

PUBLIC ADVISORY REGARDING COVID-19 AND PUBLIC PARTICIPATION

Consistent with Executive Order No. N-29-20 issued by Governor Newsom on March 17, 2020, and the County of Santa Cruz Health Services Agency Shelter In Place Public Health Order dated March 31, 2020, the regular meetings of the:

LIBRARIES FACILITIES FINANCING AUTHORITY (LFFA) AND THE LIBRARY JOINT POWERS AUTHORITY (LJPA) BOARD ON THURSDAY, MAY 7, 2020 AT 9:00 AM

This meeting will be held via Zoom teleconference ONLY

Board Members and Library Staff Members will be participating remotely via videoconference.

Public Participation:

The meeting will be broadcast through the Santa Cruz Libraries YouTube channel <https://www.youtube.com/user/SantaCruzPL> which you can access through the Santa Cruz Libraries website by scrolling to the bottom of the page and clicking on the YouTube icon.

For those wishing to participate via Zoom you can join from a PC, Mac, iPad, iPhone or Android device by entering or clicking on the following URL: <https://zoom.us/j/93144256989>

For those joining using a telephone only, please call:

1 1888 788 0099 (Toll Free) or 1 833 548 0276 (Toll Free)

1 833 548 0282 (Toll Free) or 1 877 853 5247 (Toll Free)

Slowly enter the webinar ID of 931-4425-6989

The meetings will be recorded and posted for viewing after the meetings on the Santa Cruz Public Libraries website www.santacruzpl.org

How to comment on agenda items via email before the meeting:

Members of the public may provide public comment by sending comments via email to the Library Board Clerk at scplboardclerk@santacruzpl.org

- Identify the agenda item number in the subject line of the email.
- Emailed comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time.
- Each emailed comment will be read aloud for up to three minutes.
- Emails received by scplboardclerk@santacruzpl.org outside of the comment period outlined above will not be included in the record.

How to comment on agenda items via Zoom, during the meeting and prior to the close of public comment on an item:

- Identify the agenda item
- Type your comment using the Q&A feature of the Zoom teleconference participant panel

How to comment on agenda items via telephone, during the meeting and prior to the close of public comment on an item:

- Call 831-427-7713
- Identify the agenda item
- The representative will type your comment
- Your comment will be read aloud

LFFA
May 7, 2020

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



**SANTA CRUZ LIBRARIES FACILITIES FINANCING AUTHORITY
(LFFA)
REGULAR BOARD MEETING
THURSDAY MAY 7, 2020**

9:00 A.M.

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 May (PG.5-6)

6. PROJECT UPDATES AND COMMENTS BY BOARD MEMBERS

7. CONSENT CALENDAR

- A. Consider the March 5, 2020 LFFA Board Meeting Minutes
Staff Recommendation: Approve Board Meeting Minutes (PG.7-9)

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. LFFA Budget FY 2020-2021
Staff Recommendation: Approve LFFA Budget FY 2020-2021 (PG.10-13)
- B. 3rd Quarter Financial Statement on LFFA Bond Activity and Balances
Staff Recommendation: Accept and file 3rd Qtr. Financial statement on Bond Activity and Balances (PG.14-15)

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

June 4, 2020	Aptos Branch Library	Anticipated Upcoming Agenda Items
6:00 pm	7695 Soquel Drive, Aptos CA 95003	

10. ADJOURNMENT

Adjourned to a Regular Meeting of the Libraries Facilities Financing Authority (LFFA) to be held on Thursday June 4, 2020 at 6:00 p.m. at the Aptos Branch Library, located at 7695 Soquel Drive, Aptos CA 95003.

LFFA
May 7, 2020

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.



April 2020

Library Director's Report to the LFFA

Aptos

The County Board of Supervisors approved the Program Assessment and a Request for Qualifications (RFQ) for a Design-Build Entity to design and construct the Aptos Branch Library Design-Build project. Several architect/construction teams applied and three were selected for interviews. Each team is being interviewed three times by the Aptos Design Team (consisting of County Staff, Library Staff and Friends of the Library). The Board of Supervisors will approve a vendor this summer. A community design process is scheduled for autumn 2020. Construction will begin in Fall 2021 and the branch should open at the end of 2022.

Boulder Creek

The branch closed to the public on February 21. Project bids exceeded available funding. The project will be rebid this summer and construction should begin in the autumn. The Boulder Creek branch should open in the spring of 2021.

Branciforte

Construction documents are being prepared. Permits will be submitted this summer. Bidding should take place this fall and construction will begin in early 2021. The remodeled library should open in early 2022.

Capitola

Despite the shelter-in-place order, work has been able to continue on the project. The contractor is continuing to make some progress and is following physical distancing and other safe practices protocols. Grand Opening is expected in autumn of 2020.

Downtown

Group 4 has is in the process of completing a cost assessment and preliminary design of the Downtown Library as part of a mixed-use project within the existing \$27million budget. Findings should be available in May of 2020.

Felton

The library and county staff continue to work on the punch list for the building. The acoustical panels have arrived and been installed. The access control inspection will occur next week.

Garfield

Construction documents are being prepared. Permits will be submitted this summer. Bidding should take place this fall and construction will begin in early 2021. The remodeled library should open in autumn 2021.

La Selva Beach

This project has been deemed essential under the Shelter in Place order and construction on the branch is ongoing. The contractor has had some difficulty getting subcontractors to work during this crisis. The project will move more slowly than planned. The Friends of the Library, having been greatly successful in their fundraising, has used this opportunity to commission a change order to replace a stationary glass wall with a *nanawall*. The Grand Opening is expected in early 2021.

Live Oak

Construction documents and permitting are being completed. Construction will begin in the fall of 2020 after Capitola opens. The branch will remain open with a few interruptions. The remodel should be complete in the spring of 2021.

Live Oak Annex

Design drawings are nearing completion. Construction documents and permitting will occupy most of autumn and winter. Construction is expected to begin in the summer 2021. The project should be complete by summer of 2022.

Scotts Valley

The City issued small contracts for roof patching/repair and window caulking to help winterize the Library until the major capital work can occur this year. City staff created and ranked a master list of potential projects. A lease with the theater group has been negotiated for the adjacent space.

LFFA
May 7, 2020

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



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

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

**REGULAR MEETING MINUTES
THURSDAY MARCH 5, 2020
6:00 P.M.**

1. ROLL CALL

PRESENT: Tony Elliot (Alternate), Jamie Goldstein, Tina Friend and Nicole Coburn (Alternate)

STAFF: Library Director Susan Nemitz, Assistant Director Eric Howard, Chief Deputy Laura Bowers, Acting Finance Director Cheryl Fyfe

2. ADDITIONAL MATERIALS

None

3. ADDITIONS AND DELETIONS TO AGENDA

The Agenda of March 5, 2020 was approved by consensus.

4. ORAL COMMUNICATIONS

NONE

5. EXECUTIVE DIRECTOR REPORT

A. Library Director's Report – March 2020

Library Director Susan Nemitz reported on the recent activities of the libraries.

6. PROJECT UPDATES AND COMMENTS BY BOARD MEMBERS

Tina Friend reported that Scotts Valley is moving ahead with a comprehensive project list which includes the roof, HVAC, and taking a structural look at the building.
Jamie Goldstein reported that Capitola is reassessing plans to underground the powerlines at the new branch library.
Group 4 has been hired to create plans for the Downtown project and had their first meeting.

7. CONSENT CALENDAR

RESULT:	APPROVED CONSENT CALENDAR A. Approved Minutes of February 6, 2020 B. Approved the Appointment of the SC County Counsel Office as Legal Counsel for the LFFA C. Accepted and filed Financial Statement 2nd Qtr. Report [UNANIMOUS]
MOVER:	Tina Friend
SECONDER:	Nicole Coburn
AYES:	Friend, Goldstein, Coburn, Elliot

8. GENERAL BUSINESS

A. Bond Sale Progress Report
Chief Deputy Laura Bowers gave a short presentation of the topic and responded to several questions from Board Members.

RESULT:	Accepted and Filed Status Report on the February 2020 LFFA Bond Sale [UNANIMOUS]
MOVER:	Nicole Coburn
SECONDER:	Tina Friend
AYES:	Friend, Goldstein, Coburn, Elliot

B. 2019-2020 LFFA Budgeted Distributions to Members Adjustment
Chief Deputy Laura Bowers presented.

RESULT: Authorized the LFFA Treasurer-Controller to adjust the Budget throughout the year to distribute Measure S revenues and Net Bond proceeds received based on Modified Maximum Distribution Amounts. [UNANIMOUS]

MOVER: Tina Friend
SECONDER: Tony Elliot
AYES: Friend, Goldstein, Coburn, Elliot

C. LFFA Proposed Budget for FY 2020-2021

RESULT: Accepted the Proposed 2020-2021 LFFA Budgets including the General Fund Proposed Budget and the Debt Service Fund Proposed Budget and recommended placing the approval of the Final Budgets on the May 2020 LFFA Agenda. [UNANIMOUS]

MOVER: Nicole Coburn
SECONDER: Tina Friend
AYES: Friend, Goldstein, Coburn, Elliot

9. ADJOURNMENT

The Libraries Facilities Financing Authority (LFFA) adjourned at 6:17 p.m. to the Regular Meeting on Thursday May 7, 2020 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: May 7, 2020
DATE: April 24, 2020
TO: Board of Directors
FROM: Libraries Facilities Financing Authority Treasurer-Controller
SUBJECT: Libraries Facilities Financing Authority Budget for FYR 2020-2021

RECOMMENDATION

Adopt the Libraries Facilities Financing Authority (LFFA) Final 2020-2021 Budgets.

DISCUSSION

Proposed budgets were presented to the board on March 5 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 also reflects proceeds from the issuance of the Authority's CFD No. 2016-1 2020 Special Tax Parity Bonds in the amount of \$18,590,000. Upon distribution of bond proceeds the City of Capitola and the County of Santa Cruz will have received their maximum distributions and will no longer receive distributions from Special Tax Assessments. At some time in the future it is anticipated that the City of Santa Cruz will issue a final bond for the remaining authorized allocation.

LFFA
May 7, 2020

Libraries Facilities Financing Authority
Budget Summary

2020-21 Adopted Budget

Fund	Description	Total Financing Sources			Total Financing Uses			
		Fund Balance Available June 30, 2019	Decrease to Obligated Fund Balances	Additional Financing Sources	Total Available Financing	Financing Uses	Increase to Obligated Fund Balances	Total Financing Uses
76190	SC LIBRARIES FAC FIN AUTH LFFA	\$ 246,259		\$ 4,435,000	\$ 4,681,259	\$ 4,435,000	\$ -	\$ 4,435,000
76191	SC LIBRARIES FAC FIN-DEBT	\$ 840,865		\$ 2,194,715	\$ 3,035,580	\$ 1,781,131	\$ 1,562,141	\$ 3,343,272

Projected allocation of Phase II Bond Proceeds - projections will change as Members receive allocations of tax revenues.

IMPROVEMENT FUNDS HELD FOR AGENCIES AT BNY, TRUSTEE: *

76192	SCLFFA-COUNTY IMPR	\$ 3,556,524	\$ -	\$ -	\$ 3,556,524	\$ 3,556,524	\$ -	\$ 3,556,524
76193	SCLFFA-CITY SC IMPR	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 500,000
76194	SCLFFA-CAPITOLA IMPR	\$ 1,128,895	\$ -	\$ -	\$ 1,128,895	\$ 1,128,895	\$ -	\$ 1,128,895
76195	SCLFFA-SCOTT'S VLY IMPR	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 500,000
SUBTOTAL IMPRVMT FUNDS HELD AT BNY		\$ 5,685,419	\$ -	\$ -	\$ 5,685,419	\$ 5,685,419	\$ -	\$ 5,685,419
76196	SCLFFA-BNY IMPR INTEREST	\$ 641,403	\$ -	\$ 100,000	\$ 741,403	\$ -	\$ 741,403	\$ 741,403

LFFA
May 7, 2020

Libraries Facilities Financing Authority
General Fund - 76190
Adopted Budget

Fiscal Year: 2020-21

Object Title	2018-19 Actuals	2019-20 YTD Adj Budget	2019-20 YTD Actuals	Estimated Actuals	2020-21 Adopted Budget
Fund 76190 -- SC LIBRARIES FAC FIN AUTH LFFA					
GL Key 701300 – SC LIBRARIES FAC FIN AUTH LFFA					
Revenues					
40192 ASSESSMENTS	\$ 4,426,434	\$ 4,425,000	\$ 2,213,479	\$ 4,425,000	\$ 4,425,000
40430 INTEREST	19,702	12,427	11,231	16,000	10,000
TBD BOND PROCEEDS	-	-	-	18,590,000	-
TBD BOND PREMIUM	-	-	-	1,018,288	-
Total Revenues (SOURCES)	\$ 4,446,136	\$ 4,437,427	\$ 2,224,710	\$ 24,049,288	\$ 4,435,000
Expenditures					
75230 CONTRIB TO OTHER AGENCIES-OTH (Admin)	\$ 18,964	\$ 50,000	\$ 700	\$ 50,000	\$ 50,000
75236 CONTRIB TO CITY OF CAPITOLA	121,682	101,543	46,616	1,871,563	-
75237 CONTRIB TO CITY OF SANTA CRUZ	1,791,930	1,443,146	632,721	2,566,650	2,145,516
75238 CONTRIB TO CITY OF SCOTTS VALL	188,045	151,654	70,914	2,188,357	44,769
75239 CONTRIB TO COUNTY	1,092,134	850,002	391,863	15,777,895	-
90000 OPERATING TRANSFERS OUT	1,240,831	1,841,082	1,007,416	1,841,082	2,194,715
Total Expenditures (USES)	\$ 4,453,586	\$ 4,437,427	\$ 2,150,230	\$ 24,295,547	\$ 4,435,000
Revenues less Expenses	\$ (7,450)	\$ -	\$ 74,480	\$ (246,259)	\$ -
Beginning Fund Balance	\$ 253,709	\$ 246,259	\$ 246,259	\$ 246,259	\$ -
Ending Fund Balance	\$ 246,259	\$ 246,259	\$ 320,739	\$ -	\$ -

LFFA
May 7, 2020

Libraries Facilities Financing Authority
Debt Service Fund - 76191
Adopted Budget

Fiscal Year: 2020-21

Object	Title	2018-19 Actuals	2019-20 YTD Adj Budget	2019-20 YTD Actuals	2019-20 Estimated Actuals	2020-21 Adopted Budget
Fund 76191 -- SC LIBRARIES FAC FIN-DEBT						
GL Key 701310 -- SC LIBRARIES FAC FIN-DEBT						
Revenues						
42462	OPERATING TRANSFER IN	\$ 1,240,831	\$ 1,841,082	\$ 1,007,416	\$ 1,841,082	\$ 2,194,715
Total Revenues		\$ 1,240,831	\$ 1,841,082	\$ 1,007,416	\$ 1,841,082	\$ 2,194,715
Expenditures						
62345	FISCAL AGENTS FEES	\$ 5,550	\$ 22,000	\$ 3,750	\$ 22,000	\$ 23,000
74110	PRINCIPAL ON LONG-TERM DEBT	250,000	430,000	430,000	430,000	450,000
74425	INTEREST ON LONG-TERM DEBT	795,081	778,081	777,291	778,081	1,308,131
75500	BOND ISSUANCE COSTS	-	620,000	7,250	303,309	-
Total Expenditures		\$ 1,050,631	\$ 1,850,081	\$ 1,218,291	\$ 1,533,390	\$ 1,781,131
Revenues less Expenses		\$ 190,200	\$ (8,999)	\$ (210,875)	\$ 307,692	\$ 413,584
Beginning Fund Balance		\$ 650,665	\$ 840,865	\$ 840,865	\$ 840,865	\$ 1,148,557
Ending Fund Balance		\$ 840,865	\$ 831,866	\$ 629,990	\$ 1,148,557	\$ 1,562,141

STAFF REPORT

AGENDA: May 7, 2020
DATE: April 24, 2020
TO: LFFA Board of Directors
FROM: Edith Driscoll, LFFA Controller-Treasurer
SUBJECT: 3rd Quarter Financial Statement on LFFA Bond Activity and Balances

RECOMMENDATION:

Accept and file the attached financial statement as of March 31, 2020.

DISCUSSION

Attachment A reflects the 2017 Special Tax Bond proceeds activity and balances as of March 31, 2020. The statement provides your Board with a spending status of the funds held at Bank of New York and reflects funds remaining to be drawn down by the cities and county.

The first library bond was sold in June 2017 and according to IRS regulations, the funds must be spent within three years. The attached statement reflects that one city has not drawn down any funds which is an issue as the three-year spending period is nearing.

The second library bond has also been sold and the first draw down by a city from the funds occurred in April 2020. The next quarterly report on bond activity will include a separate reporting for each of the two bonds.

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 March 31, 2020

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	462,232.50	22,592.19	262,936.40	22,883.33	770,644.42
	13,573,988.58	523,040.89	7,796,137.73	523,332.03	22,416,499.23
Drawdowns	(11,144,679.34)	(403,161.41)	(7,140,678.90)	-	(18,688,519.65)
March 31, 2020 Balance:	\$ 2,429,309.24	\$ 119,879.48	\$ 655,458.83	\$ 523,332.03	\$ 3,727,979.58
Interest	(462,232.50)	(22,592.19)	(262,936.40)	(22,883.33)	(770,644.42)
Funds to be drawn for IRS compliance	\$ 1,967,076.74	\$ 97,287.29	\$ 392,522.43	\$ 500,448.70	\$ 2,957,335.16

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