

Chair Carlos Palacios
Vice Chair Jamie Goldstein
Board Member Martin Bernal
Board Member Tina Shull



**SANTA CRUZ LIBRARIES FACILITIES FINANCING AUTHORITY
(LFFA)
REGULAR BOARD MEETING
THURSDAY JUNE 6, 2019**

6:00 P.M.

**BOULDER CREEK BRANCH LIBRARY
13390 WEST PARK AVE, BOULDER CREEK, CA 95006**

1. CALL TO ORDER / ROLL CALL

Board Members Jamie Goldstein, Carlos Palacios, Martin Bernal and Tina Shull

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 June (PG.3-8)

6. PROJECT UPDATES AND COMMENTS BY BOARD MEMBERS

7. CONSENT CALENDAR

- A. Approve Minutes of the May 2, 2019 Board Meeting
RECOMMENDED ACTION: Approve Minutes (PG.9-10)
- B. 2018/19 3rd Qtr. Library Sales Tax Revenue Update
RECOMMENDED ACTION: Pull item from LFFA agenda and move to LJPA (PG.11-12)
- C. LFFA Budget FY 2019-2020
RECOMMENDED ACTION: Approve Budget FY 19-20 (PG.13-15)

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

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

August 1, 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 August 1, 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.

June 2019

Library Director's Report to the LFFA

Aptos

Two community meetings have been held. Criteria documents are being developed and are expected by June 2019. Cost estimates will be completed and an additional community meeting will be held in July. A design/build firm will be selected in the fall of 2019. 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

Design development is complete. The remodeling will focus on infrastructure like the ADA bathrooms, the septic system and parking lot lighting. Remaining funding will allow the remodel of the entrance, circulation desk and reading room of the building. Add alternates will include a remodel of the children's area and paint and carpet throughout. Construction is expected to begin in early 2020 with a grand opening in fall 2020. The Friends of the Library have received a \$100,000 matching grant from the Monterey Bay Peninsula Foundation for added amenities.

Branciforte

A community meeting was held May 22. The predesign was well received. The community had many concerns about public safety. Design development should be complete in the summer of 2019. The branch will likely close in early 2020 for construction. The grand opening is expected in early 2021.



Capitola

Construction of the new Capitola Branch Library continues. The contractor notified the City that the design of the building eave facing Wharf Road extends into a restricted

area around the energized power lines. The project team has decided to fast track burying the electrical lines. Grand opening is expected in summer of 2020.

Downtown

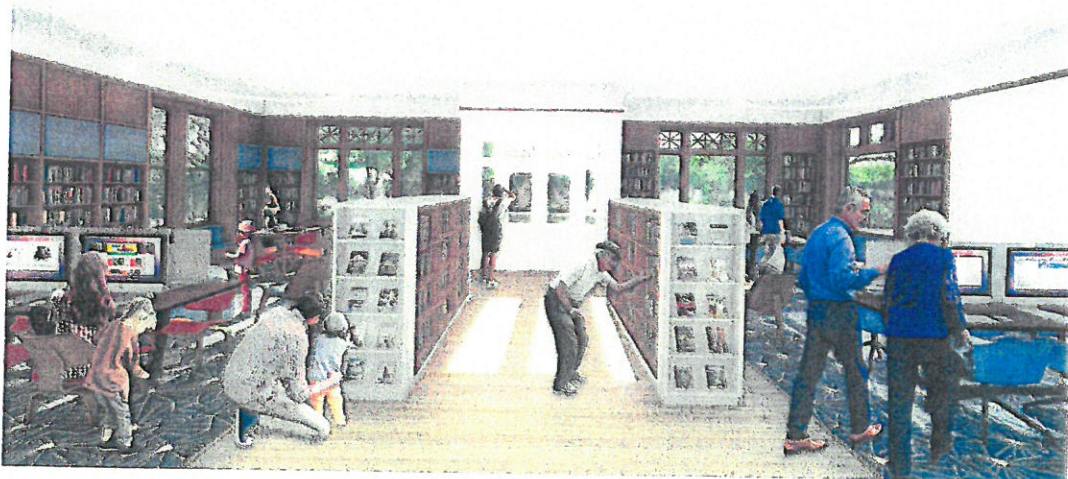
The Santa Cruz City Council has appointed a subcommittee of Donna Meyers, Sandy Brown and Justin Cummings to investigate alternatives to the current Downtown Library proposal, in collaboration with Library staff and the interested community, and return with a recommendation no later than October 2019.

Felton

Thompson Builders is currently on schedule and has reached several milestones in the construction of the library in the last few weeks. Much of the utility/infrastructure has been installed into the walls of the building and that phase is nearing completion. Most of the fascia at the edge of the roofs has been installed and the roof is almost ready to receive the finish roof and gutters. Blocking was recently installed in the framing which will support the public art that was selected for the building. Lea De Witt, a local artist who was selected for the project, is producing colorful, hand blown glass butterflies, roughly 9" in size. Many of the butterflies will be suspended from the ceiling throughout the main area of the library, primarily in the children's area. Final grading of the parking lot has recently taken place as well, where the new parking lot paving will be pervious concrete. This material will allow the stormwater to be retained in a below-grade drainrock layer and allowed to slowly permeate into the ground. The Discovery Park is out to bid with the hope that the two projects are completed simultaneously.

Garfield Park

A community meeting was held May 15. Feedback was generally positive with some concern about the outside patio add alternate. Design development should be complete by the summer of 2019. The branch will likely close in early 2020 for construction. The grand opening is expected in the fall/winter of 2020. The Friends of the Library have received a \$100,000 matching grant from the Monterey Bay Peninsula Foundation for added amenities.



La Selva Beach

The schematic design has been finalized. 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. The Friends of the Library have received a \$100,000 matching grant from the Monterey Bay Peninsula Foundation for added amenities.

Live Oak

Design development is complete. A list of needed repairs has been identified and refresh issues planned for in the children's area.

Live Oak Annex

County, Library and Noll and Tam staff held three community planning meetings in the fall of 2018. An additional meeting was held on May 28. The design concept will go the County Board for their approval in August.

Scotts Valley

Library staff met with David Tanza and City staff to begin planning for roof and building envelope improvements as well as HVAC upgrades.

Draft SCPL Project Schedules

		2019				2020			
		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
	Programmatic Criteria			<ul style="list-style-type: none"> Criteria Documents CEQA Documentation Design Build RFP and RFP 		<ul style="list-style-type: none"> Design Development Weed Collection 	Building Permits	<ul style="list-style-type: none"> DB Construction Docs Closing Moving Sale Staff to Cap 	Construction Phase
Aptos	Design Development		CEQA Documentation	<ul style="list-style-type: none"> Construction Documents Building Permit Bidding and Award Weed 	Moving Sale	<ul style="list-style-type: none"> Construction Phase Staff to Felton 	<ul style="list-style-type: none"> Construction Phase Purchase ODC 	<ul style="list-style-type: none"> Construction Close-Out Occupancy Move-In/Recall Staff Grand Opening 	Construction Phase
Boulder Creek			Community Meetings Design Development Complete	<ul style="list-style-type: none"> City Approvals Weed 	<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
Branciforte	Construction Phase		Construction Phase, complete shelving plan	Construction Phase	Construction Phase	<ul style="list-style-type: none"> Construction Phase Purchase ODC 	<ul style="list-style-type: none"> Construction Close-Out Occupancy Move-In/Recall staff Grand Opening 		
Capitola				Subcommittee exploration					Schematic Design Complete
Downtown	Construction without closure		<ul style="list-style-type: none"> Construction without closure Weed old bldg., complete shelving plan 	Construction without closure	<ul style="list-style-type: none"> Construction Close-Out Occupancy Move-In Moving Sale Close old building Purchase ODC 	<ul style="list-style-type: none"> Occupancy Grand Opening - January 			
Felton			Community Meetings Design Development Complete	<ul style="list-style-type: none"> City Approvals Weed 	<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	<ul style="list-style-type: none"> Construction Phase Purchase ODC 	<ul style="list-style-type: none"> Construction Close-Out Occupancy Move-In/Recall staff Grand Opening
Garfield Park	<ul style="list-style-type: none"> Design Development CEQA Documentation 		<ul style="list-style-type: none"> Construction Documents Building Permit Weed 	<ul style="list-style-type: none"> Bidding and Award 	<ul style="list-style-type: none"> Close Moving Sale Staff to Aptos Construction Begins 	<ul style="list-style-type: none"> Construction Phase Purchase ODC 	<ul style="list-style-type: none"> Construction Close-Out Occupancy Move-In/Recall staff Grand Opening - June 1 		
La Selva Beach	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			Schematic Design	<ul style="list-style-type: none"> Design Development CEQA and Development Permit RFP Fiber 		<ul style="list-style-type: none"> Construction Documents Building Permit 	Bidding and Award	Construction without closure	Construction without closure
Live Oak Annex				Repairs without closure	Repairs without closure	Repairs without closure	Repairs without closure		
Scotts Valley									

		3rd Bond Sale?							
		2021				2022			
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Q3	Construction Phase	Construction Phase	Construction Phase	Construction Phase	Construction Phase	Construction Close-Out • Occupancy • Move-In/Recall staff • Purchase ODC	Grand Opening		
	• Construction Close-Out • Occupancy • Move-In/Recall Staff • Grand Opening								
	• Design Development Complete • CEQA Documentation and Development Permit	Construction Documents		• Building Permit • Weed	Bidding and Award	• Construction Phase - Closure? • Moving sale	Construction Phase - Closure????	Construction Phase - Closure????	Construction Phase - Closure????
	Construction without closure • ODC???	• Construction without closure • ODC???	• Occupancy • Move-In • Grand Opening						

2023		2024		
Q4	Q1	Q2	Q3	Q4
Construction Phase - Closure????	Construction Phase - Closure????	Construction Phase - Closure????	Construction Phase - Closure????	<ul style="list-style-type: none"> • Occupancy • Move-In • Grand Opening

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 MAY 2, 2019
9:00 A.M.**

1. ROLL CALL

PRESENT: Martin Bernal, Jenny Haruyama, Jamie Goldstein, Nicole Coburn
(Alternate)

STAFF: Library Director Susan Nemitz, Auditor-Controller/Treasurer-Tax Collector,
Edith Driscoll

2. ADDITIONAL MATERIALS

None

3. ADDITIONS AND DELETIONS TO AGENDA

The Agenda of May 2, 2019 was approved by consensus.

4. ORAL COMMUNICATIONS

None

5. EXECUTIVE DIRECTOR REPORT

- A. Library Director's Report – May 2019
- B. Recognition of Jenny Haruyama

6. PROJECT UPDATES AND COMMENTS BY BOARD MEMBERS

Jamie Goldstein reported on the most recent discovery that existing PG&E lines are in conflict with the design of the new Capitola Branch library. A solution is being worked out.

7. CONSENT CALENDAR

RESULT:	APPROVED CONSENT CALENDAR A. Approved Minutes of March 7, 2019 B. Accepted CFD - NBS Annual Report FY 18/19 [UNANIMOUS]
MOVER:	Nicole Coburn
SECONDER:	Jenny Haruyama
AYES:	Bernal, Goldstein, Coburn, Haruyama

8. GENERAL BUSINESS

A. LFFA Proposed Budget FY 2019/20. Edit Driscoll presented the proposed budget with approval pending next Board meeting.

9. ADJOURNMENT

The Libraries Facilities Financing Authority (LFFA) adjourned at 9:12 a.m. to the Regular Meeting on Thursday June 6, 2019 at 6:00 p.m. at the Boulder Creek Branch Library, located at 13390 West Park Ave., Boulder Creek, CA 95006.

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.



County of Santa Cruz

COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073
831) 454-2100 • FAX: (831) 454-3420 • TDD/TTY: CALL 711

CARLOS J. PALACIOS, COUNTY ADMINISTRATIVE OFFICER

May 10, 2019

TO: Each Member of the Board of Directors of the Library Financing Authority

2018-19 3rd QUARTER LIBRARY SALES TAX REVENUE UPDATE

Dear Members of the Board of Directors:

The purpose of this letter is to provide an update on the Library Sales Tax actual receipts for the 3rd quarter of 2018-19.

Library Sales Tax actual receipts for the 3rd quarter totaled \$2,755,632. In addition, the April payment totaled \$937,724. This results in a 2018-19 fiscal year to date estimated total of \$10,622,521, or \$30,451 (0.3%) more than the 2018-19 adopted budget, and is a \$276,551 (2.7%) increase from 2017-18 actual receipts, as shown in the attached history. This is an improvement over the estimate provided in January due to back payments related to the State's problems with its new computer systems.

This office will provide an update in June as part of the next regular meeting of the Library Financing Authority. If you have any questions, please call me at 454-2100.

Sincerely,

Nicole Coburn
Assistant County Administrative Officer

Attachment

cc: Library Director, Santa Cruz City/County Library System
Library Director, Watsonville Library
County Administrative Officer
City Managers
Auditor-Controller-Treasurer-Tax Collector
Finance Director, City of Santa Cruz
Finance Director, City of Watsonville

SERVING THE COMMUNITY – WORKING FOR THE FUTURE

Library Sales Tax Receipts - Quarterly and Annual

Year	Quarter	Quarterly Actual	Estimate **	Annual		
				Actual / Estimate **	Change over Prior Year	% Change over Prior Year
2008-09 *	1	2,112,168				
2008-09	2	2,125,649				
2008-09	3	1,795,098				
2008-09	4	1,570,743				
2009-10	1	1,783,988		\$7,603,658	(\$750,287)	-8.98%
2009-10	2	1,764,882				
2009-10	3	1,747,693				
2009-10	4	1,650,856		\$6,947,419	(\$656,239)	-8.63%
2010-11	1	1,845,994				
2010-11	2	1,944,408				
2010-11	3	1,784,248				
2010-11	4	1,738,035		\$7,312,685	\$365,266	5.26%
2011-12	1	1,977,610				
2011-12	2	2,017,194				
2011-12	3	1,926,748				
2011-12	4	1,878,232		\$7,799,784	\$487,098	6.66%
2012-13	1	2,067,292				
2012-13	2	2,213,276				
2012-13	3	2,073,641				
2012-13	4	2,010,230		\$8,364,440	\$564,656	7.24%
2013-14	1	2,308,067				
2013-14	2	2,271,714				
2013-14	3	2,211,364				
2013-14	4	2,082,934		\$8,874,079	\$509,639	6.09%
2014-15	1	2,321,923				
2014-15	2	2,338,481				
2014-15	3	2,295,975				
2014-15	4	2,183,913		\$9,140,291	\$266,212	3.00%
2015-16	1	2,458,685				
2015-16	2	2,516,897				
2015-16	3	2,378,260				
2015-16	4	2,244,832		\$9,598,675	\$458,384	5.01%
2016-17	1	2,503,646				
2016-17	2	2,571,786				
2016-17	3	2,487,745				
2016-17	4	2,334,143		\$9,897,319	\$298,645	3.11%
2017-18	1	2,650,310				
2017-18	2	2,701,663				
2017-18	3	2,548,173				
2017-18	4	2,445,825		\$10,345,970	\$448,651	4.53%
2018-19	1	2,621,108				
2018-19	2	3,060,073				
2018-19	3	2,755,632				
2018-19	4		2,185,708	\$10,622,521	\$276,551	2.67%
2018-19 Total Receipts Net of Audit Fee				\$10,618,721		

History for additional years going back to Fiscal Year 1997-98 is available upon request.

* The amount for the 1st quarter of 2008-09 includes the cost of the Measure R Election.

Estimated cost of the election was \$275,000. Actual cost of the election was \$198,267.

** Bold Amounts are Estimated



STAFF REPORT

AGENDA: June 6, 2019
DATE: May 28, 2019
TO: Board of Directors
FROM: Libraries Facilities Financing Authority Treasurer-Controller
SUBJECT: Libraries Facilities Financing Authority Budget for FYR 2019-2020

RECOMMENDATION

Adopt the Libraries Facilities Financing Authority (LFFA) Final 2019-2020 Budgets.

DISCUSSION

Proposed budgets were presented to the board on May 2 for discussion. No changes were recommended. Therefore, the budgets are presented here for final adoption. This includes budgets for the General Fund and the Debt Service Fund.

The attached Final Budgets reflect the anticipated Sources and Uses of LFFA funds. The allocation is based on the modified maximum allocation amounts approved by the LFFA Board on August 30, 2018, in the First Supplement to the Amended and Restated Joint Exercise of Powers Agreement for the LFFA. These limits are reflected below.

	Modified Maximum Amount	Percentage
City of Capitola	\$10,000,000	12.90
City of Santa Cruz	\$31,250,000	40.32
City of Scotts Valley	\$3,750,000	4.84
County of Santa Cruz	\$32,500,000	41.94
Total	\$77,500.000	100.00

The Final Budget does not reflect proceeds from the issuance of a second bond during 2019-2020, as the actual bond issuance amount and timing has not been determined. The budget does include estimated bond preparation expenditures. If the Board decides to issue the second bond during 2019-2020 a revised Budget would be prepared and submitted to your Board.

The Final Budget reflects an adjusted Assessment revenue amount. This is the result of a correction made by NBS to the annual tax levy they provided for 2018-2019.

Libraries Facilities Financing Authority
 General Fund - 76190
 Adopted Budget

Fiscal Year: 2019-20

Object Title	2017-18 Actuals	2018-19 YTD Adj Budget	2018-19 YTD Actuals	2018-19 Estimated Actuals	2019-20 Proposed Budget
Fund 76190 -- SC LIBRARIES FAC FIN AUTH LFFA					
Revenues					
40192 ASSESSMENTS	\$ 4,394,341	\$ 4,565,050	\$ 4,336,769	\$ 4,425,000	\$ 4,425,000
40430 INTEREST	12,427	5,700	12,832	18,232	12,427
Total Revenues (SOURCES)	\$ 4,406,768	\$ 4,570,750	\$ 4,349,601	\$ 4,443,232	\$ 4,437,427
Expenditures					
75230 CONTRIB TO OTHER AGENCIES-OTH (Admin)	\$ 5,000	\$ 100,000	\$ 5,000	\$ 18,500	\$ 50,000
75236 CONTRIB TO CITY OF CAPITOLA	-	133,556	39,906	131,792	101,543
75237 CONTRIB TO CITY OF SANTA CRUZ	1,983,162	1,953,103	681,955	1,927,304	1,443,146
75238 CONTRIB TO CITY OF SCOTTS VALL	200,150	205,014	71,186	202,306	151,654
75239 CONTRIB TO COUNTY	978,617	1,191,953	1,092,134	1,176,208	850,002
90000 OPERATING TRANSFERS OUT	1,225,841	1,240,831	1,240,831	1,240,831	1,841,082
Total Expenditures (USES)	\$ 4,392,770	\$ 4,824,457	\$ 3,131,012	\$ 4,696,941	\$ 4,437,427
Revenues less Expenses	\$ 13,998	\$ (253,707)	\$ 1,218,589	\$ (253,709)	\$ -
Beginning Fund Balance	\$ 239,711	\$ 253,709	\$ 253,709	\$ 253,709	\$ -
Ending Fund Balance	\$ 253,709	\$ 2	\$ 1,472,298	\$ -	\$ -

Libraries Facilities Financing Authority
 General Fund - 76190
 Adopted Budget

Fiscal Year: 2019-20

Object Title	2017-18 Actuals	2018-19 YTD Adj Budget	2018-19 YTD Actuals	2018-19 Estimated Actuals	2019-20 Proposed Budget
Fund 76190 -- SC LIBRARIES FAC FIN AUTH LFFA					
GL Key 701300 -- SC LIBRARIES FAC FIN AUTH LFFA					
Revenues					
40192 ASSESSMENTS	\$ 4,394,341	\$ 4,565,050	\$ 4,336,769	\$ 4,425,000	\$ 4,425,000
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Ending Fund Balance	\$ 253,709	\$ 2	\$ 1,472,298	\$ -	\$ -