



LIBRARY BOARD OF TRUSTEES

CITY OF PALM SPRINGS, CALIFORNIA

www.palmspringslibrary.gov

REGULAR MEETING AGENDA

WEDNESDAY, MAY 5, 2021

5:30 P.M.

Pursuant to Executive Order N-29-20, this meeting may be conducted by teleconference and there will be no in-person public access to the meeting location.

- To view/listen to the meeting live, please use the following link:
<https://us02web.zoom.us/j/82759094611> or call 1-669-900-6833, Meeting ID: 827 5909 4611
- Submit your public comment to the Library Board of Trustees electronically. Material may be emailed to jeannie.kays@palmspringsca.gov. Transmittal prior to the start of the meeting is required. Any correspondence received during or after the meeting will be distributed to the Board and retained for the official record.
- You may provide telephonic comments by calling the Library Director at (760) 322-8375 by no later than 4:00 p.m. to be added to the public comment queue. At the appropriate time, a staff member will call you so that you may provide your public testimony to the Board.
- The meeting will be recorded and the audio file will be available from the Office of the City Clerk and will be posted on the City's YouTube channel, as soon as practicable.

TRUSTEES

Craig Borba, Ed. D.

Melissa Cronin

Juanita Garner

David Kelly, J.D., M.B.A.

Ed McBride

Palm Springs is an inclusive world-class city dedicated to providing excellent and responsive public services to enhance the quality of life for current and future generations.

Staff representative: Jeannie Kays, Director of Library Services, Palm Springs Public Library

I. CALL TO ORDER - ROLL CALL

- II. **ACCEPTANCE OF THE AGENDA:** In order to meet Brown Act requirements, items may be added to the agenda only upon decision by a majority of the Board of Directors to add the item because of a need for immediate action. This Agenda was available for public access at the City Hall exterior bulletin board (west side of Council Chamber), and City Clerk's office on or before 5:30 p.m., April 28, 2021. A courtesy posting of this Agenda can be found on the Library's website at www.palmspringslibrary.org. Pursuant to the Government Code Section 54957.5, the designated office for inspection of public records in connection with the public meeting of the Library Board of Trustees is the office of the City Clerk, City Hall, at 3200 East Tahquitz Canyon Way, Palm Springs, California.

Acceptance of Agenda:

Motion:

Second:

Approved:

Opposed:

Abstention Names(s):

III. PUBLIC COMMENTS: This time has been set aside for members of the public to address the Library Board of Trustees on Agenda items; and items of general interest within the subject matter within jurisdiction of the City. Although the Library Board of Trustees values your comments, pursuant to the Brown Act, it generally cannot take any action on items not listed on the posted Agenda. Three (3) minutes are assigned to each speaker.

IV. CONSENT AGENDA

A. Meeting Minutes of April 7, 2021

B. Library Statistics

Acceptance of Consent Agenda:

Motion: Second: Approved: Opposed: Abstention Names(s):

V. ADMINISTRATIVE REPORTS

A. Friends of the Palm Springs Library

B. Palm Springs Public Library Foundation

C. Library Staff

VI. TREASURERS REPORT

Acceptance of Treasurers Report:

Motion: Second: Approved: Opposed: Abstention Names(s):

VII. DISCUSSION/ACTION ITEMS

A. Report of Measure J meeting by President McBride.

Motion: Second: Approved: Opposed: Abstention Names(s):

B. Treasurer Kelly's January 25, 2021 memo regarding Library Trust Fund:

Discussion Item #2

Initial discussion on how to move forward with drafting an investment policy and identifying the roles and responsibilities of the Trustees when it comes to the policy.

Motion: Second: Approved: Opposed: Abstention Names(s):

C. Discuss Setting Joint Meeting with Trustees, Friends, and Foundation

Motion: Second: Approved: Opposed: Abstention Names(s):

VIII. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

IX. ADJOURNMENT: The meeting of the Library Board of Trustees will adjourn to its next regularly scheduled meeting at 5:30 p.m. on Wednesday, June 2, 2021 in the Large Conference Room at Palm Springs City Hall or virtually.

The Palm Springs Public Library Board of Trustees meets at 5:30 p.m. on the 1st Wednesday of every month, unless noted otherwise, virtually or in the Large Conference Room at Palm Springs City Hall, 3200 East Tahquitz Canyon Way, Palm Springs, CA.

THE PUBLIC IS INVITED TO PARTICIPATE

COMMITTEES:

STANDING:

ADVOCACY	CRONIN
BUDGET	KELLY/MCBRIDE
BUILDINGS	BORBA
POLICIES/BYLAWS	BORBA/GARNER

AD HOC:

FOUNDATION LIAISON	BORBA/MCBRIDE
FRIENDS LIAISON	KELLY/BORBA
MEASURE J LIAISON	CRONIN

AFFIDAVIT OF POSTING

State of California)
County of Riverside) ss.
City of Palm Springs)

I, Jeannie Kays, Director of Library Services of the City of Palm Springs, California, hereby certify this Agenda was delivered to each member of the Library Board of Trustees, provided to all parties who have requested such notice, posted at City Hall before 5:30 p.m., on April 28, 2021, and posted on the City's website as required by established policies and procedures.



Jeannie Kays, MLIS
Director of Library Services

PUBLIC NOTICES

Pursuant to G.C. Section 54957.5(b)(2) the designated office for inspection of records in connection with the meeting is the Office of the Library Director, Palm Springs Public Library, 300 S. Sunrise Way. Complete Agenda Packets are available for public inspection at: Palm Springs Public Library. Agenda and staff reports are available on the City's website www.palmspringsca.gov. If you would like additional information on any item appearing on this agenda, please contact the Director of Library Services at (760) 322-8375.

It is the intention of the City of Palm Springs to comply with the Americans With Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, If you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact Lisa Brock at 760-322-8387 to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

PALM SPRINGS PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MINUTES

Palm Springs Public Library
Teleconference via Zoom

April 7, 2021

1. CALL TO ORDER

President McBride called the meeting to order at 5:35 p.m.

INTRODUCTION OF CITY MANAGER: City Manager Justin Clifton joined the meeting and introduced himself.

ROLL CALL

PRESENT

Craig Borba	Yes
Melissa Cronin	No
Juanita Garner	Yes
David Kelly	Yes
Ed McBride	Yes

STAFF PRESENT: Jeannie Kays, Director of Library Services.

CITY STAFF PRESENT: Lisa Brock, Library Operations and Collection Manager, Justin Clifton, City Manager.

PUBLIC PRESENT: Robert Engel.

2. CHANGES OR ADDITIONS TO THE AGENDA:

None.

3. PUBLIC COMMENTS: None.

4. CONSENT AGENDA

MOTION: (Borba/Garner, 4-0) To approve the consent agenda.

4. A. Meeting Minutes of March 3, 2021

4. B. Library Statistics

5. ADMINISTRATIVE REPORTS

5. A. Friends of the Palm Springs Library

Director Kays gave the report. The Friends are hosting an annual meeting on April 25th at 2pm. Register and find more information on friendsofthepalmspringslibrary.org. The meeting with feature bestselling local author Wade Rouse. The online auction was a success and the Friends reached their goal of \$5000.

5. B. Palm Springs Public Library Foundation

Ed McBride gave the report. The Foundation has a new software product to get their donor database organized; they are going through training on using the software. The Foundation received a bequest of \$106,000.

5. C. Library Staff

During the month of March, we had 1,525 pickup appointments in our Library-A-Go-Go service.

Virtual Programming:

We encourage you to check out our online programs for the month of April.

Story times are on Facebook and on our YouTube channel Thursdays at 10:00 a.m.

Teen live events are on Tuesdays at 4:00 p.m. on Instagram Live.

This month's Youth activity is "Craft Along: Sand Art." The video premieres on Facebook and our YouTube channel Tuesday, April 13. Kits are available now while supplies last.

Teen To-Go: Poetry Month To-Go kits. Pick up kits now while supplies last. Kits include supplies to make poetry magnets and newspaper blackout art.

Adult Program: Get Oscar Ready! Top 10 movies of the year with Movie Librarian Scott Biegen. April 19, 2021 at 2:00 p.m. on Facebook and YouTube. To celebrate the Oscars and PSPL's new Blu-ray collection, Movie Librarian Scott Biegen will run down his Top 10 List, show you where and how to watch the major contenders, and tell you what titles are at the Palm Springs Public Library on DVD and Blu-ray.

In-N-Out Burger Cover to Cover Reading Program ends April 17 for children ages 4-12. For every five books read, the child earns a free burger certificate. Children can earn up to three free burgers. This year, parent should register their children online through our Beanstack app. Look for details on our library website, www.pslibrary.org.

Friends of the Library Virtual Annual Meeting is April 25 at 2:00 p.m. and features bestselling author Wade Rouse, who writes under the pen name Viola Shipman. Registration is required for this free event: <https://www.friendsofthepalmspringslibrary.org/event-4229649>
A Zoom link will be emailed to you when you register.

El día de los niños/El día de los libros (Children's Day/Book Day), is a celebration of children, families, and reading that culminates yearly on April 30. The celebration emphasizes the importance of literacy for children of all linguistic and cultural backgrounds. Children's Librarian Nancy Validivia reads a special Día story in English and Spanish on Facebook and YouTube to commemorate the 25th anniversary of this beloved day. Each story matters. Every child counts.

6. TREASURERS REPORT

Treasurer Kelly reported the Library Trust Fund balance is \$1,820,392.34. The only transaction was a debit from the Friends of the Library account. Director Kays said the City is working to take the Friends of the Library account out of the Trust Fund line items and they made a math error. Next month it should be fixed. Treasurer Kelly said this might be his last meeting because he is not sure if his school schedule will conflict with the meeting time. Treasurer Kelly said the reports have gotten to a point where you can tell what's cash in and cash out and some of the mystery around the interest payments has been cleared up. What might be a challenge is the Future Library Projects line item, Director Kays agrees.

7. DISCUSSION/ACTION ITEMS

7. A. Discuss Treasurer Kelly's memo regarding Investment Policy Statement

Treasurer Kelly gave the report. He showed a video on the top 10 tips for charity investments and briefly discussed the 10 tips. He suggests that going forward there should be goals to work towards setting a policy on the inflows and outflows. The inflows being the existing money and how it should be invested and the outflows to consider are the short-term and long-term funding needs of the Library. He then showed a video about investment policy statements and discussed what the video

went over. President McBride said our next steps should be deciding what the Boards duties and responsibilities are when it comes to the investment policy. The Board should take what they have learned from Treasurer Kelly and start opening up the discussion on the next agenda and decide if the whole group will work on this or a small group. Trustee Borba said it might be helpful to see the investment policies from other non-profits. He also said the Board might want to look at how much of the fund we want liquid and how much we want to be invested. He says he feels our current investments are too conservative. President McBride asked if the City might have any objections to the Trustees taking the Trust Fund out. Director Kays said in the past the Trustees have been more involved in the investments that were made with the Trust Fund under the City's umbrella. President McBride suggests a joint meeting between the Trustees, the Foundation, and the Friends of the Library to discuss goals and objectives; he will reach out to the other groups to see about scheduling a meeting. President McBride asked Director Kays to add initial discussion on how to move forward with drafting an investment policy and identifying the roles and responsibilities of the Trustees when it comes to the policy to the next agenda.

7. B. Discuss and set meeting date in May. Current date is May 5, 2021, Cinco de Mayo

No change to the May meeting date.

7. C. Consider approval of Mobile Hotspot Lending Policy. Once approved policy will be translated to Spanish. Adopt Resolution 21-001

Director Kays presented the Mobile Hotspot Lending Policy.

MOTION: (Borba/Kelly, 5-0) Approve the policy with the understanding that the Board will be provided a final copy of the document.

7. D. Acknowledge donations from Alpha Delta Kappa and Anne Rodgers-Rhyme and Richard Rhyme

9. TRUSTEE/STAFF COMMENTS/FUTURE AGENDA ITEMS

None.

10. ADJOURNMENT

The March meeting adjourned at 7:22 p.m.

RESPECTFULLY SUBMITTED,


Jeannie Kays
Director of Library Services

SELECTION CRITERIA: genledgr.fund='151'
 ACCOUNTING PERIOD: 9/21

FUND - 151 - LIBRARY ENDOWMENT			
ACCOUNT	TITLE	DEBITS	CREDITS
11010	Cash	1,807,222.34	
11110	Unrealized Investments	.00	
TOTAL RETAINAGE		1,807,222.34	.00
12120	Accounts Receivable	.00	
12215	Accrued Interest Rec	2,925.66	
12418	Notes Receivable	80,000.00	
TOTAL Receivables		82,925.66	.00
16151	Prepaid Expenses	.00	
TOTAL Other Assets		.00	.00
TOTAL ASSETS		1,890,148.00	.00
21100	Accounts Payable - System		.00
21112	Sales Tax Payable		.00
TOTAL Accounts Payable		.00	.00
21201	Accrued Wages Payable		.00
TOTAL Wages Payable		.00	.00
23287	Deposits Payable		.00
TOTAL Other Liabilities		.00	.00
TOTAL LIABILITIES		.00	.00
29306	Budgeted Transfers-Out		.00
29322	Transfers to Other Funds		.00
29341	Reserves for Encumbrances		.00
29342	Resrv for Continuing Appr		.00
29348	RESERVE FOR LIB ENDOWMENT		.00
TOTAL Fund Balance		196,547.36	2,086,695.36
TOTAL EQUITIES		196,547.36	2,086,695.36
TOTAL LIBRARY ENDOWMENT		2,086,695.36	2,086,695.36
TOTAL REPORT		2,086,695.36	2,086,695.36

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 04/08/21
 TIME: 09:44:26

CITY OF PALM SPRINGS
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

SELECTION CRITERIA: orgn.fund='151' and orgn.orgn1='50' and orgn.orgn2='2752'
 ACCOUNTING PERIOD: 9/21

*Still working to correct Friends of the
 Library account balance. JK 4/28/21

SORTED BY: FUND,FUNCTION,DEPARTMENT,1ST SUBTOTAL,2ND SUBTOTAL,ACCOUNT
 TOTALED ON: FUND,FUNCTION,DEPARTMENT,1ST SUBTOTAL
 PAGE BREAKS ON: FUND,FUNCTION,DEPARTMENT

FUND-151 LIBRARY ENDOWMENT
 FUNCTION-50 LIBRARY
 DEPARTMENT-2752 LIBRARY TRUST
 1ST SUBTOTAL-4200 MTRLS, SUPPLIES & SVCS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
42195	SPECIAL DEPT SUPPLIES	52.81	.00	.00	.00	52.81	.00
42530	DUES & SUBSCRIPTIONS	3,750.00	.00	.00	.00	3,750.00	.00
44051	FRIENDS OF THE LIBRARY	.00	239.00	.00	239.00	-239.00 *	.00
	TOTAL MTRLS, SUPPLIES & SVCS	3,802.81	239.00	.00	239.00	3,563.81	6.28
50004	FUTURE LIBRARY PROJECTS	1,536,895.59	.00	.00	.00	1,536,895.59	.00
51026	TRUST FUND BOOKS	48,282.22	15,145.99	27,431.86	17,568.14	3,282.22	93.20
51031	KROPITZER TRUST DONATION	211,665.74	.00	.00	.00	211,665.74	.00
51036	WELWOOD PATIO	147,308.36	.00	12,762.14	134,546.22	.00	100.00
51040	PR LIBRARY CAMPAIGN	8,263.46	.00	.00	3,000.00	5,263.46	36.30
	TOTAL CAPITAL	1,952,415.37	15,145.99	40,194.00	155,114.36	1,757,107.01	10.00
	TOTAL LIBRARY TRUST	1,956,218.18	15,384.99	40,194.00	155,353.36	1,760,670.82	10.00
	TOTAL LIBRARY	1,956,218.18	15,384.99	40,194.00	155,353.36	1,760,670.82	10.00
	TOTAL LIBRARY ENDOWMENT	1,956,218.18	15,384.99	40,194.00	155,353.36	1,760,670.82	10.00
	TOTAL REPORT	1,956,218.18	15,384.99	40,194.00	155,353.36	1,760,670.82	10.00

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 04/08/21
 TIME: 09:45:46

CITY OF PALM SPRINGS
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1
 AUDIT21

SELECTION CRITERIA: orgn.fund='151' expledgr.key_orgn='2752' and expledgr.account='50004'
 ACCOUNTING PERIODS: 1/21 THRU 9/21

SORTED BY: FUND,FUNCTION,DEPARTMENT,1ST SUBTOTAL,2ND SUBTOTAL,ACCOUNT

TOTALED ON: FUND,FUNCTION,DEPARTMENT,1ST SUBTOTAL

PAGE BREAKS ON: FUND,FUNCTION,DEPARTMENT

FUND - 151 - LIBRARY ENDOWMENT
 DEPARTMENT - 2752 - LIBRARY TRUST

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
50004								FUTURE LIBRARY PROJECTS	
151-50-2752-2752								- LIBRARY TRUST	
50004					.00	.00	.00	BEGINNING BALANCE	
07/06/20	11-1				.00			POSTED FROM BUDGET SYSTEM	
07/23/20	13-1				1,545,441.27			CARRYOVER 19-20 TO 20-21	
07/27/20	13-1				1,545,441.27			CARRYOVER 19-20 TO 20-21	
07/27/20	13-1				20,454.32			CARRYOVER 19-20 TO 20-21	
07/27/20	13-1				-1,545,441.27			CORRECT CO 19-20 TO 20-21	
11/24/20	25-5		111003B		-30,000.00			PURCHASE BOOKS	
03/04/21	13-9				1,000.00			02-02 01B FUTR LIB PRJS	
					TOTAL FUTURE LIBRARY PROJECTS	1,536,895.59	.00		1,536,895.59
					TOTAL 1ST SUBTOTAL - CAPITAL	1,536,895.59	.00		1,536,895.59
					TOTAL DEPARTMENT - LIBRARY TRUST	1,536,895.59	.00		1,536,895.59
					TOTAL FUNCTION - LIBRARY	1,536,895.59	.00		1,536,895.59
					TOTAL FUND - LIBRARY ENDOWMENT	1,536,895.59	.00		1,536,895.59
					TOTAL REPORT	1,536,895.59	.00		1,536,895.59

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

SUNGARD PENTAMATION - FUND ACCOUNTING MANAGER
 DATE: 04/08/21
 TIME: 09:46:35

CITY OF PALM SPRINGS
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
 EXPSTA11

SELECTION CRITERIA: orgn.fund='001' and orgn.orgn1='50' and orgn.orgn2='2710'
 ACCOUNTING PERIOD: 9/21

SORTED BY: FUND,FUNCTION,DEPARTMENT,1ST SUBTOTAL,2ND SUBTOTAL,ACCOUNT
 TOTALED ON: FUND,FUNCTION,DEPARTMENT,1ST SUBTOTAL
 PAGE BREAKS ON: FUND,FUNCTION,DEPARTMENT

FUND-001 GENERAL FUND
 FUNCTION-50 LIBRARY
 DEPARTMENT-2710 LIBRARY
 1ST SUBTOTAL-4900 SPECIAL CHARGES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/BUD
TOTAL LIBRARY		2,373,656.11	195,178.25	35,053.42	1,623,880.24	714,722.45	69.89
TOTAL GENERAL FUND		2,373,656.11	195,178.25	35,053.42	1,623,880.24	714,722.45	69.89
TOTAL REPORT		2,373,656.11	195,178.25	35,053.42	1,623,880.24	714,722.45	69.89

March 2021 vs. March 2020

LIBRARY STATISTICS	2021	2020	%CHANGE
MATERIALS CHECKED OUT (Total)	15,177	32,764	-64%
Print	5,836	14,719	-60%
Media	3,826	12,472	-69%
Other (Downloadable & In-house)	5,515	5,573	-1%
LIBRARY CARD REGISTRATIONS (Total)	136	477	-71%
Palm Springs Resident	69	80	-14%
California Resident	64	369	-83%
Out of State and/or Fee Cards	3	28	-89%
DOOR COUNT (Main)	0	7,591	-
DOOR COUNT (WMML)	0	2,110	0%
PUBLIC COMPUTER SESSIONS (Main)	0	1,401	-
PUBLIC COMPUTER SESSIONS (WMML)	0	632	-
WiFi COMPUTER SESSIONS (Main)	204	1,011	-77%
WiFi COMPUTER SESSIONS (WMML)	37	159	-77%
PROGRAM ATTENDANCE	0	148	-
Pre-School	0	35	-
School Age	0	46	-
Family	0	17	-
Teen	0	7	-
Adult	0	43	-
NO.OF PROGRAMS (Total)	0	10	-
Pre-School	0	2	-
School Age	0	2	-
Family	0	1	-
Teen	0	6	-
Adult	0	4	-
VIRTUAL PROGRAMMING (Total)	20	0	-
Pre-School	8	0	-
School Age	1	0	-
Family	0	0	-
Teen	5	0	-
Adult	6	0	-
LIVE ATTENDANCE (Total)	71	0	-
Pre-School	0	0	-
School Age	0	0	-
Family	0	0	-
Teen	0	0	-
Adult	71	0	-
ON-DEMAND VIEWING (Total)	177	0	-
Pre-School	60	0	-
School Age	25	0	-
Family	0	0	-
Teen	59	0	-
Adult	33	0	-
VOLUNTEER HOURS	0	111	-
ILL REQUESTS FROM OTHER LIBRARIES	96	87	10%
NO. OF DAYS OPEN (Main)	0	10	-
NO. OF DAYS OPEN (WMML)	0	12	-
NO. OF PASSPORTS PROCESSED	0	n/a	-
PHOTOS	0	n/a	-

MEASURE J COMMISSION
CITY OF PALM SPRINGS, CALIFORNIA
www.palmspringsca.gov

AGENDA

Thursday
April 15, 2021



5:30 P.M.
Regular Meeting

MISSION STATEMENT

Palm Springs is an inclusive world-class city dedicated to providing excellent and responsive public services to enhance the quality of life for current and future generations.

Pursuant to Executive Order N-29-20, this meeting will be conducted by teleconference and there will be no in-person public access to the meeting location.

- Join Zoom Meeting <https://us02web.zoom.us/j/81916381759>
 Meeting ID: 819 1638 1759 One tap mobile +16699006833,,81916381759# US (San Jose)
- Written public comment may also be submitted to Shantel.Sterling@palmspringsca.gov. Transmittal prior to the meeting is required. Any correspondence received during or after the meeting will be distributed to the Commission as soon as practicable and retained for the official record.
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CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

OATH OF OFFICE OF NEWLY AND RE-APPONED BOARD MEMBERS:

ROLL CALL: Commissioners Bernstein, Futterer, Marshall, Robin, Soto, Vice Chair Craig, and Chair Gazan

ACCEPTANCE OF THE AGENDA: The Measure J Commission will discuss the order of the agenda and may amend the order, add items, and may remove items from the agenda for discussion.

APPROVAL OF MINUTES: Approve minutes of March 18, 2021.

PUBLIC COMMENT: This time has been set aside for members of the public to address the Measure J Commission on agenda items, and items of general interest within the subject matter jurisdiction of the Commission. Although the Commission values your comments, pursuant to the Brown Act, it generally cannot take any action on items not listed on the posted Agenda. Three (3) minutes are assigned for each speaker.

- 1. WELCOME AND COMMENTS FROM MEASURE J CHAIR.
- 2. NEW BUSINESS:
 - 2.A. NEW CITY MANAGER JUSTIN CLIFTON INTRODUCTION.
 - 2.B. MEASURE J BUDGET UPDATE.
- 3. OLD BUSINESS:
 - 3.A. UPDATE ON DOWNTOWN PARK PROJECT.
 - 3.B. UPDATE ON SOCIAL MEDIA ANNOUNCEMENTS.
 - 3.C. UPDATE ON MEASURE J COMMISSION MEETINGS BEING BROADCASTED ON CHANNEL 17.
- 4. COMMISSION MEMBER COMMENTS AND REQUESTS.

ADJOURNMENT: The next Regular Measure J Commission meeting will be held on Thursday, May 20, 2021 at 5:30 p.m.

AFFIDAVIT OF POSTING

I, NANCY A. PAULEY, Director of Finance and Treasurer of the City of Palm Springs, California, hereby certify this Agenda was posted at City Hall before 6:00 p.m., April 12, 2021, and posted on the City’s website as required by established policies and procedures.



 Nancy A. Pauley
 Director of Finance and Treasurer

PUBLIC NOTICES

Pursuant to G.C. Section 54957.5(b)(2) the designated office for inspection of records in connection with the meeting is the Department of Finance and Treasury, City Hall, 3200 E. Tahquitz Canyon Way. Complete Agenda Packets are available for public inspection at: City Hall, Department of Finance and Treasury. Agenda and staff reports are available on the City’s website www.palmspringsca.gov. If you would like additional information on any item appearing on this agenda, please contact the Department of Finance and Treasury at (760) 323-8229.

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City of Palm Springs
Multi-Year Summary of Available Measure J Funds

	Projected				Projected Budget 2021-2022
	Original Budget 2020-2021	Adopted Revised Budget 2020-2021	Mid-Year Budget 2020-2021	Recommended Budget 2020-2021	
Estimated Revenue	\$ 16,126,700	\$ 6,000,000	\$ 5,069,513	\$ 16,037,800	\$16,500,000
Unexpended PY Reallocated	-	-	-	430,183	
Total Available Funds	16,126,700	6,000,000	5,069,513	16,467,983	16,500,000
<i>Existing Budget Obligations:</i>					
Multi-Year Projects:					
Street Repairs	3,000,000	-	-	3,000,000	3,000,000
Community Projects	1,000,000	-	-	1,000,000	1,000,000
Airport Reserve on Aviation Fuel Sales per FAA *	200,000	-	-	200,000	200,000
Total Multi-Year Projects (Subtotal)	4,200,000	-	-	4,200,000	4,200,000
Other Approved Projects and Expenses:					
Debt Service	3,200,000	3,200,000	(2,416,800)	783,200	1,395,000
Downtown Prop Maint & Other Expenses	575,000	-	-	-	1,350,000
Shade Structures (15 locations at Various Parks)	-	-	283,418	283,418	-
Restrooms at Sunrise Park	-	-	250,000	250,000	-
Demuth Park Restroom Upgrade	-	-	-	285,764	-
Desert Highland Park Restrooms	-	-	-	210,000	-
Transfer to General Fund	-	2,800,000	-	2,800,000	-
Total Existing Budget Obligations	7,975,000	6,000,000	(1,883,382)	8,812,382	6,945,000
Unallocated New Funds Available for Budgeting	\$ 8,151,700	\$ -	\$ 6,952,895	\$ 7,655,601	\$ 9,555,000

* Note: Effective December 8, 2017, per a Federal Aviation Administration ruling, the City is required to set aside Measure J sales taxes collected on aviation fuel sales for airport project expenses.

YTD Revenue Comparison through March 31:

FY 2020-21	9,552,819	
FY 2019-20	9,367,943	
Increase in Revenue from Previous Fiscal Year	184,876	2.0%

Council Approved



City of Palm Springs

Engineering Division

3200 East Tahquitz Canyon Way • Palm Springs, California 92262
Tel: (760) 323-8253 • Fax: (760) 322-8360 • Website: www.palmspringsca.gov

MEMORANDUM

DATE: April 15, 2021
TO: Jim Gazan, Chair – Measure J Commission
FROM: Joel Montalvo, City Engineer
SUBJECT: Project Updates and Funding Request

Project Updates:

- 1) **Downtown Park** – Project is ongoing. Structural repairs to the parking garage under the new park have been completed. Contractor is making progress on the park site, items currently being installed include the event stage structure, irrigation, hardscape (sidewalk), lights, the police substation and the water feature. The current schedule provided by the contractors indicated that the project would be substantially complete by the end of July.



Event Stage



Water Feature



Sidewalk Pour

- 2) **Park Restrooms** – Council awarded the project for the Sunrise Park restroom on February 25, 2021. Contracts are being routed for signature. Once all paperwork is complete a pre-construction meeting will be conducted. Demuth Park and Desert Highland Park restrooms are being prepared for bidding in the next few months.
- 3) **Gym floor replacement at JOJ DHUC** – The City Council approved the contract for the project on March 25, 2021. Contract documents are being routed for signatures.
- 4) **Playground equipment resurfacing** – Staff walked all sites and are currently working on final pricing for the project.

- 5) **Shade Structures** – Measure J authorized an additional \$280,000 for the project for a total project cost of \$320,000. The City Council awarded the project on January 28, 2021. Project is moving forward and is currently in the design process of the design-build contract.
- 6) **Acoustics at the Pavilion** – Pending finalized quote from contractor for review.
- 7) **Ballfield light LED conversion** (design funded) – Staff has put out the RFP for design, proposals are due on April 22.

FY 20/21 Funding Request

On March 18, 2021, Staff presented to the Measure J Commission the summary of available Measure J funds for FY 20/21. At the time, the estimated revenue was \$11,069,513 of which \$7,633,078 were unallocated new funds available for budgeting. Staff requested \$5,000,000 of the unallocated funds for the current fiscal year pavement rehabilitation project. The Measure J Commission voted to provide only the \$3,000,000 that is typically allocated each year for pavement projects.

As reported by the Finance Director, the tax revenue reporting lags about 2-3 months. The most current tax revenue projections have been evaluated by the Finance Department. The current analysis shows that the estimated revenue for Measure J is \$16,037,800 for FY 20/21. With the increase in estimated revenue the unallocated new funds available for budgeting is approximately \$7,655,601.

Staff is requesting the Measure J Commission reconsider allocating additional funding for this year's (FY 20/21) pavement rehabilitation project. Last year's pavement project (FY 19/20) used projected Measure J funding from FY 20/21. The construction contract amount for the combined FY 19/20 and FY 20/21 project was \$8,585,000. After the state, County, and City emergency orders issued relating to the COVID-19 pandemic, the City directed the Contractor to suspend work. Paving operations were halted on April 7, 2020. The contractor was able to construct about 70% of the project or roughly \$5,738,000 of the original contract amount.

The current Average Pavement Condition Index (PCI) for the City is 73. Figure 1 below explains what a PCI score means.

The **Pavement Condition Index (PCI)** is a numerical index between 0 and 100 which is used to indicate the general condition of a pavement

Grade	Condition	PCI Range
A	Good	86-100
B	Satisfactory	71-85
C	Fair	56-70
D	Poor	41-55
F	Very Poor	0-40



Figure 1.

Measure J funding for pavement reconstruction allows the City to extend the life cycle of the pavement. Figure 2 below shows the pavement life cycle and associated estimate cost of each treatment. The further the pavement deteriorates, the higher the cost to rehabilitate the pavement.

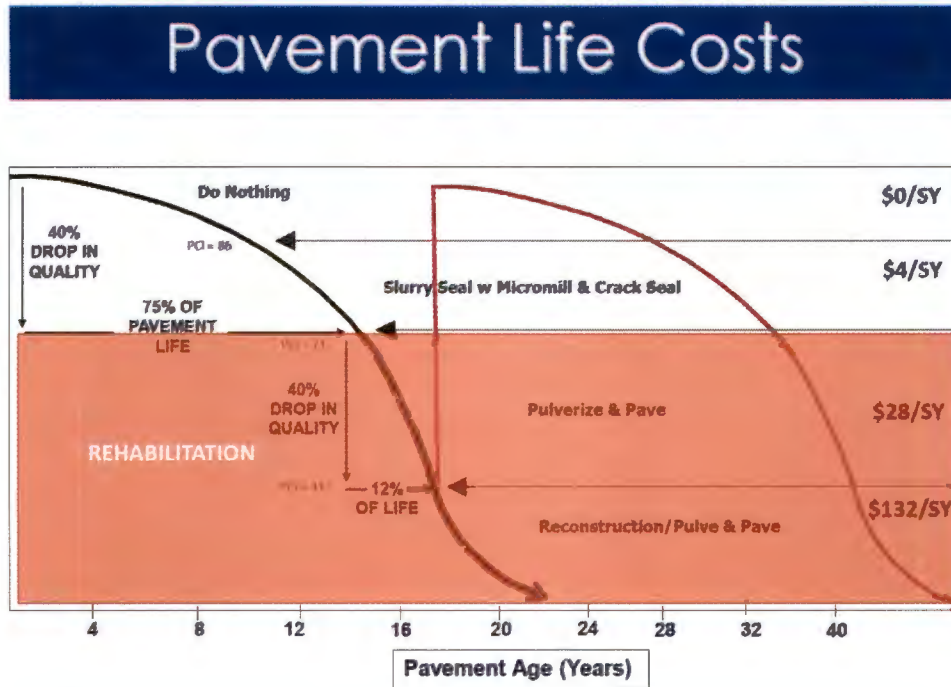
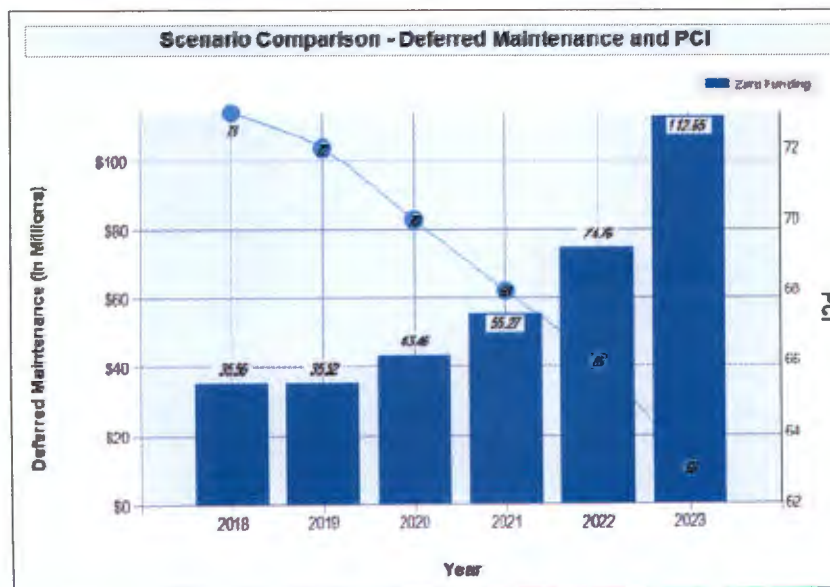


Figure 2.

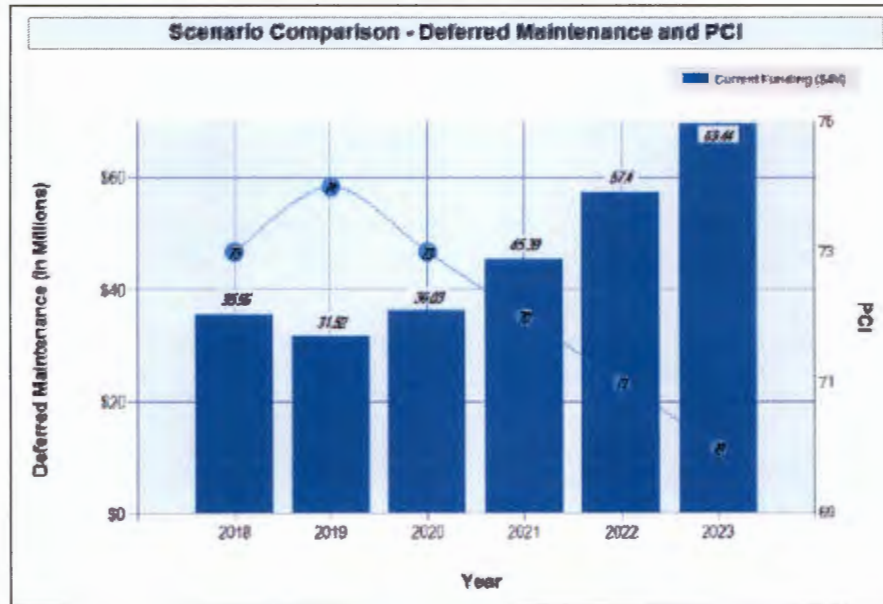
If the City does not fund any pavement projects in the next 5 years, the City backlog would increase from the current \$36 million to approximately \$113 million and the average PCI score would decrease from 73 to 63.

Zero Funding – If the City spent no money over the next 5 years on pavement maintenance needs, the amount of deferred maintenance (or “backlog”) citywide would increase from \$36 million to \$113 million and the citywide average pavement condition index would decrease from 73 to 63.



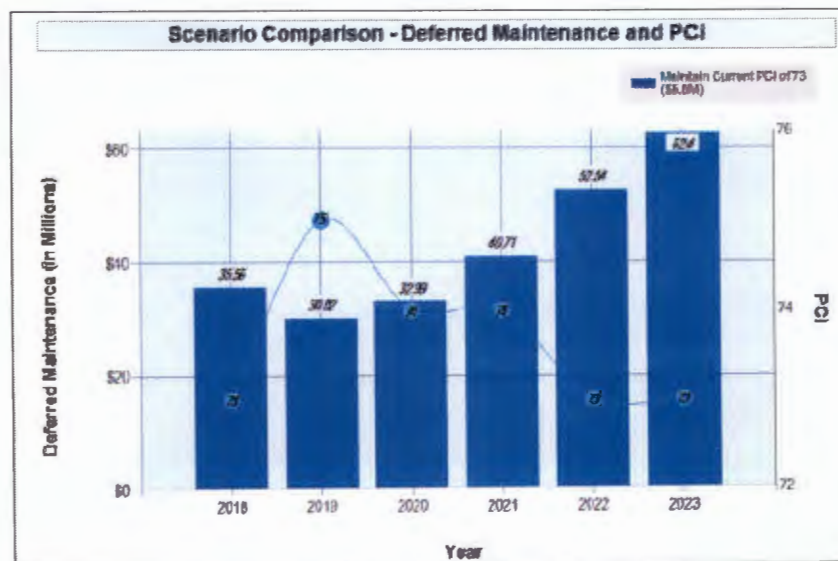
If the City spends the same amount of funds (\$4 Million) on pavement projects in the next 5 years, the City backlog would increase from the current \$36 million to approximately \$69 million and the average PCI score would decrease from 73 to 70.

Current Funding (\$4M) – If the City continued to spend the same amount of money over the next 5 years on pavement maintenance needs, the amount of deferred maintenance (or “backlog”) citywide would increase from \$36 million to \$69 million and the citywide average pavement condition index would decrease from 73 to 70.



If the City increases spending to approximately \$6 million a year on pavement projects in the next 5 years, the City backlog would increase from the current \$36 million to approximately \$62 million and the average PCI score would be maintained at 73.

Maintain Current PCI of 73 (\$5.5M) – In order to maintain the citywide average PCI at 73 or above over the next 5 years, approximately \$5.5 million per year would need to be budgeted and the average amount of deferred maintenance citywide would be \$62 million.



Staff is requesting the Measure J Commission approve an additional \$3,000,000 for the FY 20/21 pavement rehabilitation project for a total of \$6,000,000. The balance of the unallocated funds can be allocated to future fiscal year capital projects noted below.

The following is a DRAFT list of our 5-Year CIP Measure J funded projects per Fiscal Year:

Project Summary for Fiscal Year 2021-2022 (Year 1)

18-06 Victoria and Ruth Hardy Parks Restroom Renovations	\$	270,000
19-26 Emergency Generators at City Facilities	\$	600,000
19-27 City Water Treatment Program (HVAC)	\$	100,000
19-28 Recreation Fields LED Lighting Upgrades	\$	600,000
20-03 Roundabout at Indian Canyon, South Palm Canyon	\$	100,000
21-01 Annual Pavement Rehabilitation	\$	3,000,000
21-11 Arnico Tract Sewer	\$	<u>585,000</u>

Total Measure J Projects FY 2021-2022 \$ 5,255,000

Project Summary for Fiscal Year 2022-2023 (Year 2)

18-06 Victoria and Ruth Hardy Parks Restroom Renovations	\$	371,250
18-10 Downtown Safety Bollards Phase 2	\$	500,000
19-18 JC Frey Building Rehabilitation	\$	100,000
19-23 Keyless Entry System Phase 2	\$	300,000
19-24 Demuth Park ADA Access Phase 2	\$	600,000
19-25 Life Safety Improvements – Fire Sprinkler and Alarms	\$	900,000
19-26 Emergency Generators at City Facilities	\$	777,500
19-27 City Water Treatment Program (HVAC)	\$	100,000
19-28 Recreation Fields LED Lighting Upgrades	\$	602,500
20-03 Roundabout at Indian Canyon, South Palm Canyon	\$	100,000
21-01 Annual Pavement Rehabilitation	\$	<u>3,000,000</u>

Total Measure J Projects FY 2022-2023 \$ 7,351,250

Project Summary for Fiscal Year 2023-2024 (Year 3)

14-20 Palm Canyon Drive Electrical Backbone	\$	1,000,000
16-08 Main Library Renovation	\$	2,000,000
18-10 Downtown Safety Bollards Phase 2	\$	608,750
19-18 JC Frey Building Rehabilitation	\$	480,000
19-23 Keyless Entry System Phase 2	\$	368,750
19-24 Demuth Park ADA Access Phase 2	\$	1,000,000
19-25 Life Safety Improvements – Fire Sprinkler and Alarms	\$	1,000,000
19-27 City Water Treatment Program (HVAC)	\$	307,500
20-03 Roundabout at Indian Canyon, South Palm Canyon,	\$	200,000
21-01 Annual Pavement Rehabilitation	\$	<u>3,000,000</u>

Total Measure J Projects FY 2023-2024 \$ 9,965,000

Project Summary for Fiscal Year 2024-2025 (Year 4)

14-20 Palm Canyon Drive Electrical Backbone	\$	1,500,000
16-08 Main Library Renovation	\$	4,000,000

20-03 Roundabout at Indian Canyon, South Palm Canyon	\$ 200,000
21-01 Annual Pavement Rehabilitation	\$ 3,000,000
Total Measure J Projects FY 2024-2025	\$ 8,700,000

Project Summary for Fiscal Year 2025-2026 (Year 5)

14-20 Palm Canyon Drive Electrical Backbone	\$ 1,551,418
14-21 Uptown Treewell Irrigation	\$ 166,000
16-08 Main Library Renovation	\$ 4,000,000
21-01 Annual Pavement Rehabilitation	\$ 3,000,000
Total Measure J Projects FY 2054-2026	\$ 8,717,418

**MEASURE J COMMISSION MEETINGS FOR 2021
CITY OF PALM SPRINGS**

On January 9, 2020, Ordinance No. 2014 amending various sections of the PSMC related to regular meeting times for Boards and Commissions was introduced and approved by the City Council. Effective March 1, 2020 each Board and Commission is to set its regular meetings to occur no earlier than 5:30 p.m. The Boards and Commissions may conduct adjourned regular, special, adjourned special, and emergency meetings at such times as circumstances may require, subject to approval by the City Manager.

On January 30, 2020, the City Council agreed that Boards and Commissions should move forward expeditiously to change its regular meeting time to begin at 5:30 p.m.

The Measure J Commission meets every third Thursday* of each month.

Effective March 1, 2020, the Measure J Commission Meeting will commence at 5:30 p.m.

MEETING DATES	CANCELLATION/RESCHEDULE
3 rd Thursday, December 17, 2020	CANCELLED
3 rd Thursday, January 21, 2021	Scheduled Measure J Meeting
3 rd Thursday, February 18, 2021	Scheduled Measure J Meeting
3 rd Thursday, March 18, 2021	Scheduled Measure J Meeting
3 rd Thursday, April 15, 2021	Scheduled Measure J Meeting
3 rd Thursday, May 20, 2021	Scheduled Measure J Meeting
3 rd Thursday, June 17, 2021	Scheduled Measure J Meeting
3 rd Thursday, July 15, 2021	Dark – No Meeting Scheduled
3 rd Thursday, August 19, 2021	Dark – No Meeting Scheduled
3 rd Thursday, September 16, 2021	Scheduled Measure J Meeting
3 rd Thursday, October 21, 2021	Scheduled Measure J Meeting
3 rd Thursday, November 18, 2021*	CANCELLED
3 rd Thursday, December 16, 2021	Scheduled Measure J Meeting

* November Meeting date has been cancelled due to City Council Meeting schedule.

If you have any questions, please contact our office at (760) 323-8257.

MEASURE J COMMISSION
CITY OF PALM SPRINGS, CALIFORNIA
www.palmspringsca.gov



MEETING MINUTES
THURSDAY, MARCH 18, 2021 5:30 P.M.

Pursuant to Executive Order N-29-20, this meeting was conducted by teleconference and there was no in-person public access to the meeting location.

CALL TO ORDER: Chair Gazan called the March 18, 2021 Regular Meeting of the Measure J Commission of the City of Palm Springs to order at 5:31 p.m.

ROLL CALL:

PRESENT: Commissioners Bernstein, Futterer, Robin, Soto, Vice-Chair Craig and Chair Gazan.

ABSENT:

ALSO, PRESENT: Finance Director, Pauley, Commission Secretary, Sterling, City Engineer, Montalvo, and Senior Civil Engineer, Uyeno.

PLEDGE OF ALLEGIANCE: Chair Gazan led the Pledge of Allegiance.

ACCEPTANCE OF THE AGENDA: Approve the Agenda as presented. **Motion by Commissioner Bernstein, seconded by Commissioner Futterer and unanimously carried.**

APPROVAL OF MINUTES: Approve the minutes of November 19, 2020 and February 18, 2021 as presented. **Motion by Commissioner Robin, seconded by Commissioner Bernstein and unanimously carried.**

PUBLIC COMMENT: None.

1. WELCOME AND COMMENTS FROM MEASURE J CHAIR:

Chair Gazan welcomed everyone. Nothing to report.

ACTION: No action taken.

2. NEW BUSINESS:

2.A. MEASURE J BUDGET UPDATE: Finance Director, Pauley provided a review of the budget and for the months of July 2020 through February 2021, Measure J received approximately \$8,000,000. This amount is due to increases in car sales, home improvements, groceries, and online purchases.

ACTION: No action Taken

3. CONTINUED DISCUSSION REGARDING THE PARKS CAPITAL PROJECTS:

City Engineer, Montalvo provided an update on Measure J Capital Projects. He started off explaining the 5-year (CIP) Capital Improvement Project list and how it works. Reviewed the projects that have been approved, cancelled, active, inactive and projects that will be coming up in the next 5 years.

ACTION: Motion to recommend using \$3,000,000 for street paving, \$285,764 for Demuth Park Restroom and \$210,000 for Desert Highland Park Restroom out of current 2020/2021 revised Measure J budget. Funds Pending any transfer back from the general fund will look at additional street paving. **Motion by Commissioner Bernstein, seconded by Chair Gazan and unanimously carried.**

4. **COMMISSION MEMBER COMMENTS AND REQUEST:** Commissioner Soto inquired if a flashing crosswalk can be installed in other areas of the City besides downtown. City Engineer, Montalvo explained that requests for crosswalks all over the City come into their office regularly. The first step is completing a Community Action Request forms found on the City Website.

Commissioner Bernstein was talking to Amy on how to proceed with the Social Media announcements regarding projects that have been approved by Measure J, including the 3 that were just approved, and the ones approved last month. Commissioner Bernstein will put something together to send to Amy.

Chair Gazan inquired if we need to review the Pavilion Landscaping project or table it for the next meeting. City Engineer, Montalvo advised that he attended the prior Parks and Recs Commission meeting and they had decided to go with the lesser version and additional funding from the Measure J Commission is **not** needed. City Engineer Montalvo also gave a brief update on the Downtown Park. Commissioner Bernstein requested a detailed update on the Downtown Park for the next meeting.

Vice Chair Craig wanted to know why Measure J Commission meetings are not broadcasted on the air, Channel 17, but the Planning Commission meetings are. Finance Director Pauley will look into it.

ADJOURNMENT: The Regular Meeting of the Measure J Commission of the City of Palm Springs adjourned at 7:19 p.m. to Thursday, April 15, 2021, at 5:30 p.m., via Teleconference.

APPROVED BY A MOTION OF THE MEASURE J COMMISSION THIS 15TH DAY OF APRIL 2021.

Shantel Sterling, Commission Secretary

**Palm Springs Library
Board of Trustees**

Memo

To: Jeannie Kays, Director, Palm Springs Library

From: David Kelly, Treasurer, Palm Springs Library Board of Trustees

cc:

Date: January 25, 2021

Re: Library Trust Fund/Endowment

The purpose of this memo is to provide some background on the duties and responsibilities concerning the Library Trust Fund/Endowment. At the end of the memo are items for further discussion.

Legislative History

According to *At Sunrise: The History of the Palm Springs Library* by Henry Weiss (1999), the Alleine's Library of Palm Springs (a/k/a Palm Springs Public Library) opened in late 1925. A fund was established in 1924 for the new library from the donation of \$200 by Martha Hitchcock. Palm Springs was incorporated in 1938. On July 5, 1939, the Palm Springs City Council adopted Ordinance Number 60 which established the Library under the California Education Code. The Board of Library Trustees first met under the ordinance on November 9, 1939. Resolution 219 (1939) established the post-incorporation Library Board of Trustees (November 4, 2020 memo to the Trustees from Jeannie Kay, Library Director, Library Trustees Meeting Agenda, dated November 4, 2020, p. 23). According to *At Sunrise*, the Trustees immediately set upon fundraising for the building of the Welwood Murray Memorial Library.

In a memo from Library Director Jeannie Kays to the Trustees dated October 7, 2020 (see Library Trustees Meeting Agenda dated October 7, 2020, pp. 32-47; a request for resolutions concerning the Library Trust Fund), the affirmation of the Library Trust Fund and the roles of the Trustees, Librarian and City Manager are found primarily in two resolutions: 11431 dated May 7, 1975 and 17288 dated October 3, 1990.

Resolution 11431 (1975) establishes a special fund to be known as the “Library Trust Fund.”

Resolution 17288 (1990) states in its third paragraph “Whereas the City’s Board of Library Trustees has requested that the public library be re-established as a full municipal department” and in the next paragraph “to be managed by the Library Board via the City Librarian.”

According to *At Sunrise* (p. 100), the Library had been an autonomous department until the mid 1970’s “and the magnitude of its budget, staffing facilities, and level of public services warranted full department representation.”

Section 1 of Resolution 17288 states the City Council shall retain the following authority over the Library:

- A) Library Trustees shall be appointed by the Mayor with the consent of the City Council
- B) The City Council shall annually review, amend as necessary, and adopt the library’s operational budget
- C) The City Council shall establish the number of and compensation ranges for library paid employees
- D) The City Council shall act upon library legislative items (Resolutions, appointments, budget amendments, etc., as required)

Section 2 of Resolution 17288 states the City’s Board of Library Trustees shall retain the following authority over the Library:

- A) The Library Board shall manage and control the Library Trust Fund
- B) The Library Board shall establish and amend library policies and procedures as required
- C) The Library Board shall establish, amend, and periodically review all library fines, fees and charges and ensure such charges are incorporated into the City’s Master Fee Schedule
- D) The Library Board shall manage the approval of all library purchases from the Library Fund (subsequent to Council’s approval of the literary budget) and the Library Trust Fund
- E) The Library Board shall develop and amend long and short-range library plans
- F) The Library Board shall manage all library facilities
- G) The Library Board shall consult with the City Manager with regard to evaluation and appointments of City Librarians.

Section 3 of Resolution 17288 states the City Manager shall retain the following authority over the Library:

- A) The City Manager shall appoint and evaluate the City Librarian in consultation with the Library Board
- B) The City Manager shall recommend appropriate amendments to the annual Library Fund operational budget prior to its submission to the City Council
- C) The City Manager shall apply the provisions of the City’s current Personnel Rules to library paid employees
- D) The City Manager shall assign departmental duties to the City Librarian as required (subject to the consent of the Library Board)
- E) The City Manager shall communicate directions from the City Council to the City Librarian as necessary

Marcus Fuller, Assistant City Manager in a memo to Ed McBride, Trustees President dated June 8, 2020 references Resolution 17288 as establishing the relationship between the City and the Board of Trustees. He noted that Section 2A of the Resolution gives the Trustees control of the Library Trust Fund which is accounted by the City as a Special Revenue Fund (Fund 151). He wrote, "In compliance with Resolution 17288 – the City only approves expenditures from this fund with express approval of the Board of Trustees." (see Library Trustees Meeting Agenda dated July 1, 2020, pp. 17-30.

Fiscal Management

A memo from Trustee Treasurer David Kelly to Jeannie Kays, Library Director dated October 29, 2019 (presented in the Trustees November 21, 2019 meeting packet) reported a meeting among Kelly, Kays and David Lacy, Assistant City Finance Director. Mr. Lacy reported the City manages over \$200 million in cash and investments, of which the Library Trust Fund is pooled into. An independent investment advisor specializing in the needs of municipalities is responsible for safeguarding the public's funds while minimizing market risk and maximizing both liquidity and yield. Mr. Lacy reported the City earned \$1.1 million in interest at a rate of 1.8% for the fiscal year ending 6/30/2019 and the Library received a proportional credit.

Further Information Requests

- Request the City Treasurer provide the interest rate for fiscal year ending 6/30//20.

Discussion Points

1. The Library Trust Fund should have its own charter with a statement of purpose, objectives, and investment guidelines. The charter should state the type of Library projects it will consider funding, and which need special approval, if any.
2. An independent investment advisor will want to review the charter to establish its role and responsibilities in administering the Library Trust Fund.
3. If the Trustees assign the investment advisor role to the Trustee Treasurer, would it be appropriate for the Board of Trustees to obtain Directors and Officers insurance to protect against potential liabilities?
4. Will we need to engage independent legal counsel to make changes in the management of the Library Trust Fund? What may be required of the City Clerk or City Attorney to make changes to management of the Library Trust Fund?