

TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-02	8.00	8.00	2.00	0.00	16.00	34.00
Aug-02	8.00	8.00	2.00	0.00	16.00	34.00
Sep-02	8.00	8.00	2.00	0.00	16.00	34.00
Oct-02	8.00	8.00	2.00	0.00	16.00	34.00
Nov-02	8.00	8.00	2.00	0.00	16.00	34.00
Dec-02	8.00	8.00	2.00	0.00	16.00	34.00
Jan-03	8.00	8.00	2.00	0.00	16.00	34.00
Feb-03	8.00	8.00	2.00	0.00	24.00	42.00
Mar-03	8.00	8.00	2.00	0.00	24.00	42.00
Apr-03	8.00	8.00	2.00	0.00	24.00	42.00
May-03	8.00	8.00	2.00	0.00	16.00	34.00
Jun-03	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	96.00	96.00	24.00	0.00	216.00	432.00
AVG	8.00	8.00	2.00	0.00	18.00	36.00

TIME BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-03	8.00	8.00	2.00	0.00	16.00	34.00
Aug-03	8.00	8.00	2.00	0.00	16.00	34.00
Sep-03	8.00	8.00	2.00	0.00	16.00	34.00
Oct-03	8.00	8.00	2.00	0.00	16.00	34.00
Nov-03	8.00	8.00	2.00	0.00	16.00	34.00
Dec-03	8.00	10.00	2.00	0.00	20.00	40.00
Jan-04	6.00	8.00	2.00	0.00	16.00	32.00
Feb-04	6.00	9.00	2.00	0.00	18.00	35.00
Mar-04	6.00	9.00	2.00	0.00	18.00	35.00
Apr-04	6.00	9.00	2.00	0.00	18.00	35.00
May-04	6.00	9.00	2.00	0.00	20.00	37.00
Jun-04	8.00	9.00	2.00	0.00	20.00	39.00
TOTAL	86.00	103.00	24.00	0.00	210.00	423.00
AVG	7.17	8.58	2.00	0.00	17.50	35.25

TIME BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-03	8.00	9.00	2.00	0.00	22.00	41.00
Aug-03	8.00	8.00	2.00	0.00	20.00	38.00
Sep-03	0.00	0.00	0.00	0.00	0.00	0.00
Oct-03	0.00	0.00	0.00	0.00	0.00	0.00
Nov-03	0.00	0.00	0.00	0.00	0.00	0.00
Dec-03	0.00	0.00	0.00	0.00	0.00	0.00
Jan-04	0.00	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	16.00	17.00	4.00	0.00	42.00	79.00
AVG	8.00	8.50	2.00	0.00	21.00	39.50



## Elizabeth Minter

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**From:** owner-olcdirectors@web04.ca.gov on behalf of OLCNews@library.ca.gov  
**Sent:** Thursday, September 23, 2004 5:27 PM  
**To:** OLCDirectors@web04.ca.gov  
**Subject:** Governor Schwarzenegger Signs Library Bond Act of 2006

### Governor Schwarzenegger Signs Library Bond Act of 2006

The Office of Library Construction is pleased to announce that Governor Arnold Schwarzenegger signed SB 1161, the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2006, authorizing \$600 million of state general obligation bond funds to construct and improve public library facilities be placed on the March 2006 ballot.

The bill, which was sponsored by the California Library Association (CLA) and authored by Senator Dede Alpert, will provide priority funding in an amount up to \$300 million toward any eligible project applications which do not receive funding in the final round of grant awards for the Library Bond Act of 2000.

In March of 2000, the Library Bond Act of 2000 authorized \$350 million for public library construction. To-date \$257 million has been allocated to 34 projects, which are in design, under construction or completed. The remaining funds from the Library Bond Act of 2000 total approximately \$77 million will be allocated this fall. There are currently 72 applications for funding which are requesting a total of \$586 million in state funds.

The remaining \$300 million from the Library Bond Act of 2006 would be available to local jurisdictions through a statewide application process after the development of program requirements. A press release issued on this subject by Susan Hildreth, State Librarian, can be viewed at:  
<http://www.library.ca.gov/html/libBondPR.cfm>.

**Response to this e-mail will not be delivered to the Office of Library Construction. You may use the "Staff Contacts by Activity" <http://www.olc.library.ca.gov/staffcontact.asp> list on the OLC web site to contact the appropriate staff member if you have a question or concern.**

**Elizabeth Minter**

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**From:** Jeri Takeda [jtakeda@mcls.org]  
**Sent:** Thursday, September 23, 2004 6:08 PM  
**To:** 'MCLS/SLS/SSCLS/Associate Member Directors'  
**Cc:** smacgregor; bchute; bcusten; bgallardo; ccarlisle; cfrenger; hfirchow; jlambert; mgermroth; mwomack; shaber; 'palger'  
**Subject:** FW: [CALIX:2944] News from the Capitol--Report on this morning's press conference

-----Original Message-----

From: owner-calix@listproc.sjsu.edu  
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen  
Sent: Thursday, September 23, 2004 5:35 PM  
To: CLA Listserve- CALIX  
Subject: [CALIX:2944] News from the Capitol--Report on this morning's press conference

September 23, 2004

TO: CLA MEMBERS/ SYSTEM/ NETWORK CONTACTS  
FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist  
RE: NEWS FROM THE CAPITOL

I. SENATOR ALPERT HOLDS PRESS CONFERENCE TO APPLAUD GOVERNOR SCHWARZENEGGER FOR SIGNING THE LIBRARY BOND BILL

Shortly before noon today, Senator Dede Alpert, the author of SB 1161, the library construction and renovation bond bill, held a press conference at the State Capitol to express her thanks to Governor Schwarzenegger for signing her measure late yesterday afternoon. As we mentioned in our "News >From The Capitol" issued this morning, the original intent of the press conference had been to encourage the Governor to sign SB 1161. However, in light of last night's good news, the focus of the press conference shifted to a more celebratory tone, and countless speakers lauded the Governor for his action.

When Senator Alpert began her remarks, she stated, "This press conference is to say 'Thank You, Governor Schwarzenegger!'" She added that as she has "talked to people up and down the state, I find that libraries have truly become the heart and soul of urban, suburban, and rural communities."

Noting that the money left to address the applications of hundreds of Proposition 14 Third Round requests is insufficient, the Senator said that the "Governor recognized that the money we have on the table right now is not enough." With the signing of SB 1161-Alpert, the library bond will now appear on the March 2006 ballot, giving the voters the opportunity to decide its fate. Senator Alpert stated, "I am very hopeful, and I think it will turn out to be true, that when we put a bond on the ballot in 2006, people will stand up and say, 'libraries are important, not just for my community, but also for the rest of the state.'" Senator Alpert was then followed by Assemblywoman Lois Wolk, who assisted the Senator in carrying SB 1161 on the Assembly Floor on her behalf. As the Senator introduced Assemblywoman Wolk, she said, "Because I am termed out, I have asked Assemblywoman Wolk to carry on my library legacy." Assemblywoman Wolk said that she was "delighted to take this bill through the Assembly, and we received much more than the required 54 votes. But Senator Alpert will be greatly missed." She then exclaimed, "What a wonderful morning! Truly a delightful surprise to see the Governor signed this bill, championed by Dede Alpert." She highlighted the innovative aspects of the Cordelia library, one of the Cycle 2 grant recipients, and wished all projects in her area could receive needed state assistance. "Libraries are more than just a place for history and books,"

Wolk stated. "They have become childcare, it is a safe place, anyone can go there..the great equalizer. But they are not free, we must pay for them and put materials in to them."

Sacramento County Supervisor Roger Niello (4th District) spoke of the need in Orangevale - a community that is 100 years old but has never had a permanent library, and currently houses its library in a storefront.

Because the community is virtually "built-out," Orangevale does not have resources, such as developer fees, with which to fund a library. He noted that Orangevale is a "compelling project" currently pending in Cycle 3, as are many of the projects in Sacramento County, and added that "hope is a wonderful thing." Lastly, Supervisor Niello thanked the Governor and noted that the issue of building libraries is not a partisan issue and "the [SB 1161] vote proves that."

Anne Cain, the Contra Costa County Library Director and CLA Legislative Chair thanked Senator Alpert for her personal commitment and hard work.

"Senator," she said, "I know this bill was a top priority for you." Ms. Cain then added, "Thanks to Senator Alpert, Assemblywoman Wolk, and Governor Schwarzenegger, libraries have a very promising future in California."

Cain

highlighted the need for a new library in Antioch, and the rising popularity of their successful adult literacy program, which currently requires a waiting list, as they do not have enough space in their cramped 1,000 square foot literacy space, to provide one-on-one tutoring services to all who require assistance. Doug Humphrey, an active literacy student from Project Second Chance at the Contra Costa library, who also serves on the Board of Project Second Chance, shared some poignant reflections on the important role libraries have played for him. He noted that he was "56 years old before I learned how to read. I can now read a menu when I go in to a restaurant. Libraries helped me and my family get closer." Lastly, Cathy Geppert, representing the Friends of the Elk Grove Library and President of the League of Women Voters Sacramento said that she was "absolutely thrilled that Governor Schwarzenegger signed the bond bill." She spoke of the tremendous community support for libraries, noting that Elk Grove is prepared to make a significant financial investment to provide their local match in the hopes of receiving a state grant. The current facility, in this quickly growing part of Sacramento County, is 6500 square feet, and more than 75% of its materials are checked out on a monthly basis.

3.

Geppert noted that with such great diversity in California, "No matter what your economic status, libraries are the great equalizer."

Senator Alpert closed by thanking the Governor and wondered if the First Lady, Maria Shriver, also an author of children's books, had been an influence on his decision. She stated that the Governor has been such a strong supporter of after school programs and support for youth, that she was sure that "played a part in the Governor's decision," as "libraries are often the only place for students to go after their school libraries close at the end of the school day."

We must note that the feeling inside the Governor's Press Room was jubilant, with several representatives from CLA, the State Library, and the CLA Bond Task Force all offering congratulatory hugs to the Senator, Assemblywoman Wolk, and each other. While we will have a major campaign to ready ourselves for the March 2006 ballot, we will savor these last 24 hours, as this is truly a great victory for CLA.

## II. SO MANY TO THANK

Suffice it to say, when you are lobbying a bill, particularly a major bill like SB 1161, there are times when we must rely on friends, contacts, and good, old fashioned "worker bees" for assistance. We would like to thank the following individuals or groups for their willingness to help the Dillons when we needed it most:

Governor Arnold Schwarzenegger - Thank you, Governor! Not only are we grateful for his willingness to sign SB 1161, but for his courage to sign the bill in the face of the state's tight bonded indebtedness status.

Truly

"Governor of the people," we were pleased to see how his Administration readily welcomed all of your faxes, e-mails, calls to Constituent Affairs because, as we were told countless times, "the Governor wants to hear from you." His use of technology and staff resources in the Governor's Office to note your support, is a vast improvement over the previous Administration.

Chief of Staff Pat Clarey, Legislative Secretary Richard Costigan, Legislative Deputy Paul Navarro, and Deputy Director of Finance Mike Genest, for their guidance and wisdom during

our meetings with them in the Governor's Office with Senator Alpert.

Senator Dede Alpert and her staff - Senator Alpert is one of the classiest, most tenacious, compassionate legislators we have ever met. She has repeatedly told us throughout this process that she has a very difficult time meeting with bond applicants, hearing their pleas, and knowing that there are insufficient funds to address the need. While the rule in the legislature has long been, "don't get married to your bills," we have been very touched with how pained she has been while discussing the unmet need, and her tireless commitment to getting her bill passed. As many of you may know, Senator Alpert is termed out of office this year - leaving behind a marvelous legacy for libraries. She will be missed, as she is one in a million. Her staff, particularly Lisa Giroux and Chris Schultz, have been invaluable, hard-working, and are great strategists.

CLA Bond Task Force - CLA Legislative Chair, Anne Cain headed up the CLA Bond Task Force, which was also comprised of Anne Campbell, Ann Cousineau, Anne Marie Gold, Susan Hildreth, Marilyn Crouch, Margaret Donnellan Todd, and Richard Hall. The Task Force drafted SB 1161, and for two years, spent numerous hours on conference calls or in meetings at our offices. The successful press conference held today was also a result of their hard work. Their outreach to library supporters and their ability to coordinate the bond assessment project through the State Library was exceptional.

Anne Cain - While Anne wears the very busy hat of "CLA Legislative Chair," she also agreed to wear the hat of Chair of the CLA Bond Task Force this year. There was not a time when Anne was not personally appealing to library directors or architecture firms, or community groups for support of the bill (trust us, we saw the flood of e-mails!). She took countless calls from us regarding strategy, and organized many last minute conference calls, while never complaining, and always staying hopeful. When we broke the news to her of the Governor's signing of the measure last night, she was ecstatic. Her fun expression of excitement was all the reward we needed.

And to all of you - To the library community and cities, counties, and friends groups, who took the time to write, call, fax or e-mail the Governor and legislators over this past year - last night's victory is evidence that constituents DO make a difference in legislative decisions of this magnitude.

-----calix-+  
Views expressed on CALIX are the opinion of the sender and do not necessarily reflect the position of the California Library Association.

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To sign off from the list, send email to listproc@listproc.sjsu.edu with the following request: SIGNOFF CALIX or UNSUBSCRIBE CALIX in the body of the message. Make sure your subject line is blank and nothing other than the command is in the body of the message.  
-----calix--

## Elizabeth Minter

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**From:** Jeri Takeda [jtakeda@mcls.org]  
**Sent:** Thursday, September 23, 2004 5:21 PM  
**To:** 'MCLS/SLS/SSCLS/Associate Member Directors'  
**Cc:** smacgregor; bhute; bcusten; bgallardo; ccarlisle; cfrenger; hfirchow; jlambert; mgermroth; mwomack; shaber; 'palger'  
**Subject:** FW: [CALIX:2937] Governor signs Library Bond Bill

-----Original Message-----

From: owner-calix@listproc.sjsu.edu  
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen  
Sent: Thursday, September 23, 2004 9:48 AM  
To: CLA Listserve- CALIX  
Subject: [CALIX:2937] Governor signs Library Bond Bill

September 23, 2004

### MEMORANDUM

**To:** CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS  
**FROM:** Mike Dillon, CLA Lobbyist  
Christina Dillon, CLA Lobbyist  
**RE:** GOVERNOR SIGNS LIBRARY BOND BILL

THANK YOU, GOVERNOR SCHWARZENEGGER!

Late yesterday afternoon, Governor Schwarzenegger's legislative unit notified Senator Alpert's office, who in turn called us, with the great news that the Governor had signed SB 1161-Alpert, the Library Construction and Renovation Bond bill. All of the hard work by the library community in generating support letters to the Governor's Office evidently had an effect on his decision to sign the bill. In addition to all of the support from boards of supervisors, city councils, mayors, and others in the library community, we were also able to get the support in recent days from the California Building Industry Association, the Architects Association, and other similar organizations outside of the library community.

Earlier in the week, Senator Alpert's office called us to ask our thoughts on holding a press conference to generate editorial support, which we heartily endorsed. During the last several days, members of the CLA Bond Task Force, including Contra Costa Library Director and Legislative Committee Chair Anne Cain, Solano County Library Directory Ann Cousineau, Sacramento County Library Directory Ann Marie Gold, Senator Alpert's staff and ourselves, together with newly-appointed State Librarian Susan Hildreth, and Richard Hall of the State Library, to extent they felt they could be involved, worked to develop the necessary information and speakers for the press conference, scheduled for 11:30 a.m. this morning. We put together press packets containing all of the pertinent information, while Senator Alpert's staff notified the press of the time and place of the press conference.

Now with the good news of the Governor's signature on SB 1161, the press conference will still go forward, but with a different flavor. The original purpose of the press conference was to demonstrate the need for library construction and renovation and generate editorial support for SB 1161.

Today, we will use the press conference as an opportunity to thank the Governor for his actions in signing the library bond bill and emphasize how the additional funding will be of assistance in meeting the huge backlog of needs. Slated to speak at the press conference are Senator Alpert, Assembly Member Lois Wolk, one of the principle co-authors of SB 1161, CLA Legislative Committee Chair Anne Cain, Sacramento County Supervisor and

Assembly candidate Roger Neillo, and Kathy Geppert of the Sacramento Chapter League of Women Voters.

The Governor's signing of SB 1161 is a huge victory for the library community. Special thanks to Senator Alpert's extraordinary efforts.

We have never worked with an author who has made such a personal investment in their legislation and gone to extraordinary lengths to secure passage and the Governor's signature.

Lastly, we want to especially thank Governor Schwarzenegger, who despite the State's current fiscal dilemma, has recognized the important role libraries play in our communities. Please take a moment today to write a "thank you" to the Governor.


-----calix--  
Views expressed on CALIX are the opinion of the sender and do not necessarily reflect the position of the California Library Association.

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-----calix--



## Agenda Item 24

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: October 25, 2004

**SUBJECT: Status of Placentia Library Literacy Services (PLLS) Partnerships with the Community.**

Provided below is a list of active PLLS partnerships/coalitions in the community. Those with an asterisk (\*) are pending and have not yet begun.

- ♦ Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. Last school year, we had over 100 high school tutors participating in PRREP.
- ♦ Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes at Ruby Drive.
- ♦ Federal Work Study (FWS) is a partnership between Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has more than 30 FWS staff. Cal State Fullerton and PLLS have two partnerships: 1. the Department of Human Services Intern Program, and 2. Service Learning.
- ♦ Fullerton College has a Service Learning partnership where several instructors require 10-20 hours of community service. PLLS is a participating agency.
- ♦ *EVEN START* collaboration with Ruby Drive Elementary School began in FY 2003-04 and will continue this FY.
- ♦ In June and July, PLLS had its first two interns from Troy Tech. Both interns completed 150 hours in their internships, and they did a great job. We hope this is the beginning of many interns coming to the Library from Troy High School.
- ♦ \*PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, and we are eligible this school year, 2004-05, for interns.
- ♦ \*The Women's Transitional Learning Center (WTLC) in Fullerton has asked PLLS to start an ESL class at their center. We plan to meet with them in October to determine the feasibility of starting a literacy program there.
- ♦ \*The CEO of Vita-Herb Nutraceuticals, Inc., a company in Placentia, contacted PLLS about starting a work-site literacy program. Vita-Herb has 20 full-time employees, and Spanish is the native language of about 80 percent of them.



TO: Elizabeth D. Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: October 25, 2004

**SUBJECT: Grant Status**

Source	Date Submitted	Submitted By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's	History Room	Other
Mervyn's	05/06/04	PLLS		5,000					
Target	05/06/04	PLLS		5,000					
VERIZON	05/13/04	PLLS	25,000						
Mighty Ducks Care	05/13/04	PLLS	25,000						
Wells Fargo	05/04/04	PLLS				1,000			
CLLS *	06/08/04	PLLS			21,000				
Barbara Bush Foundation	09/01/04	M & A**			\$60,000				
George Hoag Family Foundation	09/27/04	M & A**	10,000						
Estimated*									
Machoskie & Ass.**									
TOTAL PENDING			\$60,000	\$10,000	\$81,000	1,000	-	-	-

Source	Amount	Date Submitted	Submitted By	ELLI	FFL	Adult Literacy	Spanish Literacy	History Room
Grants Received								
CLLS	\$30,000	06/08/04	PLLS	X	X	X	X	X
Target	\$2,000	05/04/04	PLLS					

TOTAL \$32,000 X

Source	Amount	Date Submitted	Submitted By	ELLIE		FFL		Adult Literacy		Spanish Literacy		Children's Room		History Room		Other

TOTAL DENIED/WITHDRAWN


Disneyland Resorts CSA

\$3,500 06/17/04 PLLS X

\_\_\_\_\_

**Agenda Item 26**

**TO:** Elizabeth Minter, Library Director

**FROM:** Jim Roberts, Public Services Manager/Literacy Coordinator 

**DATE:** October 25, 2004

**SUBJECT: Poet Laureate.**

The Program Committee did not meet with Meredith Laskow, Poet Laureate of the Placentia Library District, in September.

The Library's Program Committee plans to meet with Ms. Laskow in October to brainstorm poetry programming for the upcoming school year.



LAW OFFICES OF  
**McFarlin & Anderson LLP**

23101 LAKE CENTER DRIVE  
SUITE 120  
LAKE FOREST, CALIFORNIA 92630  
(949) 452-0500

GEORGE W. MCFARLIN  
JAMES F. ANDERSON

OF COUNSEL  
TIMOTHY J. DAVIS

FAX (949) 452-0577

September 21, 2004

Munson, Cronick & Associates, LLP  
2501 East Chapman Avenue, Suite 220  
Fullerton, California 92831

Re: Placentia Library District

To Whom It May Concern:

We have been asked by Elizabeth D. Minter, Library Director, to advise you with regard to certain matters in connection with your audit of the financial statements as of the end of the period identified on Schedule I (the "Audit Period").

It is our understanding that, by making the request set forth in the letter to us, the Library District does not intend to waive any applicable attorney-client privilege with respect to any information that the Library District has furnished to us. Moreover, please be advised that our response to you should not be construed in any way to constitute a waiver of the protection of any applicable attorney-work product privilege with respect to any of our files involving the Library District.

This response is limited by, and made in accordance with, the American Bar Association Statement of Policy Regarding Lawyers' Responses to Auditors' Request for Information, as approved by the Board of Governors of the ABA, on December 8, 1975 (the "ABA Statement"). Without limiting the generality of the foregoing, the limitations on the scope and use of this response contained in paragraphs 2 and 7 of the ABA Statement are specifically incorporated in this response by reference, and any identification and description of any "loss contingencies" contained in this response has been made in accordance with the provisions of paragraph 5 of the ABA Statement and the accompanying Commentary (which is an integral part of the ABA Statement). You should note, therefore, that this response does not purport to respond to any general request for information that might be contained in the letter of inquiry. We have assumed you have a copy of the ABA Statement, but if you do not, we would be pleased to supply you with a copy.

As used in this response, the term "loss contingency" includes only those matters that come within the scope of clause (a) of paragraph 5 of the ABA Statement and that may meet the materiality limit, if any, identified on Schedule I.

Subject to the foregoing, we advise you that during the Audit Period and through the Response Date identified on Schedule I, we have not been engaged to give, nor have we given, substantive legal attention to, or represented the Library District in connection with, any loss contingencies, except as identified on Schedule I.

## McFarlin & Anderson LLP

Munson, Cronick & Associates, LLP  
September 21, 2004  
Page 2

Consistent with the last sentence of paragraph 6 of the ABA Statement and pursuant to the Library District's request, this will confirm the Library District's understanding, as set forth in the letter of inquiry to us, that whenever in the course of performing legal services for the Library District with respect to a matter recognized to involve an unasserted possible claim or assessment that may require financial statement disclosure, we have formed a professional conclusion that the Library District must disclose or consider disclosure concerning such possible claim or assessment, we, as a matter of professional responsibility to the Library District, will so advise the Library District and will consult with the Library District concerning the question of such disclosure and the applicable requirements of Statement of Financial Accounting Standards No. 5.

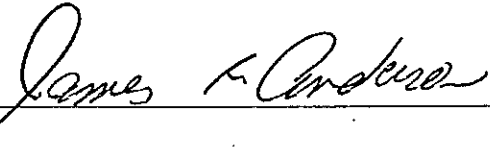
In preparing this response, we have contacted only those attorneys who are currently employed by us and who have recorded time on legal matters for the Library District since the first day of the Audit Period, and this response is based only on information known to such attorneys. In addition, this response is based on information known as of the Response Date identified on Schedule I, except as otherwise noted; and we assume no obligation to revise this response or otherwise advise you of revisions in the response if additional information is subsequently brought to our attention.

If in the course of your audit there should come to your attention a situation involving a possible loss contingency of the Library District that you believe may have been the subject of substantive legal attention by us and that is not covered by the foregoing response, please inquire specifically of us concerning such situation so that there may be no misunderstanding as to whether or not such situation is within the scope of this letter.

This response is solely for your information in connection with your audit of the financial statements of the Library District, and this response and the information contained herein are not to be quoted in whole or in part or otherwise referred to in any financial statement of the Library District, or any related document, nor is this response or any copy thereof to be transmitted to or filed with any individual, corporate person, governmental agency other than the Library District, or any other person or entity, without the prior written consent of this firm.

Very truly yours,

MCFARLIN & ANDERSON LLP

By:  \_\_\_\_\_

Attachment

cc: Elizabeth D. Minter, Library Director



**SCHEDULE I**

This Schedule I is incorporated in and constitutes an integral part of the foregoing response of McFarlin & Anderson LLP.

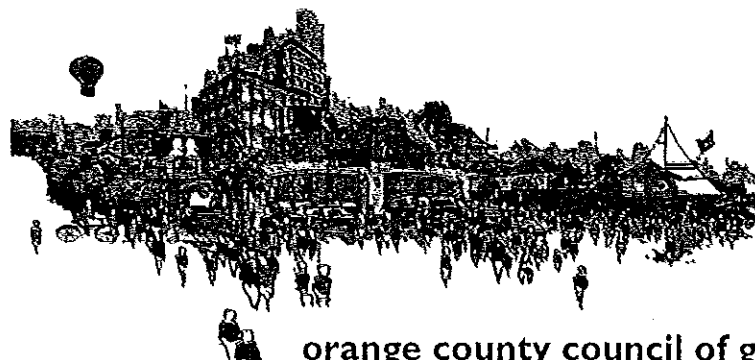
Item No.

1. Audit Period: July 1, 2003 to June 30, 2004.
2. Materiality Minimum Provided By Library Director: \$1,500 individually or in the aggregate.
3. Response Date: September 21, 2004.
4. We call your attention to the fact that we have represented the Library District during the Audit Period only in connection with certain matters and have not been engaged for any other purpose. As you are aware, the Library District utilizes other law firms for legal services as well. You therefore should be aware that there may exist legal matters that could have a bearing on the Library District's financial condition with respect to which we have not been consulted.
6. Loss Contingency: None.
7. As of end of Fiscal Year:

	<u>Billed / Unpaid</u>	<u>Accrued / Unbilled</u> *
Fees:	\$ -0-	\$ -0-
Disbursements:	<u>-0-</u>	<u>-0-</u>
Total	\$ -0-	\$ -0-

\* \$3,000.00 invoiced on June 22, 2004 and paid with Check Number 01-6752649, dated June 29, 2004.





orange county council of governments  
**Regular Meeting of the**  
**BOARD OF DIRECTORS**

Meeting Date / Location

Thursday, August 26, 2004  
1:30 p.m. – 2:30 p.m.  
Tustin Community Center  
300 Centennial Way  
Tustin, California 92780

AGENDA ITEM

STAFF

PAGE

Agenda descriptions are intended to give notice to members of the public by providing a general summary of items of business to be transacted or discussed. The listed Recommended Action represents staff's recommendation. The Board of Directors may take any action which it deems appropriate on the agenda item and is not limited in any way by the recommended action.

**PLEDGE OF ALLEGIANCE**

**I. CALL TO ORDER / ROLL CALL**

(Chair Lou Bone)

Lou Bone, Chair, District 17  
Richard Dixon, Vice-Chair, District 13  
Cathryn DeYoung, District 12  
Tod Ridgeway, District 14  
*Vacant*, District 15  
*Vacant*, District 16  
Alta Duke, District 18  
Richard Chavez, District 19  
*Vacant*, District 20  
Art Brown, District 21  
Bev Perry, District 22  
Debbie Cook, District 64

Tim Keenan, Cities At-Large  
Bill Campbell, County At-Large  
Phil Anthony, ISDOC  
Peter Herzog, OCD, LOCC  
Shirley McCracken, OCSD  
Denis Bilodeau, OCTA  
Chris Norby, SCAG-County Rep. (*not activated*)  
Bill Craycraft, SCAQMD – Cities Representative  
Jim Silva, SCAQMD–County Representative  
Dave Swerdlin, TCAs  
Owen Holmes, University Representative  
Al Hollinden, Private Sector

**cities**  
Aliso Viejo  
Anaheim  
Brea  
Buena Park  
Costa Mesa  
Cypress  
Dana Point  
Fountain Valley  
Fullerton  
Garden Grove  
Huntington Beach  
Irvine  
La Habra  
La Palma  
Laguna Beach  
Laguna Hills  
Laguna Niguel  
Laguna Woods  
Lake Forest  
Los Alamitos  
Mission Viejo  
Newport Beach  
Orange  
Placentia  
Rancho Santa Margarita  
San Clemente  
San Juan Capistrano  
Santa Ana  
Seal Beach  
Stanton  
Tustin  
Villa Park  
Westminster  
Yorba Linda  
County of Orange

**agencies**  
Costa Mesa Sanitary District  
East Orange Water District  
El Toro Water District  
Emerald Bay Service District  
Irvine Ranch Water District  
Mesa Consolidated Water District  
Moulton Niguel Water District  
OC Fire Authority  
OC Sanitation District  
OC Transportation Authority  
OC Water District  
Placentia Library District  
Rossmoor/Los Alamitos Area Sewer District  
Serrano Water District  
Silverado-Modjeska Parks & Recreation District  
South Coast Water District  
Trabuco Canyon Water District  
Transportation Corridor Agencies

**II. PUBLIC COMMENTS**

At this time members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors which are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. NO action may be taken on items not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of twenty minutes for the Public Comments portion of the agenda.

Any person wishing to address the Board on any matter, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the Clerk of the Board prior to an individual being heard. Whenever possible, lengthy testimony should be presented to the Board of Directors in writing and only pertinent points presented orally.

**III. ACTION ITEMS**

- A. **Approve Fiscal Year 2004-2005 Overall Work Program Agreement with the Southern California Association of Governments** (Michael Gold) 3

*Recommended Action:* Approve agreement and authorize Executive Director to execute agreement with SCAG for funding from the SCAG 2004-2005 OWP.

- B. **Approve Reduce Orange County Congestion Program Projects for Fiscal Year 2004-2005** (Jim Hart, Chair ROCC Technical Advisory Committee) 31

*Recommended Action:* Approve ROCC projects for funding.

**IV. MATTERS FROM BOARD MEMBERS** (Chair Bone)

**V. MATTERS FROM MEMBER AGENCIES** (Chair Bone)

**VI. MATTERS FROM STAFF** (Chair Bone)

**VII. ADJOURNMENT**

**Next Meeting: Thursday, September 23, 2004**



**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM III. A.**

**STAFF REPORT**

**Subject:** Approve Fiscal Year 2004-2005 Overall Work Program Agreement with the Southern California Association of Governments

**Summary:** OCCOG has been awarded under the Southern California Association of Governments' 2004-2005 Overall Work Program \$221,325 for work in the following project areas:

- Data and Modeling Updates – \$61,971;
- Growth Visioning and Smart Growth - \$106,236; and
- Homes for California Families - \$53,118.

OCCOG staff requests that the OCCOG Board authorize the OCCOG Executive Director to execute the attached agreement. Please note OCCOG Legal Counsel has reviewed this agreement.

**Recommendation:** Approve agreement and authorize Executive Director to execute agreement with SCAG for funding from the SCAG 2004-2005 OWP.

**Attachment:** Continuing Cooperative Agreement for SCAG's 2004-2005 Overall Work Program

**Staff Contact:** Michael Gold, Deputy Executive Officer – (714) 972-0077  
Annabel Cook, Regional Issues Consultant – (714) 571-5844

000003



## CONTINUING COOPERATIVE AGREEMENT

#-05-011

between

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**

and

**ORANGE COUNTY COUNCIL OF GOVERNMENTS**

THIS AGREEMENT is entered into as of July 1, 2004, between Orange County Council of Governments (hereinafter referred to as Subregion) and the Southern California Association of Governments (hereinafter referred to as SCAG).

### RECITALS

WHEREAS, the Subregion is a subrecipient of State and Federal planning funds programmed in SCAG's annual Overall Work Program (OWP), administered by and through SCAG. The SCAG annual OWP is part of an agreement with the State of California Department of Transportation (State), which includes the Overall Work Program Agreement (OWPA) and Master Fund Transfer Agreement (MFTA). Together, the OWP, the OWPA and MFTA set forth the terms and conditions under which these funds are to be expended by SCAG and its subrecipients. .

WHEREAS, SCAG and the Subregion intend to coordinate development of the annual SCAG OWP, with final OWP approval by SCAG; and

WHEREAS, SCAG and the Subregion intend to cooperate to ensure the timely development, adoption and implementation of integrated comprehensive regional plans and policies, as set forth by Federal and State requirements; and

WHEREAS, SCAG and the Subregion intend to cooperate to ensure continual satisfactory compliance with applicable Federal and State laws and planning and management guidelines; and

WHEREAS, SCAG and the Subregion intend to ensure their respective cost accounting systems meet Federal and State regional planning fund requirements; and

WHEREAS, SCAG and the Subregion intend to improve accountability of persons carrying out the duties prescribed in this Agreement, and reduce delays associated with the billing process.

## NOW THEREFORE, IT IS MUTUALLY AGREED THAT

1. Agreement with the Subregion and Amendments. This Agreement constitutes a continual, year-to-year arrangement between the Subregion and SCAG, and may be amended by mutual written agreement.
  - a. This Agreement includes the annual, Subregional Staff Scope of Work (Exhibit A), Subregional Staff Budget (Exhibit B), In-Kind Match Budget (Exhibit C); and Sample Subregional Invoice for Staff Work (Exhibit D) hereinafter referred to as Exhibits A, B, C and D respectively, attached hereto and incorporated herein by this reference.
  - b. SCAG's maximum payment obligation to the Subregion is limited to those funds identified in Exhibit B.
2. Scope of Subregional Responsibilities.
  - a. SCAG shall engage the Subregion and the Subregion shall be responsible for the complete performance of the work described in Exhibit A, and in accordance with the Budget constraints described in Exhibits B and Exhibit C (Chart 1), respectively.
  - b. Only SCAG may contract with a consultant ("SCAG Consultant") to perform Subregional work related to projects identified in the attached Exhibit C under "Consultant Work" (Chart 2). For SCAG Consultant contracts, the Subregion shall identify a responsible person ("Subregional Project Manager") by name and title in such SCAG contracts, in compliance with Section 3 of this Agreement and subject to change at the discretion of the Subregion. Written notification of any change in the identity of the Subregional Project Manager shall be provided to SCAG by the Subregion within ten (10) days of such change. The Subregional Project Managers shall be responsible for the following co-management duties, in coordination with the SCAG Project Manager in relation to such contracts: develop the scope of work for the contract with the SCAG Consultant; participate in selection of such consultant; review consultant's work product(s) and provide progress reports, including Quarterly Progress Reports; monitor the day-to-day activities of the consultant, and recommend approval of payments to the consultant. Subregional approval of the SCAG Consultant Invoice is required before SCAG will process payment to the SCAG Consultant. SCAG shall not be obligated to make payment to SCAG Consultant until the Subregional Project Manager has carried out the responsibilities described herein and in compliance with Sections 6 through 10 of this Agreement. SCAG maintains final authority to approve and accept SCAG Consultant work products.



- c. The Subregional Project Manager shall coordinate all work described in Exhibits A with the SCAG Project Managers identified under each project listed in Exhibits B and Exhibit C, respectively.
3. Personnel. The Subregion shall hire personnel for performance of the work described in Exhibit A, only in the following manner:
    - a. If the Subregion is a governmental entity, the Subregion, upon approval and authorization of its the governing body, may utilize employees with salaries that do not vary on the basis of funds received from SCAG.
    - b. The Subregion, upon approval and authorization of its governing body, may contract for the services of a Subregional Coordinator or Executive Director, consistent with and in compliance with all applicable Federal and State regulations and guidance including but not limited to 49 C.F.R. Section 18.36, the Local Assistance Procedure Manual, and the Consultant Selection Guidebook; and with applicable SCAG Policies, Procedures and Manuals. The Subregion shall provide SCAG with written notification of the identity of the Subregional Coordinator or Executive Director prior to the beginning of each fiscal year and within 10 days of any change in the identity of such person.
  4. Time of Performance. The services provided pursuant to this Agreement shall begin upon issuance of a Notice to Proceed by SCAG to the Subregion and shall continue until completion, but not later than June 30 of each year.
  5. Materials to be Furnished to the Subregion. All information, data, reports, records, and maps that are existing, available, and necessary to carry out the work shall be furnished to the Subregion without charge by SCAG. However, SCAG's proprietary information or otherwise confidential or privileged materials shall not be provided to the Subregion, unless authorized by SCAG's legal counsel.
  6. Invoices and Quarterly Progress Reports. In performing the work described in Exhibit A, the Subregion may incur only the costs authorized by Exhibit B. Said costs shall comply with Section 8 below. The Subregion shall submit to SCAG, not more frequently than every month, but at least quarterly, each requisition for payment (Invoice) accompanied by a narrative progress report. Separate progress reports for each projet identified in Exhibit B are not required, so long as one report identifies esach project separately. Additionally, the Subregion shall submit a Quarterly Progress Report at the close of each quarter in accordance with paragraph b. below.
    - a. The Subregion shall submit the following relative to an Invoice:
      - (1) an Invoice in duplicate, in accordance with the sample "Subregional Invoice for Staff Work," attached hereto as Exhibit D and incorporated herein by this reference.

- (2) a progress report that, in narrative form, describes progress toward completion of tasks, projects, and products, conformance with project schedules, and reporting of all costs incurred for the work elements contained in Exhibit C (under Chart 1 ); and
    - (3) upon request of SCAG, additional information or documentation to support the costs contained in the Invoice.
  - b. The Subregion shall submit a Quarterly Progress Report to SCAG, no later than ten (10) days after the close of each quarter (i.e., for the first quarter, ending September 30, the deadline is October 10), describing progress toward completion of all tasks, projects, and products, conformance with project schedules, and reporting of all costs incurred for the work elements contained in Exhibit B.
  - c. In the submittal of Quarterly Progress Reports, the Subregion shall include seven, double-sided copies of all completed products to the assigned SCAG Project Manager, in a form determined by SCAG, as referenced in Section 9.
  - d. Year-end Invoices and supporting documentation shall be sent by the Subregion via certified mail and received by SCAG on or before July 31<sup>st</sup> of each fiscal year. Invoices received by SCAG after July 31<sup>st</sup> shall not be paid.
  - e. Payment for subregional staff services under this agreement shall not be processed by SCAG until the above documentation is provided by the Subregion, consistent with this Section 6 and Section 8. Payment to the Subregion is contingent upon SCAG's determination, which shall not be unreasonably withheld, that the performance of the Subregion has been satisfactory.
7. In-Kind Match Reporting. The Subregion shall provide the required, local In-Kind match in accordance with Exhibits C, along with In-Kind Match Reports meeting the requirements below and requirements described in Section 8. In-kind Match Reports may be provided to SCAG by the Subregions and/or local public agency(ies) within the Subregion. However, it remains the responsibility of the Subregion to ensure SCAG receives the In-kind Match, Reports and documentation in accordance with the requirements below.
- a. In-Kind Match Reports shall be submitted with SCAG Consultant Invoices approved by the Subregional Project Manager or upon request of SCAG staff. In-kind Match Reports shall include the following information: the name of the Subregion and/or local public agency within the Subregion, applicable WBS Number, description of services performed, period of the service performed, employee name, actual pay rate, total hours worked, fringe benefit rate, indirect cost rate, total cost incurred, and a statement that costs were funded with non-Federal local funds accompanied by an authorized signature of the Subregion and/or local agency(ies) providing the match. The Subregion shall provide additional information or documentation relative to the Match Reports, upon request of SCAG.

8. Cost Principles.

- a. Subregion agrees and shall require all of its contractors and subcontractors to comply with the following:
  - (1) the Contract Cost Principles and Procedures, 48 Code of Federal Regulations, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq. (OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments)," shall be used to determine the allowability of individual project cost items, and
  - (2) the Federal administrative procedures in accordance with 49 Code of Federal Regulations, Part 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments."
- b. Any costs for which the Subregion receives payment or credit that is determined by a subsequent audit or other review by either SCAG, Caltrans or other State or Federal authorities to be unallowable under, but not limited to, OMB Circular A-87; 48 C.F.R., Chapter 1, Part 31; or 49 C.F.R., Part 18, are to be repaid by Subregion within thirty (30) days of the Subregion receiving notice of audit findings. Should Subregion fail to reimburse moneys due SCAG within the thirty (30) days, or within such other period as may be agreed between both parties hereto, SCAG is authorized to withhold future payments due Subregion.
- c. All costs charged to this Agreement by the Subregion shall be supported by properly executed payrolls, time records, invoices, and vouchers, evidencing in proper detail the nature of the charges, and shall be costs allowable under the cost principles cited above in paragraph a.
- d. All reports and documents produced under this agreement shall include the following statement:

"Funding: The preparation of the report was financed in part through grants from the United States Department of Transportation – FTA and FHWA – under provisions of the Transportation Equity Act of the 21<sup>st</sup> Century. Additional financial assistance was provided by the California State Department of Transportation."
- e. The Subregion agrees to furnish documentation to SCAG to support the requirement that all of its Agreements with contractors and subcontractors contain provisions requiring adherence to this Section in its entirety.

9. Written and Electronic Versions of Work Products. The Subregion shall provide copies of all of its work products to SCAG, including any reports, newsletters or other written materials, in hard copy as well as electronically.

- a. Any graphic images accompanying the text of these written materials shall be included, in digitized form, in the electronic version.
- b. The electronic versions of all written materials and accompanying graphic images shall, when printed or otherwise displayed, appear in the identical format, location, quality, and state of replicating in which they appear in the hard copy versions.
- c. Materials in the electronic version shall be presented to SCAG on a medium pre-approved in writing by the SCAG Project Manager.
- d. SCAG shall be free to copyright material developed under this Agreement. The State and FHWA/FTA reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and authorize others to use, work products funded under this Agreement for government purpose.

10. Records Retention and Audits.

- a. The Subregion shall maintain, and shall require that its contractors and subcontractors maintain, all source documents, books and records connected with their performance of work initiated under this Agreement and each annual SCAG OWP for a minimum of three (3) years from the date of final payment to Subregion or until audit resolution is achieved for each annual SCAG OWP, whichever is later, and shall make all supporting information available for inspection and audit by representatives of SCAG, the State, the Bureau of State Audits, or the Federal Government upon request. Copies will be made and furnished by SCAG upon request at no cost to SCAG.
- b. The Subregion shall establish and maintain, and shall require that its contractors and subcontractors establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support Invoices which segregate and accumulate the costs of work elements by line item and produce Quarterly Progress Reports which clearly identify reimbursable costs and other expenditures by OWP work elements.
- c. The Subregion agrees to include all costs associated with this Agreement and any amendments thereto to be examined in the annual audit and in the schedule of activities to be examined under a single audit prepared by the Subregion in compliance with Office of Management and Budget Circular A-133.
- d. Neither the pendency of a dispute nor its consideration by SCAG or the State will excuse the Subregion from full and timely performance in accordance with the terms of this Agreement.

- e. The Subregion agrees to furnish documentation to SCAG to support this requirement that all of its agreements with contractors and subcontractors contain provisions requiring adherence to this Section in its entirety.

#### 11. Federal Certifications and Assurances.

- a. The Subregion shall adhere and certify to the requirements contained in SCAG's annual Certification and Assurances (FHWA and FTA "Metropolitan Transportation Planning Process Certification") submitted as part of SCAG's OWP, pursuant to 23 C.F.R. 450.334 and the Transportation Equity Act for the 21<sup>st</sup> Century and its successors thereto. This Certification shall be published annually in SCAG's OWP. Such requirements shall apply to the Subregion to the same extent as SCAG and may include, but are not limited to:

- (1) 23 U.S.C. 134 and 135;
- (2) Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 3) 7504, 7506(c) and (d);
- (3) Title VI of the Civil Rights Act of 1964 and Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
- (4) Section 1101(b) of the Transportation Equity Act for the 21<sup>st</sup> Century (Pub. L. 105-178, 112 Stat. 107), and any successor thereto, regarding the involvement of disadvantaged business enterprises in FHWA and FTA funded projects (Sec. 105(f), Pub. L. 970424, 96 Stat. 2100, 49 C.F.R. part 26); and
- (5) The Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the United States Department of Transportation (US DOT) implementing regulations (49 C.F.R. 27, 37, and 38).

- b. The Subregion shall additionally comply with the requirements contained in the annual FTA "Certifications and Assurances for FTA Assistance," including "Certifications and Assurances Required of Each Applicant" and the "Lobbying Certification" in compliance with 49 U.S.C. Chapter 53; published annually in SCAG's OWP. Such assurances shall apply to the Subregion to the same extent as SCAG, and include but are not limited to the following areas:

- (1) Authority of Applicant and Its Representatives
- (2) Standard Assurances
- (3) Debarment, Suspension, and Other Responsibility Matters for Primary Covered Transactions
- (4) Drug Free Work Place Agreement
- (5) Intergovernmental Review Assurance
- (6) Nondiscrimination Assurance
- (7) DBE Assurance
- (8) Nondiscrimination on the Basis of Disability
- (9) Procurement Compliance Certification
- (10) Certification and Assurances Required by the U.S. Office of Management and Budget.

c. Federal and State Lobbying Activities Certification.

- (1) By signing this Agreement, the Subregion certifies, to the best of its knowledge and belief, that no State or Federal funds have been paid or will be paid, by or on behalf of the Subregion, to any person for influencing or attempting to influence an officer or employee of any State or Federal agency, a Member of the State Legislature or United States Congress, an officer or employee of the Legislature or Congress, or any employee of a Member of the Legislature or Congress in connection with the awarding of any State or Federal contract, the making of any State or Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any State or Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than State or Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subregion shall complete and submit Federal Standard Form-LL, "Disclosure Form to Report Lobbying," in accordance with those form instructions."
- (3) This certification is a material representation of fact, upon which reliance was placed when this Agreement was entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. and by the MFTA between SCAG and the State.

d. The Subregion shall further require its contractors and subcontractors to comply with these Certifications. The Subregion agrees to furnish documentation to SCAG to support this requirement that all of its agreements with contractors and subcontractors contain provisions requiring adherence to this Section in its entirety.

12. Equal Employment Opportunity/Nondiscrimination. In the performance of work undertaken pursuant to this Agreement, the Subregion for itself, its assignees and successors in interest, shall affirmatively require that its employees and contractors (coordinators) shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave, and denial of pregnancy disability leave.

The Subregion shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The Subregion shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated

thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing the Government Code sections referenced above, are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

The Subregion shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other labor agreements.

a. Sanctions for Noncompliance: In the event of the Subregion's noncompliance with the nondiscrimination provisions of this Agreement, SCAG shall impose such contract sanctions as it or the DOT may determine to be appropriate, including, but not limited to:

- (1) Withholding of payments to the Subregion under this Agreement until the Subregion complies, and/or
- (2) Cancellation, termination or suspension of the Agreement, in whole or in part.

b. Incorporation of Provisions: The Subregion shall include the provisions of this Section in every subcontract, including procurement of materials and leases of equipment, unless exempt from the regulations or directives issued pursuant thereto. The Subregion shall take such action with respect to any subcontract or procurement as SCAG or DOT may direct as a means of enforcing such provisions, including sanctions for noncompliance.

13. Conflict of Interest. The Subregion and its officers, employees, contractors (coordinators) and agents that perform work under this Agreement shall comply with Federal and State conflict of interest laws, regulations and policies, and applicable provisions of SCAG's Conflict of Interest Policy.

14. Independent Contractor. The Subregion and its officers, employees, contractors (coordinators) and agents shall be independent contractors in the performance of this Agreement, and not officers, employees, contractors or agents of SCAG.

15. Disadvantaged Business Enterprise (DBE). It is the policy of SCAG, the California Department of Transportation, and the U.S. Department of Transportation, the Disadvantaged Business Enterprises (DBEs), as defined in 49 C.F.R., Part 26, shall have the maximum opportunity to participate in the performance of Agreements financed in whole or in part with Federal funds provided under this Agreement.

The Subregion and its employees shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any State or FHWA/FTA funds-assisted contract or in the administration of SCAG's DBE program per the requirements of 49 C.F.R., Part 26. The Subregion shall ensure that DBEs, as defined in 49 C.F.R., Part 26, have the maximum opportunity to participate in the performance of this Agreement. In this regard, the Subregion shall either meet SCAG's DBE contract goal or demonstrate a good-faith effort to ensure that DBEs have the

maximum opportunity to compete for and to perform subcontracts arising out of this Agreement. Failure to carry out the requirements of this Section shall constitute a breach of contract and may result in termination of the Agreement or such other remedy SCAG may deem appropriate.

16. Disputes. The parties agree to submit any disputes arising under this Agreement to neutral mediation before resorting to litigation.

17. Hold Harmless. The Subregion and SCAG mutually agree to indemnify and hold harmless each other, Caltrans, DOT and all of their officers, agents and employees from any and all claims, demands, costs or liability arising from or connected with negligent performance on the part of the Subregion or SCAG. The Subregion and SCAG will reimburse each other for any expenditures, including reasonable attorney fees, incurred in the defense against claims ultimately determined to be due to negligent acts, errors or omissions on the part of the Subregion or SCAG. The Subregion further agrees to reimburse SCAG for claims, demands, costs or liability associated with the incomplete performance of work contained in Exhibit A, in the event that the Subregion terminates this Agreement in accordance with Section 19.a. herein.

18. Noncompliance. In addition to such other remedies as provided by law, in the event of noncompliance with any grant condition or specific requirement of this Agreement, this Agreement may be terminated.

19. Termination of Agreement.

a. Termination for Convenience. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination at least thirty (30) calendar days before the effective date of such termination. In such event, all finished or unfinished documents and other materials as described in the Agreement shall be returned to SCAG at its option. If this Agreement is terminated by SCAG, as provided herein, the Subregion shall be reimbursed for expenses incurred prior to the termination date, in accordance with Section 6 through 8 of this Agreement.

b. Termination for Cause. If through any cause, the Subregion shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Subregion violates any of the covenants, agreements, or stipulations of this Agreement, SCAG shall thereupon have the right to terminate the Agreement by giving not less than ten (10) calendar days written notice to the Subregion of the intent to terminate and specifying the effective date thereof. SCAG shall provide a reasonable opportunity for the Subregion to cure prior to termination. Upon termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the Subregion under this Agreement shall be provided to SCAG. Subregion shall be entitled to receive



compensation for all satisfactory work completed prior to the effective date of termination.

20. Environmental, Resource Conservation, and Energy Requirements. The Subregion recognizes that many Federal and State statutes imposing environmental, resource conservation, and energy requirements may apply to the Project. The Subregion agrees to adhere to any such Federal and State requirements.

21. Notice. Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested, to the following addresses:

SAMIR MEHTA  
Manager of Contracts  
Southern California Association of Governments  
818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Los Angeles, California 90017-3435

MICHAEL GOLD  
Deputy Director  
Orange County Division  
League of California Cities  
600 West Santa Ana Boulevard, Suite 214  
Santa Ana, California 92701

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first herein written above:

Southern California Association  
Of Governments

Orange County Council  
of Governments

By \_\_\_\_\_  
HEATHER COPP  
Chief Financial Officer

By \_\_\_\_\_  
MICHAEL GOLD  
Deputy Director  
Deputy Director  
Orange County Division  
League of California Cities

Date \_\_\_\_\_

Date \_\_\_\_\_

APPROVED AS TO LEGAL FORM:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Karen L. Tachiki  
Chief Counsel

\_\_\_\_\_  
Legal Counsel for Subregion

**EXHIBIT A**  
**SUBREGIONAL STAFF**  
**SCOPE OF WORK**

**000017**



**Background:**

The subregion will develop a GIS electronic file of the general plan land use. In addition the subregion will work with SCAG GIS staff to develop a comprehensive database to ensure that the geographic units used within the county are consistent with the geographic units used by SCAG's planning staff.

**Steps:**

1. Collect a hard or electronic copy of the land use element of the current general plan from each jurisdiction whose general plan has been updated since July 2003. (July 2004 – October 2005)
2. Collect detailed information on land uses designated as planned development and specific plans that are new or have changed significantly since July 2003. All new plans need to be added to the General Plan shape file. (July 2004 – October 2004)
3. Survey each jurisdiction to identify if there have been any changes to the land use element of the general plan. (August 2004 – November 2004)
4. Update the current general plan land use shape file to reflect all the latest revisions to the general plan land use element, including SCAG's generalized land use codes. (September 2004 – December 2004)
5. Work with SCAG staff to resolve any technical issues. (July 2004 – June 2005)
6. Provide a hard copy of the updated general plan land use map to each jurisdiction for review and comment. (November 2004 – February 2005)
7. Make any revisions to the general plan land use shape file to incorporate local jurisdiction's comments. (January 2004 – April 2005)
8. Provide a copy of the updated general plan land use shape file to SCAG for review and comments prior to the final delivery. (April 2004 - May 2005)
9. Make any revisions required by SCAG. (May 2004 – June 2005)
10. Create an updated subregion-wide shape file of the general plan land uses in UTM zone 11, NAD 83 meters projection. (May 2004 – June 2005)
11. Procure jurisdictional building parcel files from the County and each of its cities. (July 2004 – February 2005)
12. Standardize the files into one consistent format. (March 2005 - April 2005)
3. Create a GIS shape file of the most current city boundaries. (December 2004 – March 2005)

14. Coordinate with SCAG's GIS section to ensure consistent city, Census, and transportation planning geographies. (July 2004 – June 2005)

**Products:**

- An updated subregion-wide shape file of the general plan land uses in UTM zone 11, NAD 83 meters projection (June 30, 2005)
- General Plan update process documentation (June 30, 2005)
- County wide parcel file in agreed format. (June 30, 2005)
- A county wide shape file in UTM zone 11, NAD 83 meters projection of current city boundaries. (June 30, 2005)

Orange County Council of Government  
Growth Visioning/Smart Growth

SCOPE OF WORK

WE# 05-050.OCGS1

Budget:	SCAG:	\$106,236
	Match:	\$ 13,764
	Total:	\$120,000

Steps:

1. Develop a multifaceted Growth Visioning implementation program with the consensus and cooperation of local jurisdictions in the county. (July 2004 to June 2005)
2. Conduct public outreach and research on Smart Growth issues and program strategies. (July 2004 to June 2005)

Products:

- A final report on Growth Visioning/Smart Growth Implementation in Orange County with findings and recommendations for local governments.
- A monitoring program that includes objective measures, benchmarks or indicators that evaluate implementation progress in Orange County communities. (July 2004 to June 2005)

000021

Orange County Council of Government  
Homes for California Families Orange

SCOPE OF WORK

WE# 05-050.OCGS2

Budget:	SCAG:	\$53,118
	Match:	<u>\$ 6,882</u>
	Total:	\$60,000

Steps:

1. This initiative will foster public education and engagement on housing issues through conducting a series of daylong-facilitated dialogues (named ChoiceWork Dialogue) or public forums. (July 2004 to June 2005)
2. Support the production of a television program on growth and housing issues, shown first as a broadcast and available afterwards for groups to view on tape engaging in thoughtful dialogue. (January 2005 to June 2005)
3. Review housing and infrastructure issues related to infill development, including Transit Oriented Development, and evaluate public policy issues and propose recommendations based on public forums, workshops, public dialogues and other outreach efforts. (July 2004 to June 2005)

Products:

- The broadcast-quality program and supporting materials featuring real people working through real tradeoffs related to growth and quality of life issues that effect workforce housing production will be made broadly available to the public (June 2004 to July 2005)
- A final report on study findings and recommendations prepared jointly with Western Riverside County. (January 2005 to June 2005)
- A policy brief focusing on growth and workforce housing needs and potential solutions in the OCCOG subregion. (January 2005 to June 2005)
- Conduct a public workshop on final recommendations and proposed actions. (January 2005 to June 2005)

000022



**EXHIBIT B**  
**SUBREGIONAL STAFF BUDGET**

000023



**Southern California Association of Governments  
 Fiscal Year 2004-2005 Subregional Budget**

**Subregion: Orange County Council of Governments**

**SUBREGIONAL STAFF BUDGET**

000025

WBS	Program Name	Description	SCAG Project Manager	Federal Amount	In-Kind Match	Cash Match	Total
05-040.OCCGS1	OCC Data & Modeling Updates	Data	J. Jacob	61,971	8,029	0	70,000
05-050.OCCGS1	OCC Growth Visioning/SmartGrowth	Growth Visioning	J. Carreras	106,236	13,764	0	120,000
05-050.OCCGS2	OCC Homes for California Families Oran	Growth Visioning	J. Carreras	\$53,118	\$6,882	\$0	60,000
		Total Subregional Staff		\$221,325	\$28,675	\$0	\$250,000



**EXHIBIT C**  
**IN-KIND MATCH BUDGET**



**Southern California Association of Governments**

Fiscal Year 2004-2005 Subregional Budget

Subregion: Orange County Council of Governments

**IN-KIND or CASH MATCH BUDGET**

620000

**CHART 1 - SUBREGIONAL STAFF PROJECTS**

WBS	Program Name	Description	SCAG		Federal		In-Kind		Cash		Total
			Project Manager	Amount	Amount	Match	Match	Match			
05-040.OCCGS1	OCC Data & Modeling Updates	Data	J. Jacob	61,971		8,029		0		70,000	
05-050.OCCGS1	OCC Growth Visioning/SmartGrowth	Growth Visioning	J. Carreras	106,236		13,764		0		120,000	
05-050.OCCGS2	OCC Homes for California Families Oran	Growth Visioning	J. Carreras	\$53,118		\$6,882		\$0		60,000	
		<b>Total Subregional Staff</b>		<b>\$221,325</b>		<b>\$28,675</b>		<b>\$0</b>		<b>\$250,000</b>	

**CHART 2 - SCAG CONSULTANT PROJECTS**

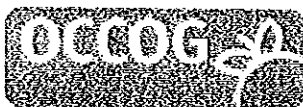
WBS	Program Name	Description	SCAG		Federal		In-Kind		Cash		Total
			Project Manager	Amount	Amount	Match	Match	Match			
		<b>Total Subregional Consultant</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	

Grand Totals: →

Amount	In-Kind Match	Cash Match	Total
\$221,325	\$28,675	\$0	\$250,000







**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**ITEM III. B.**

**STAFF REPORT**

**Subject:** Approve Reduce Orange County Congestion (ROCC) Program Projects for Fiscal Year 2004-2005.

**Summary:** In 2003, as part of its federal funding effort, the Orange County Council of Governments (OCCOG) received a federal earmark of \$1 million for the Reduce Orange County Congestion (ROCC) program. The ROCC Program was funded from the Federal Highway Administration's (FHWA) Transportation and Community and System Preservation (TCSP) Program, a program with an important focus on land-use approaches to reducing traffic congestion. The ROCC Program is a pilot project representing OCCOG's first grant-awarding program in which OCCOG member agencies will be able to apply for ROCC Program funds for specific projects.

In October 2003, the OCCOG Board of Directors approved the creation of the ROCC Technical Advisory Group (ROCC Group). The ROCC Group, composed of local, regional, state and federal representatives was created to develop the project solicitation/Call for Projects, to craft the criteria by which submitted projects would be ranked and to perform an initial ranking of proposals received. Members of this group included the following individuals:

Chair D. James Hart, Ph.D.  
Orange County City Managers Association Representative

Vice-Chair Jennifer Johnson  
Transportation Corridors Agencies Representative

Sandra Balmir  
Federal Highway Administration Representative

Pat Dapkus (Huntington Beach)  
OCCOG Technical Advisory Committee Representative

Maureen El Harake  
CalTrans Representative

**000031**

Lynn Harris  
Southern California Association of Governments

Richard Marcus  
Orange County Transportation Authority Representative

Harry Persaud  
County of Orange Representative

Heather Sowers (Fullerton)  
OCCOG Technical Advisory Committee Representative

The ROCC Group worked from early February 2004 to mid-April 2004 drafting the project proposal criteria and Call for Projects submitted to and approved by the OCCOG Board of Directors at its regular April 22, 2004 meeting. The Call for Projects was mailed to all OCCOG member agencies (including 34 Orange County cities, the county and 20 special districts) in addition to being posted on the OCCOG website.

OCCOG received 19 ROCC Project Proposals by the June 25, 2004 submittal deadline. These projects were distributed to the ROCC Group, which reviewed the proposals pursuant to the approved criteria (attached) and met on August 10, 2004 to produce a funding recommendation for the OCCOG Board of Directors' August 26, 2004 Meeting.

The ROCC Group, led by Chair Jim Hart unanimously forward to the OCCOG Board of Directors their recommendation that the five highest scoring of the 19 submitted proposals be approved to receive funding in the fiscal year 2004-2005 ROCC funding cycle. In addition to scoring highly on Board approved 1000-point scale, these five projects (totaling \$904,000) represent diversity in the geography, size and type of sponsors and partners.

Pending Board approval of the five recommended projects, next steps include:

1. Submit ROCC application to FHWA;
2. Work with FHWA to allocate funds;
3. Work with CalTrans to obligate funds;
4. Execute Contracts with five sponsoring agencies;
5. Provide Notice to Proceed to project managers.

000032

Project	Jurisdiction	Average Score	Ranking	Congressional District	
Laguna Niguel/Mission Viejo Metrolink Station	City of Laguna Niguel	722.50	1	Chris Cox	\$144,000
San Clemente Pedestrian Beach Trail	City of San Clemente	703.33	2	Ken Calvert	\$200,000
Planning for Transit in Stanton	City of Stanton	703.33	2	Ed Royce	\$200,000
Transit Oriented Planning	City of Brea	685.00	4	Ed Royce, Gary Miller, Dana Rohrabacher, Loretta Sanchez	\$200,000
Kids Beach Pedestrian Sidewalk	County of Orange	676.67	5	Chris Cox, Ken Calvert, Ed Royce, Gary miller, Dana Rohrabacher, Loretta Sanchez	\$200,000
Funding Total					\$904,000

**Recommendation:** Approve ROCC projects for funding.

**Attachment:** ROCC Group Project Ranking Recommendation  
Reduce Orange County Congestion Program criteria  
Project Statistical Breakdown and Summary  
ROCC Program Timeline

**Contact:** D. James Hart, Ph.D., City Manager  
City of Rancho Santa Margarita – (949) 635-1800  
Matthew Henkes, Policy Analyst – (714) 972-0077



**Orange County Council of Governments (OCCOG)  
Reduce Orange County Congestion Program (ROCC)  
Technical Advisory Group**

**Project Ranking Recommendation**

<b>Project</b>	<b>Jurisdiction</b>	<b>Average Score</b>	<b>Ranking</b>
Laguna Niguel/Mission Viejo Metrolink Station	City of Laguna Niguel	722.50	1
San Clemente Pedestrian Beach Trail	City of San Clemente	703.33	2
Planning for Transit in Stanton	City of Stanton	703.33	2
Transit Oriented Planning	City of Brea	685.00	4
Kids Beach Pedestrian Sidewalk	County of Orange	676.67	5
Regional Community Center for South East Orange County	City of Rancho Santa Margarita	645.00	6
Red Hill Avenue Grade Separation	City of Tustin	623.33	7
Sante Fe Depot Specific Plan Update	City of Orange	620.00	8
Southern California Goods Movement Plan	Orange County Transportation Authority	578.33	9
Increasing Transit Ridership through Safety and Comfort	City of Fullerton	536.67	10
Bus Shelter Project, Phase 2	City of Lake Forest	501.67	11
Bolsa Avenue, Beach to Newland	City of Westminster	480.00	12
Bolsa Avenue, Magnolia to Newland	City of Westminster	480.00	12

000035

<b>Project</b>	<b>Jurisdiction</b>	<b>Average Score</b>	<b>Ranking</b>
Westminster Boulevard, Beach to Newland	City of Westminster	480.00	12
Westminster Boulevard, Newland to Magnolia	City of Westminster	472.50	15
Bus Turnouts Construction at 14 locations within the City	City of Buena Park	455.00	16
Intersection Improvements Del Obispo Street/Camino Capistrano	City of San Juan Capistrano	452.50	17
Valley View Street Widening	City of Buena Park	432.50	18
Traffic Improvement by Reduction Pedestrian Congestion	City of Laguna Beach	337.50	19

Project Proposal: *Project Name, Partners*

Grading Sheet : *Project Code*

<u>Cooperation</u>		<u>Environmental/Safety</u>	
Project is consistent with local, subregional and regional long range transportation goals and policies including:		Project contributes to attainment of local and regional air-quality standards.	/30
<i>SCAG Regional Transportation Plan.</i>	/20	Project encourages water-quality by addressing/reducing urban run-off.	/30
<i>Implementation of SCAG Compass Program (Growth Visioning).</i>	/20	Project has the potential to correct/eliminate an existing safety problem and improves safety conditions for users.	/30
<i>OCTA Directions 2030.</i>	/20	Project has potential to reduce the number of accidents or injuries.	/30
<i>Applicable City and County General Plans, or member agency policy-planning document.</i>	/20	Project works to preserve the natural environment.	/30
Project has secured matching funds or leverages other available resources.	/30	<i>Subtotal Environmental/ Safety</i>	150
Project is a multi-agency partnership.	/40	<u>Transportation</u>	
Project has a sub-regional or multi-jurisdictional focus.	/40	Project improves mobility/reduces vehicle delays.	/20
Project links existing facilities.	/30	Project provides inter-modal and/or transit connections.	/30
<i>Cooperation Subtotal</i>	220	Project increases off-peak hour transportation options.	/30
<u>Land-Use</u>		Project promotes alternative forms of transportation.	/40
Project promotes mixed-use/incorporates mixed-use facilities.	/40	Project shortens automobile trip lengths.	/30
Project promotes reuse of underutilized facilities.	/40	Project reduces SOV (Single Occupancy Vehicle) trips.	/30
Project advances Jobs-Housing balance development patterns, e.g., infill, or transit oriented development.	/50	Project incorporates use/development of best practices or incorporation of new technologies, e.g., Intelligent Transportation Systems.	/30
Project encourages pedestrian, bicycle, HOV, etc. resulting in greater access for residents to activity centers, e.g., health care, jobs, or shopping.	/50	Project enhances/provides for telecommuting opportunities.	/10
Project encourages expanded usage of public facilities.	/40	<i>Transportation Subtotal</i>	220
<i>Land-Use Subtotal</i>	220		

<u>Community Development/Outreach</u>		<u>Evaluation</u>	
Project facilitates a high quality of life.	/20	Project sponsors committed to evaluation/documentation Plan.	/40
Project includes a public outreach component, or demonstrates a commitment to seeking/involving community support.	/20	Project sponsors clearly identify a grant manager and provide a clear set of project milestones and/or timeline.	/60
Project targets specific populations, e.g., students, seniors, disabled.	/30	<i>Evaluation Subtotal</i>	100
Project addresses/enhances an identified need.	/30	<u>Extra Points</u>	
<i>Community Development/Outreach Subtotal</i>	100	Project includes at least 20% matching funds.	10
		No more than 5% of awarded funds will be used for administrative purposes.	10
		<i>Extra Points Subtotal</i>	
<p>Cooperation Subtotal _____ /220      Environmental/Safety Subtotal _____ /150</p> <p>Land-Use Subtotal _____ /220      Transportation Subtotal _____ /220</p> <p>Community Development/Outreach Subtotal _____ /100      Evaluation Subtotal _____ /100</p> <p style="text-align: center;">Extra Points</p> <p style="text-align: center;">Total Score: _____ / 1000 points</p> <p>Signature: _____      Date: _____</p>			



## ROCC Program: 2004 Funding Cycle Summary

- Number of Sponsoring Agencies: 15
- Number of Projects: 19
- Number of Partnering Agencies: 17
- 7 Planning/12 Construction Projects
- Total Amount Asked: \$5,365,518.00
- Total Cost of All Projects: \$38,434,491.50
- Program Geographical Breakdown by Representative:
  - Ed Royce: 10
  - Gary Miller: 2
  - Ken Calvert: 2
  - Dana Rohrabacher: 5
  - Loretta Sanchez: 4
  - Chris Cox: 5

## ROCC Program Project Proposal Summaries

Sponsor:	City of Laguna Niguel
Title:	Laguna Niguel Gateway Specific Plan Mixed Residential Land Use Study
Partners:	None
Location:	Gateway Specific Plan Area-City of Laguna Niguel
Type:	Planning
ROCC Request:	\$144000
Total Cost:	\$180000
Representative	Chris Cox
Description	The City's Project would reevaluate the existing land use designations in the Laguna Niguel Gateway Specific Plan Area to assess the feasibility of changing existing commercial land use designations to mixed use land use designations, allowing for a combination of commercial/retail and residential uses. Additionally, Mixed Use Guidelines and Development standards, including the incorporation of Transit Oriented Design Principles, would be developed to facilitate the construction of mixed-use projects. Lastly, the project would identify, re-designate and rezone private parcels in the Gateway area, based upon the results of feasibility studies.
Sponsor:	Orange County Transportation Authority
Title:	Orange County and Southern California Goods Movement Action Plan
Partners:	Los Angeles County Metropolitan Transportation Authority, Riverside County Transportation Committee, San Bernardino Associated Governments, Southern California Association of Governments, CalTrans Districts 7, 8 & 12
Location:	Los Angeles, Orange, San Bernardino and Riverside Counties
Type:	Planning
ROCC Request:	\$200000
Total Cost:	\$875000
Representative	N/A
Description	To identify and evaluate existing and anticipated goods movement issues in Orange County in conjunction with a larger regional effort to propose operational, policy, and infrastructure improvements.
Sponsor:	City of Buena Park-1
Title:	Valley View Street Widening
Partners:	None
Location:	From Lincoln Avenue to Artesia Boulevard in the City of Buena Park
Type:	Construction

ROCC Request:	\$200000
Total Cost:	\$728000
Representative	Ed Royce
Description	The widening of Valley View Street from Lincoln Avenue to Artesia Boulevard will provide mitigating measures for existing and future deficiencies without having to resort to costly construction work. It includes the needed third lane in each direction south of State Route 91 by reducing the landscaped median width, and the width of existing lanes, without impacting the divisional islands separating Valley View Street from the frontage roads. It will also provide adjusting signal timing at various intersections to improve traffic movement.
Sponsor:	City of Buena Park-2
Title:	Bus Turnouts Construction Project
Partners:	None
Location:	City of Buena Park
Type:	Construction
ROCC Request:	\$192000
Total Cost:	\$275000
Representative	Ed Royce
Description	The project will include the construction of 14 bus turnouts within the City of Buena Park.
Sponsor:	City of Laguna Beach
Title:	Traffic Improvement by Reducing Pedestrian Congestion
Partners:	CalTrans
Location:	Laguna Canyon Road, City of Laguna Beach
Type:	Construction
ROCC Request:	\$175000
Total Cost:	\$175000
Representative	Chris Cox
Description	The City of Laguna Beach proposes to install a traffic signal, which would be pedestrian activated, to ensure the safe passage of pedestrians across the road. Equally importantly, the signal will allow vehicle traffic to utilize Laguna Canyon Road much more effectively as pedestrians will be grouped together when crossing.
Sponsor:	City of Westminster-1
Title:	Westminster Boulevard Raised Medians from Beach to Newland
Partners:	City of Garden Grove, Westminster Redevelopment Agency
Location:	Westminster Boulevard, Beach to Newland
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$600000
Representative	Ed Royce, Dana Rohrabacher, Loretta Sanchez

Description	As part of the City's Master Revitalization Plan, Westminster proposes to construct raised medians along the Bolsa and Westminster Blvd. Corridors in order to improve and ensure efficiently access to jobs and services along these corridors.
Sponsor:	City of Westminster-2
Title:	Bolsa Avenue Raised Medians from Newland to Magnolia
Partners:	County of Orange, Westminster Redevelopment Agency
Location:	Bolsa Avenue: Newland to Magnolia
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$600000
Representative	Ed Royce, Dana Rohrabacher
Description	As part of the City's Master Revitalization Plan, Westminster proposes to construct raised medians along the Bolsa and Westminster Blvd. Corridors in order to improve and ensure efficiently access to jobs and services along these corridors.
Sponsor:	City of Westminster-3
Title:	Bolsa Avenue Raised Medians from Beach to Newland
Partners:	County of Orange, Westminster Redevelopment Agency
Location:	Bolsa Avenue: Beach to Newland
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$600000
Representative	Ed Royce, Dana Rohrabacher
Description	As part of the City's Master Revitalization Plan, Westminster proposes to construct raised medians along the Bolsa and Westminster Blvd. Corridors in order to improve and ensure efficiently access to jobs and services along these corridors.
Sponsor:	City of Westminster-4
Title:	Westminster Boulevard Raised Medians from Newland to Magnolia
Partners:	City of Garden Grove, Westminster Redevelopment Agency
Location:	Westminster Boulevard: Newland to magnolia
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$600000
Representative	Ed Royce, Dana Rohrabacher, Loretta Sanchez
Description	As part of the City's Master Revitalization Plan, Westminster proposes to construct raised medians along the Bolsa and Westminster Blvd. Corridors in order to improve and ensure efficiently access to jobs and services along these corridors.
Sponsor:	City of Tustin
Title:	Red Hill Avenue Grade Separation
Partners:	OCTA
Location:	Red Hill Avenue at the OCTA/SCRRA Railway and at Edinger

	Avenue
Type:	Planning
ROCC Request:	\$200000
Total Cost:	\$25400000
Representative	Chris Cox
Description	The proposed project involves the grade separation of Red Hill Avenue over/under the OCTA/SCRRRA railway, and Edinger Avenue. A bridge or underpass will be constructed to cross over/under the Santa Ana-Sante Fe Channel, the OCTA/CSCRRA Railway and Edinger Avenue. This project was previously ranked high on the priority list of grade crossing improvements based on the Orange/Olive Grade Crossing Study prepared by OCTA in June 1999.
Sponsor:	County of Orange
Title:	Kids Beach Pedestrian Sidewalk
Partners:	CalTrans
Location:	Pacific Coast Highway from 12 Street to Park Avenue
Type:	Construction
ROCC Request:	\$160000
Total Cost:	\$200000
Representative	N/A
Description	This proposed project at Kid's Beach is to construct a missing gap of parkway improvements consisting of a 2.4 meters wide sidewalk including CalTrans standard curb and gutter along the easterly edge of the northbound lanes of Pacific Coast Highway (PCH/SR-1), installation of stairs and a ramp which complies with the Americans with Disabilities Act (ADA) standards for pedestrian access to the beach from the sidewalk, and installation of a standard APWA hand railing along the beach/harbor side of the sidewalk.
Sponsor:	City of Lake Forest
Title:	Bus Shelter Project-Phase 2
Partners:	OCTA
Location:	Various Locations, Lake Forest
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$254200
Representative	Chris Cox
Description	The City of Lake Forest is applying for ROCC funding for Phase 2 of the installation of bus shelters at citywide locations. The project proposes to install 32 non-advertising bus shelters throughout the city, at high ridership locations. The City is currently installing 44 non-advertising bus shelters under Phase 1 of the City's bus shelter installation project.
Sponsor:	City of Fullerton

Title:	Increasing Transit Ridership through Safety and Comfort
Partners:	OCTA
Location:	City of Fullerton
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$200000
Representative	Ed Royce, Loretta Sanchez
Description	Increase transit bus ridership of targeted populations by installing four bus shelters with inside backless benches and trash receptacles at four bus stop locations and installing benches with backs and trash receptacles at over 50 additional bus stops.
Sponsor:	City of San Juan Capistrano
Title:	Intersection Improvements Master Plan
Partners:	None
Location:	Del Obispo Street/Camino Capistrano
Type:	Planning
ROCC Request:	\$99518
Total Cost:	\$132690
Representative	Ken Galvert
Description	The Proposed Intersection Improvements Master Plan (IIMP) for the Del Obispo Street intersection with Camino Capistrano will provide a complete study of the traffic and right-of-way acquisition options at this heavily utilized location. The results of the study will lead to final design and construction of four projects that are scheduled in the City of San Juan Capistrano's list of Traffic Congestion Relief Projects (TCRP) in its Capital Improvement Program.
Sponsor:	City of Stanton
Title:	Planning for Transit in Stanton
Partners:	OCTA
Location:	Citywide and West Side of Beach Boulevard South of former Pacific Electric Right-of-Way
Type:	Planning
ROCC Request:	\$195000
Total Cost:	\$209000
Representative	Ed Royce
Description	Planning for Transit in Stanton provides tools to effectuate positive change through implementation of transit-oriented development policies. Specific tools include: inventory of underutilized and vacant parcels along major corridors to identify potential sites for transit-oriented, mixed use, infill development; preparation of citywide general plan development standards for transit-oriented development; incorporation of transit-oriented standards into the City of

	Stanton Zoning Ordinance; investigation into the use of development fees to fund parking facilities and public improvements related to transit and transit-oriented development; preparation of Beach Boulevard Transit-Oriented Development Master Plan; and preparation of required California Environmental Quality Act (CEQA) documentation on the Planning for Transit in Stanton program.
Sponsor:	City of Brea
Title:	Transit-Oriented Development Linking Transit Planning and Land Use in North Orange County
Partners:	City of Fullerton, City of La Habra, City of Placentia, City of Yorba Linda
Location:	North Orange County
Type:	Planning
ROCC Request:	\$200000
Total Cost:	\$240000
Representative	Ed Royce, Gary Miller, Dana Rohrabacher, Loretta Sanchez
Description	The five North Orange County Cities would like to take next steps following a report commissioned by the cities and conducted in conjunction with OCTA. These next steps would develop a future transit system for the area through an examination of the link between transit system planning and land use planning.
Sponsor:	City of Orange
Title:	Santa Fe Depot Specific Plan Update
Partners:	Orange Redevelopment Agency
Location:	City of Orange Metrolink Station, OCTA Transit Center and surrounding environs
Type:	Planning
ROCC Request:	\$200000
Total Cost:	\$360000
Representative	Ed Royce, Chris Cox
Description	The City seeks, by updating this Plan, to establish land use and development policies that do more to encourage the development of a transit-oriented mixed-use node in the vicinity of Orange's historic Santa Fe Depot, which functions today as a well-utilized Metrolink station and OCTA transit terminal.
Sponsor:	City of Rancho Santa Margarita
Title:	Southeast County Regional Community/Senior Center
Partners:	Bell Tower Foundation, Santiago Seniors Club, OCTA
Location:	22232 El Paseo (Central Park)
Type:	Construction
ROCC Request:	\$2000000
Total Cost:	\$7005594



Representative	Gary Miller
Description	This project will construct an approximately 25,000 square foot Regional Community Center with a variety of conference rooms, a teen lounge, and a senior center. The Senior Center is located in the Town Center and near existing senior living facilities. The intent of this project is to promote principles of smart growth.
Sponsor:	City of San Clemente
Title:	San Clemente Pedestrian Trail
Partners:	OCTA, Southern California Regional Rail Authority, California Department of Parks and Recreation
Location:	Along Beachfront between North Beach and Calafia Beach park
Type:	Construction
ROCC Request:	\$200000
Total Cost:	\$7500000
Representative	Ken Calvert
Description	Through the development of an environmentally sound pedestrian beach trail, the San Clemente Pedestrian Beach Trail (Project) seeks to enhance safety and mobility to, from and along San Clemente's beaches within an active railroad corridor where the number of trains and beach going population have increased significantly in recent years.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Elizabeth D. Minter, Library Director *EDM*

**SUBJECT:** Legislative Issues and a Review of the Status of the State Budget and State Library Budget

**DATE:** October 25, 2004

**BACKGROUND**

The recent Legislative Alerts from the California Library Association are contained in Agenda Item 23.

No budget information has been received from the State Library although details about the matching funds for literacy projects should be arriving shortly.

The Coalition of Special Library Districts is planning to meet at the California Library Association Conference in San Jose in November. No one from Placentia Library is planning to attend the Conference.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EM*  
**SUBJECT:** Revision of Travel Authorization approved at the August Board Meeting  
**DATE:** October 25, 2004

**BACKGROUND**

The Travel Authorization presented at the August Board Meeting is Attachment A. The estimate from August is Attachment B and the revised estimate for October is Attachment C.

The State Library notified the District that it will not cover the hotel cost for Thursday, November 11, 2004. This change adds \$137.50 to the cost of the trip for both Roberts and Silberfarb. Because this event is the same weekend as the Dinsmore reception the Library Director has decided to cancel her participation in the 20<sup>th</sup> Anniversary Literacy Banquet, thus saving mileage and the cost of her room.

The net financial impact is as follows:

Expenses from Library General Fund

	08/23/04	10/25/04	Change
Roberts	110.00	247.50	137.50
Silberfarb	110.00	247.50	137.50
Minter	372.00	-	(372.00)
<b>TOTAL</b>	<b>592.00</b>	<b>495.00</b>	<b>(97.00)</b>

The Staying in Compliance, CSDA Workshop in San Diego on December 15, 2004 has also developed a problem. Several participants were planning on taking Amtrak. Upon checking the schedule the earliest possible train arrives after the beginning of the seminar. Because the Seminar is a full day there are liability issues involved with 4 to 6 hours of driving time in addition to the class time. The cost of traveling down the night before, even with carpooling, would add over \$1,000 with the cost of mileage, lodging and two evening meals. A van/bus with driver could be rented for no more than \$700 and this would involve just the evening meal on the way home.

**RECOMMENDATION**

1. Amend the Travel Authorization from August 23, 2004 to cover lodging for Roberts and Silberfarb on November 11, 2004 in San Jose.
2. Determine the travel arrangements for the Staying in Compliance (Brown Act & Conflict of Interest Training) Workshop in San Diego on December 15, 2004.

*One found*  
*Wood*  
*will*  
*discuss*

*Drop Al* *for* *attendant*

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Elizabeth D. Minter, Library Director

**SUBJECT:** Travel Authorizations for the clioinstitute & CALTAC workshop for Library Trustees and System Advisory Board Members, the California Literacy Conference, the California Library Literacy Services Annual Meeting and Banquet

**DATE:** August 23, 2004

**BACKGROUND**

Get Real! Helping Libraries Survive and Thrive in Turbulent Times, clioinstitute & CALTAC, Cerritos, September 24-25, 2004

A workshop for library trustees presented by Joan Frye Williams and State Librarian Susan Hildreth. No charge for participating Trustees or System Advisory Board Members.

Information for the Trustee Seminar is Attachment A.

"Bridges to the Future: Information, Access & Action", California Literacy Conference, San Francisco, October 14-16, 2004

Library literacy programs have been invited to send one delegate to the California Literacy Conference in San Francisco with costs being reimbursed for the library. The costs to be reimbursed are approximately \$661.00. The cost for the District is approximately \$135 for some meals and miscellaneous expenses.

Toby Silberfarb has been designated as the staff member to attend this Conference.

Information for the CAL Lit Conference including the cost estimate is Attachment B.

California Library Literacy Services (CLLS) Annual Meeting and Banquet, San Jose, November 11-13, 2004

The California State Library is hosting a 20<sup>th</sup> Anniversary Conference and Banquet for CLLS. Placentia Library District was one of the charter participants in this project. Library Directors have been invited to the Banquet as guests of the State Library and Literacy Staff have been invited to the Conference and Banquet as guests of the State Library.

Jim and Toby's travel expenses need to be paid by the District but will be reimbursed by the State Library. The hotel expenses will be paid directly by the State Library. Their registration and

miscellaneous expenses estimated to be \$220.00 will be paid by the District General Fund Literacy Services. The amount reimbursable will be approximately \$352.00.

The Library Director will be driving to San Jose from Avila Beach because she will be in Avila on vacation immediately before the Conference. She will attend the 20<sup>th</sup> Anniversary Banquet on the evening of November 12. She will be returning to Placentia the day after the conference and banquet. Her cost to the District General Fund will be approximately \$372.00. (Her hotel room is not provided by the State Library.)

Information about the CLLS Conference and the cost estimate are Attachment C.

Staying in Compliance, CSDA Workshop, Embassy Suites Hotel San Diego Bay, San Diego, December 15, 2004

A workshop for district trustees and management staff on The Ralph M. Brown Act, California Public Records Act and Conflict of Interest. Cost is \$170 per person plus mileage.

Information for the CDSA Workshop is Attachment D.

Recommend for Trustees, Minter and Administrative Assistant.

## RECOMMENDATIONS

1. Determine who will attend the clioinstitute & CALTAC seminar in Cerritos, September 24-25, 2004 with miscellaneous travel expenses to be paid from the District General Fund.
2. Authorize Librarian Toby Silberfarb to attend the California Literacy Conference in San Francisco, October 14-16, 2004 at a cost not to exceed \$796.00 from the District General Fund Literacy Grant, of which approximately \$661.00 is expected to be reimbursed.
3. Authorize Public Services Manager Jim Roberts and Librarian Toby Silberfarb to attend the California Library Literacy Services Annual Meeting and Banquet in San Jose, November 11-13, 2004 at a cost not to exceed \$571.20 from the District General Fund Literacy Grant, of which approximately \$351.20 is expected to be reimbursed.
4. Authorize Library Director Elizabeth Minter to attend the California Library Literacy Services 20<sup>th</sup> Anniversary Banquet in San Jose, November 12, 2004 at a cost not to exceed \$372.00 and traveling by automobile.
5. Determine who will attend the California Special Districts Association Workshop, Staying in Compliance in San Diego, December 15, 2004 and authorize the payment of \$170 per person plus actual mileage, parking and meal expenses. Payment to be made from the Trustee and Staff out-of-town travel accounts in the District General Fund.

Placentia Library District  
Travel Estimate

Name: Toby Silberfarb  
Event: CLLS 20th Anniversary Conference  
Location: San Jose, CA  
fund: CLLS

Date	Mon	Tues	Wed	Thur 11/11/04	Fri 11/12/04	Sat 11/13/04	Reimb by	
							CLLS 2400-08	Library GF 2400-08
Registration					25.00			25.00
Hotel	-	-	-	CSL	CSL	-	-	
Breakfast	-					15.00		15.00
Lunch						15.00		15.00
Dinner				25.00		-		25.00
Air/Train				142.00			142.00	
Local Trans.							-	
Mileage @ \$ .36						7.20	7.20	
Parking/Tolls				20.00	20.00	20.00	60.00	
Telephone							-	
Misc.				10.00	10.00	10.00		30.00
<b>TOTAL</b>	-	-	-	197.00	55.00	67.20	-	209.20

Name: Jim Roberts  
Event: CLLS 20th Anniversary Conference  
Location: San Jose, CA  
fund: CLLS

Date	Mon	Tues	Wed	Thur 11/11/04	Fri 11/12/04	Sat 11/13/04	Reimb by	
							CLLS 2400-08	Library GF 2400-08
Registration					25.00			25.00
Hotel	-	-	-	CLS	CLS	-	-	
Breakfast	-					15.00		15.00
Lunch						15.00		15.00
Dinner				25.00		-		25.00
Air/Train				142.00			142.00	
Local Trans.							-	
Mileage @ \$ .36							-	
Parking/Tolls							-	
Telephone							-	
Misc.				10.00	10.00	10.00		30.00
<b>TOTAL</b>	-	-	-	177.00	35.00	40.00	-	142.00

Name: Elizabeth Minter  
Event: CLLS 20th Anniversary Dinner  
Location: San Jose, CA  
fund: CLLS

Date	Mon	Tues	Wed	Thur	Fri 11/12/04	Sat 11/13/04	Reimb by	
							CLLS 2400-08	Library GF 2400-08
Registration					25.00			25.00
Hotel	-	-	-		100.00	-		100.00
Breakfast	-					15.00		15.00
Lunch					15.00	15.00		15.00
Dinner						-		25.00
Air/Train							-	
Local Trans.							-	
Mileage @ \$ .36					54.00	108.00		162.00
Parking/Tolls							-	
Telephone							-	
Misc.					10.00	10.00		30.00
<b>TOTAL</b>	-	-	-	-	204.00	148.00	-	372.00











Reservations Schedules Routes Stations Hot Deals Traveling With Amtrak

AMTRAK.COM LOGIN

User ID: \_\_\_\_\_

Password: \_\_\_\_\_

Remember my User ID

Register

Help

Forgot ID or Password?



**3 View Fare**

Please review the fare summary for the route indicated below. You may still modify your arrangements by clicking on the 'Modify Selection' button below. To continue making your arrangements with the current route and accommodations, click the 'Next' button below. Your rail fare based on the upgrades you select. Fares are not guaranteed until we provide you with confirmation.

6 Passengers:		Rail Fare:	\$197
Passenger 1: Senior 62+		Accommodations Price:	\$13
Passenger 2: Senior 62+		Total:	<b>\$325.80</b>
Passenger 3: Adult			
Passenger 4: Adult			
Passenger 5: Adult			
Passenger 6: Adult			

**Departing: Fullerton, CA (FUL) To San Diego, CA (SAN)**

Service	Departs	Arrives	Duration	Amenities
562 Pacific Surfliner	Fullerton, CA (FUL) 6:37 am 15-DEC-04	San Diego, CA (SAN) 8:55 am 15-DEC-04	2h 18m	Snack car, No Smoking

**Returning: San Diego, CA (SAN) To Fullerton, CA (FUL)**

Service	Departs	Arrives	Duration	Amenities
785 Pacific Surfliner	San Diego, CA (SAN) 4:00 pm 15-DEC-04	Fullerton, CA (FUL) 6:09 pm 15-DEC-04	2h 9m	Checked baggage, Snack car, Non-Smoking

MODIFY SELECTION

*6 Business class*



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Elizabeth D. Minter, Library Director *EDM*

**SUBJECT:** Revision of Job Description for Library Aide to add provision for working at the Check-Out Desk under the direct supervision of a Library Clerk.

**DATE:** October 25, 2004

**BACKGROUND:**

The Circulation Supervisor has requested a revision to the Job Description for Library Aide so that individuals with that classification may be trained and scheduled to serve as assistants at the Check-Out Desk during busy periods.

According to the provisions of Placentia Library District Policy 1010, amendments must be discussed at the Regular Board Meeting prior to the Regular Board Meeting at which it is adopted. This policy may be waived by a 4/5 vote of the Board.

**RECOMMENDATION:**

Adopt as a first reading the amendment of Placentia Library District Policy 2325, Job Description — Library Aide to add a provision for working at the Check-Out Desk under the direct supervision of a Library Clerk.

*Rec'd / PM*



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Aide  
**POLICY NUMBER:** 2325

**2325.1** A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials and performs basic-level clerical library work in the reference, circulation, technical services, literacy or administration departments.

**2325.1.1** Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

**2325.1.2** Prepares library materials for public use.

**2325.1.3** Works at the Circulation Desk checking-out library materials, collecting fines and fees, registering new patrons, renewing patron registrations and assisting patrons with the use of the photocopy machines. These activities will be performed on in the presence of, and under the direct supervision of, a Library Clerk.

**2325.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

**2325.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees.

### **2325.2** Typical Tasks

**2325.2.1** Checks-in library materials on the computer.

**2325.2.2** Empties the book drop.

**2325.2.3** Sorts and shelves incoming books, audio-visual materials and periodicals.

**2325.2.4** Processes new and gift library materials for public use.

**2325.2.5** Repairs damaged library materials.





- 2325.2.6** Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.
- 2325.6.7** Searches for library materials on the shelves as assigned by Library staff.
- 2325.2.8** Runs errands for Library staff.
- 2325.2.9** Retrieves newspapers and magazines from storage areas.
- 2325.2.10** Assists public with unloading gift books and magazines from their cars.
- 2325.2.11** Re-stocks the vending machines.
- 2325.2.12** Sets up and breaks down tables and chairs in the Meeting Room.
- 2325.2.13** Works in Technical Services in support of professional staff.
- 2325.2.14** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2325.2.15** Assists the Friends of Placentia Library volunteers with book store and sorting room activities.

**2325.3** Required Qualifications. He/she will possess a high school diploma or the equivalent.

**2325.4** Knowledge and abilities:

- 2325.4.1** Ability to file accurately according to library filing rules.
- 2325.4.2** Ability to meet the public with tact and courtesy.
- 2325.4.3** Ability to follow oral and written instructions.
- 2325.4.4** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
- 2325.4.5** Ability to follow Library policies and procedures.
- 2325.4.6** Ability to organize and manage work flow for self.
- 2325.4.7** Manual dexterity to do book repair and physical processing of new library materials.



## **2325.5 Physical Demands**

**2325.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2325.5.1.1** Must possess mobility to work in a standard office setting.

**2325.5.1.2** Must possess hearing and speech to communicate in person and over the telephone.

**2325.5.1.3** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2325.5.1.4** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2325.5.1.5** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2325.5.1.6** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **2325.6 Work Environment**

**2325.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2625.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Elizabeth D. Minter, Library Director *EDM*

**SUBJECT:** Addition of Notary Public Services at a rate of \$10.00 per signature and Passport Photo Service at a rate of \$10.00 per picture and amendment of the Placentia Library District Fines and Fees Schedule to include the new charges.

**DATE:** October 25, 2004

**BACKGROUND:**

1. The U.S. Department of State is now requiring that one of the Passport forms or letter of authorization by a parent of a child under the age of fourteen be notarized.

Staff is recommending that Placentia Library District authorize the training and certification costs of up to four staff Notary Publics, that staff designated as District Notary Publics be given a 5% addition to their hourly rate of pay (same as bi-lingual pay), and that the District offer Notary Public services at a rate of \$10.00 per signature.

The proposed amendment of Placentia Library District Policy 2150, Compensation is Attachment A.

The proposed amendment of Placentia Library District Policy 6035, Fines & Fees Schedule is Attachment B.

2. Staff is recommending that Placentia Library District investigate the equipment and process for Passport photos being used by Mission Viejo Library and other Passport Acceptance Agencies, purchase the equipment and offer Passport Photographs at a rate of \$10.00 per person.

The proposed amendment of Placentia Library District Policy 6035, Fines & Fees Schedule is Attachment B.

Both of these changes involve an amendment of the Placentia Library District Fines and Fees Schedule that was adopted on July 26, 2004. After the Schedule is amended it must be set for Public Hearing and notices posted and published.

According to the provisions of Placentia Library District Policy 1010, amendments must be discussed at the Regular Board Meeting prior to the Regular Board Meeting at which it is adopted. This policy may be waived by a 4/5 vote of the Board.

**RECOMMENDATION:**

*passed/over*

1. Approve as a first reading the amendment of Placentia Library District Policy 6035, Fines & Fees, to include the addition of Notary Public Services at a cost of \$10.00 per signature.
2. Approve as a first reading the amendment of Placentia Library District Policy 2150, Compensation, to include the addition of a five percent hourly adjustment in salary for up to four District-designated Notary Publics as appointed by the Library Director. *\$500 per person*
3. Approve as a first reading the amendment of Placentia Library District Policy 6035, Fines & Fees, to include the addition of Passport Photograph services at a cost of \$10.00 per person. *Geo/Rogge*
4. Authorize the publication of the Notice of Public Hearing for the amendment of the Fines & Fees Schedule to be held at the Library Board Meeting on November 22, 2004 at 6:30 P.M.

*[Scribbled out text]*

\* bonded  
\* Exam

*Starts 7,042.79*

*price 2000*

*\$25,000*  
~~*\$2500*~~

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*6705*

*Shane*

*12,959.64*

*Start up 300*

*29,158.39*

*Ch 1-9 Mary*

*29,158.39*

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*41,304.00*  
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# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Compensation  
**POLICY NUMBER:** 2150

**2150.1** This policy will apply to all District employees.

**2150.2** Compensation at Hiring.

**2150.2.1** New Employees. All newly appointed employees will be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

**2150.2.2** Advanced Step Hiring. If the Library Director finds that a qualified applicant cannot be successfully recruited at the first step of the salary range, he/she may authorize an appointment at an advanced step of the salary range.

**2150.2.3** Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

**2150.3** Merit Advancement within Range.

**2150.3.1** Performance Evaluation Required. The Library Director will authorize a merit advancement within the salary range only after evaluating the employee's performance review as submitted by the employee's supervising manager and determining that it is satisfactory. This determination will be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

**2150.3.2** Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee will, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:





**2150.3.2.1 New Employees.** A person hired as a new employee will have a merit advancement date which is six (6) months following the appointment date.

**2150.3.2.2 Promotion or Demotion.** An employee who is promoted or demoted will have a new merit advancement date that will be one year from the date of promotion or demotion.

**2150.3.2.3 Voluntary Demotion.** An employee who voluntarily demotes to a position at a lower salary range will have no change in merit advancement date.

**2150.3.2.4 Change-in-Range Allocation.** If the salary range for an employee's position is changed, the employee's merit advancement date will not change.

**2150.3.2.5 Position Reclassification.** An employee whose position is reclassified to a position having the same or lower salary range will have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range will have a new merit advancement date which is one year following the effective date of the position reclassification.

**2150.3.2.6 Non-Merit Step Adjustments.** An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement will have a new merit advancement date effective one year from the date of said adjustment.

**2150.3.3 Effective Date.** An employee's merit increase will take place on the day on which his/her merit advancement date falls. The Library Director may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date if performance is not satisfactory. If authorization for a merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee will not be eligible for a merit increase until his/her next normal merit advancement date.

**2150.4 Promotion.** Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range will receive no less than five per cent (5%), at the same step, in rate.

**2150.5 Bi-Lingual Pay.** Employees in all classifications are eligible to be tested for Spanish bi-lingual pay. The test includes both verbal and written Spanish and is administered by a consultant selected by the Library Director. Staff members who pass the test will receive a five



per cent addition to their regular pay rate effective the date that he/she completes the test. Employees who accept bi-lingual pay will be required to provide translation services for clients and for other staff members.

**2150.5.1** Bi-lingual pay is available for any language spoken by more than 10% of the population of Placentia Library District as shown by the United States Census.

2150.6 Notary Pay. Up to four employees in non-exempt classifications are eligible to apply to the Library Director to take the State of California exam for Notary and to use that certification at the Library. Staff members who receive Notary Certification will receive a five percent addition to their regular pay rate effective the date that he/she receives has both the certification and seal. Notary pay shall continue until such time as the employee is no longer certified or is unwilling to provide the service. Employees who accept Notary pay will be required to provide Notary services for Library clients and staff. Preference will be given to staff regularly assigned to Passport application processing and to those working full-time at the Circulation Desk.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Fines & Fees Schedule  
**POLICY NUMBER:** 6035

### PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Reviewed July 26, 2004

#### FINES PER DAY

All Items ..... \$ .20

There is a two day grace period on fines. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

**MAXIMUM FINE PER ITEM** ..... **MAXIMUM**  
 All Items ..... \$ 10.00

**RESERVES & SHELF CHECKS** ..... **PER ITEM**  
 All Items ..... \$ .50  
 Interlibrary Loans, actual charges by lending library, plus postage, plus..... 5.00

#### LOST MATERIALS DEFAULT\*

Cataloged Adult & Children's Books ..... Item Cost + \$ 5.00 ..... \$ 20.00  
 Uncataloged Paperbacks ..... Item Cost + \$ 5.00 ..... 5.00  
 Magazines/Pamphlets..... No Processing Fee..... 3.00  
 Cassettes..... No Processing Fee..... 10.00  
 CDs, CD ROMs & Videos ..... Item Cost + \$ 5.00 ..... 15.00  
 Audio Books (all formats)..... Item Cost + \$ 5.00 ..... 50.00

*\*Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.*

**SPECIAL SERVICES** ..... **PER ITEM**  
 Library card replacement..... \$ 2.00  
 Checkout with non-Library identification..... 1.00  
 Laminating, per sheet ..... 1.00  
 Printing, black ink, per page..... .10  
 Photocopy, black ink, per page ..... .15  
 Printing & Photocopy, color, per page..... 1.00  
 Passport check preparation..... 2.00



Passport Photograph, per person .....	10.00
Notary service, per signature.....	10.00
Test monitoring, per exam .....	30.00

MULTIPURPOSE ROOM.....	PER DAY
Up to four hours .....	\$ 35.00
Additional hours, in four hour increments .....	35.00
Set-up & clean-up combination .....	30.00
Set-up fee .....	20.00
Clean-up fee ..	20.00

**SURCHARGES**

Returned check, up to 30 days .....	\$ 30.00
Returned check, 30th day and over: the greater of 3 times value of check or .....	100.00
Report to Collection Agency, per report .....	15.00

**DAMAGES**

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type. *(Adopted by the Library Board of Trustees, January 18, 1993.)*





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Library Director's Report  
**DATE:** October 25, 2004

I participated in the following activities during the current report period:

- Sep 16 Conducted interviews for Librarian I
- Sep 20 Library Board Meeting
- Sep 21 Attended the OCLC Western Meeting and a CALIFA meeting on e-books and selling used books through r-logistics.
- Sep 22 Meeting with HIS House and Placentia Boys and Girls Club to work on the Placentia Legacy planned giving brochure.  
Meeting with Dinsmore retirement committee.
- Sep 23 Attended Chamber of Commerce Breakfast  
Represented the Board of Trustees at the Council of Governments Annual Meeting in Tustin.
- Sep 24-25 Attended the Trustee and Advisory Council Seminar at Cerritos
- Sep 29 Meeting with Foundation Donor Reception Committee.
- Sep 30 Meeting with HIS House, Placentia Boys and Girls Club and Placentia Founder's Society to work on the Placentia Legacy planned giving brochure.  
Attended ISDOC meeting, nominated for Secretary on Board of Directors
- Oct 2 Passport duty
- Oct 4 Attended meeting with Dynix representative at the Yorba Linda Library to discuss RFID transition for the Tri City Library Network.  
Attended Friends Board meeting.
- Oct 5 Meeting with staff from Sign A Rama to order replacement signage for lobby area and logo for the Meeting Room podium.

- Oct 7      Attended telephone system demonstration at InterTel  
  
            Attended Foundation Board Meeting
- Oct 9      Worked at the Community Network Booth at the Heritage Festival.
- Oct 11     Meeting with Placentia resident Henry Oliver to answer questions about costs of computer system maintenance.
- Oct 13     Made a presentation on Proposition 1A at the Placentia Chamber Networking luncheon.  
  
            Conducted a meeting of the Dinsmore Retirement Committee.
- Oct 15     Attended retirement reception for Yorba Linda Library Director CarolAnn Tassios.
- Oct 19     Attended Arroyo Seco Library System, Library of California, membership meeting in La Mirada

The following staff meetings were held:

- Sep 29     Picture for Dinsmore retirement presentation.
- Oct 13     Staff meeting to present the quarterly attendance awards and discuss the staff procedures for handling a disruptive/dangerous patron.

Lunches with staff members:

- Oct 2      Jesus Diaz
- Oct 7      Katie Matas
- Oct 18     Shawn Robison

TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager *JK*  
 DATE: October 25, 2004

**SUBJECT: Program Committee Report for the month of September.**

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	0	0
<b><u>TYD Total</u></b>	<b>2</b>	<b>30</b>
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	0	0
Thurs. AM Story Times	5	213
3-4 year-old music times	4	135
5-6 year-old music times	4	122
Lapsits	5	291
Class Visits	0	0
School Visits	0	0
After School Craft	1	9
 <b>TOTAL FOR SEPTEMBER</b>	 <b><u>20</u></b>	 <b><u>778</u></b>
<b>YTD TOTAL</b>	<b><u>69</u></b>	<b><u>3,006</u></b>

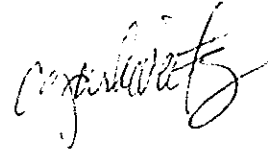
<i>LITERACY SERVICES</i>	<i>Sep 2004-05</i>	<i>FY 2004-05 YTD</i>
Total Tutors	176	200
Total Students	171	179
Total Hours	1,450	4,125

For more detailed literacy statistics, see Agenda Item 35, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian




Date: for Board Meeting October 25, 2004

**Subject: September Activities in the Children's Department**

<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lapsits 2 years and under	5	291
Story Time (a.m.) 3 - 6 year olds	5	213
Bilingual Story Time	1	8
Music Time 3 - 4 year olds	4	135
Music Time 5 - 6 year olds	4	122
Class Visits	0	0
School Visits	0	0
After School Craft	1	9
<b>Total</b>	<b>20</b>	<b>778</b>



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: October 25, 2004

**SUBJECT: Placentia Library Literacy Services (PLLS) Activities Report for the month of September.**

**Tutor Training.** The Literacy Coordinator conducted one regular workshop and two accelerated ones in September and twelve tutors were trained, four teens and eight adults. All new tutors are presently matched or are being matched. The next tutor training is scheduled October 3, 2004.

**Families for Literacy (FFL) Program Status.** There was be no FFL programming in September.

**Placentia Rotary Reading Enrichment Program (PRREP).** Recruitment for PRREP began again in September. The Literacy Coordinator attended club rush at Valencia High School in late September and over 100 students expressed an interest in PRREP. Club rush for the El Dorado High School PRREP volunteers will take place the first week of October. We plan to have tutor training and orientations for PRREP at both El Dorado and Valencia High Schools in October.

**Reach Out and Read On Hold.** PLLS's partnership St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program, is on hold. Our long time volunteer for this outreach, Diane Martlaro, had to stop earlier this year, and our other volunteer, Pettey Peterson, has had to stop. We want to thank both of these volunteers for there many volunteer hours. We will try to recruit volunteers next school year to continue this partnership.

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI got started again this year in late September. We plan to have ELLI active this past school year at five elementary schools: Glenview, Melrose, Rio Vista, Ruby Drive, and Tynes. We will staff all five sites with Federal Work Study staff and volunteers. We will have a more complete and detailed ELLI report in our October Board report.

**Grant Update.** Our grant writers, Machoskie & Associates, accomplished the following in September: sent letters of inquiry to the George Hoag Family Foundation and the R.C. Baker Foundation; drafted and submitted a grant proposal to the Barbara Bush Foundation and to the Season of Caring; drafted and got approval for a PLLS program budget; and researched eleven new grant opportunities.

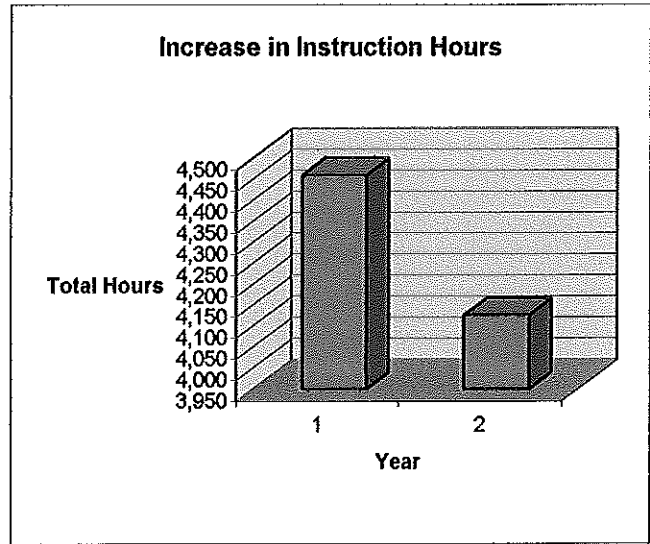
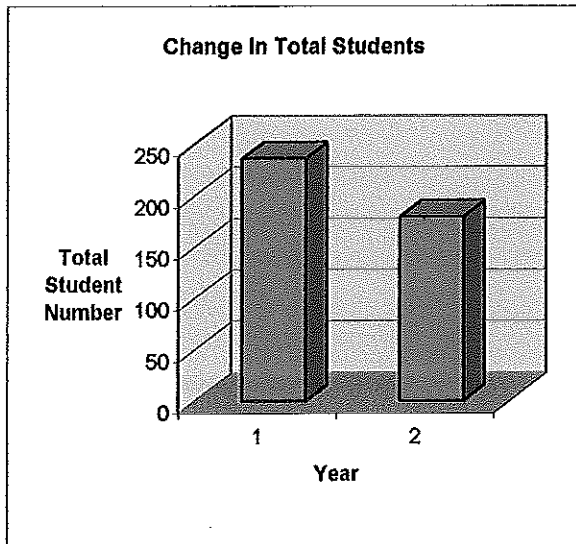
**Literacy statistics.** See Agenda Item 35, Pages 2 of 3, and 3 of 3.

## Placenta Library Literacy Services

### Report of Growth and Progress

	Sep 03-04	Sep 04-05	YTD 03-04	YTD 04-05
<b>Tutors</b>				
Adult	110	86	127	114
Teen	64	86	68	86
Hours Instruction	1,569	1,450	4,458	4,125
Other Volunteer Hours	96	120	240	240
Total Hours	1,665	1,570	4,698	4,365
<b>Training Workshops</b>				
Workshops Held	3	3	7	8
Tutors Trained	46	14	64	39
<b>Students</b>				
With Adult Tutors	115	97	161	108
With Teen Tutors	64	74	75	71
In Groups	0	0	0	0
Total Active Students	179	171	202	179
<b>Families for Literacy</b>				
Family Students	26	10	34	10
Family Tutors	22	10	26	10
Hours of Instruction	29	80	44	240
<b>ELLI Program</b>				
K-6th Grade Students	95	0	95	0
Tutors for K-6th Grade	6	0	6	0
Hours of Instruction	210	0	210	0
<b>Total Tutors</b>	142	172	198	200
<b>Total Students</b>	148	171	236	179
<b>Total Instruction Hours</b>	1,404	1,450	4,458	4,125







TO: Elizabeth Minter, Library Director  
FROM: Mary Strazdas, Reference Librarian :KOS  
DATE: October 25, 2004  
SUBJECT: Reference and Adult Services report for September

- There were no programs in September, although we continued to work on the two scheduled for October.
- There were two Program Committee meetings.
- On September 8, we interviewed candidates for a forty-hour a week librarian position.
- We continued to work on materials to be distributed to the school district for teachers.
- Substitutes worked five times during September:
- We began training three new substitutes. One of the three decided subbing would be too difficult to schedule and stopped. It is difficult to train and schedule subs because most of them are already working one or two jobs and trying to fit in a few more hours to supplement their incomes.
- Statistics for the month included 206 telephoned questions, 1,328 in-person questions answered at the Reference Desk, 5 e-mailed reference questions, 39 uses of ready reference materials, 70 instances of instruction, 2,039 computer usages, 18 noted uses of reference books in addition to those documented by pages, and 259 new computer database signups.



TO: Elizabeth Minter, Library Director  
FROM: Gary Bell, Librarian *AG*  
DATE: October 25, 2004  
SUBJECT: **History Room report for September**

- Attended the annual meeting of the West Atwood Yacht Club. Was privileged to become acquainted with many people who are vital to the Placentia community and its rich history.
- September 25<sup>th</sup>: attended the Orange County Historical Commission Seminar on Researching Orange County's Hispanic past. Resulted in contacting Yolanda Alvarez and arranging for her Fire in the Morning pictorial exhibit of Mexican Americans in Orange County, to be presented at the library starting January 10<sup>th</sup>.
- Anne Harder, historian at Santa Ana Public Library, a friend and former colleague, visited the History Room and was helpful with advice and encouragement.
- With the guidance of the wonderful volunteers of the History Room: Marie Schmidt, Pat Irot, and Pat Jertberg, I'm familiarizing myself with the rich collection of books and materials in the history room and history office.
- Marie Schmidt gave me an informative tour of Placentia, culminating in a trip to the George Key Ranch. I returned there a few days later to discover more about its history and importance.
- An article in local authors appeared in the Placentia News-Times featuring Charles Frazee and the local authors collection in regard to his program on Crete and Rhodes.
- I read local authors Virginia Carpenter: Placentia: a Pleasant Place and The Miracle of Bill by Clairee Tynes. Also, Elephant Rides for Free.
- Carpenter's The Ranchos of Don Pacifico Ontiveros and The Ranchos of Orange County were added to the history collection.
- Attended a tour of the Orange County Archives at the Old Orange County Courthouse, conducted by Phil Brigandi, archivist.
- The Heritage Coordinating Council will be hosted at Placentia History Room on Nov. 2<sup>nd</sup>.



To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager *JR*

Date: October 25, 2004

**SUBJECT: Placentia Library Web Site Development Report for the month of September.**

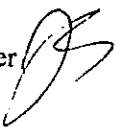
In September, the Placentia Library District had 37,248 "hits" on the Web Site, an average of 1,242 a day. The following are our year to date statistics of the most hits:

Pages Visited	July 04	Aug 04	Sep 04			
Borrowers	215	248	258			
Friends	147	129	133			
District	156	214	162			
Kids	230	220	657			
Foundation	118	170	123			
History Room	192	232	215			
Literacy/CLC Logo	180	182	192			
Passports	484	350	559			
Poet Laureate	498	456	528			
Total Views Most Hits	2,220	2,201	2,827			

Total Most Hits YTD      7,248





TO: Elizabeth Minter, Library Director  
FROM: Julie Shook, Technical Services Manager   
DATE: October 25, 2004  
SUBJECT: Technology Report for September 2004


The successful upgrade of our automation system to Horizon 7.3.1 occurred on September 2<sup>nd</sup>.

3M had to be call in twice during the month to service the security gate.

A new database was added to our online resources: p4Aantiques Reference, which is a illustrated database of antiques sold in American auctions.



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: October 25, 2004

**SUBJECT: Publicity materials produced for September 2004**

**Information on the Placentia Library cable channel #24, updated September 2004:**

*Note: Animation added to slides*

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. New Library Hours
5. Labor Day Closure
6. Library Departments
7. Friends of Placentia Library Used Bookstore
8. Bookstore Volunteers Needed
9. Special Back Room Book Sale Every 2<sup>nd</sup> Sunday, Hours and Dates
10. Summer Reading Program Events
11. New Library Hours
12. Labor Day Closure
13. Literacy Services Logo
14. Literacy Program Tutors Needed
15. Library Tours
16. Library Tours Schedule
17. New Library Hours
18. Labor Day Closure
19. Telephone Renewal Instructions
20. Wi Fi Here Now
21. Apply for your passport at Placentia Library
22. Passport Hours
23. Placentia Historical Afghan Sale
24. CERT Informational Program
25. New Library Hours
26. Labor Day Closure
27. Placentia's Newest Local History For Children & Adults
28. Lapsit Storyhours
29. Story Times, ages 3-6
30. Bilingual Story Times
31. Music Times, ages 3-4
32. Music Times, ages 5-6
33. Story Time at Home, *Tumblebook Library*
34. New Library Hours
35. Labor Day Closure
36. Summer Reading Program Events
37. [www.placentialibrary.org](http://www.placentialibrary.org), 24/7 Reference, the Library Catalog
38. [www.placentialibrary.org](http://www.placentialibrary.org), Online Resources
39. Placentia History Room Hours
40. Placentia History Room Displays
41. Placentia History Room Collections
42. Placentia History Room Archival Resources
43. Labor Day Closure

**General Newspaper articles published:**

1. Railroad Funding
2. Money Borrowing
3. Whistle Ban
4. Community Forum
5. Debt Paid
6. Railroad Bids
7. Redevelopment

**Library Newspaper articles published:**

1. Ahoy, Matey! Come Aboard for Old-Timers' Yarns
2. Library's History Room Open 3 Days
3. Placentia Library Seeking Volunteers
4. Annual Orchid Auction (2)
5. Bargain Prices Set for Used Book Sale (2)
6. Ribbon-Cutting
7. Thursday Story Time
8. Tuesday Music Time
8. Sunday Used-Book Sale
9. Resuming Hours
10. Community Celebrates Library's Extended Hours
11. Athens is Topic of Library Talk
12. Heritage Parade Marchers Needed

**Flyers and Notices:**

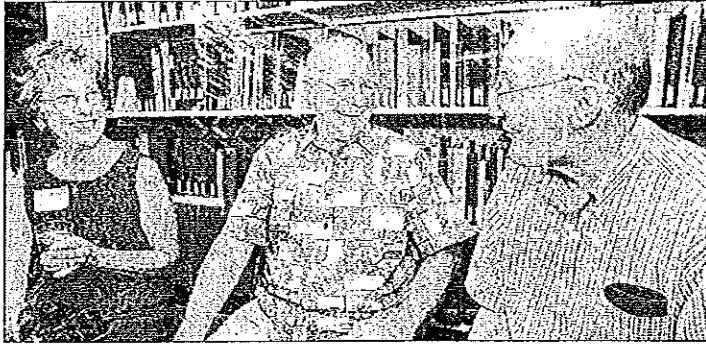
1. Foundation Annual Giving Campaign Solicitations (2)
2. Foundation thank you cards, new hours & save the date inserts, and ID cards are sent out
3. Friends membership thank you letters are sent out with membership cards
4. Second Sunday Book Sale Flyer
5. Upcoming Events Bulletin Board
6. Labor Day Closure
7. Charles Frazee Flyers
8. Myra Mycena Flyers
9. Peggy Dinsmore Celebration Invitations
10. Articles for Placentia Winter Quarterly

# Ahoy, matey! Come aboard for old-timers' yarns

who now have streets and buildings named after them.

On Monday, six of the remaining "yachters" gathered in the Placentia Library's History Room to reminisce and donate old memorabilia they'd uncovered.

"They did an awful lot for the community," said Ed Powell, 84, former city administrator and namesake of the Ed Powell Building on Brad-



PHOTOS BY CHRISTOPHER WAGNER/FOR THE PLACENTIA NEWS-TIMES

**PAT AND JERRY JERTBERG**, left above, chat with former Placentia Mayor Bob Langer at the West Atwood Yacht Club reunion at the Placentia Library. At left, Vick Knight, left, Gary Bell, and Elizabeth Minter catch up on old times.

ford Street. "It was always done with a sense of humor."

Like the full-length fur coat once auctioned off to raise money for Kraemer Park playground equipment, remembered Vick Knight, 76, former Kraemer Middle School principal and assistant superintendent and a yacht club ring-

leader. The winner of the auction got a sheep.

"We had fun," he said. "Nobody got hurt."

One running joke that has yet to die is the whereabouts of the group's Cmdr. J. Her-ringbone Tweed - as in the jacket - who typically has to miss functions because of special assignments.

Monday he was, folks said, on a mission laying mines in the Argentinean harbor as revenge for upsetting the American basketball team in the Athens Olympics.

## PLACENTIA

**Railroad funding:** The City Council is set to discuss Tuesday an \$8.3 million budget for its railroad projects. The council had given preliminary approval with the understanding \$338,200 in administration and lobbying fees would be deferred. The city staff is asking to fund \$105,935 of that amount to pay for legal and financial services, office support and other expenses. The council meets at 7:30 p.m. at City Hall, 401 E. Chapman Ave. (714) 993-8231.

Fax items to City Editor Donna Johnson at (714) 704-3714 or e-mail to [djohnson@ocregister.com](mailto:djohnson@ocregister.com).

## 332 NEXT WEEKEND

• **"The Year I Ate My Yard"** by Tony Klenitz: 10 a.m. Saturday, Descanso Gardens, 1418 Descanso Drive, La Canada. (818) 949-7980. \$10 for members, \$13 for nonmembers. The author will discuss his book.

**EDITOR'S TOP PICK** • **Fall Bonsai Expo and workshop:** 10:30 a.m.-4:30 p.m. Saturday-Sunday, Huntington Library and Gardens, 1151 Oxford Road, San Marino. (626) 405-2100 or [www.huntington.org](http://www.huntington.org). \$15 general adult admission; \$6-\$12 for seniors and children, members and children under 5 free. Featuring exhibits and demonstrations by some of the best-known bonsai masters. Also, a bonsai workshop is available for beginners. For kids (\$15), 9-11:30 a.m.; for adults (\$20), 10 a.m.-noon.

• **Annual orchid auction:** 1 p.m. Sunday, Placentia Public Library, 411 E. Chapman Ave., Placentia. (714) 826-2279. Sponsored by the Southern California Orchid Species Society, the auction will feature species and hybrids, including hard-to-find plants. Auction begins at 2 p.m.

• **Cultivating plant collections:** 1 p.m. Sunday, Huntington Library and Gardens, 1151 Oxford Road, San Marino. (626) 405-2100 or [www.huntington.org](http://www.huntington.org). \$30 for members, \$40 for nonmembers.

## 332 PLACENTIA

**Money borrowing:** The city expects to sell Certif-

icates of Participation - like bonds - today to raise the \$5.7 million needed to pay Office Depot for property it took in October. The notes were priced last week and received a 5.6-percent interest rate, slightly lower than initially expected. The city is borrowing \$6.9 million, which includes the first year's interest payment and one year of interest and principal.

- Heather McRea  
 (714) 704-3796  
[hmcrea@ocregister.com](mailto:hmcrea@ocregister.com)

## 332 PLACENTIA

**Whistle ban:** The OnTrac board of directors on Tuesday approved seeking bids for the city's part of constructing additional safety measures at railroad crossings in an effort to get a ban on blowing train whistles. Work will include building street medians and pushing back where cars wait. Officials expect to award a contract and start construction in October.

- Heather McRea  
 (714) 704-3796  
[hmcrea@ocregister.com](mailto:hmcrea@ocregister.com)

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Placentia News  
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<sup>332</sup> TUESDAY

Ribbon-cutting for the start of added morning and Saturday hours at the Placentia Library, 411 E. Chapman Ave. Ceremony is at 9 a.m. Call (714) 528-1906.

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<sup>332</sup>  
**PLACENTIA**

**Resuming hours:** The Placentia library, 411 E. Chapman Ave., is open from 9 to 5 p.m. Saturdays after having cut the hours 10 years ago because of a loss of state funding. The library is also adding morning hours during the week. The library will remain closed on Fridays. (714) 528-1925.

- Heather McRea  
(714) 704-3796  
hmcrea@ocregister.com

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The Register  
Daily SEP 1 1 2004

<sup>332</sup>  
**PLACENTIA**

**Community forum:** Assemblywoman Lynn Daucher, R-Brea, will hold a forum from 10 a.m. to noon Sept. 18 at City Hall, 401 E. Chapman Ave. Topics to be covered include West Nile virus, California Performance Review of state government and an update on the legislative session wrapup. (714) 672-4734.

- Heather McRea  
(714) 704-3796  
hmcrea@ocregister.com

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Placentia News  
Weekly SEP 9 - 2004

<sup>332</sup>  
**Library's History  
Room open 3 days**

The Placentia Library's History Room has expanded its hours. It is now open to the public from 2 to 4 p.m. Mondays, Tuesdays and Wednesdays.

The library is also inviting residents with historical items to discuss the preservation of materials at the library, 411 E. Chapman Ave.

Information: (714) 996-8390.

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Placentia News  
Weekly SEP 9 - 2004

<sup>332</sup>  
**Bargain prices set  
for used-book sale**

<sup>332</sup> Friends of Placentia Li-

brary will hold its monthly Backroom Book Sale from 1 to 4 p.m. Sunday at the library, 411 E. Chapman Ave.

Opening its entire stock in addition to its lobby sales and book store, the group will sell used, hard-cover volumes and paperback books on a variety of subjects for discounted prices. Enter from the loading dock area.

Information: (714) 528-1925, Ext. 201.

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THE REGISTER

**ANNUAL ORCHID AUCTION:** Species and hybrids, including hard-to-find plants. Sponsored by the Southern California Orchid Species Society. Viewing at 1 p.m. Sunday; auction begins at 2 p.m. at the Placentia Public Library, 411 E. Chapman Ave., Placentia. Call (714) 826-2279 for more information.

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<sup>332</sup>  
**PLACENTIA**

**Debt paid:** The city wired \$5.7 million into the account of Office Depot on Wednesday, paying off a debt it has owed since February, said city spokesman Matt Reynolds. The city had taken the company's Placentia Avenue store for an underpass project, which was postponed. Once it has title to the land, the city plans to clean up the property and lease the building.

- Heather McRea  
(714) 704-3796  
hmcrea@ocregister.com

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**PLACENTIA**

**Railroad bids:** Requests have gone out for bids on the construction of safety measures at eight railroad crossings. The city hopes the project, dubbed the Quiet Zone, will lead to a permanent ban on train whistles. Bids are due to City Hall by 2:30 p.m. on Oct. 13, when they will be publicly opened. Officials hope to start construction in late October and finish in March.

- Heather McRea  
(714) 704-3796  
hmcrea@ocregister.com

Placentia News  
Weekly

SEP 10 2004

# Community celebrates library's extended hours

It took 10 years for our Placentia Library to resume its normal hours since cutting back on staff and hours of service as a result of the property tax shifts made by the state of California back in 1993. At that time slightly over half of the normal funds allocated to the Library District were lost and they remain so to this day.

Donations by the Library Foundation and the Friends



**ELEANOR RANKIN**  
NEIGHBORHOOD NEWS

of Placentia Library have helped keep the library's doors open, if only on a shorter schedule.

Funds raised through passport services, a feature that was added in 1998, continues to in-

crease each year. In the year just passed, passport services added \$180,000 to the treasury.

Certainly this bright outlook for the library staff and patrons is reason to celebrate, and celebrate they did at a ribbon-cutting ceremony on Sept. 7, when the new hours went into effect.

Those attending the Chamber of Commerce-assisted ribbon-cutting were **Chris Norby**, Orange

County Supervisor, Fourth District, **Al Shkoler**, President of the Board of Trustees of the Placentia Library District, and Library Board members **Dr. Richard DeVecchio**, **Peggy Dinsmore**, and **Betty Escobosa**. Others attending were Mayor **Judy Dickinson**, Mayor Pro-Tem **Chris Lowe** and newly appointed City Administrator, **Bob Dominguez**, who told me this was his first public function since beginning his

assignment at City Hall earlier this month. Supporters of the library who came for the ribbon-cutting — about 50 in number — enjoyed refreshments before and after the event and some stayed to hear a presentation on Proposition 1A that immediately followed in the Library's Community Room. \* \* \*

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Placentia News  
Weekly

SEP 30 2004

## Placentia Library

With additional hours added for the library, 411 E. Chapman Ave., more volunteers are

needed to assist with two-hours shifts on Saturday in the Friends of Placentia Library Book Store. Help is also needed with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Match your skills and availability to library's needs. Call Laranne, (714) 528-1925, Ext. 201.

To add or change items in this listing, call (714) 704-3792, fax (714) 704-3714 or e-mail to [placentianewstimes@ocregister.com](mailto:placentianewstimes@ocregister.com).

More Christmas activities are being planned by the Placentia Round Table Women's Club, whose members have been busy decorating Christmas trees and creating some beautiful theme baskets for their annual fundraiser, the Festival of Trees.

The event takes place on Nov. 27 at the Alta Vista Country Club. Chairman **Penny Wojcik** and co-chairman, **Brenda Benner**, have assembled a large and eager committee to ensure that the festival, which enters into its 19th consecutive year, will be a successful one.

The event is always a sell-out and ticket chairman, **Joyce Halvorsen**, tells me that there are only 27 tickets left.

With the 90 plus degree heat we've been having these days as I write this, it's not easy to think about Christmas. However, we were reminded by Santa **Fred (Minter)** just today at the Chamber of Commerce lunch mixer at Rembrandt's Restaurant, that there are 107 days left until then. (By the time you read this, the count will be reduced from triple to double digits. Hard to believe!)

Santa Fred is available for home and business holiday parties and photo sittings. If you'd like to schedule Santa for a visit at your home or party, it's not too early to reserve his appearance. Call Santa Fred at (714) 792-0670 and talk to him about your holiday party plans. \* \* \*

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332  
**PLACENTIA**

**Redevelopment:** Proposals for redevelopment projects downtown south of the railroad tracks were due at City Hall on Monday. Because the city is studying a plan from TOD Properties LLC, property and business owners in the area have the opportunity to make their own redevelopment proposals. The Downtown Revitalization Committee will meet Sept. 30 to review the submissions.

- Heather McRea  
(714) 704-3796  
[hmcrea@ocregister.com](mailto:hmcrea@ocregister.com)

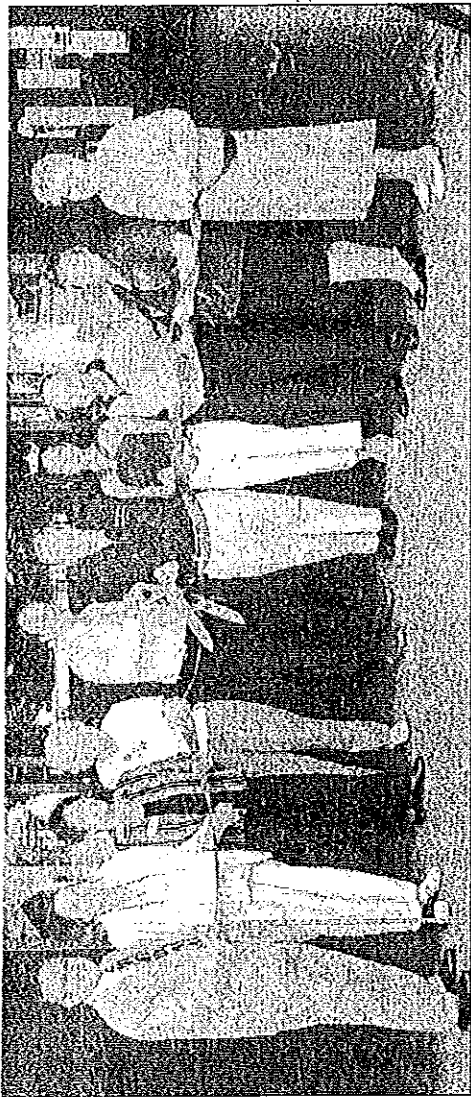
If you want your name on one of those tickets, waste no time. Call Joyce at (714) 528-2224 and ask her to save one for you.

\*\*\*

Placentia Round Table Women's Club captured the prize for having the highest number of members from any club attending the recent California Federation of Women's Club, Orange District Conference and Workshop held at Cal State Fullerton.

Eighteen eager members had to make difficult selections from a variety of workshops available.

Those attending were Brenda Benner, Edna Becker, Jill Botha, Amanda Burns, Sheran Closson, Shirley Fishel, Barbara



**GETTING READY TO CUT THE RIBBON** at the Placentia Library District's celebration of extended hours are from left to right: Jim Roberts, Library Public Services Manager, Library Trustees Peggy Dinsmore and Betty Escobosa, Eleanor Rankin, chairman of the Chamber of Commerce's Ambassador Committee and president of the Friends of Placentia Library, Chris Norby, Orange County Supervisor, 4th District, Al Shkoler, Library Board president, Stephanie Chao, Miss Placentia, Dr. Richard DeVecchio, Library Trustee, Mayor Judy Dickinson; and Library Director Elizabeth Minter.

Hemmerling, Camille Himes, Pat Irot, Elena Mafla, Karen Mangold, Audrey Morrow, Marilyn Pike, Eleanor Rankin, Linda Schaal, Peggy Sevre, Jan Steinleitner and Carol Sypherd. Orange District President, Flora Carlberg, and First Vice President Al-

**FRIDAY**

Canasta players meet for games at 12:30 p.m. at the Senior Center, 134 Bradford Ave. Call (714) 986-2332.

**SATURDAY**

Placentia-Yorba Linda Y's Men's Club meets at 7:30 a.m. at Alta Vista Country Club, 777 Alta Vista St. Call (714) 524-7065.

**MONDAY**

Learn to quit smoking with a free five-week workshop series from 5 to 6:30 p.m. Mondays, through Nov. 1. Sponsored by Placentia-Linda Hospital, 1301 N. Rose Drive, it's held in Meeting Room 1. Call (800) 554-7879.

**TUESDAY**

Musictime for ages 3-4 meets from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

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**COMMUNITY HAPPENINGS**

**TODAY 332**

Story time for ages 3 to 6 is from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Oct. 10 at the library, 411 E. Chapman Ave.

The group will sell hard-cover volumes and paperback books on a variety of subjects for discounted prices. Enter from the loading dock area.

Information: (714)528-1925, Ext. 201.

**Bargain prices set for used-book sale**

332

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Oct. 10 at the library, 411 E. Chapman Ave.

The group will sell hard-cover volumes and paperback books on a variety of subjects for discounted prices. Enter from the loading dock area.

Information: (714)528-1925, Ext. 201.

**Athens is topic of library talk**

The Placentia Library will host a presentation on Athens by Charles Frazee at 7 p.m. Monday.

Frazee will show slides and speak about his travels to the Greek city.

The event will be in the library's meeting room, 411 E. Chapman Ave.

Information: (714) 528-1906. Agenda Item 40 page 6 of 6

**Heritage Parade marchers needed**

The Placentia Library District is looking for children and parents to march in Placentia's Heritage Parade on Oct. 9.

Children are encouraged to dress up in a costume resembling a storybook character or any character of their choice. Gift certificates for a free meal at Hometown Buffet will be awarded to children 10-years-old and younger.

The deadline to sign up for the parade is Wednesday. Information: Caroline Gurkowitz, (714) 528-1925.

September 16, 2003

public clippings  
post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly SEP 3 0 2004

**pacific clippings**

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Placentia News

Weekly

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Placentia News

Weekly SEP 3 0 2004

**Bargain prices set for used-book sale**

332

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Oct. 10 at the library, 411 E. Chapman Ave.

The group will sell hard-cover volumes and paperback books on a variety of subjects for discounted prices. Enter from the loading dock area.

Information: (714)528-1925, Ext. 201.

Placentia News

Weekly

SEP 3 0 2004



SAFETY COMMITTEE MEETING  
SEPTEMBER 29, 2004  
MINUTES

I. Call to Order: 2:02 P.M.

Members Attending: Caroline Gurkweitz  
Esther Guzman  
Katie Matas  
Wendy Goodson

III. Old Business

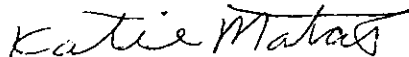
1. "Electrical Safety" handouts were distributed at the August 18, 2004 staff meeting.
2. The fire extinguishers were checked by Katie Matas on September 29, 2004.

IV. New Business

1. Wendy Goodson is the new Designated Person. She replaces Donna Siloti.
2. A list of emergency phone numbers of regular volunteers needs to be compiled and made available to staff.
3. A volunteer fell in the Friends' Book Store on Tuesday, September 28, 2004. Administration is looking into getting the floor tiles replaced to improve the safety of the room.

The next meeting will be October 27, 2004 at 2:00 P.M.

Respectfully submitted,



Katie Matas



**INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY  
(ISDOC)**

# **Special Meeting!**

## **ISDOC BOARD ELECTION & LUNCHEON**

**FRIDAY, NOVEMBER 12, 2004**

**11:30 A.M. – 1 P.M.**

**ORANGE COUNTY SANITATION DISTRICT  
IN THE BOARD ROOM  
(10844 ELLIS AVE., FOUNTAIN VALLEY)**

**PLUS, GUEST SPEAKER**

**CATHERINE SMITH**

EXECUTIVE DIRECTOR  
CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

**Lunch: \$12 with advance reservation / \$15 at the door  
Checks payable to ISDOC**

**RSVP: Joan Finnegan at (949) 548-3690 by Monday, November 8th**



# DIRECTIONS TO ORANGE COUNTY SANITATION DISTRICT BOARD ROOM

## Directions to Plant 1 (Administrative Offices)

**Going South on the 405 freeway**  
Exit at Euclid Ave., go straight through signal,  
enter main gate and turn right.

**Going North on the 405 freeway**  
Exit at Euclid Ave., turn right, immediately after  
underpass turn left at signal, enter main gate and  
turn right.

