

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



**SANTA CRUZ LIBRARIES FACILITIES FINANCING AUTHORITY
(LFFA)
REGULAR BOARD MEETING
THURSDAY OCTOBER 3, 2019**

6:00 P.M.

**SCOTTS VALLEY BRANCH LIBRARY
251 KINGS VILLAGE ROAD, SCOTTS VALLEY, CA 95066**

1. CALL TO ORDER / ROLL CALL

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

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 October (PG.3-5)

6. PROJECT UPDATES AND COMMENTS BY BOARD MEMBERS

7. CONSENT CALENDAR

- A. Approve Minutes of the August 1, 2019 Board Meeting
RECOMMENDED ACTION: Approve Minutes (PG.6-7)

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. Activity and account balances on bond funds as of August 31, 2019
RECOMMENDED ACTION: Accept and file financial statement (PG.8-9)

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

December 2019	5,	Downtown Branch Library	Upcoming Agenda Items
		224 Church Street Santa Cruz, CA 95060	LFFA Bonds

10. ADJOURNMENT

Adjourned to a Regular Meeting of the Libraries Facilities Financing Authority (LFFA) to be held on Thursday December 5, 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.

October 2019

Library Director's Report to the LFFA

Aptos

Criteria documents and cost estimates are almost complete. Costs are high. Scenarios are being developed for the County Supervisors approval. A community meeting should take place this fall. A design/build firm will be selected in the fall of 2019. Construction will begin in the summer of 2020. This branch will be closed during construction.

Boulder Creek

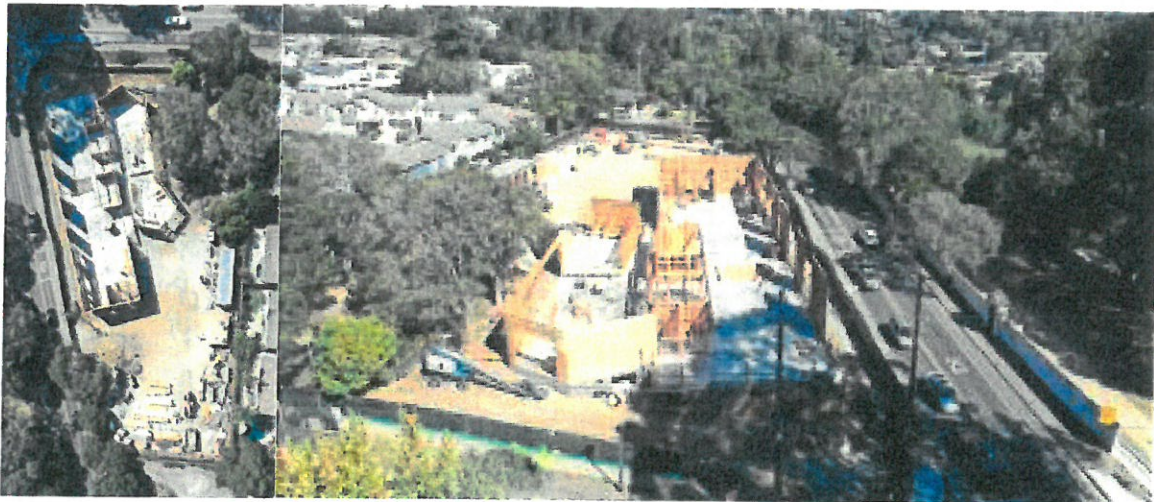
Construction documents are complete and have been submitted to permitting. The project will go out to bid this winter with construction expected to begin in March 2020 and the grand opening expected in October 2020. The Friends of the Library have received a \$100,000 matching grant from the Monterey Bay Peninsula Foundation for added amenities. They have raised over \$30,000 thus far.

Branciforte

Design development and costing are being completed. Costs are higher than expected. Three financial options for Garfield Park and Branciforte will be presented to the City Council in November. The Friends received a \$75,000 gift to assist with the remodel.

Capitola

Construction of the new Capitola Branch Library progresses. The project team has decided to fast track burying the electrical lines. The concrete floor slab was poured this summer. Exterior walls are rising. Grand opening is expected in summer of 2020. The Friends are meeting their fundraising goals. Wahoo!



Downtown

The subcommittee of the City Council has hired Abe Jayson of Jayson Architects to develop a scenario that remodels the Downtown Branch within the \$27 million Measure S allocation. Jayson Architects has completed a building systems review. They met with staff to review the program created by the Downtown Library Advisory Committee. The subcommittee continues to meet with stakeholders. They have extended their process and hope to bring a recommendation to the full council by the end of November.

Felton

Felton is 85 percent complete and on schedule for a January grand opening. All systems have been installed. The entire building envelope is in place. The contractor is completing the permeable surface parking lot. Over the next two months, the contractor will finalize site work and complete the interior finishes and fixtures.



Garfield

Design development and costing are being completed. Costs are higher than expected. Three financial options for Garfield Park and Branciforte will be presented to the City Council in November. 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 branch closed for renovation on September 1. Contract bidding will take place this month with construction soon after. The grand opening is expected in summer of 2020. 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 and construction documents should be complete in October. The project will be bid this winter and awarded in April. Construction will begin after the opening of the Capitola Branch in the summer of 2020.

Live Oak Annex

Staff continues to work with consultants on a revised proposal. A recommendation will be brought to the Board of Supervisors in November with a request to amend the architects contract to allow the completion of construction documents. SCPL and Parks and Recreation staff are working on an MOU.

Scotts Valley

Library staff met with David Tanza and City staff and created a master list of issues. Roof repairs will take place this fall but major upgrades will wait until 2020. The City issued an RFP to interested groups for the space adjacent to the Library. Several organizations have responded and the City will review their proposals this month.

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



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

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

**REGULAR MEETING MINUTES
THURSDAY AUGUST 1, 2019
9:00 A.M.**

1. ROLL CALL

PRESENT: Carlos Palacios, Tina Friend and Rosemary Menard (Alternate for Martin Bernal)

ABSENT: Jamie Goldstein

STAFF: Library Director Susan Nemitz, Edith Driscoll, Treasurer-Controller

2. ADDITIONAL MATERIALS

None

3. ADDITIONS AND DELETIONS TO AGENDA

The Agenda of August 1, 2019 was approved by consensus.

4. ORAL COMMUNICATIONS

None

5. EXECUTIVE DIRECTOR REPORT

A. Library Director's Report – August 2019

A member of the public complained about misinformation in the director's report regarding the subcommittee which is tasked with looking into the proposed mixed-used facility project as well as the renovation of the present Downtown Library.

6. PROJECT UPDATES AND COMMENTS BY BOARD MEMBERS

Tina Friend reported that the City of Scotts Valley is preparing to address the roofing and HVAC system. Exterior as well as interior needs of the library will be addressed following the priority needs of roofing and HVAC system. There is no date yet for an RFP. However, an RFP for leasing the adjacent space to the library (the former skating rink) went out.

7. CONSENT CALENDAR

RESULT:	APPROVED CONSENT CALENDAR A. Approved Minutes of June 6, 2019 [UNANIMOUS]
MOVER:	Tina Friend
SECONDER:	Rosemary Menard
AYES:	Palacios, Friend, Menard (Alternate)

8. GENERAL BUSINESS

A. Engagement Letter for Audit Services

RESULT:	ACCEPTED ENGAGEMENT LETTER FOR AUDIT SERVICES FROM BROWN AND ARMSTRONG CPAs [UNANIMOUS]
MOVER:	Tina Friend
SECONDER:	Rosemary Menard
AYES:	Palacios, Friend, Menard (Alternate)

9. ADJOURNMENT

The Libraries Facilities Financing Authority (LFFA) adjourned at 9:15 a.m. to the Regular Meeting on Thursday October 3, 2019 at 6:00 p.m. at the Scotts Valley Branch Library, located at 251 Kings Village Road, Scotts Valley, CA 95066.

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: October 3, 2019
DATE: September 19, 2019
TO: Board of Directors
FROM: Libraries Facilities Financing Authority Treasurer-Controller
SUBJECT: Activity and account balances on bond funds as of August 31, 2019

RECOMMENDATION

Accept and file the attached financial statement reflecting the activity and balances of LFFA member accounts as of August 31, 2019.

DISCUSSION

The attached schedule reflects the total related bond proceeds from the 2017 Special Tax Bond sale as of the August 31, 2019 bank statement. The schedule is provided to your Board to provide a status on the activity of these funds.

It should be noted that in September 2019, additional funds were drawn down by Capitola in the amount of \$1,105,154 which will be reflected in the next Board update.

SANTA CRUZ LIBRARIES FACILITIES FINANCING AUTHORITY
Community Facilities District No. 2016-1
2017 Special Tax Bonds
Activity and Balances of Member Accounts Held in Trust at Bank of New York
As of August 31, 2019

Summary of activity and account balances of bond funds held in trust at Bank of New York

Description	Santa Cruz Cnty	Santa Cruz City	Capitola	Scotts Valley	Total
Bond Proceeds	\$ 13,100,000.00	\$ 500,000.00	\$ 7,526,447.00	\$ 500,000.00	\$ 21,626,447.00
Excess Cost of Issuance	11,756.08	448.70	6,754.33	448.70	19,407.81
Interest	406,732.53	17,803.55	234,179.99	17,788.37	676,504.44
	\$ 13,518,488.61	\$ 518,252.25	\$ 7,767,381.32	\$ 518,237.07	\$ 22,322,359.25
Drawdowns	(6,805,874.62)	-	(3,092,966.08)	-	(9,898,840.70)
August 31, 2019 balance:	\$ 6,712,613.99	\$ 518,252.25	\$ 4,674,415.24	\$ 518,237.07	\$ 12,423,518.55

*Balances tied to funds held in trust at Bank of New York as of report date.