

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



**SANTA CRUZ LIBRARIES FACILITIES FINANCING AUTHORITY
(LFFA)
REGULAR BOARD MEETING
THURSDAY MARCH 7, 2019**

6:00 P.M.

**APTOS BRANCH LIBRARY
7695 SOQUEL DRIVE, APTOS, CA 95003**

1. CALL TO ORDER / ROLL CALL

Board Members Jamie Goldstein, Carlos Palacios, Martin Bernal and 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 March (PG.3-7)

6. PROJECT UPDATES AND COMMENTS BY BOARD MEMBERS

7. CONSENT CALENDAR

- A. Approve Minutes of the February 7, 2019 Board Meeting
RECOMMENDED ACTION: Approve Minutes (PG.8-9)

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. Bond Expenditure Update for the second series
RECOMMENDED ACTION: Receive Bond Expenditure Update
- B. Annual Community Facilities District Reports for LFFA
RECOMMENDED ACTION: Receive FY 17/18 Annual CFD Reports (PG.10-17)

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

May 2, 2019	Downtown Branch Library	Agenda Items:
	224 Church Street, Santa Cruz, CA 95060	

10. ADJOURNMENT

Adjourned to a Regular Meeting of the Libraries Facilities Financing Authority (LFFA) to be held on Thursday May 2, 2019 at 9:00 a.m. at the Downtown Branch Library, located at 224 Church Street, 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.

March 2019

Library Director's Report to the LFFA

Aptos

Byrons Kim has been selected as a Design Build Criteria Consultant for the Aptos Branch. Two community meetings have been held. Criteria documents are expected by June 2019. A design/build firm will be selected in the summer of 2019 with a final design expected by the end of the year. Construction will follow with the opening of the remodeled facility expected in the spring of 2022. This branch will be closed during construction.

Boulder Creek

A community meeting was held February 7 with a great turnout. Community response is still being solicited but focused on preserving the local art in the building and maintaining its current character. The remodeling will focus on infrastructure like the ADA bathrooms, the septic system and parking lot lighting. Funding will allow the remodel of the entrance, circulation desk and reading room of the building. Construction is expected to begin in late winter of 2020 after the opening of the new Felton Branch with a grand opening in summer 2020.

Branciforte

Staff met with the owner's representative and architect to develop Community Input Meetings in May 2019. Schematic designs should be complete in the summer of 2019. The City purchasing department is working on the bidding and City approval process. The branch will likely close in early 2020 for construction. The grand opening is expected in the fall of 2021.

Capitola

Construction of the new Capitola Branch Library continues. Site grading is underway. The Library Advisory Committee reviewed the Library's furniture selections. Grand opening is expected in the spring of 2020.



Downtown

The City Council endorsed the Downtown Library Advisory Committee (DLAC) 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 in September. No further action has been taken by the City Council.

Felton

Construction continues as the steel columns and framing is well underway.



Garfield

Staff met with the owner's representative and architect to develop Community Input Meetings in May 2019. Schematic designs should be complete in the summer of 2019. The City purchasing department is working on the bidding and City approval process. The branch will likely close in early 2020 for construction. The grand opening is expected in the fall of 2020.

La Selva Beach

The schematic design has been finalized and a revised budget prepared. Value engineering has been prepared and several items have been selected to add alternates. The County hopes to award a contract in the summer of 2019 with a six month construction process beginning fall of 2019 with opening expected in spring of 2020. This branch will be closed during construction.

Live Oak

A list of needed repairs has been collected. Some refresh issues have been identified in the children's area. Abe Jayson has been hired to do the design development work.

Live Oak Annex

County, Library and Noll and Tam staff held three community planning meetings in the fall of 2018. The County hopes to award a contract for the project in the winter of 2020 with a potential opening of the summer of 2021.

Scotts Valley

The Scotts Valley City Council will hear the outcome of a building assessment done by Group 4 and a performing arts feasibility study completed by AMS on March 6.

Draft SCPL Project Schedules 2nd Bond Sale?

	2019				2020			
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Aptos	Schematic Design		<ul style="list-style-type: none"> Criteria Documents CEQA Documentation Design Build RFP and RFP 	<ul style="list-style-type: none"> Moving Sale 	DB Design Development		<ul style="list-style-type: none"> DB Construction Docs Building Permits Moving Sale Staff to Cap? 	Construction Phase
Boulder Creek	Design Development	CEQA Documentation	<ul style="list-style-type: none"> Construction Documents Building Permit Bidding and Award 		<ul style="list-style-type: none"> Construction Phase Staff to Fel 	Construction Phase	<ul style="list-style-type: none"> Construction Close-Out Occupancy Move-In/Recall Staff Grand Opening 	
Branciforte	Construction Phase	Community Meetings Design Development Complete	City Approvals	<ul style="list-style-type: none"> Construction Documents Bidding and Award Building Permit Moving Sale 	<ul style="list-style-type: none"> Construction Phase Staff to DT 	Construction Phase	Construction Phase	Construction Phase
Capitola	Construction Phase	Construction Phase	Construction Phase	Construction Phase	Construction Phase	<ul style="list-style-type: none"> Construction Close-Out Occupancy Move-In/Recall staff Grand Opening 		
Downtown	Construction without closure	Construction without closure	Construction without closure	<ul style="list-style-type: none"> Construction Close-Out Occupancy Move-In Moving Sale Close old building 				<ul style="list-style-type: none"> Schematic Design Complete
Felton	Construction without closure	Construction without closure	Construction without closure	<ul style="list-style-type: none"> Construction Close-Out Occupancy Move-In Moving Sale Close old building 	<ul style="list-style-type: none"> Occupancy Grand Opening 			
Garfield Park	<ul style="list-style-type: none"> Design Development CEQA Documentation 	<ul style="list-style-type: none"> Community Meetings Design Development Complete 	City Approvals	<ul style="list-style-type: none"> Construction Documents Bidding and Award Building Permit Moving Sale 	<ul style="list-style-type: none"> Construction Phase Staff to DT 	Construction Phase	Construction Phase	<ul style="list-style-type: none"> Construction Close-Out Occupancy Move-In/Recall staff Grand Opening
La Selva Beach	<ul style="list-style-type: none"> Design Development CEQA Documentation 	<ul style="list-style-type: none"> Construction Documents Building Permit 	Bidding and Award	<ul style="list-style-type: none"> Move-Out Moving Sale Staff to Apt Construction Begins 	Construction Phase	<ul style="list-style-type: none"> Construction Close-Out Occupancy Move-In/Recall staff Grand Opening 		
Live Oak	Design Development	CEQA Documentation	<ul style="list-style-type: none"> Construction Documents Building Permit Bidding and Award 	Repairs no Closure	Construction Close-Out			
Live Oak Annex		Schematic Design	<ul style="list-style-type: none"> Design Development CEQA and Development Permit 	Repairs without closure	<ul style="list-style-type: none"> Construction Documents Building Permit 	Bidding and Award	Construction without closure	Construction without closure
Scotts Valley			Repairs without closure	Repairs without closure	Repairs without closure	Repairs without closure		

2021				2022				
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Construction Phase	Construction Phase	Construction Phase	Construction Phase	Construction Phase	Construction Close-Out • Occupancy • Move-In/Recall staff	Grand Opening		
• Construction Close-Out • Occupancy • Move-In/Recall Staff • Grand Opening								
• Design Development Complete • CEQA Documentation and Development Permit	Construction Documents	Building Permit	Bidding and Award	• Construction Phase - Closure? • Moving sale	Construction Phase - Closure????	Construction Phase - Closure????		Construction Phase - Closure????
Construction without closure	Construction without closure • Occupancy • Move-In • Grand Opening							

3rd Bond Sale?

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



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

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

**REGULAR MEETING MINUTES
THURSDAY FEBRUARY 7, 2019
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 February 7, 2019 was approved by consensus.

4. ORAL COMMUNICATIONS

None

5. EXECUTIVE DIRECTOR REPORT

Library Director's Report – February 2019

A member of the public expressed her concerns about the lack of attention given to the Live Oak Branch Library in the Director's report.

6. PROJECT UPDATES AND COMMENTS BY BOARD MEMBERS

None

7. CONSENT CALENDAR

RESULT: **APPROVED CONSENT CALENDAR**
 A. Approved Minutes of December 6, 2018
 B. Authorized LFFA Treasurer-Controller to Adjust the FY 2018/19
 Budget
 C. Received LFFA Basic Financial Statements and Independent Auditor’s
 Report
 [UNANIMOUS]

MOVER: **Martin Bernal**
SECONDER: **Jamie Goldstein**
AYES: **Bernal, Goldstein, Haruyama, Palacios**

8. GENERAL BUSINESS

A. Annual Election of Board Chair and Board Vice Chair.

RESULT: **Elected the Calendar year 2019 Board Chair and Vice Chair as the County**
 of Santa Cruz and the City of Capitola respectively.
 [UNANIMOUS]

MOVER: **Carlos Palacios**
SECONDER: **Martin Bernal**
AYES: **Bernal, Goldstein, Haruyama, Palacios**

B. Financing Schedule for the 2019 Special Tax Bonds.

Nicole Coburn presented an overview and responded to a number of questions. The Board discussed the Financing Schedule and individual needs of the Capitola, Scotts Valley and Branciforte Branch libraries. A subcommittee comprised of Martin Bernal, Jamie Goldstein, Susan Nemitz and Nicole Coburn was suggested.

9. ADJOURNMENT

The Libraries Facilities Financing Authority (LFFA) adjourned at 9.25 a.m. to the Regular Meeting on Thursday March 7, 2019 at 6:00 p.m. at the Aptos Branch Library, located 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

AGENDA: March 7, 2019
DATE: February 27, 2019
TO: Board of Directors
FROM: LFFA Treasurer-Controller
SUBJECT: Receive 2017-18 Community Facilities District Reports

RECOMMENDATION

Receive the Annual Community Facilities District Reports for the fiscal year ended June 30, 2018 from the Members of the Libraries Facilities Financing Authority (LFFA).

DISCUSSION

Per the Joint Community Facilities Agreement, paragraph 4, Annual Reporting: Each Member shall, no later than 90 days after the end of the Member's fiscal year, file with the Authority a written report (the "Annual CFD (Community Facilities District) Report") containing the following information for the prior fiscal year:

- i. The amount of Bond proceeds received and expended during such fiscal year, any cash balance of Bond proceeds remaining on hand at the end of such fiscal year, and a summary of the Facilities for which Bond proceeds were expended.
- ii. The amount of Special Taxes received and expended during such fiscal year, any cash balance of Special Taxes remaining on hand at the end of such fiscal year, and a summary of the Facilities for which Special Taxes were expended.

Please find attached and receive the Annual Community Facilities District Reports for the fiscal year ended June 30, 2018 for the following members of the LFFA:

- City of Santa Cruz
- City of Capitola
- City of Scotts Valley
- County of Santa Cruz

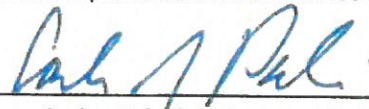
**Annual Community Facilities District Report
 Proceeds and Expenditures of
 Library Facilities Financing Authority Bond and Special Tax Revenue
 For the County of Santa Cruz
 Fiscal Year Ended June 30, 2018**

This report is prepared pursuant to the Santa Cruz Libraries Facilities Financing Authority Joint Exercise of Powers Agreement, paragraph 4: Annual Reporting, dated January 6, 2017; which requires each member to file with the Authority a written report (the "Annual CFD Report) containing the following information for the prior fiscal year:

- i. The amount of Bond proceeds received and expended during the fiscal year, any cash balance of Bond proceeds remaining on hand at the end of the fiscal year and a summary of the Facilities for which Bond proceeds were expended.
- ii. The amount of Special Taxes received and expended during the fiscal year, any cash balance of Special Taxes remaining on hand at the end of the fiscal year and a summary of the Facilities for which Special Taxes were expended.

	On hand July 1, 2017	Received	Expended	On hand June 30, 2018
Proceeds from Bonds				
APTOS LIBRARY	\$ -	\$ -	\$ -	\$ -
BOULDER CRK LIBRARY	-	-	-	-
FELTON LIBRARY	-	936,733.50	709,208.78	227,524.72
LA SELVA LIBRARY	-	-	-	-
LIVE OAK LIBRARY/ANNEX	-	58,968.65	58,238.16	730.49
Total Proceeds from Bonds:	\$ -	\$ 995,702.15	\$ 767,446.94	\$ 228,255.21
Special Taxes				
UNALLOCATED ¹	\$ -	\$ 978,617.00	\$ -	\$ 978,617.00
APTOS LIBRARY	74,689.80	-	-	74,689.80
BOULDER CRK LIBRARY	76,017.32	-	14,878.33	61,138.99
FELTON LIBRARY	1,001,706.43	-	-	1,001,706.43
LA SELVA LIBRARY	74,335.77	-	15,859.82	58,475.95
LIVE OAK LIBRARY/ANNEX	67,609.79	-	-	67,609.79
Total Special Taxes:	\$ 1,294,359.11	\$ 978,617.00	\$ 30,738.15	\$ 2,242,237.96

I certify that to the best of my knowledge and belief that the representations contained in this report are true and accurate.



Carlos Palacios, County Administrative Officer
 February 19, 2019

Bond proceeds in this report represent amounts that have been distributed to the County of Santa Cruz by the Libraries Facilities Financing Authority (LFFA). Balance of bond proceeds available are held in trust at the Bank of New York Mellon and distributed to members by the LFFA upon request.

Special Taxes are collected by the LFFA and distributed to members twice annually in January and June, or as soon as practical.

¹Unallocated special taxes have been received by the County but not yet allocated to a County libraries project.

Facilities Projects Summary

Aptos Branch Library – 7695 Soquel Dr. Aptos, CA 95003

Design and permitting of a major renovation and possible addition to existing branch library to include upgrades to the existing building including but not limited to structural, roofing, mechanical, electrical, plumbing, data systems, building interiors and finishes, and site improvements.

Boulder Creek Branch Library – 13390 W. Park Ave. Boulder Creek, CA 95006

Design of accessibility, circulation design, lighting, power, data and utility upgrades, and other interior and site improvements at existing branch library.

Felton Branch Library – Gushee St, Felton, CA 95018

Design, permitting and construction of a new branch library of approximately 9,000 square feet, single story building, associated on and off-site improvements, utilities, furniture, fixtures and equipment.

La Selva Branch Library – 316 Estrella Ave, La Selva Beach, CA 95076

Design, permitting, and renovation of existing branch library including accessibility, mechanical, power and data systems, circulation desk, and other interior and patio improvements, plus furniture, fixtures and equipment.

Live Oak Branch Library/Annex – 2380 Portola Drive, Santa Cruz, CA 95062 and 979 17th Avenue, Santa Cruz, CA 95062

Design and permitting, as required, of upgrades to existing mechanical system, circulation desk, reference desk and other interior upgrades at existing branch library.

Design and permitting of a building addition and renovation of a portion of an existing community center including but not limited to structural, roofing, mechanical, electrical, plumbing and data systems, building interiors and finishes, and site improvements.

Annual Community Facilities District Report
 Proceeds and Expenditures of
 Library Facilities Financing Authority Bond and Special Tax Revenue
 For the City of Capitola
 For the fiscal year ended June 30, 2018

This report is prepared pursuant to the Santa Cruz Libraries Facilities Financing Authority Joint Exercise of Powers agreement, paragraph 4: Annual Reporting, dated January 6, 2017; which requires each member to file with the Authority a written report containing the following information for the prior fiscal year:

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2. The amount of Special Taxes received and expended during the fiscal year, any cash balance of Special Taxes remaining on hand at the end of the fiscal year and a summary of the Facilities for which Special Taxes were expended.

	On hand July 1, 2017	Received	Expended	On hand June 30, 2018
Proceeds from Bonds				
CAPITOLA LIBRARY	\$ -	\$ 690,793.54	\$ 691,928.63	\$ (1,135.09)
Total Proceeds from Bonds:	\$ -	\$ 690,793.54	\$ 691,928.63	\$ (1,135.09)
Special Taxes				
CAPITOLA LIBRARY	\$ 22,963.49		\$ 22,963.49	\$ -
Total Special Taxes:	\$ 22,963.49	\$ -	\$ 22,963.49	\$ -

I certify that to the best of my knowledge and belief that the representations contained in this report are true and accurate.


 Jim Malberg, Finance Director
 City of Capitola

Facilities Project Summary

Capitola Branch Library – 2005 Wharf Road Capitola, CA 95010

Design, permitting and construction of a new branch library of approximately 11,700 square feet.

Annual Community Facilities District Report
 Proceeds and Expenditures of
 Library Facilities Financing Authority Bond and Special Tax Revenue
 For the City of Santa Cruz, CA
 Fiscal Year Ended June 30, 2018

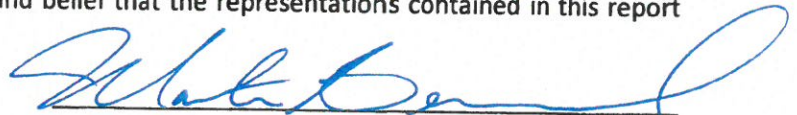
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	On hand July 1, 2017	Received	Expended	On hand June 30, 2018
Proceeds from Bonds				
Branciforte Library	\$ -	\$ -	\$ -	\$ -
Downtown Library	-	-	-	-
Garfield Park Library	-	-	-	-
Total Proceeds from Bonds	\$ -	\$ -	\$ -	\$ -
Special Taxes				
Branciforte Library	\$ -	\$ -	\$ 6,502.80	\$ (6,502.80)
Downtown Library	-	-	95,000.00	\$ (95,000.00)
Garfield Park Library	-	-	6,502.81	\$ (6,502.81)
Total Special Taxes	\$ 1,480,128.00	\$ 2,123,473.00	\$ 108,005.61	\$ 3,495,595.39

NOTE: Special taxes have not yet been allocated to the individual branches. As a result, only the total amount for special taxes is specified and not individual branch amounts.

I certify that to the best of my knowledge and belief that the representations contained in this report are true and accurate.



Martín Bernal, City Manager
 February 21, 2019

Proceeds of bonds are held in trust at the Bank of New York Mellon.

Special Taxes are collected and distributed to members of the Authority by the Treasurer twice annually in January and June, or as soon as practical upon receipt.

Facilities Projects Summary

Branciforte Branch Library – 230 Gault St., Santa Cruz, CA 95062

Upgrades to the existing building including but not limited to: electrical, plumbing, telecom, interior finishes, and building exteriors.

Downtown Branch Library – 224 Church St., Santa Cruz, CA 95060

Design, permitting, and construction of a new branch library, associated on and off-site improvements, utilities, furniture, fixtures, and equipment.

Garfield Park Branch Library – 705 Woodrow Ave., Santa Cruz, CA 95060

Upgrades to the existing building including but not limited to: electrical, plumbing, fire sprinkler, telecom, interior finishes, and building exteriors.

Proceeds of bonds are held in trust at the Bank of New York Mellon.

Special Taxes are collected and distributed to members of the Authority by the Treasurer twice annually in January and June, or as soon as practical upon receipt.

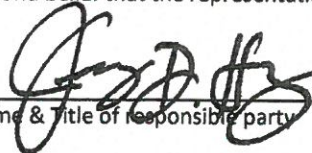
**Annual Community Facilities District Report
 Proceeds and Expenditures of
 Library Facilities Financing Authority Bond and Special Tax Revenue
 For the City of Scotts Valley
 Fiscal Year Ended June 30, 2018**

This report is prepared pursuant to the Santa Cruz Libraries Facilities Financing Authority Joint Exercise of Powers Agreement, paragraph 4: Annual Reporting, dated January 6, 2017; which requires each member to file with the Authority a written report (the "Annual CFD Report") containing the following information for the prior fiscal year:

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	<u>On hand July 1, 2017</u>	<u>Bond Proceeds Received</u>	<u>Investment Earnings</u>	<u>Expended</u>	<u>On hand June 30, 2018</u>
PROCEEDS FROM BONDS					
Scotts Valley Library	\$ -	\$ -	\$ -	\$ -	\$ -
	<u>On hand July 1, 2017</u>	<u>Special Taxes Received</u>	<u>Investment Earnings</u>	<u>Expended</u>	<u>On hand June 30, 2018</u>
PROCEEDS FROM SPECIAL TAXES					
Scotts Valley Library	\$ 169,892.88	\$ 200,150.00	\$ 2,974.06	\$ 3,467.67	\$ 369,549.27

I certify that to the best of my knowledge and belief that the representations contained in this report are true and correct.

 CITY MANAGER 2/7/19
 Name & Title of responsible party Date

Proceeds of bonds are held in trust at the Bank of New York Mellon.

Special Taxes are collected and distributed to members of the Authority by the Treasurer twice annually in January and June, or as soon as practical upon receipt.

**Annual Community Facilities District Report
Facilities Projects Summary of
Library Facilities Financing Authority Bond and Special Tax Revenue
For the City of Scotts Valley
Fiscal Year Ended 30, 2018**

Scotts Valley Library - 251 Kings Village Road, Scotts Valley, CA 95066

Design and planning for replacement of the HVAC system, roof repairs, installation of sound attenuation equipment, major building improvements and parking lot improvements.

Painting of exterior deck.

Construction of outside shed for storage.

Proceeds of bonds are held in trust at the Bank of New York Mellon.

Special Taxes are collected and distributed to members of the Authority by the Treasurer twice annually in January and June, or as soon as practical upon receipt.