

Chair Jenny Haruyama  
Vice Chair Carlos Palacios  
Board Member Jamie Goldstein  
Board Member Martin Bernal



**SANTA CRUZ LIBRARIES FACILITIES FINANCING AUTHORITY  
(LFFA)  
REGULAR BOARD MEETING  
THURSDAY AUGUST 2, 2018**

**9:00 A.M.**

**DOWNTOWN BRANCH LIBRARY  
224 CHURCH STREET, SANTA CRUZ, CA 95060**

**1. CALL TO ORDER / ROLL CALL**

Board Members Jamie Goldstein, Carlos Palacios, Martin Bernal and Chair Jenny Haruyama

**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. Director's Report for August (PG.3-4)

**6. PROJECT UPDATES AND COMMENTS BY BOARD MEMBERS**

## 7. CONSENT CALENDAR

- A. Approve Minutes of the June 7, 2018 Board Meeting  
RECOMMENDED ACTION: Approve Minutes (PG.5-7)
- B. FY 2017/18 Budget Adjustment  
RECOMMENDED ACTION: Approve Budget Adjustment to pay Debt Agent Fees (PG.8)

*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.*

## 8. GENERAL BUSINESS

- A. Update on Measure S Funds

*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.*

## 9. SCHEDULED UPCOMING MEETINGS

<b>October 4, 2018</b>	<b>Scotts Valley Branch Library</b>	<b>Agenda Items:</b>
	<b>251 Kings Village Road, Scotts Valley, CA 95066</b>	

## 10. ADJOURNMENT

Adjourned to a Regular Meeting of the Libraries Facilities Financing Authority (LFFA) to be held on Thursday October 4, 2018 at 6:00 p.m. at the Scotts Valley Branch Library, located at 251 Kings Village Road, Scotts Valley, CA 95066.

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](mailto:library_admin@santacruzpl.org).

## **August 2018**

### **Library Director's Report to the LFFA**

All of the Library projects are struggling with weighing infrastructure and program needs against available funds.

#### **Aptos**

Interested vendors attended a site walk on June 21 at the Aptos Branch. Two firms responded to the RFQ for architectural and engineering services. A committee interviewed the vendor and their recommendation is being forwarded to the County Board in late August.

#### **Boulder Creek**

County and Library staff are exploring design priorities with Jayson Architects. ADA requirements and safety improvements will likely utilize the majority of available resources.

#### **Branciforte**

Library staff are exploring design priorities with Jayson Architects and David Tanza. Funds available do not fully address the infrastructure and program needs.

#### **Capitola**

The City of Capitola City opened construction bids on June 6. The lowest bid (\$12,325,000) was \$2,334,870 over the available resources. City staff, working with the Ad Hoc Design Committee, completed a value engineering process that identified about \$750,000 in deductions that would not adversely affect the program for the Library and identified an additional \$350,000 in potential savings.

City staff developed three options for the City Council that were reviewed on July 26. The Council adopted a proposal that awards the contract to Otto Construction at a bid price of \$12,325,000 and would direct staff to negotiate a change order based upon the value engineering recommendations. In addition, the City staff would pursue the potential for additional Measure S funds. This potential will be discussed at the August LFFA meeting. The City of Capitola estimates an additional \$1.3-\$2 million in available resources. If the value engineering and additional revenue do not meet projections, the City would be able to terminate the contract after the award with a \$50,000 termination fee (and any contractor costs incurred). The City Council voted in favor of the option recognizing that the other options available would greatly slow down the project incurring additional inflationary escalation costs.

#### **Downtown**

Members of the Downtown Library Advisory Committee (DLAC) presented their recommendation of Option B, relocating the Downtown Branch Library to a mixed-use project on Cedar, Lincoln, and Cathcart Streets to the Santa Cruz City Council on June 19. City transportation officials presented data supporting the need for a garage. Public



testimony on the project was extensive. The City Council directed the Library and City Staff to conduct further outreach on the matter. The Downtown Branch will hold an open house on August 6 at 5 p.m. to provide information about the current facility and proposal. The Council is expected to review the proposal in August.

### **Felton**

The Friends of the Felton Branch held a lovely event on June 28 at the Hallcrest winery where they announced a grant from the State of California for the Felton Library and Nature Park project to assure the project's completion. The \$1 million provides project flexibility to cover unfunded park budget as well as contingencies for cost overruns. Assembly member Mark Stone was instrumental in the acquisition of the grant.

Santa Cruz Parks Department hosted a community design meeting for the Nature Discovery Park on June 15. Approximately 30 citizens attended.

At the request of contractors, bidding for the Felton project has been moved from Thursday, July 26<sup>th</sup> to Tuesday, July 31<sup>st</sup>. The Board of Supervisors will receive recommendations for award of a contract on August 28<sup>th</sup>.

### **Garfield**

Library staff are exploring design priorities with Jayson Architects and David Tanza. Funds available do not fully address the infrastructure and program needs.

### **La Selva Beach**

County and Library staff are exploring design priorities with Jayson Architects. ADA requirements and safety improvements will likely utilize the majority of available resources. Library staff met with Supervisor Friend and the Friends of the Library about the budget limitations on June 25.

The La Selva Beach Recreation District owns the current facility. Discussions are occurring regarding their responsibilities toward infrastructure improvements (e.g. accessibility, HVAC, termite control). The District may consider a November ballot but the complex has many infrastructure needs.

### **Live Oak Annex**

County, Library and Noll and Tam staff met to begin planning a fall community input meeting.

### **Scotts Valley**

The City of Scotts Valley has issued a permit to allow the Theatre Guild to use grant monies to complete the leveling of the concrete floor in the space adjacent to the branch library. Group 4 is completing a cost assessment of the Library's infrastructure needs and of the cost of the Guild obtaining occupancy of the adjacent space. AMS has been hired to complete a performing arts feasibility study.

Chair Jenny Haruyama  
Vice Chair Carlos Palacios  
Board Member Jamie Goldstein  
Board Member Martin Bernal



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

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

**REGULAR MEETING MINUTES  
THURSDAY JUNE 7, 2018  
9:00 A.M.**

**1. ROLL CALL**

**PRESENT:** Martin Bernal, Jenny Haruyama, Carlos Palacios, Jamie Goldstein  
**STAFF:** Library Director Susan Nemitz

**2. ADDITIONAL MATERIALS**

None

**3. ADDITIONS AND DELETIONS TO AGENDA**

The Agenda of June 7, 2018 was approved by consensus.

**4. ORAL COMMUNICATIONS**

None

**5. EXECUTIVE DIRECTOR REPORT**

Library Director's Report – June 2018

**6. PROJECT UPDATES AND COMMENTS BY BOARD MEMBERS**

Jamie Goldstein reported on the results of the bidding process for the new Capitola library project. The lowest bid was vastly higher than the available funds. Capitola is looking at different options.

Carlos Palacios suggested to use the design build method in order to avoid the surprise of bids being substantially higher than available funds.

## 7. CONSENT CALENDAR

<b>RESULT:</b>	<b>APPROVED CONSENT CALENDAR A. Approved Minutes of May 3, 2018 [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Jamie Goldstein</b>
<b>SECONDER:</b>	<b>Carlos Palacios</b>
<b>AYES:</b>	<b>Bernal, Haruyama, Palacios, Goldstein</b>

## 8. GENERAL BUSINESS

### A. Approve FY 2018-2019 LFFA Budget

<b>RESULT:</b>	<b>APPROVED FY 2018-2019 LFFA BUDGET [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Jamie Goldstein</b>
<b>SECONDER:</b>	<b>Carlos Palacios</b>
<b>AYES:</b>	<b>Bernal, Haruyama, Palacios, Goldstein</b>

### B. Approve Contract with Brown Armstrong for Audit Services

<b>RESULT:</b>	<b>APPROVED AMENDMENT TO CONTRACT WITH BROWN ARMSTRONG FOR AUDIT SERVICES [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Martin Bernal</b>
<b>SECONDER:</b>	<b>Carlos Palacios</b>
<b>AYES:</b>	<b>Bernal, Haruyama, Palacios, Goldstein</b>

### C. Report on Meeting with Jurisdictions regarding Bond Issues

Susan Nemitz, Library Director, reported.

**9. ADJOURNMENT**

The Libraries Facilities Financing Authority (LFFA) adjourned at 9:20 a.m. to the Regular Meeting on Thursday August 2, 2018 at 9:00 a.m. at the Downtown Branch Library, located at 224 Church Street, Santa Cruz, CA 95060.

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

AGENDA: August 2, 2018  
DATE: July 12, 2018  
TO: Board of Directors  
FROM: LFFA Treasurer-Controller  
SUBJECT: 2017-18 Budget Adjustment of \$1,840 to pay Debt Agent Fees

### RECOMMENDATIONS

1. Approve 2017-18 budget adjustment increasing operating transfers from the General Fund to the Debt Fund in the amount of \$1,840 for Debt Agent fees paid in June 2018.
2. Authorize the LFFA Controller to adjust the budget throughout the year from transfers from the General Fund to the Debt Fund for debt related costs.

### DISCUSSION

The LFFA Treasurer-Controller is requesting approval of the operating transfer from the General Fund to the Debt Fund to keep all costs related to debt in the Debt Fund.

She is also requesting authorization to prepare budget adjustments from the General Fund to the Debt Fund for any unanticipated costs related to debt management and debt service to keep costs related to debt in the Debt Fund.