TO AGENDA

4. ORAL COMMUNICATION

Any member of the audience may address the Board on any matter either on or off the agenda that is within the Board's jurisdiction. Note, however, that the Board is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item until it is before the Board, so that we may properly respond to all comments on that subject at the same time. In general 3 minutes will be permitted per speaker during Oral Communication; A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.

5. EXECUTIVE DIRECTOR REPORT

A. Report of Executive Director of recent events and Schedule of Important Dates (PG.3-5)

6. CONSENT CALENDAR

A. Approve Minutes of the April 7, 2016 Board Meeting (PG.6-7)

B. Adopt the resolution establishing Times and Dates for Regular Meetings. (PG.8-11)

C. Approve Administrative Support Services from City of Santa Cruz (PG.12-13)

All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Board votes on the action unless members of the public or the Board request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Business.

7. GENERAL BUSINESS

Other Business items are intended to provide an opportunity for public discussion of each item listed. The following procedure is followed for each Business item: 1) Staff explanation; 2) Board questions; 3) Public comment; 4) Board deliberation; 5) Decision.

8. ADJOURNMENT

Adjourned to a Regular Meeting of the Libraries Facilities Financing Authority (LFFA) to be held on Thursday, June 2, 2016, at 9:00 a.m. at Downtown Library Meeting Room, 224 Church St., Santa Cruz, CA 95060.

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 (831)427-7706 at least five days in advance so that we can arrange for such special assistance, or email library_admin@santacruzpl.org.

STAFF REPORT



**SANTA CRUZ
PUBLIC LIBRARIES**

Library Facilities
Financing Authority

AGENDA: May 5, 2016
DATE: April 28, 2016
TO: Board of Directors
FROM: Rich Hill, Interim Executive Director
SUBJECT: Item 5.A.--Executive Director Report

RECOMMENDATION

Receive and file this report.

DISCUSSION

The following activities were pursued during the Month of February 2016:

- Reviewed contract for City compliance
- Worked on Cost Allocation Report
- Worked on setting calendar for special tax ordinance
- Worked on staff report and resolution setting regular meeting times and dates
- Prepare May 5, 2016 meeting agenda

ATTACHMENT

1. Revised List of Important Dates

ATTACHMENT 1

List of Important Dates

Bond Measure Election Schedule: Key Dates
June 7, 2016 Election

4/28-5/28/2016	LFFA	County mails sample ballots and Secretary of State mails voter guide
5/5/2016 (Thur)	LFFA	LFFA Meeting – To be determined
6/2/2016 (Thur)	LFFA	LFFA Meeting – First Reading of the Special Tax Ordinance (subject to a successful election)
6/07/2016 (Tue)	LFFA	Election Day
7/07/2016 (Tue)	LFFA	Certified statement of election results final day due
7/18/2016 (Mon)	LFFA	Final Resolution Declaring Election Results due to Secretary
7/28/2016 (Thur)	LFFA	LFFA Meeting – Consider Resolution Declaring Election Results and consider Second Reading of Special Tax Ordinance
8/10/2016 (Wed)	LFFA	Notice of Special Tax Lien recorded and direction provided to County Auditor-Controller-Treasurer-Tax Collector
9/01/2016 (Thur)	LFFA	LFFA Meeting – To be determined
10/06/2016 (Thur)	LFFA	LFFA Meeting – To be determined
11/03/2016 (Thur)	LFFA	LFFA Meeting – To be determined
12/01/2016 (Thur)	LFFA	LFFA Meeting – To be determined

- (1) Bonds are currently scheduled to be issued in March 2018. A Resolution Authorizing Bond Issuance will need to be approved before March 2018.

- (2) Bonds are currently scheduled to be issued in March 2018. A Resolution Authorizing Bond Issuance will need to be approved before March 2018.

**SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM**

**SANTA CRUZ LIBRARIES FACILITIES FINANCING AUTHORITY
(LFFA)**

**REGULAR MEETING MINUTES
THURSDAY, APRIL 7, 2016
9:00 A.M.**

1. ROLL CALL

PRESENT: Chair Jamie Goldstein, Vice Chair Martin Bernal, John Weiss (Alternate), Carlos Palacios (Alternate)

ABSENT: Board Member Chuck Comstock, Board Member Susan Mauriello

STAFF: Interim Executive Director Rich Hill; Interim Library Director Janis O'Driscoll

2. ADDITIONAL MATERIALS

None

3. ADDITIONS AND DELETIONS TO AGENDA

None

The Agenda of April 7, 2016 was approved by consensus.

4. ORAL COMMUNICATION

None

5. EXECUTIVE DIRECTOR REPORT

A. Report of Executive Director of recent events and Schedule of Important Dates

ACTION: Received report

6. CONSENT CALENDAR

A. Approve Minutes of the March 3, 2016 Board Meeting

ACTION: Approved Consent Calendar

RESULT:	A. APPROVED MINUTES OF MARCH 3, 2016
MOVER:	Martin Bernal, Board Member
SECONDER:	Carlos Palacios, Board Member
AYES:	Bernal, Goldstein, Weiss (Alternate), Palacios (Alternate),
ABSENT:	Comstock, Mauriello

7. GENERAL BUSINESS

None

**LFFA Meeting
April 7, 2016**

8. ADJOURNMENT

The Libraries Facilities Financing Authority (LFFA) adjourned at 9:03 a.m. to the Regular Meeting on Thursday, May 5, 2016 at 6:00 p.m. at the Aptos Branch Meeting Room located at 7695 Soquel Drive, Aptos, CA 95003.

ATTEST: _____
Helga Smith, Clerk of the Board

All documents referred to in these minutes are available in the Santa Cruz Public Libraries – Library Headquarters Office, 117 Union Street, Santa Cruz.

STAFF REPORT



SANTA CRUZ
PUBLIC LIBRARIES

Libraries Facilities
Financing Authority

AGENDA: May 5, 2016
DATE: April 27, 2016
TO: Board of Directors
FROM: Rich Hill, Interim Executive Director
SUBJECT: Times and Dates for Regular Meetings

RECOMMENDATION

Adopt the resolution establishing Times and Dates for Regular Meetings.

BACKGROUND

In December 2015 the County of Santa Cruz, the City of Santa Cruz, the City of Capitola and the City of Scotts Valley executed a Joint Exercise of Powers Agreement (Agreement), to their mutual benefit, for the purpose of funding Public Library Improvements and other purposes as identified in the Agreement, and creating the Santa Cruz Libraries Facilities Financing Authority (Authority). Section 4(c)(1) of the Agreement requires the Authority Board to adopt a resolution establishing the times and dates for regular meetings. A calendar of times and dates was approved by simple motion of the Board at their January Meeting.

DISCUSSION

In compliance with the Agreement, the attached resolution establishing times and dates for regular Authority Board meetings is presented to your Board for approval. It is important to note that while the regular meeting calendar reflects the Board's intention at the time of the calendar adoption to hold and conduct such meetings, procedures allow the Board to cancel, or postpone or adjourn meetings to another date.

Prepared and approved by:
Richard Hill, Interim Executive Director.

Attachment

1. Resolution Establishing Times and Dates for Regular Board Meetings of the Board of Directors.

ATTACHMENT 1

Resolution Establishing Times and Dates for Regular Board Meetings of the Board of Directors.

Provides times and dates of regular LFFA meetings through January 2017.

RESOLUTION NO. 2016-005

**RESOLUTION ESTABLISHING TIMES AND DATES FOR REGULAR MEETINGS OF
THE BOARD OF DIRECTORS**

SANTA CRUZ LIBRARIES FACILITIES FINANCING AUTHORITY

WHEREAS, in December of 2014 the County of Santa Cruz, the City of Santa Cruz, the City of Capitola and the City of Scotts Valley executed a Joint Exercise of Powers Agreement (Agreement), to their mutual benefit, for the purpose of funding Public Library Improvements and other purposes as identified in the Agreement, and creating the Santa Cruz Libraries Facilities Financing Authority (Authority); and

WHEREAS, the Agreement created a governing Board to administer the Authority and conduct public business; and

WHEREAS, Section 4(c)(1) of the Agreement requires the Board to adopt a resolution establishing the times and dates for regular meetings;

NOW, THEREFORE, IT IS ORDERED, by the Board of the Santa Cruz Libraries Facilities Financing Authority, as follows:

Regular meeting times and dates. The dates and times for regular meetings shall be:

- Thursday, January 14, 2016; 9:00 a.m.
- Thursday, February 4, 2016; 9:00 a.m.
- Thursday, March 3, 2016; 6:00 p.m.
- Thursday, April 7, 2016; 9:00 a.m.
- Thursday, May 5, 2016; 6:00 p.m.
- Thursday, June 2, 2016; 9:00 a.m.
- Thursday, July 28, 2016; 9:00 a.m.
- Thursday, September 1, 2016; 9:00 a.m.
- Thursday, October 6, 2016; 6:00 p.m.
- Thursday, November 3, 2016; 9:00 a.m.
- Thursday, December 1, 2016; 6:00 p.m.

Upon motion of Director _____, seconded by Director
_____, and on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAINING:

the foregoing resolution is hereby adopted on May 5, 2016.

ATTEST:

Jamie Goldstein, Board Chair

Helga Smith, Secretary



AGENDA: May 5, 2016
DATE: April 21, 2016
TO: Board of Directors
FROM: Rich Hill, Interim Executive Director
SUBJECT: Purchase Order Management Activities and Administrative Support Services

RECOMMENDATION

Authorize retaining the City of Santa Cruz as the interim entity to continue to manage purchase order activities and certain administrative support activities for the Libraries Facilities Financing Authority (LFFA) not otherwise provided by the Santa Cruz Public Libraries JPA (LJPA), the County of Santa Cruz, or the Interim Executive Director, understanding that the City of Santa Cruz may at any time suspend or discontinue these services with notice to the Board.

BACKGROUND

On March 3, 2016 the LFFA and the LJPA approved an agreement whereby the LFFA would reimburse the LJPA for services and expenses related to LFFA activities. The City of Santa Cruz has continued to provide administrative support services for the LJPA, which have included the various activities of the LFFA requiring such support. For example, City of Santa Cruz staff provided administrative support of the activities leading up to the LFFA formation as well as the personnel administrative requirements for the hire of the Interim Executive Director. City staff have also continued that support as it relates to certain purchase order, vendor payments and related administrative duties for LFFA contracts.

Although the LFFA agreement establishes the County Auditor-Controller as the LFFA Treasurer-Controller, the LJPA has been providing all LFFA services through their staff and financial resources, since the LFFA currently has no revenues. Without a current administrative services contract in place for either the LJPA or LFFA, the City has been providing administrative support activities to the LJPA and LFFA in anticipation of a services contract. The City, LJPA and LFFA staff are working toward reimbursement agreements to compensate the City for these support services. These agreements will require LJPA and LFFA Board approval.

DISCUSSION

With the hire of the LFFA Interim Executive Director some of these City of Santa Cruz support activities have decreased, but there is still a need for support; such as complying

with purchase order standards and protocols, reviewing insurance requirements, compliance and/or contract language, processing vendor payments and payroll. With no established agreement nor prior Board direction, it would be appropriate for the Board to authorize the City of Santa Cruz shall continue to manage administrative support activities for the Libraries Facilities Financing Authority (LFFA) not otherwise provided by the LJPA, the County of Santa Cruz, or the Interim Executive Director under the March 3rd reimbursement agreement until such a time as these responsibilities are transferred to the County or included under a master or separate administrative services agreement. The LFFA shall follow the same practices and policies as the LJPA with respect to the administrative duties provided by the City of Santa Cruz.

Prepared and approved by:
Richard Hill, Interim Executive Director.