CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1996-1997	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-96	9/4/96	4,685.02	831.65	835.38	0.00	0.00	0.00	6,352.05
Aug-96	9/26/97	4,435.31	835.38	763.96	57.32			6,091.97
Sep-96	10/15/96	4,534.17	835.38	761.80	107.50			6,238.85
Oct-96	11/18/96	3,642.18	835.38	763.49	0.00			5,241.05
Nov-96	12/18/96	3,179.64	835.38	755.46	322.50			5,092.98
Dec-96	2/7/97	3,213.07	0.00	921.83	215.00			4,349.90
Jan-97	2/20/97	2,789.27	835.38	671.71	119.64			4,416.00
Feb-97	4/2/97	3,093.58	818.37	684.17	215.00			4,811.12
Mar-97	5/2/97	3,336.96	1,636.74	671.71	0.00			5,645.41
Apr-97	5/29/97	3,262.31	818.37	672.49				4,753.17
May-97	7/8/97	3,723.76	863.00	683.64	2,472.50			7,742.90
Jun-97	8/6/97	4,389.35	818.37	930.68	107.50			6,245.90
TOTAL		44,284.62	9,963.40	9,116.32	3,616.96	0.00	0.00	66,981.30
AVG		3,690.39	830.28	759.69	301.41			5,581.78

PERIOD COVERED FY1997-1998	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-97	9/3/97	4,771.45	854.45	640.71				6,266.61
Aug-97	10/9/97	4,546.43	818.47	644.94				6,009.84
Sep-97	10/28/97	4,629.79	818.37	764.59				6,212.75
Oct-97	12/8/97	3,517.79	818.37	753.82	430.00			5,519.98
Nov-97	2/5/98	3,139.17	818.37	763.59	171.26			4,892.39
Dec-97	2/5/98	3,020.48	818.37	756.00	286.25			4,881.10
Jan-98	3/3/98	2,802.37	818.37	796.49	107.50			4,524.73
Feb-98	4/29/98	2,883.17	818.37	792.01	195.64			4,689.19
Mar-98	5/4/98	2,860.41	818.37	677.41	342.54			4,698.73
Apr-98	6/10/98	3,179.79	818.37	774.94	283.78			5,056.88
May-98	7/9/98	3,048.03	818.37	767.49	107.50			4,741.39
Jun-98	8/4/98	4,161.55	818.37	763.01	107.50			5,850.43
TOTAL		42,560.43	9,856.62	8,895.00	2,031.97	0.00	0.00	63,344.02
AVG		3,546.70	821.39	741.25	169.33			5,278.67

PERIOD COVERED FY1998-1999	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-98	9/10/98	0.00	818.37	763.01	107.50			1,688.88
Aug-98	10/13/98	0.00	818.37	761.44	107.50			1,687.31
Sep-98	10/15 & 11/10	15,065.20	958.00	760.98	107.50			16,891.68
Oct-98	12/9/98	6,164.57	818.37	0.00	129.91			7,112.85
Nov-98	1/6/98	0.00	818.37	1,666.85	0.00			2,485.22
Dec-98	2/4/99	2,884.98	818.37	802.75	107.50			4,613.60
Jan-99	3/8/99	2,921.46	818.37	743.32	107.50	3,357.52		7,948.17
Feb-99	3/31/99	3,032.51	818.37	805.98	107.40		2,364.10	7,128.36
Mar-99	4/28/99	3,009.57	892.35	828.49	0.00			4,730.41
Apr-99	6/10/99	3,062.45	833.46	833.96	281.45			5,011.32
May-99								0.00
Jun-99								0.00
TOTAL		36,140.74	8,412.40	7,966.78	1,056.26	3,357.52	2,364.10	59,297.80
AVG		3,614.07	841.24	796.68	105.63			5,929.78

TOTAL DOLLARS SPENT

FY1996-1997	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul 1996	1,348.84	279.00	35.46	1,663.30	831.65
Aug 1996	1,229.50	279.00	19.41	1,527.91	763.96
Sep 1996	1,229.50	279.00	15.10	1,523.60	761.80
Oct 1996	1,229.50	264.00	33.47	1,526.97	763.49
Nov 1996	1,229.50	264.00	17.41	1,510.91	755.46
Dec 1996	1,400.20	408.00	35.46	1,843.66	921.83
Jan 1997	1,090.00	234.00	19.41	1,343.41	671.71
Feb 1997	1,090.00	236.40	41.93	1,368.33	684.17
Mar 1997	1,090.00	234.00	19.41	1,343.41	671.71
Apr 1997	1,090.00	234.00	20.97	1,344.97	672.49
May 1997	1,090.00	234.00	43.27	1,367.27	683.64
Jun 1997	1,463.92	324.00	73.44	1,861.36	930.68
TOTAL	14,580.96	3,269.40	374.74	18,225.10	9,112.55
AVG	1,215.08	272.45	31.23	1,518.76	759.38

TOTAL DOLLARS SPENT

FY1997-1998	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-97	1,090.00	174.00	17.41	1,281.41	640.71
Aug-97	1,090.00	174.00	25.87	1,289.87	644.94
Sep-97	1,284.22	204.00	40.96	1,529.18	764.59
Oct-97	1,284.22	204.00	19.51	1,507.73	753.87
Nov-97	1,284.22	204.00	38.96	1,527.18	763.59
Dec-97	1,284.22	204.00	23.88	1,512.10	756.05
Jan-98	1,315.54	264.00	13.44	1,592.98	796.49
Feb-98	1,315.54	264.00	4.48	1,584.02	792.01
Mar-98	1,171.84	174.00	8.97	1,354.81	677.41
Apr-98	1,315.54	204.00	30.34	1,549.88	774.94
May-98	1,315.54	204.00	15.43	1,534.97	767.49
Jun-98	1,315.54	204.00	6.48	1,526.02	763.01
TOTAL	15,066.42	2,478.00	245.73	17,790.15	8,895.08
AVG	1,255.54	206.50	20.48	1,482.51	741.26

TOTAL DOLLARS SPENT

FY1998-1999	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-98	1,315.54	204.00	6.48	1,526.02	763.01
Aug-98	1,315.54	189.00	18.33	1,522.87	761.44
Sep-98	1,315.54	189.00	17.41	1,521.95	760.98
Oct-98	1,315.54	189.00	19.41	1,523.95	761.98
Nov-98	1,367.26	438.00	4.48	1,809.74	904.87
Dec-98	1,315.54	279.00	10.95	1,605.49	802.75
Jan-99	1,263.22	204.00	19.41	1,486.63	743.32
Feb-99	1,315.54	279.00	17.41	1,611.95	805.98
Mar-99	1,440.04	204.00	12.94	1,656.98	828.49
Apr-99	1,440.04	204.00	23.88	1,667.92	833.96
May-99				0.00	0.00
Jun-99				0.00	0.00
TOTAL	13,403.80	2,379.00	150.70	15,933.50	7,966.75
AVG	1,340.38	237.90	15.07	1,593.35	796.68

DOLLARS BY TYPE OF WORKER

FY1996-1997	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1996	326.70	270.00	51.04	0.00	701.10	1,348.84
Aug 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Sep 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Oct 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Nov 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Dec 1996	327.60	270.00	51.04	50.46	701.10	1,400.20
Jan 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Feb 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Mar 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Apr 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
May 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Jun 1997	262.08	216.00	51.04	0.00	934.80	1,463.92
TOTAL	3,272.22	2,700.00	612.48	50.46	7,945.80	14,580.96
AVG	272.69	225.00	51.04	4.21	662.15	1,215.08

DOLLARS BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Aug-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Sep-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Oct-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Nov-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Dec-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Jan-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Feb-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Mar-98	267.92	276.80	52.32	0.00	574.80	1,171.84
Apr-98	267.92	276.80	52.32	0.00	718.50	1,315.54
May-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Jun-98	267.92	276.80	52.32	0.00	718.50	1,315.54
TOTAL	3,180.00	3,172.80	620.16	0.00	8,093.46	15,066.42
AVG	265.00	264.40	51.68	0.00	674.46	1,255.54

DOLLARS BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Aug-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Sep-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Oct-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Nov-98	267.92	276.80	52.32	51.72	718.50	1,367.26
Dec-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Jan-99	267.92	276.80	0.00	0.00	718.50	1,263.22
Feb-99	267.92	276.80	52.32	0.00	718.50	1,315.54
Mar-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Apr-99	298.24	300.10	56.90	0.00	784.80	1,440.04
May-99						0.00
Jun-99						0.00
TOTAL	2,739.84	2,814.60	480.04	51.72	7,317.60	13,403.80
AVG	273.98	281.46	48.00	5.17	731.76	1,340.38

TIME BY TYPE OF WORKER

FY1996-1997	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul 1996	10.00	10.00	2.00	0.00	30.00	52.00
Aug 1996	8.00	8.00	2.00	0.00	30.00	48.00
Sep 1996	8.00	8.00	2.00	0.00	30.00	48.00
Oct 1996	8.00	8.00	2.00	0.00	30.00	48.00
Nov 1996	8.00	8.00	2.00	0.00	30.00	48.00
Dec 1996	10.00	10.00	2.00	4.00	30.00	56.00
Jan 1997	8.00	8.00	2.00	0.00	24.00	42.00
Feb 1997	8.00	8.00	2.00	0.00	24.00	42.00
Mar 1997	8.00	8.00	2.00	0.00	24.00	42.00
Apr 1997	8.00	8.00	2.00	0.00	24.00	42.00
May 1997	8.00	8.00	2.00	0.00	24.00	42.00
Jun 1997	8.00	8.00	2.00	0.00	40.00	58.00
TOTAL	100.00	100.00	24.00	4.00	340.00	568.00
AVG	8.33	8.33	2.00	0.33	28.33	47.33

TIME BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul-97	8.00	8.00	2.00	0.00	24.00	42.00
Aug-97	8.00	8.00	2.00	0.00	24.00	42.00
Sep-97	8.00	10.00	2.00	0.00	30.00	50.00
Oct-97	8.00	10.00	2.00	0.00	30.00	50.00
Nov-97	8.00	10.00	2.00	0.00	30.00	50.00
Dec-97	8.00	10.00	2.00	0.00	30.00	50.00
Jan-98	8.00	10.00	2.00	0.00	30.00	50.00
Feb-98	8.00	10.00	2.00	0.00	30.00	50.00
Mar-98	8.00	10.00	2.00	0.00	24.00	44.00
Apr-98	8.00	10.00	2.00	0.00	30.00	50.00
May-98	8.00	10.00	2.00	0.00	30.00	50.00
Jun-98	8.00	10.00	2.00	0.00	30.00	50.00
TOTAL	96.00	116.00	24.00	0.00	342.00	578.00
AVG	8.00	9.67	2.00	0.00	28.50	48.17

TIME BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul-98	8.00	10.00	2.00	0.00	30.00	50.00
Aug-98	8.00	10.00	2.00	0.00	30.00	50.00
Sep-98	8.00	10.00	2.00	0.00	30.00	50.00
Oct-98	8.00	10.00	2.00	0.00	30.00	50.00
Nov-98	8.00	10.00	2.00	2.00	30.00	52.00
Dec-98	8.00	10.00	2.00	0.00	30.00	50.00
Jan-99	8.00	10.00	0.00	0.00	30.00	48.00
Feb-99	8.00	10.00	2.00	0.00	30.00	50.00
Mar-99	8.00	10.00	2.00	0.00	30.00	50.00
Apr-99	8.00	10.00	2.00	0.00	30.00	50.00
May-99						0.00
Jun-99						0.00
TOTAL	80.00	100.00	18.00	2.00	300.00	500.00
AVG	8.00	10.00	1.80	0.20	30.00	50.00

CSDA LEGISLATIVE UPDATE

June 10, 1999

ERAF/State Budget Update

Just short of midnight last evening, the Budget Conference Committee discussed the final elements of the local government "fiscal relief" package that will be voted upon sometime today.

With respect to ERAF, the Committee appears to be ready to support capping ERAF, but only if the Legislature and voters approve a constitutional amendment that corrects the "perverse incentives" regarding land-use decisions that are driven by the potential for sales tax receipts.

Senator Steve Peace indicated that the development of the constitutional amendment will begin shortly with the intent of placing the measure on the November 2000 ballot. Assuming local governments and the Legislature could agree on language for the constitutional amendment, should the measure be passed by the voters in November 2000, the ERAF cap would not take effect until the 2000-2001 fiscal year.

While the sales tax/land use planning issue will be the centerpiece of the constitutional amendment discussion, since Senator Peace believes that Proposition 13 and the resulting property tax formula the Legislature adopted in 1978-79 is the fundamental cause of the current local government financing crisis, we should anticipate that every element of local government finance/structure will be on the table.

In addition to the ERAF issue, the Conference Committee appears ready to approve a number of other components of the local government package. They include $20 million for libraries and $425 million for the Infrastructure Bank.

With respect to the Infrastructure Bank, the revenues would be available to all local governments as loans for 15 types of infrastructure projects, which will be delineated in related legislation. Local agencies would be required to come up with 10 percent of the project cost and borrow the remainder from the Bank, with no single loan exceeding $47.5 million.

It appears that the Conference Committee will adopt the above-cited provisions later this afternoon. CSDA will continue to keep you updated on the Budget activities.

If you are in need of assistance on this alert, or any other legislative issues, contact:

California Special Districts Association * 1121 L Street, Suite 508
Sacramento, CA 95814 * (916) 442-7887 * (916) 442-7889 FAX
www.csda.net

Heim, Noack, Kelly
GOVERNMENTAL

Ralph A. Heim
Russell W. Noack
Anne Kelly
Leslie S. Spahnn
John Caldwell

TRANSMITTED VIA FACSIMILE **2 Pages**

June 10, 1999 **9:00 a.m. (PDT)**

TO: **CSDA Legislative Committee**

Dewey Ausmus	760-745-5827 (145)
Carol Bartels	909-683-8458 (145)
Roger Boedecker	707-986-7435 (145)
Kit Carter	805-227-6231 (145)
Kathleen Cole	916-444-6887 (145)
Ron Davis	408-266-0271 (145)
Glenn Farrel/Randy Kanouse	916-444-2829 (145)
Mike Gotch	707-944-9277 (145)
Jim Meredith	805-526-7025 (145)
Elizabeth Minter	714-528-8236 (145)
Carol Severin	510-886-2882 (145)
Catherine Smith	916-442-7889 (145)
Sherry Sterrett	925-671-7591 (145)

FROM: **Ralph A. Heim**

RE: **ERAF/Budget Update**

Just short of midnight last evening, the Budget Conference Committee discussed the final elements of the local government "fiscal relief" package that will be voted upon sometime today.

With respect to ERAF, the Committee appears to be ready to support capping ERAF, but only if the Legislature and voters approve a constitutional amendment that corrects the "perverse incentives" regarding land-use decisions that are driven by the potential for sales tax receipts.

Senator Peace indicated that the development of the constitutional amendment will begin shortly with the intent of placing the measure on the November 2000 Ballot. Assuming local governments and the Legislature could agree on language for the constitutional amendment, should the measure be passed by the voters in November 2000, the ERAF cap would not take effect until the 2000-2001 fiscal year.

1121 L Street, Suite 100
Sacramento, CA 95814
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In addition to the ERAF issue, the Conference Committee appears ready to approve a number of other components of the local government package. They include $20 million for libraries and $425 million for the Infrastructure Bank.

With respect to the Infrastructure Bank, the revenues would be available to all local governments as loans for 15 types of infrastructure projects, which will be delineated in related legislation. Local agencies would be required to come up with 10% of the project cost and borrow the remainder from the Bank, with no single loan exceeding $47.5 million.

I believe the Conference Committee will adopt the above-cited provisions later this afternoon.

RAH/kmg

Heim, Noack, Kelly

GOVERNMENTAL

Ralph A. Heim
Russell W. Noack
Anne Kelly
Leslie S. Spahnn
John Caldwell

TRANSMITTED VIA FACSIMILE 1 Page

June 9, 1999 8:30 a.m. (PDT)

TO: **CSDA Legislative Committee**

Dewey Ausmus	760-745-5827 (145)
Carol Bartels	909-683-8458 (145)
Roger Boedecker	707-986-7435 (145)
Kit Carter	805-227-6231 (145)
Kathleen Cole	916-444-6887 (145)
Ron Davis	408-266-0271 (145)
Glenn Farrel/Randy Kanouse	916-444-2829 (145)
Mike Gotch	707-944-9277 (145)
Jim Meredith	805-526-7025 (145)
Elizabeth Minter	714-528-8236 (145)
Carol Severin	510-886-2882 (145)
Catherine Smith	916-442-7889 (145)
Sherry Sterrett	925-671-7591 (145)

FROM: **Ralph A. Heim**

RE: **ERAF/Budget Update**

Rumors circulated throughout the Budget Conference Committee late last night that Governor Davis has asked the conferees not to send him a local government relief package that includes capping the ERAF. Sources said that the Governor made it clear that he would veto any ERAF cap legislation.

The Budget Conference Committee will meet again this afternoon and will consider the local government fiscal relief package. What we are hearing, the news is not great. Perhaps some relief from the property tax administration fee charged by counties and some one-time revenues for libraries and parks and "other local infrastructure."

I will provide you with details as soon as the Conference Committee concludes its actions late this afternoon.

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Fax (916) 441-4925
Email: general@hnks.com

RAH/kmg

CSDA LEGISLATIVE UPDATE

June 9, 1999

ERAF/Budget Update

Given the critical stages of the State Budget process, on Monday, June 7, the Allies for California's Cities, Counties and Special Districts held a news conference in the Capital to keep momentum building for the inclusion of ERAF-relief in the final budget agreement.

In addition to representatives from the Allies, numerous legislators attended and expressed their support for ERAF-relief this year. A common theme expressed by the legislators was: **If not this year – when?**

With respect to the ERAF issue within the context of the budget Conference Committee, for the first time both the Assembly and Senate versions of the Budget contain revenues for ERAF-relief. The Senate version contains a cap on the ERAF, estimated at $234 million. To put the cap in perspective, if the Legislature does not cap the ERAF this year, local governments will shift an additional $234 million this fiscal year.

The Assembly's version of the Budget contains a like-amount, but the revenues are currently designated on a priority basis to libraries, parks and "other local infrastructure." There is strong support within the Legislature to provide local governments with revenues for "potholes" and other infrastructure needs.

Rumors circulated throughout the Budget Conference Committee late last night that Governor Davis has asked the conferees not to send him a local government relief package that includes capping the ERAF. Sources said that the Governor made it clear that he would veto any ERAF cap legislation. His spokespersons indicated that Governor Davis's opposition to capping ERAF is due primarily to the out-year costs to the State (State must backfill education). Additionally, Governor Davis wants any ERAF solution to be part of a comprehensive restructuring of the state/local fiscal relationship. He admits that such a proposal may take a year or more to develop.

The Budget Conference Committee will meet again this afternoon and will consider the local government relief package. From what we are hearing, the news is not great. Perhaps some relief from the property tax administration fee charged by counties and some one-time revenues for libraries, parks and "other local infrastructure," similar to the Assembly version.

continued....

CSDA Legislative Update
June 9, 1999
Page 2

WHAT'S NEXT?

June 15th is the constitutional deadline for the Legislature to pass the 1999-2000 State Budget to the Governor. While missing this deadline has become routine, Governor Davis and the legislative leadership have vowed to meet the June 15th deadline. With this said, in his weekly press conference, also on June 7th, Senate President Pro Tem John Burton referred to the June 15 deadline as a "snooze alarm." While hoping the Legislature meets the June 15 deadline, Senator Burton said that the real deadline is July 1, the start of the new fiscal year.

If you have not contacted your legislators and the Governor regarding ERAF relief, it is not too late to do so.

CSDA will provide you with additional details on the State Budget as they develop.

If you are in need of assistance on this alert, or any other legislative issues, contact:

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Sacramento, CA 95814
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CSDA LEGISLATIVE ALERT

May 24, 1999

ERAF UPDATE

On May 19, 1999, the Assembly Budget Subcommittee #4 added $200 million to the Assembly Budget for local governments. The language read, "*For allocation by the Controller to local jurisdictions pursuant to legislation enacted in the 1999-2000 Legislative Session prior to October 1, 1999. It is the intent of the Legislature that priority in allocation of these funds shall be given to the financing of public library systems, park maintenance and other local government infrastructure needs.---$200,000,000.*" After the adoption of the $200 million, Assembly Member George Runner made a motion to have the Subcommittee approve capping the ERAF (estimated at $200 million). The motion failed on a party-line vote; Republicans voting for the cap; Democrats voting against.

The Department of Finance testified in opposition of the addition of the $200 million on the basis that the revenue is not included in the Governor's May Revision.

On May 20, 1999, Senator Steve Peace, Chair of the Senate Budget Subcommittee #5, successfully inserted a $234 million General Fund expenditure to cap the ERAF property tax shift. This is significant given Senator Peace will co-chair the Budget Conference Committee.

The fact that the Governor's May Revision did not contain revenues for ERAF relief should in no way diminish CSDA member efforts to aggressively support the efforts described above. Numerous funding accords will be reached between the Governor and Legislature during the Budget Conference Committee process and we must continue to advocate that one such accord be ERAF relief.

CSDA is requesting that letters of thanks and support should be sent to Senator Peace for his efforts to cap ERAF. Additionally, for his efforts to cap the ERAF in the Assembly Budget Subcommittee, please send thank you letters to Assembly Member George Runner.

We will keep you current as new developments occur.

ADDRESS LETTERS OF THANKS AND SUPPORT TO:

The Honorable Steve Peace
California State Senate, District 40
State Capitol, Room 3060
P.O. Box 942848
Sacramento, CA 94248-0001

The Honorable George Runner
California State Assembly, District 36
State Capitol, Room 6027
P.O. Box 94249
Sacramento, CA 94249-0001

Please forward copies of your correspondence to CSDA. THANK YOU FOR YOUR IMMEDIATE ATTENTION TO OUR REQUEST FOR "THANK YOU" LETTERS.

Heim, Noack, Kelly &
GOVERNMENTAL

Ralph A. Heim
Russell W. Noack
Anne Kelly
Leslie S. Spahnn
John Caldwell

TRANSMITTED VIA FACSIMILE **2 Pages**

May 21, 1999 **8:10 a.m. (PDT)**

TO:	**CSDA Legislative Committee**	
	Dewey Ausmus	**760-745-5827 (145)**
	Carol Bartels	**909-683-8458 (145)**
	Roger Boedecker	**707-986-7435 (145)**
	Kit Carter	**805-227-6231 (145)**
	Kathleen Cole	**916-444-6887 (145)**
	Ron Davis	**408-266-0271 (145)**
	Glenn Farrel & Randy Kanouse	**916-444-2829 (145)**
	Mike Gotch	**707-944-9277 (145)**
	Jim Meredith	**805-526-7025 (145)**
	Elizabeth Minter	**714-528-8236 (145)**
	Carol Severin	
	Catherine Smith	**916-442-7889 (145)**

FROM: **Ralph A. Heim**

RE: **ERAF – Senate Budget Subcommittee #5**

Yesterday, Senator Steve Peace, Chair of Senate Budget Subcommittee #5, successfully inserted a $234 million General Fund expenditure to cap the ERAF property tax shift. This is significant given Senator Peace will co-chair the Budget Conference Committee.

In addition to the above action, I am now in possession of the language adopted Wednesday by the Assembly Budget Subcommittee #4 which reads:

> *For allocation by the Controller to local jurisdictions pursuant to legislation enacted in the 1999-2000 Legislative Session prior to October 1, 1999. It is the intent of the Legislature that priority in allocation of these funds shall be given to the financing of public library systems, park maintenance and other local government infrastructure needs.--- $200,000,000*

1121 L Street, Suite 100
Sacramento, CA 95814
Tel. (916) 442-4584
Fax (916) 441-4925
Email: general@hnks.com

Due to the fact that the Governor's May Revision did not contain revenues for ERAF relief should in no way diminish our efforts to aggressively support the efforts described above. Numerous funding accords will be reached between the Governor and Legislature during the Budget Conference Committee process and we must continue to advocate that one such accord be ERAF relief.

I am, herein, requesting that letters of thanks and support be sent to Senator Peace for his efforts to cap the ERAF. Additionally, for his efforts to cap the ERAF in the Assembly Budget Subcommittee #4, please send thank you letters to Assembly Member George Runner.

I will keep you current as new developments occur.

RAH/kmg

The Honorable Steve Peace
California State Senate, District 40
State Capitol, Room 3060
P.O. Box 942848
Sacramento, CA 94248-0001

The Honorable George Runner
California State Assembly, District 36
State Capitol, Room 6027
P.O. Box 94249
Sacramento, CA 94249-0001

PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198
Elizabeth D. Minter, M.L.S., Library Director
714-528-1925, Ext. 202 (714) 528-8236 (Fax)
plalibd@cosmoslink.net

May 21, 1997

The Honorable Steve Peace
California State Senate, District 40
State Capitol, Room 3060
P.O. Box 942848
Sacramento, CA 94248-0009

Dear Senator Peace:

On behalf of the Board of Trustees of Placentia Library District I would like to extend our deep appreciation of your inclusion of an ERAF cap in the actions taken yesterday by Senate Budget Subcommittee #5.

As an independent special district Placentia Library lost 50.41% of its property tax revenue during the 1992-93 and 1993-94 ERAF shifts. Property tax is the District's sole tax source for operating revenue and none has been restored since those shifts. The result has been a deterioration in local public library services as the Library's hours were reduced from 64 to 39 per week, its staff reduced from 24 full time equivalents to 12, and it's book budget reduced from over $150,000 to approximately $60,000.

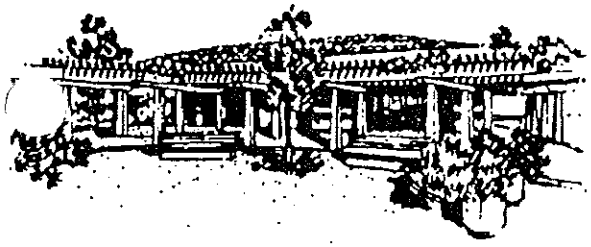
We believe that it is ironic that one type of Education Code agency (public library districts) is being required to finance another type of Education Code agency (public schools). Public libraries need to be able to strengthen their after school programs, homework assistance services and family literacy programs to complement the school-year programs offered by our public schools – something we at Placentia cannot do because 50.41% of our property tax revenue is being diverted to the schools whose families are trying to serve!

Implementation of the ERAF cap as adopted by the Senate Budget Subcommittee #5 will help to restore some of the services at Placentia Library.

Thank you!

Sincerely,

Al Shkoler
President



PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

Elizabeth D. Minter, M.L.S., Library Director

714-528-1925, Ext. 202 (714) 528-8236 (Fax)

plalibd@cosmoslink.net

May 21, 1997

The Honorable George Runner
California State Assembly, District 36
State Capitol, Room 6027
P.O. Box 942849
Sacramento, CA 94249-0001

Dear Assembly Member Runner:

On behalf of the Board of Trustees of Placentia Library District I would like to extend our deep appreciation of your inclusion of $200 million for public libraries, park maintenance and other local government infrastructure needs in the actions taken on May 19th by Assembly Budget Subcommittee #4.

As an independent special district Placentia Library lost 50.41% of its property tax revenue during the 1992-93 and 1993-94 ERAF shifts. Property tax is the District's sole tax source for operating revenue and none has been restored since those shifts. The result has been a deterioration in local public library services as the Library's hours were reduced from 64 to 39 per week, its staff reduced from 24 full time equivalents to 12, and it's book budget reduced from over $150,000 to approximately $60,000.

We believe that it is ironic that one type of Education Code agency (public library districts) is being required to finance another type of Education Code agency (public schools). Public libraries need to be able to strengthen their after school programs, homework assistance services and family literacy programs to complement the school-year programs offered by our public schools – something we at Placentia cannot do because 50.41% of our property tax revenue is being diverted to the schools whose families are trying to serve!

Augmentation of California's public libraries as adopted by the Assembly Budget Subcommittee #4 will help to restore some of the services at Placentia Library.

Thank you!

Sincerely,

Al Shkoler
President

Heim, Noack, Kelly
GOVERNMENTAL

Ralph A. Heim
Russell W. Noack
Anne Kelly
Leslie S. Spahnn
John Caldwell

TRANSMITTED VIA FACSIMILE **1 Pages**

May 20, 1999 **7:45 a.m. (PST)**

TO: **CSDA Legislative Committee**

Dewey Ausmus	760-745-5827 (145)
Carol Bartels	909-683-8458 (145)
Roger Boedecker	707-986-7435 (145)
Kit Carter	805-227-6231 (145)
Kathleen Cole	916-444-6887 (145)
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Jim Meredith	805-526-7025 (145)
Elizabeth Minter	714-528-8236 (145)
Carol Severin	
Catherine Smith	916-442-7889 (145)

FROM: **Ralph A. Heim**

RE: **Local Government Funding**

Last evening, Assembly Budget Subcommittee #4 added $200 million to the Assembly Budget for local governments.

The language for the revenue is very general and states that first priority for allocations are libraries and parks. No formulas were included, as the Subcommittee's intention is to have the item discussed by the full Budget Conference Committee.

After the adoption of the $200 million, Assembly Member Runner made a motion to have the Subcommittee approve capping the ERAF (estimated at $200 million). The motion failed on a party-line vote; Republicans voting for the cap; Democrats voting against.

Finally, the Department of Finance testified in opposition to the addition of the $200 million on the basis that the revenue is not included in the Governor's May Revision.

I will continue to monitor this budget item and report any new developments as they occur.

1121 L Street, Suite 100
Sacramento, CA 95814
Tel. (916) 442-4584
Fax (916) 441-4925
Email: general@hnks.com

X-Sender: info.cla-net@mail2.quiknet.com
X-Mailer: QUALCOMM Windows Eudora Pro Version 4.1
Date: Tue, 08 Jun 1999 08:49:45 -0700
To: LISTSERV@listproc.sjsu.edu, CLA <CALIX@SJSUVM1.SJSU.EDU>
From: California Library Association <info@CLA-NET.ORG>
Subject: CLA LOBBYIST UPDATE
Reply-To: info@CLA-NET.ORG
Sender: owner-calix@listproc.sjsu.edu

June 7, 1999

TO: CLA MEMBERS/SYSTEMS/NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. SENATOR RAINEY APPEARS BEFORE GOVERNOR'S BOND COMMISSION IN SUPPORT OF SB 3

Last week the Governor's Commission on Building for the 21st Century invited Senator Richard Rainey to appear before its Facilities Committee to make a brief presentation in support of SB 3, CLA's library bond bill. The Commission was convened at the request of the Governor in January, and is under the direct oversight of Lieutenant Governor, Cruz Bustamante. To date, the Commission has been focused in the areas of transportation and high speed rail, thus the opportunity to address the Commission about the needs of libraries in California was an encouraging twist.

During his testimony, Senator Rainey told the Commissioners of the tremendous need for library projects throughout the state and stressed that "the time is right," for a bond of this nature. Senator Rainey further noted that the legislature is "trying to get some ERAF dollars in addition, to help supplement local revenues for library services." In his prepared remarks, Senator Rainey detailed some examples of inadequate library facilities in various counties, and supplied all Commissioners with a hand-out prepared by our office in conjunction with the Senator's staff. CLA would like to thank Pat Harper, Karen Bosch-Cobb, David Flint, Ivan Edelman, and Lydia Carpenter for their assistance in the preparation of these materials.

The Commission also heard testimony from additional legislators who are authoring bond measures on various issues. While the Commission meets regularly, it is not known if or when they might formulate a report or recommendations on the bond measures before them for consideration.

II. BOND BILL - ACTION REQUESTED

You will recall from our prior correspondence to the field that SB 3-Rainey/Burton/Alpert, the $1 billion Library Construction and Renovation Bond Act, had been placed on the Senate Appropriations Suspense File, where it would be scheduled for discussion and prioritized at a time in the near future. Specifically, Senate Appropriations Chair, Pat Johnston, noted that SB 3, and all other bonds "would be revisited after the State Budget is handled." While work on the Budget is currently taking place, this affords CLA members the window of opportunity to submit letters to the legislative leadership and the Governor in support of SB 3. Please take a moment today to write the so-called "Big 5" and request their support for this critical bond measure, and encourage that SB 3 be allowed to move forward in the process towards further bond negotiations.

"Members of the Big 5"

The Honorable Gray Davis
Governor, State of California
State Capitol
Sacramento, CA. 95814

The Honorable Antonio Villaraigosa
Speaker of the Assembly
State Capitol
Sacramento, CA. 95814

The Honorable Scott Baugh
Assembly Minority Leader
State Capitol
Sacramento, CA. 95814

The Honorable John Burton
Senate President pro Tem
State Capitol
Sacramento, CA. 95814

The Honorable Ross Johnson
Senate Minority Leader
State Capitol
Sacramento, CA. 95814

The leadership will need to receive hundreds of letters on behalf of our bond measure, in order to elevate the library needs issue against the tremendous competition for bonds this year.

Judy Lane, 05:42 PM 6/3/99 -, ALERT FROM MIKE DILLON

X-Sender: jlan@netcom.com (Unverified)
X-Mailer: QUALCOMM Windows Eudora Light Version 3.0.6 (32)
Date: Thu, 03 Jun 1999 17:42:44 -0700
To: calix@sjsuvm1.sjsu.edu
From: Judy Lane <jlan@netcom.com>
Subject: ALERT FROM MIKE DILLON
Reply-To: jlan@netcom.com
Sender: owner-calix@listproc.sjsu.edu

June 2, 1999

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL - ACTION REQUESTED

BUDGET CONFERENCE COMMITTEE BEGINS -
LETTERS NEEDED ON THE PLF

Yesterday the two-house Budget Conference Committee convened to begin reconciling the differences between the Assembly and Senate versions of the proposed Budget bills. One of the items before them in the next several days will be that of the Public Library Foundation (PLF). Specifically, the Conference Committee will need to decide to accept the Assembly version (a $32 million augmentation) or the Senate version (a $10 million augmentation), or find an amount in between. The Conference Committee announced that they are committed to a "fast track" process, in order to be wrapped up by June 10, and have a Budget to send to the Floors by June 15. Thus, letters on the PLF are needed IMMEDIATELY, as we have no way of knowing at what point the Conferees will take up our issue. You may keep your letter very brief, as timing is of the essence, and may want to indicate in your letter how you would plan to spend any additional PLF funding.

Please take a moment TODAY and write the member of the Budget Committee and urge their strong support of:

The Public Library Foundation (PLF), the ASSEMBLY VERSION,
Budget Item #6120-221-0001, Conference Report page 465.

BUDGET CONFERENCE COMMITTEE MEMBERS:

Assemblymember Denise Moreno Ducheny, Co-Chair
Assemblymember Carole Migden
Assemblymember George Runner
Senator Steve Peace, Co-Chair
Senator James Brulte
Senator Patrick Johnston

Post-it® Fax Note 7671 | Date 6/4/99 | # of pages ▶ 2
To MCLS/SLS/Associate | From MCLS/SLS HQ
Co./Dept. Member Libraries | Co.
Phone # | Phone # 626/683-8244
Fax # | Fax # 626/683-8097

Judy Lane, 05:42 PM 6/3/99 -, ALERT FROM MIKE DILLON

Sample Address:
The Honorable Denise Moreno Ducheny, Co-Chair
Budget Conference Committee]
State Capitol
Sacramento, CA 95814

Christie, 11:35 AM 5/23/99 , CLA Lobbyist Update

X-Sender: info.cla-net@mail2.quiknet.com
X-Mailer: QUALCOMM Windows Eudora Pro Version 4.1
Date: Sun, 23 May 1999 11:35:37 -0700
To: LISTSERV@listproc.sjsu.edu, CLA <CALIX@SJSUVM1.SJSU.EDU>
From: Christie <info@CLA-NET.ORG>
Subject: CLA Lobbyist Update
Reply-To: info@CLA-NET.ORG
Sender: owner-calix@listproc.sjsu.edu

May 20, 1999

TO: CLA MEMBERS/SYSTEMS/NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

BIG DAY FOR LIBRARIES - IMPORTANT ACTION

I. ASSEMBLY APPROVES $32 MILLION FOR PUBLIC LIBRARY FOUNDATION

As the Assembly Budget Subcommittee Number Two on Education Finance wrapped up its final actions of the year yesterday, the committee honored CLA's request to fully fund the Public Library Foundation (PLF) by augmenting the program in the amount of $32 million. The vote of the subcommittee was unanimous. Our special thanks to Assemblywoman Sarah Reyes (Chair), Assemblyman Bill Leonard, Assemblyman Robert Pacheco, Assemblyman Jack Scott, and Assemblyman Scott Wildman. If you are represented by any of these members, please drop them a letter of thanks for their strong support of the PLF and for their efforts on behalf of the libraries of California.

While this is a favorable first step, we still have a long way to go in terms of how the issue will fair in the Budget Conference Committee. Next week the Budget Conference Committee will begin holding hearings to reconcile the differences between the Assembly version of the Budget and the Senate version of the Budget. In the example of the PLF, while the Assembly has approved a $32 million augmentation, you will recall that the Senate approved a $10 million augmentation several weeks ago. The difference between these two dollar amounts will force the item into Conference negotiations, wherein the Committee may accept the Assembly version, Senate version or a number in between. We will alert you when the Conferees are assigned so that CLA members may send letters encouraging support of the Assembly version of the Budget.

II. DISCRETIONARY RELIEF MONEY - COULD BE USED FOR LIBRARIES?

Several hours after the Education Subcommittee wrapped up their agenda, across the hall the Assembly Budget Subcommittee Number 4 on State

Post-it® Fax Note 7671
Date 4/18/99 # of pages ▶ 2
To MCLS/SLS/Associate Member Directors
From MCLS/SLS HQ
Co./Dept.
Co.
Phone #
Phone # 626/683-8284
Fax #
Fax # 626/683-8097

Administration was meeting on their final actions. In recent days, CLA has been involved in discreet discussions regarding the possible use of some one-time funds from California's booming economy for library purposes, not tied to the PLF or library bond measure. After numerous strategy meetings, called by a local government leader in the legislature, language was quickly put together late Tuesday and into Wednesday to meet the budget subcommittee deadline to report actions to the full Budget Conference Committee. The language that was approved by the Assembly subcommittee would place $200 million in the Assembly version of the Budget with the intent that the funds be used for "public library systems, park maintenance and other local government infrastructure needs." CLA wishes to thank Assemblyman George Nakano (Chair) and Assemblyman George Runner (Vice Chair) for elevating this issue into Conference Committee. On the Senate side, Senator Peace's subcommittee this morning voted to approve $230 million to cap the growth on ERAF, with the intent to get the issue of ERAF and local government financing into the Budget Conference Committee where time will allow for further discussion.

In the ensuing weeks, the Conference Committee will be deliberating these two issues. If there is agreement, legislation ultimately must be drafted to determine how the funds would be distributed and used (e.g. will a specific amount be designated for libraries vs. a certain amount to all jurisdictions, with the local government bodies determining how the funds would be spent, or will the Conference Committee decide to cap the growth on ERAF, or conceivably take some other action.)

CLA has already begun work with legislative leaders and others on the appropriate distribution methods, and will fight for a targeted amount for libraries specifically. While CLA will be pushing to have funds specifically earmarked for libraries, other local government associations are already resisting the earmarking of funds.

We are encouraged that libraries appear to be high on everyone's radar screen again this year and we will keep you updated as to the progress of the PLF and the $200 million local government project.

SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

David W. McMurchie
Administrator

June 1, 1999

Re: Election of Directors to SDWCA

Dear Member District:

The Bylaws of SDWCA provide that the term of office of the following members of the Board of Directors will end on December 31, 1999:

Ms. Saundra Stark
Placentia Library District
Elected Lower One-Third

Mr. Alan Dyer
West San Bernardino County Water District
Elected At-Large

Mr. David Aranda
Stallion Springs Community Services District
Appointed by Board of Directors of CSDA

Mr. Art Korn
Yorba Linda Water District
Appointed by Board of Directors of CSDA

The Board of Directors of SDWCA has determined that the election to fill the lower one-third and the at-large positions will take place pursuant to mailed ballot pursuant to Article II, Subsection (C) of the SDWCA Bylaws, a copy of which is attached.

In this election one member district will be elected from the lower one-third of districts listed in order of premium paid during the prior fiscal year and one member district will be elected at-large without regard to the amount of premium paid. A list of those member districts which are eligible for nomination from the lower one-third of districts is attached. All member districts other than those currently serving on the Board of Directors are eligible for nomination to the at-large position.

1030 15th Street, Suite 300 ✦ Sacramento, California 95814 ✦ 916/443-1030 ✦ FAX 916/443-5410

Re: Election of Directors to SDWCA

This election by mailed ballot will occur on September 3, 1999. Your district has the right to nominate one district from the lower one-third and one district from the at-large membership to fill these offices. In order to make such a nomination, you must file with the undersigned at least fifty (50) days prior to the date scheduled for the election:

1. A letter from your district making a nomination of your district or another member district for the lower one-third position or the at-large position or both; and

2. A copy of a resolution of the Board of Directors of that district being nominated accepting such nomination.

A member district can only accept a nomination to one position to be filled on the Board of Directors at each election, which Board position shall be specified in its resolution accepting such nomination.

In order to be an effective nomination, both the letter and the resolution must be received by the undersigned at the administrative offices of SDWCA, 1030 15th Street, Suite 300, Sacramento, California 95814, on or before the close of business on Monday, July 16, 1999.

A form of mailed ballot containing all mailed nominations received for each of these offices to be filled will be mailed to each participating member district no later then forty-five (45) days prior to the September 3, 1999, election date, or no later then July 21, 1999. Each mailed ballot shall be returned by certified mail, return receipt requested, to the principal business address of SDWCA at 1030 15th Street, Suite 300, Sacramento, California 95814. Only those ballots received prior to the close of business on September 3, 1999, will be considered valid and counted.

Each member district being nominated is permitted to submit to the Administrator together with the letter making the nomination and the resolution of the Board of Directors of the district accepting the nomination , a Statement of Qualifications, not to exceed one page in length, setting forth the qualifications of the district to select an individual to serve on the Authority's Board of Directors, and specifying the reasons why the district is interested in serving on the Board of Directors of the Authority. All such Statements of Qualifications received by the Administrator on or before July 16, 1999, will be mailed to each member district together with the form of mailed ballot. The submission of a Statement of Qualifications is voluntary.

Each member district will have one vote for each category of district to be elected. The district receiving the greatest number of votes in each category will be elected to the position and will designate an individual to represent the elected district on the Board of Directors.

Re: Election of Directors to SDWCA

Only one director from any district may serve on the Board of Directors at the same time. Therefore, the following districts are not eligible for nomination since they are already represented on the SDWCA Board of Directors:

Minter Field Airport District
Olivenhain Municipal Water District

Those positions which are to be filled by appointment of the Board of Directors of the California Special Districts Association will be filled by resolution of the Board of Directors of CSDA on or before December 31, 1999.

Very truly yours,

DAVID W. McMURCHIE
Administrator

DMC/smr
Enclosure

ARTICLE II

BOARD OF DIRECTORS

C. Alternative Provisions for All-Mail Ballot for Election of Directors

The Board of Directors shall have the option to conduct the election of districts to serve on the Board of Directors by all-mail ballot. In the event the Board of Directors decides to conduct the election of districts to serve on the Board of Directors by all-mail ballot, the following provisions shall apply:

1. Written notice of the use of an all-mail ballot for election to the Board of Directors in any odd numbered year shall be sent by registered mail to each participating member district no later than ninety (90) days prior to the date scheduled for such election. Said notice shall (1) inform each participating member district of the positions to be filled on the Board of Directors at such election; and (2) inform each participating member district of its right to nominate districts for any office to be filled at the election by filing with the Board of Directors of SDWCA at least fifty (50) days prior to the date scheduled for such election a letter making such nomination together with a copy of the resolution of the Board of Directors of that district being nominated accepting such nomination. A participating member district can only accept a nomination to one position to be filled on the Board of Directors at each election, which Board position shall be specified in its resolution accepting such nomination. A form of mail ballot containing all mailed nominations accepted for any office to be filled at the election shall be mailed by certified mail, return receipt requested, to each participating member district no later than forty-five (45) days prior to the date scheduled for such election.

SPECIAL DISTRICTS WORKERS' COMPENSATION AUTHORITY (SDWCA)

MEMBER DISTRICTS

Upper One-Third

Lake Shastina Community Services District
Crestline Village County Water District
Trinity County Public Utilities District
El Dorado Hills Community Services District
Squaw Valley Public Service District
Northstar Community Services District
Groveland Community Services District
Broadmoor Police Protection District
Truckee-Tahoe Airport District
Hi-Desert Water District
Stallion Springs Community Services District
West San Bernardino County Water District
Midway City Sanitary District
Rancho Murieta Community Services District
Twentynine Palms Water District
North Tahoe Public Utilities District
Marinwood Community Services District
Olivenhain Municipal Water District *
Yorba Linda Water District
Santa Cruz Port District
Big Bear City Community Services District
Monterey Regional Waste Management District

Middle One-Third

Riverside County Citrus Pest Control District No. 2
Kingsburg Cemetery District
Shasta Community Services District
Foresthill Public Utilities District
Inverness Public Utilities District
Resource Conservation District of the Santa Monica Mountains
Sanger-Del Rey Cemetery District
Elsinore Water District
North of the River Municipal Water District
Minter Field Airport District *•
Rosamond Community Services District
Weaverville Fire District

• Not eligible for nomination; currently serving on Board of Directors

Big Bear Airport District
Heritage Ranch Community Services District
Capistrano Bay Community Services District
Templeton Community Services District
Morongo Valley Community Services District
Santa Cruz Consolidated Emergency Communications Center
Twain Harte Community Services District
McKinleyville Community Services District
Donner Summit Public Utilities District

Lower One-Third

Jamestown Sanitary District
Clear Creek Community Services District
Hilton Creek Community Services District
Bel Marin Keys Community Services District
Special District Risk Management Authority
Gerber-Los Flores Community Services District
Weaverville Sanitary District
Buena Park Library District
Lake Don Pedro Community Services District
Eastern Sierra Community Services District
California Pines Community Services District
Santa Nella County Water District
Mendocino Solid Waste Management Authority
Santa Rosa Community Services District
North Humboldt Recreation & Park District
Placentia Library District
Aromas Water District
Bighorn-Desert View District
Murrieta County Water District
Alpine Springs County Water District
Marin City Community Services District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Honorable Mayor and Members of the Placentia City Council

FROM: Elizabeth D. Minter, Library Director

DATE: May 25, 1999

SUBJECT: **Response to request for project information**

BACKGROUND

At the invitation of Placentia City Council the Library Board President and Library Director met with the Council at a Worksession on March 2, 1999 to explore projects that the City could undertake to benefit the programs and services of Placentia Library. The projects discussed at the Worksession included:

1. Providing funds to increase the Library's hours of public service
2. Expanding the Placentia History Room
3. Contracting with the Library to provide storytelling services for City recreation activities and school classrooms
4. Allocating City staff time to assist the Library with the preparation of Community Development Block Grant applications to the County of Orange to replace the Library's roof, or update its HVAC system, or modernize its Meeting Room.

Providing funds to increase the Library's hours of public service

Because of the high cost, between $125,000 and $300,000 per year, and the recurring nature of this proposal, it is not being presented to the City Council for further consideration. The Library Board believes it is important that whenever hours are added to the Library's schedule that the funds to maintain those hours are secure in the Library's budget.

The Library Board's first priority for its operating budget is to increase the book/materials budget to the $200,000 per-year level. The anticipated book/materials budget for Fiscal Year 1999-2000 is approximately $110,000 with an additional $25,000 anticipated from the Placentia Library Foundation. This leaves a $65,000 shortfall in the book/materials budget needed to adequately serve the reading, homework and research needs of the residents of Placentia.

The Library Board's second priority is to add staff so that the hours of service to the public may be increased. In light of the fact that there is limited growth in property tax valuation (the Districts sole source of tax revenue), and no hope of a substantial reversal of the property tax shifts of 1992-1993 and 1993-1994, the Library Board does not anticipate an addition to the Library's hours of public service in the next few years.

Expanding the Placentia History Room

The City of Placentia and Placentia Library District share the responsibility for collecting, preserving and maintaining the artifacts, manuscripts and printed materials dealing with Placentia's history.

The City of Placentia Historical Committee and the District's Placentia History Room Committee have been working collaboratively for more than eight years to organize and develop their collections. Much of their material is located at Placentia Library and they are sorely in need of additional space. All of the work has been done by City and Library volunteers. The two organizations have even developed and conducted a joint fund activity with the sale of the Placentia afghans, the proceeds from which have been used to fund the activities of both Committees.

During the past five months the two organizations jointly prepared a study of the future display and organizational needs of the Placentia History Room: *Program Proposal for the Expansion of the Placentia History Room in the Placentia District Library.* This is proposal included as Attachment A to this memo. Robert Chang, PE, City Chief Building Official, has reviewed the building plans for two separate expansion proposals developed by the Committee. He estimates that each expansion proposal will cost approximately $12,000 to $15,000 for the construction work, including electrical, mechanical and plumbing.

Having reviewed the current collection holdings and anticipated growth in this area the Library Board recommends that both of the expansion options be completed at the same time.

The anticipated total cost for this project, including furnishings, will be approximately $50,000.

At some point in the future the City and Library should consider the expansion of the Library on the north (parking lot) side to accommodate additional museum space and display activities for the City's Historical Committee.

Contracting with the Library to provide storytelling services for City recreation activities and school classrooms

The Library District suggests that the City entertain the proposal of funding a Librarian I or Library Assistant position for the District at a cost, including benefits, of approximately $45,000 per year. This person would provide storytelling services for City Recreation Department activities throughout the year and make classroom visits to City schools and preschools during which she/he would promote City and Library activities. This person would also work in the Library's Children's Department on Sunday afternoons.

If the City Council is receptive to this idea, Library staff would like to pursue the development of a plan of action with the City Recreation staff and the Placentia-Yorba Linda Unified School District staff for inclusion in the City's Fiscal Year 2000-2001 budget development process.

This concept has not yet been discussed with the City's Recreation and Human Services Department.

Response to request for project information, May 25, 1999, Page 3.

Allocating City staff time to assist the Library with the preparation of Community Development Block Grant applications to the County of Orange to replace the Library's roof, or update its HVAC system, or modernize its Meeting Room

The Library District has a number of building maintenance issues that need to be addressed during the next several years. The District would like to request the assistance of City staff in the preparation of the paperwork necessary to prepare competitive grant proposals to the County of Orange for its Community Development Block Grant program.

RECOMMENDATION

Determine level of support for projects benefiting Placentia Library District.

Nationwide®
Retirement Solutions

a Nationwide® Financial Company

1 (800) 634-0025

0518 PLACENTIA LIBRARY DISTRICT
ELIZABETH D MINTER
DIRECTOR
411 EAST CHAPMAN AVE
PLACENTIA, CA 92670

May 12, 1999

Nationwide® Retirement Solutions, Inc. (NRS), the administrator you trust with your Section 457 Deferred Compensation Plan, is committed to offering the most competitive and comprehensive deferred compensation program available.

NRS is proud to offer an exciting addition to your program. The **Morley Stable Value Retirement Fund** is now available as an investment option along with the current fixed and variable funding options in your plan. The Fund is a low risk investment option that focuses on preserving investors' capital while providing consistency of return. Including the Fund as an investment option in your plan provides diversification, safety, competitive returns, and protection from market volatility. Please refer to the enclosed brochure for more information on the Morley Stable Value Retirement Fund and the benefits of stable value investments.

Enclosed is an application document that must be signed and returned in order to allow the Morley Stable Value Retirement Fund to be added to your plan. Responses will be executed by the Fund's trustee, Union Bond & Trust, and systematically updated to add the Fund to your plan. Cases responding by June 15 will have the fund added on July 15.

We will announce the availability of this new investment option to your participating employees in the June 30, 1999 FOCUS Newsletter (included in the second quarter statement mailing).

This fund addition is an example of the ongoing commitment of Nationwide® Retirement Solutions, Inc. to provide public sector employees with a superior Section 457 Deferred Compensation Plan. Should you have further questions about the Fund, please contact your local NRS representative.

Sincerely,

Duane C. Meek

Duane Meek
President

Two Nationwide Plaza
P.O. Box 16747
Columbus, OH 43216

MORLEY STABLE VALUE RETIREMENT FUND
PARTICIPATION APPLICATION

Placentia Library District (the "PLAN"), a deferred compen plan qualified pursuant to Section 401 or 457 of the Internal Revenue Code of 1986, as amended, hei offer units of the Morley Stable Value Retirement Fund (the "FUND") as an investment option for PL beneficiaries. It is understood that any investment(s) in units of the FUND will be made, and ownersnip and control of such investment(s) shall inure, on behalf of and for the exclusive benefit of participants in the PLAN and their beneficiaries.

INFORMATION ABOUT THE FUND
PLEASE READ CAREFULLY

- The FUND is not a mutual fund. It is a collective investment trust under the trusteeship of Union Bond & Trust Company ("UBT"), a trust bank organized and operating under the laws of the State of Oregon. The FUND is regulated by the Oregon State Department of Consumer and Business Services – Division of Finance and Corporate Securities; it is not subject to supervision or regulation by any agency of the United States government, including federal bank regulatory agencies or the Securities and Exchange Commission ("SEC").
- Although the FUND seeks to provide the highest returns commensurate with safety and stability of principal, stable value assets do carry potential risks, and investments in the FUND are not guaranteed. Please refer to the accompanying brochure entitled "Information Brochure and Trust Document: Morley Stable Value Retirement Fund" dated 2nd Quarter 1999 (the "FUND BROCHURE") for more details on potential risks associated with this type of investment.
- The FUND is not offered as an investment option within any variable annuity product.
- Generally, redemptions by individual PLAN participants are permitted, subject to certain restrictions described below. However, up to twelve months' advance written notice is required for any PLAN sponsor-directed withdrawal(s) or liquidation(s).
- Investments in the FUND are subject to restrictions on redemption(s) if proceeds are to be transferred to investment options which are considered "Competing Investment Options." Accumulation units of the FUND may not be transferred directly to mutual funds or other investment options, including variable annuity subaccounts, which are considered to be Competing Investment Options. Competing Investment Options generally include other stable value funds, money market funds, insurance company fixed accounts, and other fixed-income investment options with weighted average durations of less than three years. PLAN participants desiring to allocate proceeds from the FUND to a Competing Investment Option must first transfer such proceeds to a non-competing investment option for a period of at least 90 days. A list of the specific investment options in the PLAN considered to be Competing Investment Options can be obtained upon request from your registered representative.
- A fee of 0.50% of the daily net assets of the Fund will be deducted by UBT and paid to itself and affiliates for trustee, investment advisory, recordkeeping and other services for the Fund. Fees are accrued daily in computing the net asset value of a unit of the FUND for the purpose of determining the offering and redemption price per unit.
- In addition, a fee equal to the amount assessed to the Select Spectrum Series in the corresponding variable annuity contract will be charged by Nationwide® Retirement Solutions, Inc. ("NRS") to reimburse NRS for costs associated with the performance of administrative services by NRS on behalf of the FUND.

Participation in the FUND shall become effective on the date this application is fully executed by an authorized person on behalf of the PLAN and accepted by an authorized representative of the FUND. The PLAN is entering into a participation agreement under which UBT is appointed an investment manager for PLAN assets invested in the FUND; the PLAN is certifying that the FUND is adopted, through incorporation by reference, as a part of the PLAN.

Details regarding the information contained above may be found in the FUND BROCHURE. The PLAN: (1) acknowledges that a copy of the FUND BROCHURE was received and read before signing this application; (2) understands and agrees to the terms and conditions of the FUND as set forth herein and in the FUND BROCHURE; (3) has determined to add the FUND as a suitable investment option; and (4) has authorized the representative below to sign on behalf of the PLAN.

For the PLAN:

Signature

May 25, 1999
Date

Library Director
Title

For Nationwide® Retirement Solutions, Inc.:

Duane Meek, President

0518
PLACENTIA LIBRARY DISTRICT
ELIZABETH D MINTER, DIRECTOR
411 EAST CHAPMAN AVE
PLACENTIA, CA. 92670

For Union Bond & Trust Company:

By: _____
Authorized Signer

_____
Date

Morley Stable Value Retirement Fund

March 31,

The benefits of the Morley Stable Value Retirement Fund are:

- Competitive Returns
- Low Risk
- Liquidity for Benefit Payments
- Flexibility

Portfolio Manager - Jill
Ms. Cuniff joined Morley 1988 and is a Vice Presiden... firm's Senior Investment Officer. She is a graduate of Montana State University and has been Portfolio Manager for the Fund since inception.

Fund Strategy

"The underlying assets in the Morley Stable Value Retirement Fund are stable value investment contracts issued by life insurance companies, banks and other financial institutions. The principal value of the Fund is managed to remain stable regardless of stock and bond market fluctuations. The return is a blend of all the rates of the various investments held by the Fund. The fund is managed to earn a high level of return while also providing for preservation of capital, high credit quality, and liquidity to pay plan benefits. Safety, stability, and consistency while providing a competitive return are our key goals." *Jill R. Cuniff, Portfolio Manager*

Investment Performance

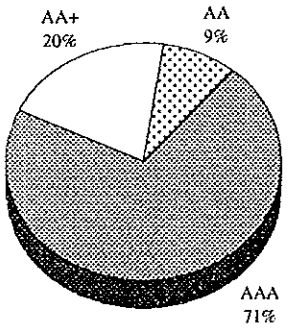
	Month	Quarter	YTD	1-YR	3-YR	5-YR	10-YR
Morley Stable Value Fund	0.47%	1.37%	1.37%	5.76%	5.83%	5.87%	6.71%
90-Day Treasury	0.41%	1.06%	1.06%	4.98%	5.23%	5.29%	5.58%
Lehman 1-3 Year Govt.	0.68%	0.61%	0.61%	6.09%	6.32%	6.20%	7.29%

Note: The Fund's initial investments will be in units of Morley Financial's Stable Value Fund (the "SVF"). The information in this table and below pertains to the SVF, also managed by Ms. Cuniff since the SVF's inception in 12/93. Performance figures are presented net of 50 basis points of trustee, investment advisory, recordkeeping, and other fees collected by the Trustee for itself and affiliates. Units of participation in the Fund are not deposits or obligations of Union Bond & Trust Company, or any affiliate, and are not insured by the FDIC. The Fund is not a mutual fund. Past performance is not an indicator of future results. Please read the trust document before investing.

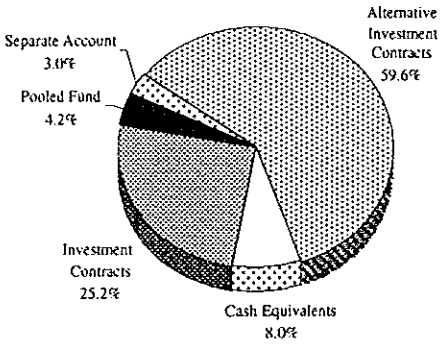
Fund Profile

Average Quality	AAA (S&P)
Yield to Maturity	5.65%
Average Duration	2.38 years
Issuers	29

Fund Quality



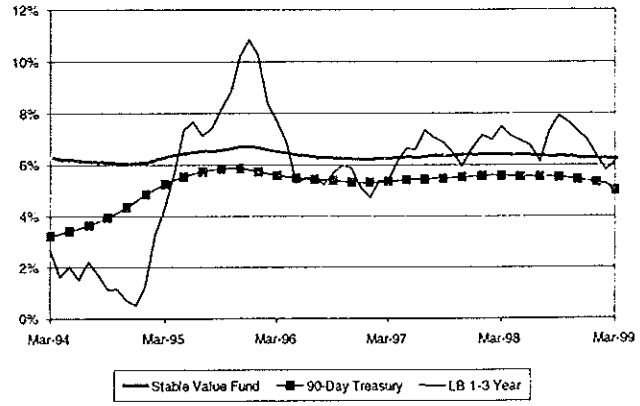
Fund Composition



Top 10 Holdings

Issuer	Fund %	Underlying Assets
Rabobank Wrap	12.2%	AAA Securities
Deutsche Bank Wrap	12.1%	AAA Securities
Actively Managed Fund	8.3%	Pooled Fund
Morgan Guaranty Wrap	7.6%	AAA Securities
CDC Wrap	5.7%	AAA Securities
AIG Wrap	4.5%	AAA Securities
Enhanced Liquidity Fund	4.5%	Cash Equivalent
Principal Life	4.3%	Investment Contract
US Trust Cap Pres. Fund	4.2%	Pooled Fund
Security Life of Denver	3.9%	Investment Contract

Rolling 1-Year Returns (last five years)



Additional Information

For additional information, please contact your PEBSCO representative.

The Fund is trusteed by Union Bond & Trust Company, a subsidiary of Morley Financial Services, Inc. The Fund Advisor is Morley Capital Management, Inc.

www.morley.com

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Review Library Revenue Issues and continue the discussion of the feasibility of Library Parcel Tax ballot issue.**

DATE: June 16, 1999

BACKGROUND:

Library Revenue Issues

At its Meeting on April 15, 1997, the Board requested that an item for the discussion of Library Revenue Issues be included on each Agenda.

1. Property Tax

   The most recent version of the ERAF discussion from the Legislature is that a cap may happen in Fiscal Year 2000-2001 if an initiative is passed by the voters.

   The Legislature is also discussing a $20 million, one-time Library augmentation. It is uncertain how and by whom these funds would be distributed.

2. State Funds

   Staff continues to monitor the progress of the Public Library Fund in the State Budget.

3. Local Revenues

   Passport income surpassed the $4,000 level for the month of May.

Parcel Tax Election Considerations

No new information to report.

RECOMMENDATIONS:

Give direction for future action

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Fiscal Year 1999-2000 Budget**

DATE: June 16, 1999

BACKGROUND:

At its May 19, 1999 Regular Meeting the Library Board reviewed the preliminary revenue budget for Fiscal Year 1999-2000. The Library Director will present updated estimates at the Board Meeting.

Despite the modest anticipated growth in the property tax revenues the status of State Library subsidies continues to be uncertain.

The news from Sacramento is that the State Budget should be in place by July 1. Since there are several items in the State Library budget that may significantly impact Placentia's revenue I recommend that the District Budget not be finalized until the State Budget is adopted.

Adoption of Salary Schedule for MOU Employees by Resolution 99-1

Placentia Library District will be entering the second year of a three-year Memorandum of Understanding (MOU) with the Orange County Employees' Association. The Contract provides for a 4% salary increase in Fiscal Year 1999-2000.

Attachment A is the Proposed Salary Schedule for MOU Employees and Exempt Personnel effective July 1, 1999. It contains the following:

- A 4% increase for all exempt staff except Page
- Page hourly rate is in compliance with California minimum wage requirements and no change is recommended

Attachment B is Resolution 99-1.

Adoption of Library Holiday and Public Service Calendar for 1999 and 2000 by Resolution 99-2

The District's Holiday and Library Closure Schedule is based upon the 11 holidays specified in the Memorandum of Understanding with the Orange County Employees Association.

Past practice is that the Library is closed on the Sunday preceding Monday holidays.

Attachment C is the Proposed Holiday and Public Service Calendar for 1999 and 2000.

Attachment D is Resolution 99-2, establishing the Placentia Library District Holiday Schedule for 1999 and 2000.

Pillsbury
Madison &
Sutro LLP

ATTORNEYS AT LAW
101 WEST BROADWAY SUITE 1800
SAN DIEGO, CALIFORNIA 92101-8219
TELEPHONE: (619) 234-5000 FAX: (619) 236-1995
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Writer's direct dial number / email:
(619) 544-3177

June 15, 1999

VIA FACSIMILE

TO: ORANGE COUNTY INVESTMENT POOL
PARTICIPANTS' DISTRIBUTION LIST

Re: In Re County of Orange - Status of Pending Litigation

Dear Pool Participant:

Representative Tom Hayes has entered into a proposed settlement with Standard & Poors. The proposed settlement amount is $140,000 (see Press Release attached herewith).

Assuming the settlement is approved by the Court, all pending litigation for the benefit of Pool Participants and the County under the County's Second Amended Plan of Adjustment will have been resolved, with a total recovery in excess of $860,000,000.

We are calculating each Pool Participant's distributional entitlement from the litigation proceeds. We will send you within the next two weeks a preliminary analysis of your likely distribution.

We are also working with the Representative to prepare the motions necessary to approve the pending settlements with Standard & Poors and others, and to conclude the litigation phase of the case. Obtaining the Court approval of the proposed settlements and the Representative's final report, both of which are necessary to a final distribution, is expected to take 120 days. We will proceed with these matters as expeditiously as possible.

I will appreciate your patience in awaiting the preliminary distribution which will be sent in the next two weeks. I will have a more complete report for you on process and procedures at that time.

Very truly yours,

Patrick C. Shea

cc: Official Investment Pool Participants Committee and Counsel
Thomas W. Hayes

THOMAS W. HAYES, *Representative*
ORANGE COUNTY LITIGATION FUND
915 L Street, Suite 1105
Sacramento, California 95814

Press Release
June 15, 1999

Contact: James W. Mercer
Hennigan, Mercer & Bennett
(213) 694-1200

Orange County Litigation Settlement Agreement

Thomas W. Hayes, appointed by the Federal Bankruptcy Court to oversee legal actions taken on behalf of the residents of the County of Orange against legal and financial service providers, announced today that an agreement has been reached with The McGraw -Hill Companies, Inc., d/b/a Standard & Poor's Rating Services, to settle the case against the firm for a total of $140,000.00, which sum reflects a partial refund of rating fees paid by the County to Standard & Poor's relating to debt issued by the County in 1994.

According to Hayes, "the settlement with Standard & Poor's represents the final step necessary to put the litigation surrounding Orange County's bankruptcy to a conclusion." The settlement is subject to approval by the Court. Following Court approval of the Standard & Poor's settlement, Mr. Hayes stated "that he will proceed as expeditiously as possible to seek approval of the Bankruptcy Court to distribute litigation proceeds to the more than 200 Pool Participants." It is anticipated that the process necessary to obtain Bankruptcy Court approval could take approximately 120 days following approval of the Standard & Poor's settlement.

This settlement brings total litigation recoveries, including accumulated interest, to approximately $860,720,000.

All distributions will be made in conformance with the distribution schedule approved by the Bankruptcy Court.

Orange County Litigation Proceeds

Recovery	Date	Amount
Recovery on fidelity bond	January 97	$1,000,000
Recovery on taxable note claim	June 97	1,055,107.81
Merrill Lynch payment to terminate criminal investigation	December 97	27,671,252.30
Overland Express	February 98	912,284.64
LeBoeuf, Lamb, Green & MacRae LLP	April 98	45,000,000
Credit Suisse First Boston Corporation	May 98	52,500,000
KPMG Peat Marwick, LLP	May 98	[1]75,000,000
Merrill Lynch & Co.	June 98	420,014,913
Appaloosa	June 98	17,547,150.88
Morgan Stanley & Co., Dean Witter Reynolds, Inc.	August 98	69,622,922
Nomura Securities International, Inc.	August 98	47,877,008
Bear Stearns	September 98	6,950,000
Brown & Wood	November 98	23,046,414.40
SBC Capital, Inc.	November 98	6,500,000
Paribas Corp.	November 98	1,420,000
Fuji Securities Inc.	December 98	7,900,000
Rauscher Pierce Refsnes, Inc.	December 98	10,000,000
BA Securities, Inc.; Cantor Fitzgerald Securities Corp.; Citibank, N.A. and Citicorp Securities, Inc.; Daiwa Securities America, Inc.; Donaldson, Lufkin & Jenrette Securities Corporation and DLJ Mortgage Capital, Inc.; Fuji Securities Inc.; Kidder, Peabody & Co. Incorporated; Lehman Brothers International (Europe), Lehman Capital Corp., Lehman Commercial Paper, Inc., and Lehman Brothers Inc.; PaineWebber Incorporated and PaineWebber Real Estate Securities, Inc.; Prudential Securities Incorporated; Sanwa Securities (USA) Co., L.P.; and Smith Barney Inc.	June 99	20,800,000
Standard & Poor's Rating Services	June 99	140,000
Accumulated Interest to Date		25,766,520
Total to June 15, 1999:		$860,723,573.03

[1] This amount includes $13.637 million which settled claims asserted by the Orange County Transportation Authority, City of Orange, and Orange County Water District, which will be distributed to such entities as a priority payment.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Election Cost Estimates**

DATE: January 20, 1998

Orange County Registrar of Elections Roslyn Lever provided the following information for estimating the cost of a special election for Placentia Library District:

Conducting the election with another election, such as a primary, when the District's census would not otherwise be set-up -- $1.00 per registered voter, or $20,816.

Conducting a special election with nothing else on the ballot -- $3.00 per registered voter, or $62,448. She also said since the District is small the amount for a special election may be slightly under $2.00 or $39,551.

Heim, Noack, Kelly & Spahnn

GOVERNMENTAL RELATIONS

'ph A. Heim
..ssell W. Noack
Anne Kelly
Leslie S. Spahnn
John Caldwell

TRANSMITTED VIA FACSIMILE **1 Page**

June 16, 1999 **9:30 a.m. (PDT)**

TO: **CSDA Legislative Committee**

Dewey Ausmus	**760-745-5827 (145)**
Carol Bartels	**909-683-8458 (145)**
Roger Boedecker	**707-986-7435 (145)**
Kit Carter	**805-227-6231 (145)**
Kathleen Cole	**916-444-6887 (145)**
Ron Davis	**408-266-0271 (145)**
Glenn Farrel/Randy Kanouse	**916-444-2829 (145)**
Mike Gotch	**707-944-9277 (145)**
Jim Meredith	**805-526-7025 (145)**
Elizabeth Minter	**714-528-8236 (145)**
Carol Severin	**510-569-1417 (145)**
Catherine Smith	**916-442-7889 (145)**
Sherry Sterrett	**925-671-7591 (145)**

FROM: **Ralph A. Heim**

RE: **State Budget Update**

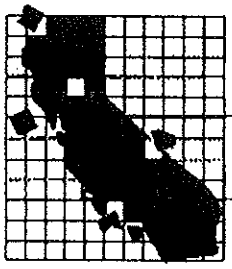
At approximately 11:30 p.m. last night, the Senate completed its work on the 1999-2000 State Budget, including passage of all of the trailer bills.

No such luck in the Assembly. With a two-thirds vote required to pass the Budget, after hours of waiting, the Assembly could only muster 48 votes, all Democrats, as not a single Republican voted in favor of the Budget.

With respect to local government issues, the trailer bill for the ERAF relief provisions is Assembly Bill 1661. The bill contains the Infrastructure Bank; $75 million, one-time, ERAF relief, of which special districts statewide will receive approximately $5.7 million; and the ERAF cap that will occur in 2000-2001, provided a constitutional amendment is passed by the voters.

With respect to the constitutional amendment, Senator Peace intends to begin work on the matter this Summer. I will keep you current regarding when and how Senator Peace intends to proceed with this effort to address local government finance.

..1 L Street, Suite 100
Sacramento, CA 95814
Tel. (916) 442-4584
Fax (916) 441-4925
Email: general@hnks.com



CSDA LEGISLATIVE UPDATE

June 14, 1999

ERAF/State Budget Update

As reported to you last Friday, June 11, the Budget Conference Committee has adopted a Conference Report that includes a one-time $75 million ERAF relief component for cities, counties and special districts.

While it is still anticipated that both houses will attempt to pass the Budget by the constitutional deadline of June 15, as of this writing that action is all but certain. The Governor has expressed the desire to alter the Conference Report, including reducing specified items, and the Assembly Republican Leader indicated after the Conference Report was adopted that the Assembly Republican Caucus will not vote for the Budget in its current form.

Both the Governor's comments and those of the Assembly Republican Leader raise significant doubts relative to the Budget passing on time. Some issues could be resolved by amending specific "trailer bills" to address outstanding issues, and only time will tell if this process will satisfy the Governor and Assembly Republican Leader.

With respect to the $75 million ERAF component, do not assume this provision will remain in the final budget accord. Some legislators want more relief for local governments, while others will hold out for more tax relief. Additionally, as of this writing we do not know how the Governor feels about this issue.

With respect to the $75 million for cities, counties and special districts, we have attached an unofficial printout relative to the distribution to the counties, cities and special districts. Please treat this document as unofficial until such time as an official printout is available.

As soon as we have the formula for the distribution to each special district, we will provide you with that information.

If you are in need of assistance on this alert, or any other legislative issues, contact:

California Special Districts Association
1121 L Street, Suite 508
Sacramento, CA 95814
(916) 442-7887 * (916) 442-7889 FAX
www.csda.net

$75 Million Based on ERAF Shift

(1/2 of the $150 Million Discretionary Pot)

		COUNTY			CITY			SPECIAL DISTRICT		
#	County	98-99 ERAF Shift	% Share	$	98-99 ERAF Shift	% Share	$	98-99 ERAF Shift	% Share	$
1	Alameda	154,300,000	4.25%	3,185,400	46,600,000	1.28%	962,020	18,100,000	0.50%	373,660
2	Alpine **	170,166	0.00%	3,513	-	0.00%	-	14,333	0.00%	296
3	Amador	1,969,225	0.05%	40,653	196,355	0.01%	4,054	104,420	0.00%	2,156
4	Butte	11,510,873	0.32%	237,633	1,390,402	0.04%	28,704	1,641,259	0.05%	33,882
5	Calaveras **	2,593,006	0.07%	53,531	72,708	0.00%	1,501	638,277	0.02%	13,177
6	Colusa	1,663,545	0.05%	34,343	105,899	0.00%	2,186	42,373	0.00%	875
7	Contra Costa	89,063,427	2.45%	1,838,643	18,006,964	0.50%	371,739	12,459,633	0.34%	257,239
8	Del Norte	1,174,697	0.03%	24,251	55,432	0.00%	1,144	244,326	0.01%	5,044
9	El Dorado	10,759,491	0.30%	222,121	803,522	0.02%	16,588	1,503,849	0.04%	31,046
10	Fresno	53,517,746	1.47%	1,104,831	13,349,938	0.37%	275,599	5,059,838	0.14%	104,456
11	Glenn	1,893,410	0.05%	39,088	188,297	0.01%	3,887	82,518	0.00%	1,704
12	Humboldt	10,185,749	0.28%	210,277	1,048,406	0.03%	21,644	671,875	0.02%	13,870
13	Imperial	7,441,434	0.20%	153,622	1,830,867	0.05%	37,797	211,132	0.01%	4,359
14	Inyo	1,635,386	0.05%	33,761	76,295	0.00%	1,575	48,556	0.00%	1,002
15	Kern	40,569,205	1.12%	837,519	5,393,023	0.15%	111,335	7,322,772	0.20%	151,173
16	Kings	7,648,906	0.21%	157,906	1,218,080	0.03%	25,146	800,997	0.02%	16,536
17	Lake	3,869,930	0.11%	79,892	190,685	0.01%	3,937	770,351	0.02%	15,903
18	Lassen	1,328,091	0.04%	27,417	59,026	0.00%	1,219	88,539	0.00%	1,828
19	Los Angeles	946,211,045	26.05%	19,533,772	210,107,002	5.78%	4,337,491	59,578,953	1.64%	1,229,960
20	Madera	6,984,177	0.19%	144,183	515,793	0.01%	10,648	1,637,146	0.05%	33,798
21	Marin	24,620,925	0.68%	508,279	6,402,177	0.18%	132,168	5,923,974	0.16%	122,296
22	Mariposa	838,463	0.02%	17,309	-	0.00%	-	88,118	0.00%	1,819
23	Mendocino	6,926,224	0.19%	142,986	360,352	0.01%	7,439	1,054,915	0.03%	21,778
24	Merced **	14,740,465	0.41%	304,305	2,276,373	0.06%	46,994	1,047,514	0.03%	21,625
25	Modoc	654,056	0.02%	13,502	39,543	0.00%	816	36,793	0.00%	760
26	Mono	1,487,250	0.04%	30,703	64,523	0.00%	1,332	335,631	0.01%	6,929
27	Monterey	25,020,221	0.69%	516,523	4,331,467	0.12%	89,420	4,373,440	0.12%	90,286
28	Napa	10,645,927	0.29%	219,777	2,545,046	0.07%	52,540	118,023	0.00%	2,436
29	Nevada	6,873,671	0.19%	141,901	652,000	0.02%	13,460	786,037	0.02%	16,227
30	mge						87,281,336			*1,262,562

$75 Million Based on ERAF Shift

(1/2 of the $150 Million Discretionary Pot)

		COUNTY			CITY			SPECIAL DISTRICT		
#	County	98-99 ERAF Shift	% Share	$	98-99 ERAF Shift	% Share	$	98-99 ERAF Shift	% Share	$
31	Placer	19,168,872	0.53%	395,726	3,459,753	0.10%	71,424	2,200,258	0.06%	45,423
32	Plumas	1,264,150	0.03%	26,097	30,200	0.00%	623	466,780	0.01%	9,636
33	Riverside	75,882,982	2.09%	1,566,544	13,190,366	0.36%	272,305	12,480,086	0.34%	257,641
34	Sacramento	103,686,968	2.85%	2,140,535	15,238,128	0.42%	314,579	8,183,714	0.23%	168,946
35	San Benito	2,200,000	0.06%	45,417	260,000	0.01%	5,367	290,000	0.01%	5,987
36	San Bernardino	105,347,682	2.90%	2,174,819	23,460,720	0.65%	484,328	4,428,044	0.12%	91,413
37	San Diego	156,618,792	4.31%	3,233,270	47,879,435	1.32%	988,433	10,778,845	0.30%	222,521
38	San Francisco **	136,990,000	3.77%	2,828,049	-	0.00%	-	-	0.00%	-
39	San Joaquin	50,879,044	1.40%	1,050,357	8,902,517	0.25%	183,785	6,469,763	0.18%	133,563
40	San Luis Obispo	17,367,387	0.48%	358,536	3,075,485	0.08%	63,491	3,327,128	0.09%	68,686
41	San Mateo	68,568,147	1.89%	1,415,535	15,752,142	0.43%	325,190	8,339,369	0.23%	172,160
42	Santa Barbara	31,718,983	0.87%	654,813	3,443,133	0.09%	71,081	2,119,897	0.06%	43,764
43	Santa Clara	158,643,948	4.37%	3,275,078	38,852,655	1.07%	802,082	12,291,035	0.34%	253,739
44	Santa Cruz	16,741,655	0.46%	345,618	2,500,585	0.07%	51,623	3,456,017	0.10%	71,347
45	Shasta	10,482,295	0.29%	216,399	2,151,984	0.06%	44,426	841,604	0.02%	17,374
46	Sierra **	163,909	0.00%	3,384	-	0.00%	-	51,500	0.00%	1,063
47	Siskiyou **	3,080,616	0.08%	63,597	404,981	0.01%	8,361	241,335	0.01%	4,982
48	Solano	26,910,366	0.74%	555,543	8,606,436	0.24%	177,673	2,557,992	0.07%	52,808
49	Sonoma	34,031,543	0.94%	702,554	6,121,560	0.17%	126,375	1,351,124	0.04%	27,893
50	Stanislaus	25,668,878	0.71%	529,914	4,186,129	0.12%	86,419	753,028	0.02%	15,546
51	Sutter	5,556,354	0.15%	114,706	916,532	0.03%	18,921	490,642	0.01%	10,129
52	Tehama	3,583,276	0.10%	73,974	371,236	0.01%	7,664	181,987	0.01%	3,757
53	Trinity **	425,558	0.01%	8,785	-	0.00%	-	15,439	0.00%	319
54	Tulare	27,450,730	0.76%	566,698	3,392,254	0.09%	70,030	1,870,513	0.05%	38,615
55	Tuolumne	3,793,283	0.10%	78,309	87,095	0.00%	1,798	183,363	0.01%	3,785
56	Ventura	57,657,367	1.59%	1,190,290	9,636,767	0.27%	198,943	6,123,027	0.17%	126,405
57	Yolo	14,153,133	0.39%	292,180	3,772,403	0.10%	77,878	406,343	0.01%	8,389
58	Y[illegible]	4,724,527	0.13%	97,534	[illegible]306	0.01%	5,704	245,140	0.01%	[illegible]061
	T[illegible]AL	2,778,434,972	76.48%	57,358,574	578,[illegible],382	15.92%	11,941,812	276,087,874	7.60%	5,6[illegible]14

Heim, Noack, Kelly & Spahnn

GOVERNMENTAL RELATIONS

Ralph A. Heim
Russell W. Noack
Anne Kelly
Leslie S. Spahnn
John Caldwell

TRANSMITTED VIA FACSIMILE **1 Page**

June 11, 1999 **9:45 a.m. (PDT)**

TO:	**CSDA Legislative Committee**	
	Dewey Ausmus	**760-745-5827 (145)**
	Carol Bartels	**909-683-8458 (145)**
	Roger Boedecker	**707-986-7435 (145)**
	Kit Carter	**805-227-6231 (145)**
	Kathleen Cole	**916-444-6887 (145)**
	Ron Davis	**408-266-0271 (145)**
	Glenn Farrel/Randy Kanouse	**916-444-2829 (145)**
	Mike Gotch	**707-944-9277 (145)**
	Jim Meredith	**805-526-7025 (145)**
	Elizabeth Minter	**714-528-8236 (145)**
	Carol Severin	**510-886-2882 (145)**
	Catherine Smith	**916-442-7889 (145)**
	Sherry Sterrett	**925-671-7591 (145)**

FROM: **Ralph A. Heim**

RE: **ERAF/Budget Update**

At approximately 2:30 a.m. this morning, the Budget Conference Committee adopted the local government finance component of the State Budget. The issues of interest are as follows:

1. $20 million one-time revenues for libraries.
2. $75 million one-time ERAF relief, of which approximately $7 million will go to special districts. I will provide you with more details relative to the formula after I have had some sleep.
3. The ERAF will be capped contingent upon the passage of a constitutional amendment passed by the Legislature and voters. The measure would be placed on the November 2000, Ballot, as it does not appear possible to complete the constitutional amendment process in time for the March 2000, Ballot.

There is no indication relative to the Governor's position on the above action taken by the Conference Committee. I will provide you with more details regarding how the one-time ERAF relief formula will operate either later today or Monday.

1121 L Street, Suite 100
Sacramento, CA 95814
Tel. (916) 442-4584
Fax (916) 441-4925
Email: general@hnks.com

X-Sender: info.cla-net@mail2.quiknet.com
X-Mailer: QUALCOMM Windows Eudora Pro Version 4.1
Date: Mon, 14 Jun 1999 09:59:34 -0700
To: LISTSERV@listproc.sjsu.edu, CLA <CALIX@SJSUVM1.SJSU.EDU>
From: California Library Association <info@CLA-NET.ORG>
Subject: CLA Lobbyist Update
Reply-To: info@CLA-NET.ORG
Sender: owner-calix@listproc.sjsu.edu

June 11, 1999

TO: CLA MEMBERS/SYSTEMS/NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. BUDGET CONFERENCE COMMITTEE WRAPS UP WORK - BUDGET CONTAINS $20 MILLION FOR PLF

Early this morning (5 a.m. to be precise), the Budget Conference Committee tentatively completed their work on crafting this year's State Budget, including important action pertaining to the Public Library Foundation. The Conference Committee then was scheduled to reconvene at 2 p.m. this afternoon to sign the Conference Committee report, and as of this writing, must wait several hours before returning, as some controversial pieces are still in conflict. Once the report is approved, the staff will begin the final touches on the drafting and printing of the physical budget bill that will be before them on the Floor of each house for vote, on Tuesday of next week.

Earlier in the week, the Public Library Foundation (PLF) had been before the Conference Committee for consideration. While the conferees originally offered support of the Assembly version of the Budget, which would have provided a $32 million augmentation to the PLF, the committee requested that the item, which is traditionally handled in the K-12 education portion of the Budget, be surprisingly moved over to a so-called "local government list." A Legislative Analyst's list had scored the PLF as a form of "relief" to local governments, and hence, the decision to move our issue in with road repair, law enforcement, and other sizeable city, county, and special district programs. In addition to the PLF, CLA worked exhaustively with legislative staff who had asked CLA to provide them with possible funding formulas, in case the Committee could carve out extra dedicated monies for libraries. Meanwhile, attempts to further this cause were objected to by some local government lobbyists, who wanted any money available to local governments to be strictly discretionary and not targeted to any particular area, including libraries.

Post-it® Fax Note 7671
Date 6-14-99 # of pages ▶ 3
To MCLS/SLS/Associate Member Directors
From MCLS/SLS HQ
Co./Dept.
Co.
Phone #
Phone # 626/683-8244
Fax #
Fax # 626/683-8097

Last night the Conference Committee convened at approximately 11:30 p.m., in the midst of continued ongoing negotiations on the local government package. Assemblymembers Helen Thomson, John Longville, and Tony Cardenas fought in earnest to advance a more sizeable ERAF-relief style package, despite an agreement from the conferees that the local government package was in its final state. When the Committee began to run through the components of the proposal at 1 a.m., suddenly $20 million for libraries had been thrown into a "discretionary pot" along with $50 million for road repair and transit services, and $100 million for local infrastructure grants. These dollars would go out on a 50% per capita, and 50% ERAF-style return. It was likely that under this approach, libraries would see little of the $20 million contained in the discretionary pot. Then, Assemblywoman Migden asked if the Committee would "be amenable to keep the libraries out," and allow the $20 million to be targeted for the PLF, and the remaining $150 million to go out as proposed to cities, counties, and special districts. Conference Committee Co-Chair, Senator Steve Peace said that he would be "prepared to support that, or all of the above." Assemblywoman Migden then reiterated her motion, and Conference Committee Co-Chair, Assemblywoman Denise Ducheny leant her strong support. The package, including this motion for the libraries, passed on a 5-1 vote at 1:15 a.m.

We have confirmed with Assemblywoman Ducheny, and the Department of Finance that this money will be placed into the PLF, and, while it was the Committee's intent to propose one-time funding for local governments, the Governor would have to go in and make a cut in this area next year if he did not want to fund it at the new, proposed 1999-2000 level. It is also important to note that the Department of Finance told the Conference Committee that they are opposed to any new money for the PLF, as "the libraries received $20 million last year." We encourage you to take a moment today and write the Governor, encouraging his support of the $20 million augmentation to the Public Library Fund. In your letters, please keep them positive in tone, and explain to the Governor what the additional augmentation would mean in terms of services to your library, and the cuts you have had to make in years past. He will need to receive hundreds of letters in order to make a desired impact. (Please do not fax or e-mail the Governor.) The Governor could be acting on the Budget bill as early as the end of next week.

Lastly, we would like to thank all of the Budget Conferees for their strong support of the PLF this year. But in particular, we are convinced that we would not have the PLF funding were it not for the heroic efforts of Budget Conference Committee Co-Chair Denise Ducheny, and Assemblywoman Carole Migden, who understood how critical this issue was to the libraries throughout California. We would appreciate your help in writing a brief letter to thank these two legislators for their positive comments, remarkable support, and tireless leadership on behalf of CLA and the PLF.

For Letters to the Governor:

The Honorable Gray Davis
Governor, State of California
State Capitol
Sacramento, CA. 95814

For Letters of thanks to the two conferees:

The Honorable Denise Moreno Ducheny
Co-Chair, Budget Conference Committee
State Capitol
Sacramento, CA. 95814

The Honorable Carole Migden
Member, Budget Conference Committee
State Capitol
Sacramento, CA. 95814

II. ERAF "CAP" CONTINGENT UPON A CONSTITUTIONAL AMENDMENT

The Budget Conference Committee also approved a second portion of the local government relief package to cap ERAF ($234 million in the 2000-01 Budget year) contingent upon the passage of a constitutional amendment approved by the voters. It is the Conference Committee's intention that a working group will be convened this summer to develop and draft a constitutional amendment to deal with the broader issue of the current distribution of property taxes, sales tax, etc. We will provide you with more information on this effort as it unfolds.

RECOMMENDATIONS:

1. Review Revenue and Expenditure Estimates for Fiscal Year 1999-2000
2. Motion to Continue the spending authorization of the Fiscal Year 1998-1999 Budget until August 31, 1999, pending adoption of the State Budget
3. Read Resolution 99-1 by Title only
4. Adopt Resolution 99-1
5. Read Resolution 99-2 by Title only
6. Adopt Resolution 99-2
7. Continue discussion of the Fiscal Year 1999-2000 Budget to the July Regular Board Meeting

FY 1999-2000
Salary Schedule including 4% increase

		1	2	3	4	5	6	7	8	9	10
ADMIN ASS'T	HR	15.19	15.56	15.96	16.36	16.76	17.18	17.62	18.05	18.51	19.43
	PP	1,215.25	1,244.95	1,277.20	1,308.60	1,340.85	1,374.80	1,409.60	1,444.38	1,480.88	1,553.86
	AN	31,596.56	32,368.82	33,207.28	34,023.67	34,862.13	35,744.72	36,649.37	37,554.02	38,502.80	40,400.36
	MO	2,633.05	2,697.41	2,767.27	2,835.31	2,905.18	2,978.73	3,054.12	3,129.51	3,208.57	3,366.70
PRIN LIB	HR	25.07	25.73	26.36	27.02	27.68	28.38	29.10	29.82	30.58	32.09
	PP	2,006.18	2,057.95	2,108.87	2,161.48	2,214.95	2,270.11	2,327.82	2,385.53	2,445.78	2,567.14
	AN	52,160.80	53,506.75	54,830.63	56,198.64	57,588.71	59,022.91	60,523.31	62,023.71	63,590.29	66,745.54
	MO	4,346.73	4,458.90	4,569.22	4,683.22	4,799.06	4,918.58	5,043.60	5,168.64	5,299.20	5,562.13
LIB DIR	HR	39.38									
	PP	3,151.00									
	AN	81,926.01									
	MO	6,827.16									
LIB AIDE	HR	6.76	6.93	7.10	7.28	7.47	7.65	7.84	8.04	8.24	8.65

FY 1999-2000
Salary Schedule including 4% increase

		1	2	3	4	5	6	7	8	9	10
CLERK I	HR	9.89	10.14	10.39	10.65	10.92	11.19	11.47	11.75	12.05	12.65
	PP	790.93	811.30	830.81	852.03	873.25	895.32	917.38	940.30	964.06	1,011.58
	AN	20,564.24	21,093.80	21,601.28	22,152.89	22,704.51	23,278.20	23,851.88	24,447.62	25,065.44	26,301.05
	MO	1,713.69	1,757.82	1,800.10	1,846.07	1,892.04	1,939.85	1,987.66	2,037.30	2,088.79	2,191.76
CLERK II	HR	11.19	11.47	11.75	12.04	12.34	12.66	12.97	13.30	13.63	14.31
	PP	895.32	917.38	940.30	963.21	987.81	1,012.43	1,037.89	1,064.19	1,090.50	1,144.81
	AN	23,278.20	23,851.88	24,447.62	25,043.37	25,683.24	26,323.12	26,985.06	27,669.05	28,353.06	29,765.20
	MO	1,939.85	1,987.66	2,037.30	2,086.95	2,140.27	2,193.59	2,248.75	2,305.75	2,362.76	2,480.43
LIBR ASST	HR	13.29	13.62	13.96	14.31	14.67	15.03	15.40	15.80	16.19	16.99
	PP	1,063.35	1,089.65	1,116.81	1,144.81	1,173.67	1,202.52	1,232.22	1,263.62	1,295.03	1,359.52
	AN	27,647.00	28,330.99	29,037.07	29,765.20	30,515.40	31,265.59	32,037.86	32,854.24	33,670.64	35,347.55
	MO	2,303.91	2,360.91	2,419.76	2,480.43	2,542.95	2,605.47	2,669.83	2,737.85	2,805.89	2,945.63
LIB I	HR	15.71	16.11	16.53	16.93	17.35	17.79	18.23	18.69	19.16	20.10
	PP	1,256.84	1,289.08	1,322.18	1,354.43	1,387.53	1,423.17	1,458.81	1,495.30	1,532.65	1,608.17
	AN	32,677.74	33,516.18	34,376.71	35,215.17	36,075.69	37,002.40	37,929.11	38,877.89	39,848.74	41,812.49
	MO	2,723.15	2,793.01	2,864.72	2,934.60	3,006.31	3,083.54	3,160.76	3,239.83	3,320.73	3,484.37
LIB II	HR	18.30	18.76	19.23	19.71	20.20	20.71	21.22	21.75	22.29	23.41
	PP	1,463.90	1,501.24	1,538.59	1,576.78	1,615.81	1,656.54	1,697.28	1,739.71	1,783.00	1,872.95
	AN	38,061.50	39,032.34	40,003.19	40,996.10	42,011.07	43,070.18	44,129.28	45,232.51	46,357.81	48,696.66
	MO	3,171.79	3,252.69	3,333.60	3,416.34	3,500.92	3,589.19	3,677.44	3,769.38	3,863.15	4,058.06

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Holiday and Library Public Service Schedule for 1999 and 2000

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

1999

New Year's Day	**Friday**	**January 1**
Day before Monday Holiday	Sunday	February 14
President's Day	**Monday**	**February 15**
Easter	Sunday	April 4
Day before Monday Holiday	Sunday	May 30
Memorial Day	**Monday**	**May 31**
Day before Monday Holiday	Sunday	July 4
Independence Day	**Monday**	**July 5**
Day before Monday Holiday	Sunday	September 5
Labor Day	**Monday**	**September 6**
Veteran's Day	**Thursday**	**November 11**
Thanksgiving Day	**Thursday**	**November 25**
Christmas Eve Day	**Friday**	**December 24**
Christmas Day	**Saturday**	**December 25**
Holiday Furlough		December 26-30
New Year's Eve Day	**Friday**	**December 31**

RESOLUTION 99-2

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY ESTABLISH THE DISTRICT HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR CALENDAR YEARS 1999-2000

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees establishes its Holiday Schedule for Calendar Years 1999-2000 dated June 16, 1999.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:

State of California)
)ss.
County of Orange)

I, Robin J. Masters, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the sixteenth of June, 1999.

IN WITNESS THEREOF, I have hereunto set my hand and seal this sixteenth day of June, 1999.

_____
Robin J. Masters, Secretary
Board of Trustees of the Placentia Library District
Of Orange County

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Discussion of Governmental Relations Activities for Placentia Library District**

DATE: June 16, 1999

BACKGROUND

At the Board's April 21, 1999 Meeting Trustee Stark requested a discussion of Placentia Library District's governmental relations activities.

Following the discussion of the Agenda Item at the May 19, 1999 meeting, the Board continued to the June 16, 1999 meeting the review of participation by a Trustee in the California Library Association Legislative Day at a cost of approximately $400.

RECOMMENDATION

To be determined

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Policy for Use of Placentia Library District Checks to Pay for Passport Application Fees

DATE: June 16, 1999

BACKGROUND

A recurring problem for the passport application acceptance program at Placentia Library is applicants who do not have personal checks to pay for the services.

- In some cases they have been told by a Post Office that they need only one check for the full amount of the passport and processing fees. They bring to the Library only one personal check, or a money order, already made out for the amount quoted by the Post Office clerk.

  In actuality, when they process a passport application at the Library they need to make two payments – the Library's processing fee is paid separately.

- The Passport Agency will not accept a check made out for the incorrect amount. Even if an applicant wants to send an extra $15 (the amount of the District's processing fee) the Agency will void the check and require a replacement from the applicant.

- In some cases the applicants have traveled a great distance and cannot easily get a replacement check or money order.

Staff is recommending the following policy for issuing Placentia Library District checks to pay for passport application fees:

COE

Placentia Library District General Fund checks may be issued to "Passport Services" to pay the fees for applicants who cannot provide a personal check or money order.

The cost per check is $1.00.

The passport application fee, the District's processing fee and the check fee may be paid in cash, by credit card or by personal check.

RECOMMENDATION

Review and adopt recommended policy

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: June 16, 1999

SUBJECT: **Web site Development Report for the Month of May, 1999**

The following are the four Web Designing companies that were interviewed to determine the ability to follow the Library's guidelines and ideas and create a workable and attractive web site that delivers the Library's message clearly and efficiently:

Carousel Works
Creative Web Design/Computer Consulting
26582 Via Manolette
Mission Viejo, CA 92691
Contact : Marianne Goodrich

Cosmoslink
Your Internet Solution Company
3030 Saturn Street, Suite 204
Brea, CA 92821
Contact: Mark Classen

Idyll Mountain Internet
World Wide Web Services
110 East Wilshire Avenue Suite G12
Fullerton, CA 92832-1945
Contact: Liz Bartlett

Jaguar Computer Systems, Inc.
Networking and Connectivity Solutions
4135 Indus Way
Riverside, CA 92503
Contact: Julie John

All four contacts were interviewed and later submitted proposals.

After viewing web sites created by each company, and after considerable amount of analyzing the proposals, the quality of work, the terms and costs of each company, I recommend that the

Library contracts with Cosmoslink, the Library's present Internet Service Provider, to design and develop the Placentia Library Web Site.

Cost of designing and coding the site is	$1,200
Specialty graphics and animation will be billed as needed	$75 an hou.
Quarterly maintenance fees	$75 an hour
Annual subscription fees	$275

The Company will offer free training for the staff enabling them to perform the on-going update and maintenance of the site.

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: June 16, 1999

SUBJECT: **Program Committee Report for the Month of May 1999**

	DEPARTMENT			**MAY**		
Literacy Services			**Number Of Programs**		**Number of Attendees**	
Conversation Group			4		14	
Tutor Training			3		12	
Tutor-In-Service			0		0	
Total			7		26	
YTD Total			**52**		**256**	
Children's Services						
Way Out Wednesdays			N/A		N/A	
SRP Registration			N/A		N/A	
SRP School Visits			N/A		N/A	
Class Visits to the Library			N/A		N/A	
Story Times 3-6			8		81	
Group Visits to the Library (Brownie)			N/A		N/A	
Scavenger Hunt			0		0	
Lapsits			8		81	
Spring Programs			N/A		N/A	
			N/A		N/A	
Total			16		162	
YTD Total			**145**		**5182**	

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: June 16, 1999

SUBJECT: **Program Committee Report for the Month of May 1999**

This month's Passport applications exceeded any of the previous months totalling 288 and netting $4,141.80.

These funds continue to be used exclusively to support the book budget in both the Adult and Children's departments and allowing the purchase of much needed audio and video titles.

Holiday and Library Public Service Schedule for 1999 and 2000

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

2000

New Year's Day	**Saturday**	**January 1**
Day before Monday Holiday	Sunday	February 20
President's Day	**Monday**	**February 21**
Easter	Sunday	April 23
Day before Monday Holiday	Sunday	May 28
Memorial Day	**Monday**	**May 29**
Independence Day	**Tuesday**	**July 4**
Day before Monday Holiday	Sunday	September 3
Labor Day	**Monday**	**September 4**
Veteran's Day	**Saturday**	**November 11**
Thanksgiving Day	**Thursday**	**November 23**
Christmas Eve Day	**Sunday**	**December 24**
Christmas Day	**Monday**	**December 25**
Holiday Furlough		December 26-28
New Year's Eve Day	**Sunday**	**December 31**

TO: Elizabeth Minter, Library Director

FROM: Cyrise Smith, Children's Librarian

DATE: June 16, 1999

SUBJECT: May activities in the Children's Department

Programming- The final programming session of the 98/99 fiscal year ended in May. There were a total of 12 programs this month with 111 children and 72 adults attending. As shown in the program committee report, the breakdown per storytime is as follows:

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits, under 2 years	4	**59 children / 43 adults**
Storytimes, 3 – 6 years (p.m.)	4	**18 children / 9 adults**
storytimes, 3 – 6 years (a.m.)	4	**34 children / 20 adults**
TOTALS	12	**111 children / 72 adults**

Class/Group visits- Class visits from local schools continued. 4 classes visited the library this month, with a total of 73 children using the library and it's services.

Summer Reading Program- Plans for the Summer Reading Program are under way. School visits to tell children about the Summer Reading Program have been scheduled and will begin June 1. Six schools have scheduled visits by the librarian and volunteers. Special thanks to this year's volunteers; Eleanore Rankin, Gae Woods, Pat Irot, and Peggy Thomas. The Summer Reading Program begins June 20th.
Once again the Children's Department will be relying on teen volunteers to help with the Summer Reading Program. Sixteen teen volunteers have been scheduled to work the Summer Reading Program this summer.

School Outreach- The Children's Department was home to a temporary exhibit of mission projects the months of April and May. Several parents from Mrs. Garcia's fourth grade class at Tynes elementary school came in and set up the exhibit of 8 missions and six drawings. The exhibit earned a short write up in the May 6th Placentia News-Times. The exhibit was in place until May 12th.

The Librarian attended Placentia Head Start's day in the park at Whitten Center on Thursday May 20. A table was set up with library materials, and the librarian told stories to classes from the Head Start Program and area Kindergarten classes. Several hundred children and their teachers attended this two-hour event.

The Librarian attended an awards ceremony for the California Association of Bilingual Educators (CABE) on Friday June 14, at Tynes Elementary School. It was announced that CABE will be donating approximately $500.00 worth of Spanish children's books to the Children's Department. The Library should be receiving the books sometime in July.

TO: Elizabeth Minter, Library Director

FROM: Cheryl Willauer, Library Assistant

DATE: June 16, 1999

SUBJECT: Publicity materials produced for May 1999

Information on the Placentia Library cable channel #53:

The cable channels for the Library and the City experienced technical difficulties during the month of May (possibly the end of April). New equipment was to be installed at the City and was delayed a couple of times. Spoke with Recreation and Human Services Director Steve Pischel and said it was now working and that I should come in the week of June 14 for training. All information was lost and will be put back in after training. The cable channel should be up and running again by June 18.

Newspaper articles published:

1. Fourth-graders give life to California's missions – on display at Placentia Library
2. Placentia Library Foundation Board news.
3. Placentia Library hosts American Girls party.
4. Library District slates summer reading program
5. Friends of Placentia Library meets first Monday of the month.
6. County Library plans summer reading program.
7. Orange County Budget
8. The WOW Factor – To compete with flashy media, libraries are attracting young readers with children's section that feature bright colors, tepees, faux forests, even bubbles.

The Register
Daily JUN 3 1999

Nature center's funding a highlight

332

BUDGET: The spending plan also would upgrade county emergency personnel's communications system.

By JENIFER McKIM
and MARTIN WISCKOL
The Orange County Register

Frank Robinson has been fighting to save the Upper Newport Bay from development since 1963.

The retired aerospace worker from Newport Beach has battled plans for a marina there, for a freeway and for silt basin. He has helped lead the charge for the preserving the dramatic scenery and celebrated it becoming a natural preserve.

Now comes a crown for this natural glory. A $2.4 million interpretive center is set to open in the 144-acre preserve in January, thanks in part to $150,000 included in the county's proposed budget for the upcoming fiscal year.

"It's a big thing in our life," said Robinson, 81. "A lot of people have been involved with this. It's going to be quite a showpiece for the county."

Among other key expenditures in the proposed budget:

▶ **Emergency communications:** Police, sheriff's deputies, firefighters and utilities workers throughout the county also have cause to applaud the budget, which includes $43 million for a new countywide communications system.

The 800-megahertz radio system will give every emergency worker throughout the county the ability to talk directly with other emergency personnel on the same frequency. The $92 million project is being launched in phases over the next few years.

"We are looking forward to it," said Fullerton police Capt. Al Burkes, whose city will see the system installed this year. "It is going to provide a quicker, better level of service."

▶ **Road improvements:** The budget includes $9.5 million to widen and straighten the 4.6 miles of Laguna Canyon Road from the San Diego (405) Freeway and El Toro Road. The project, carried out with Caltrans, is scheduled to begin in June 2000 and be completed in 2001. It also includes $8 million to build the Crown Valley Parkway bridge across the Trabuco Creek. The one-year project is slated to begin in October.

▶ **Jails:** With $2.9 million in the proposal added to $29.1 million carried over from the current year's budget, the county will have nearly all the money needed for Phase II of the Theo Lacy Jail expansion. Phase I of the expansion, which will add 384 beds, is scheduled for completion in August. Phase II will add 509 beds and is expected to be completed in 2001.

There is also $6 million for a new laundry facility at the James Musick detention facility. However, there is no money for future phases of the Lacy expansion, nor for adding more bed space at Musick.

▶ **Courts:** The $32 million in the current budget for a south county courthouse will be carried over into next year's spending plan while county planners search for land for the project.

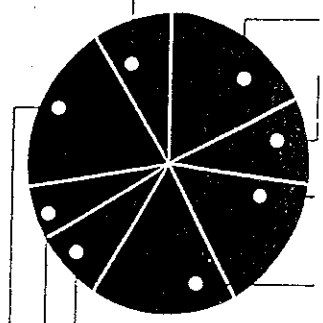
▶ **Children:** The state's settlement last year with cigarette manufacturers will bring $70 million to the county to establish a health program for children.

▶ **Code enforcement:** The budget recommends $900,000 be used for seven new code-enforcement officers. Supervisors recently approved hiring the officers for the rest of the current fiscal year.

WHO GETS THE MONEY

Here's a list of how the county's proposed $3.85 billion 1999-2000 budget is divided among the county's various services. These amounts include money from the county's general fund and state and federal sources.

▶ In millions of dollars



Insurance, reserves: $353 Includes contingency funding, insurance premiums

Public protection: $681 Includes Sheriff, courts, jails

Health services: $380 Includes Health Care Agency and $70 million in tobacco tax money for a new children's program

Community and social services: $581 Includes foster care, welfare

Environmental resources: $638 Includes parks, planning department

General government: $298 Includes supervisors, assessor, auditor, libraries, airport

Capital improvements: $220 Includes building maintenance, new communication systems

Debt service: $697 Payment on outstanding bonds and other loans

Source: Orange County

The Orange County Register

BUDGET REVIEWS SET NEXT WEEK, JUNE 15-16

The county will hold a public budget workshop on its proposed $3.85 billion spending package from 4 to 6 p.m. Tuesday at the Orange County Public Library administrative headquarters, 1601 E. St. Andrews Place, Santa Ana. County supervisors will hold their public budget hearing June 15 and 16, and are scheduled to adopt the final budget June 29.

Interested in reading the proposed budget yourself? Budgets are available from the county chief executive's office by calling (714) 834-2345. It also soon will be available on the county Web site at www.oc.ca.gov.

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

Placentia News
Weekly MAY 6 - 1999

Placentia Library hosts American Girls party

The Placentia Library Foundation will host its first American Girls' Pastime Party to benefit the Placentia Library District.

The American Girls are a collection of dolls with histories set in long-ago days.

Meet Felicity, Josefina, Kirsten, Addy, Samantha and Molly. You'll learn what growing up was like for them, the friends they made, their struggles and successes in school and fun adventures.

The program is for girls, moms, grandmothers, aunts and friends. The celebration is scheduled for 7 p.m. Saturday and 9:30 a.m. and 2:30 p.m. Sunday at the Calvary Church of Placentia, 102 S. Bradford Ave.

Tickets are $15 and can be purchased at the library's circulation desk. For more information, call 528-1925 ext. 268.

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post office box 11789
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Placentia News
Weekly MAY 1 3 1999

Library district slates summer reading program

The Placentia Library District presents its summer reading program from June 20 - Aug. 31.

Youngsters pre-school through eighth grade are invited to read for at least 30 minutes a day, five days a week to be eligible for prizes.

Pre-schoolers must have at least one book a day read to them.

For more information, call 528-1906 ext. 212.

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Placentia News
Weekly MAY 1 3 1999

Friends of Placentia Library, 411 E. Chapman, Placentia, 528-1925. Ext. 269. Pat Irotcq, president. Meets 1st Monday of each month in the Conference Room of the library.

Genealogical Society of North Orange County California, P.O.Box 706, Yorba Linda 92885. Meets 6:30 p.m. third Wednesday of each month at the Yorba Linda Community Center, Imperial and Casa Loma.

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post office box 11789
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Orange County News
Bi-Weekly MAY 2 6 1999

County Library Plans Summer Reading Programs

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Attention all damsels and knights-to-be.

Dragons are coming to the Orange County Public Library "as it kicks off another season of exciting Summer Reading Programs," said Dani Porter of the community relations office.

Twenty-seven branch libraries throughout the county will step back in time with "Long Ago and Far Away: A Dragon's Tale," this summer's medieval fantasy theme.

Open to children in kindergarten through sixth grade (younger children just learning to read may take part if caregivers or siblings read with them), the program "will offer exciting entertainment, contests and prizes for all," said Porter.

Each branch will offer different programs tailored to its community, said Porter.

One may have children moving game pieces along a giant game board, while another may count the minutes spent reading each day.

"The true purpose of Summer Reading is to introduce children to the joys of reading, as well as to the library and its resources," said Lynn Eisenhutt, coordinator of children's services for the county library.

"Literacy is important to a child's academic success, and a proven gauge of later achievement in both the workplace and in personal life," she said.

"Every year several parents tell me that since their children read for pleasure in the summer, they score higher on reading tests in the fall when they return to school, than when they finished out the previous year," said Tustin Branch Children's Librarian Gayle Kaufman.

Carol Ann Helsel, children's librarian at the Westminster Branch Library, said she can see the difference one summer can make in the lives of her patrons.

Last year, when a parent reported that her kindergartener began the Summer Reading Program sounding out the words, one by one, and by August was reading aloud, Helsel said she knew the program not only offered entertainment, but success and confidence for patrons as well.

For older readers, many Orange County Public Library branches will run a reading program especially for teens.

The "Extreme Teen Reading Machine" will be offered at branch libraries including Cypress, Fountain Valley, Garden Grove Regional, Garden Grove West, La Palma, Stanton and Westminster.

Teenagers also may want to volunteer their talents and tir to the library by joining t Teen Volunteers, an organiz program where they may he the librarians run the readi program.

Librarians in six coun libraries developed "Long Ag and Far Away: A Dragon Tale," including Orange, Sa Diego, Imperial, San Berna dino, Riverside and Lo Angeles.

Summer reading also is spor sored in part by each branch' Friends of the Library group

"The Orange County Publi Library promises a fun summe for all ages," said Porter.

Los Angeles Times
OC Edition
Daily MAY 9 - 1999

The Wow Factor

■ To compete with flashy media, libraries are attracting young readers with children's sections that feature bright colors, tepees, faux forests, even bubbles.

By JULIE HA
TIMES STAFF WRITER

A dome adorned with tree branches gives the feeling of a forest hideaway to the children's section, top, of the new Los Feliz Branch Library. One young patron finds the tepee-shaped alcove at the Mid-Valley Regional Branch Library in North Hills "nice and comfortable to read in."

Photos by LUIS SINCO (top) and DAVID BOHRER (left) Los Angeles Times

Librarians constantly face the question: Where's the children's section? But more and more the answer comes from whimsical designs, lively colors, kid-sized furniture and cozy nooks that all but shout: "Over here."

For example, inside the Mid-Valley Regional Branch Library in North Hills, a colorful tepee structure attracts young readers.

If you see floating bubbles, a sailboat full of books and a 600-gallon saltwater aquarium, you've reached the children's room at the Huntington Beach Library.

And at the new Los Feliz Branch Library, a dome-shaped, forest-like storytelling room—with a circular skylight and hanging tree branches—has quickly become a popular spot for youngsters.

These may sound like gimmicks to some book lovers, but librarians and architects say kid-friendly architecture and interior design, seen increasingly in public libraries around the nation, welcome children and send a message that reading can be a pleasure.

The approach also is part of a movement to change libraries' old image as staid places where children are constantly shushed.

Reading by 9
Los Angeles Times

"If we can't get kids interested in reading, then our future library patrons and future citizens are really being wasted," said Ron Hayden, director of library services at the Huntington Beach Library. "We have to allow parents to bring their kids to the library and get them excited about it. And the more inviting you make it, the more likely they'll return."

Nationally, there has been a library building and expansion boom propelled by voter-approved bond initiatives. In Los Angeles, a $178-million bond measure that passed last year is expected to fund construction, replacement or renovation of 32 city branches. A 1989 bond issue enables 28 other city branches to be built or renovated.

Library officials insist that, budget and space allowing, the children's reading rooms in those projects be made distinctive and include child-oriented features. These are a far cry from the days of adult-sized, hard maple tables and heavy metal chairs that past generations of youngsters endured.

"What we're trying to do more and more is, when you walk into the children's area, you're wowed by it," said Carmen Martinez, director of branches for the Los Angeles city library system.

Nanci Williams, children's services coordinator at the Huntington Beach Library, attributes the tremendous rise in attendance at story times and other library reading programs for children in part to architectural touches completed in 1994. The children's room went from a small section virtually indistinguishable from the adult area to a marine-themed space with cascading bubbles, produced by a machine, at the entrance.

Children's book circulation, only two-thirds of adult circulation before the library make-over, is now almost equal, Williams said.

Parents and kids used to ask the librarian where the children's room was. "They don't ask me anymore," she said. "They know."

Many library architects say they don't want merely to create rooms with children's books inside.

That's why Clifton Allen's plans for a new library in Commerce feature a children's reading room in the shape of a pyramid, with square windows tilted to appear like diamonds.

"With competition from the home computer and Internet, I think you have to draw people into libraries, and that's particularly important for young kids," said Allen, of Meyer & Allen Associates in Hollywood and the father of twin 7-year-olds.

Architect Barbara Flammang said the message she is getting from library officials from Los Angeles to Las Vegas is: "Make it interesting, different; make it special."

Her firm, Killefer Flammang Purtill Architects, carved out an alcove in the south wall of the Mid-Valley Regional Branch Library in the shape of a tepee and graced it with colors of mustard yellow, green and orange. The tepee is partially enclosed with wood framing and has a carpeted, circular bench.

Some architects and librarians question whether certain designs go too far, creating a theme park atmosphere and taking attention away from the books.

But that wasn't the case for 10-year-old Arthur Munoz. He was recently sitting inside the tepee with a book from the popular series about Arthur the mouse. "It's nice and comfortable to read in," the fourth-grader said of the space.

He also had a theory about the tepee design. "I think they wanted to do that because I've been learning that Indians had more quiet lives inside the tepee and more exciting lives outside the tepee," he said. "So I think they wanted a tepee so we could be relaxed while reading books."

■ SOUTHERN CALIFORNIA LIVING
A host of new books pay tribute to all kinds of moms with poems, pictures and prose. E3

Parents also appreciate the extra touches. "Other libraries just take a different section, shove a bunch of books in them and call it a kids' section," said Marc Pollock, who was at the Beverly Hills Library recently with son Jeff, 10.

At that library, bright yellow ceiling arches get lower and lower along the hallway leading to the children's section. In a room that Pollock described as "a little kids' cubbyhole," child-scaled furniture is painted in shades of yellow, blue-green and red.

Architect Barton Phelps, who designed the recently opened Loz Feliz Branch Library on Hillhurst Avenue, says the key is to make the children's area different, but not necessarily amusing.

"What we tried to make was a space that was distinct from the rest of the building, so when the kids arrived there, they sort of took it over," he said. "And I think that's what's most important."

TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Literacy Coordinator KM

DATE: June 16, 1999

SUBJECT: Placentia Library Literacy Services Report for the month of May

Program Statistics
Active tutors: 43
Active students: 45
Students waiting to be matched: 20
Percentage of tutors reporting (May hours): 84%
Tutoring hours reported: 175
Other volunteer hours reported: 171
Total volunteer hours: 346

Conversation Groups. Twice-a-week conversation groups concluded May 25, 1999. The groups were led by an intern from California State University, Fullerton. New groups will be formed as volunteer leaders become available.

Tutor Training. The spring Tutor Training Workshop concluded May 17, 1999. Several of the new tutors have already begun meeting with their students.

California Literacy Campaign Convocation. Literacy coordinators and FFL coordinators from throughout the state met with California State Library representatives at the Stanford Sierra Camp in Lake Tahoe, California from May 16, 1999 through May 19, 1999. Statewide and local literacy issues were discussed.

Other Networking Activities. Literacy Coordinator Matas represented PLLS at the Chamber Spring Business Showcase and the Placentia Old Towne Fiesta. Literacy materials were distributed at the Placentia City Open House.

TO: Library Board of Trustees

FROM: Julie Shook and Wendy Goodson, Staff

DATE: June 16, 1999

SUBJECT: **Report on Y2K Preparations for May, 1999**

Project – Julie Shook	**Status/Scheduled**
LAN Management System/Software	Not yet scheduled
LAN Workstations	Not yet scheduled
XCP Program	Not yet scheduled
XCP Equipment	Not yet scheduled
Ameritech System	Not yet scheduled
Internet Service Provider	Not yet scheduled
ISDN Service Provider	Not yet scheduled

Project – Wendy Goodson	**Status/Scheduled**
Banks	6/99 Bank of America
Payroll Contractor/Software	Compliant
Utilities	No response
Fire Alarm System	Not yet scheduled
Ventura	Not yet scheduled
Office 97	Not yet scheduled
Telephone System	Not yet scheduled
Voicemail System	Not yet scheduled
Emergency Planning	EOC contacted

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director Edm

SUBJECT: **Evaluation of Library Director**

DATE: June 16, 1999

BACKGROUND:

A closed session may be held to discuss the evaluation of the Library Director's performance.

The Brown Act provides that salary recommendation discussions may not be held in closed session except to determine whether or not a salary increase will be given (without discussion of amount or percentages).

The Brown Act provides that the closed session not include discussion of any item not related to the actual performance evaluation. Discussion of plans or goals for the next evaluation period are not legal topics for a closed session.

The President's statement prior to entering a closed session is:

> Pursuant to California Government Code Section 54957, a closed session will be held to discuss the evaluation of performance of the Library Director.

RECOMMENDATION:

Complete the evaluation process and make a salary recommendation for the Library Director.

PLACENTIA LIBRARY DISTRICT
CLASS DESCRIPTION

REVISED MARCH 1994

LIBRARY DIRECTOR

DESCRIPTION

Under authority of the Board of Trustees, has overall responsibility for the management and administration of the District. Is expected to exercise considerable independent judgment in the performance of work tasks. Plans, organizes, directs, evaluates, and reviews the Library's resources, services, programs, and staff. Interprets library services, programs, and resources to citizens, organizations, governmental agencies and other libraries. Performs other duties as required.

TYPICAL TASKS

Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services, and programs. Prepares the library budget for Board review and administers the adjusted budget. Serves as liaison between the Library District, other libraries, organizations, and individuals in the community in order to aid in the development, coordination, and classification of the library program. Plans and organizes the development of long-range library building programs, additions to library services, and related activities. Recruits, interviews, selects, and evaluates the performance of library personnel. Conducts labor negotiations. Directs and coordinates the public relations activities of the library. Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes. Formulates library personnel policies for Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters. Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as required. Plans and directs the acquisition, implementation, and usage of data processing systems.

EMPLOYMENT STANDARDS

Education: Equivalent to a Masters Degree in Library Science from a library school accredited by the American Library Association.

Experience: Five years of varied experience as a full time professional librarian in a public library, including extensive experience in a supervisory capacity.

Knowledge and abilities: Extensive knowledge of: the principles and practices of modern librarianship; principles and practices of supervision and employee relations; and modern principles and techniques of planning, administering, and appraising a library program. Ability to: relate library services to the needs of the community; administer budgetary, personnel, and public relations activities; prepare written and oral reports; and establish and maintain effective working relationships with the Board, employees, the public, and representatives of other agencies.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Library Director Salary**

DATE: June 16, 1999

The Library Director was appointed on August 19, 1991 at a salary of $60,000.

A merit increase of 8.3% was awarded in March 1992 for a salary of $65,000.

A 4.2% COLA was awarded in July 1992 to all staff. The Library Director was included for a salary of $67,730.

The Library Director declined all discussion of a merit increase in Fiscal Year 1992-1993 because of the severe budget cuts and pending staff layoffs.

The 3% COLA granted to staff effective January 1, 1994 did not include the Library Director.

A merit increase of 4.5% was awarded in March 1994, which when adjusted for the COLA granted to the staff in January, 1994 provided a net merit increase of 1.5% for a salary of $70,800.

A 1.8% COLA was awarded in July 1994 to all staff. The Library Director was included for a salary of $72,072.

A 3% COLA was awarded in July 1995 to all staff. The Library Director was included for a salary of $74,234.

In June 1996, the Library Director declined the Board's offer to discuss a merit increase because of the continuing revenue shortfalls of the District and the condition of the book budget.

A 2% COLA was awarded in July 1996, to all staff. The Library Director was included for a salary of $75,720.

A 2% COLA was awarded in July 1997 to all staff. The Library Director was included for a salary of $77,226.24. A merit increase was not awarded.

A 2% COLA was awarded in July 1998 to all staff. The Library Director was included for a salary of 78,775. A merit increase was not awarded.

The staff COLA for Fiscal Year 1999-2000, as stipulated in the Memorandum of Understanding, is 4%. If the Library Director is included the change for the current salary will be approximately $3,151 for a total of $81,926.

The impacts of changes to the current salary of $78,775.01 are identified below:

Merit Adjustment	Amount of Merit	Salary June 1999	4% COLA	Salary July 1999
	Base of $78,775.01			
0.0%	0.00	78,775.01	3,151.00	81,926.01
1.0%	787.75	79,562.76	3,182.51	82,745.27
2.0%	1,575.50	80,350.51	3,214.02	83,564.53
2.5%	1,969.38	80,744.39	3,229.78	83,974.16
3.0%	2,363.25	81,138.26	3,245.53	84,383.79
4.0%	3,151.00	81,926.01	3,277.04	85,203.05
5.0%	3,938.75	82,713.76	3,308.55	86,022.31

Any change based upon merit will need to be formalized with a Resolution amending the Exempt Employees Salary Schedule.

Libry Director Salo - Order

Placentia Library District

Summary of State Library FY1997-98

May-99

Libraries in Orange County	Salary Library Dir.	Salary Svc. Mgr.	Salary Librarian I	Salary Lib. Asst.	Salary Clerk	FTE
Orange County	139,860	75,420	45,744	31,404	26,148	289.50
Orange City	106,176	74,520	41,988	34,224	26,808	35.36
Santa Ana City	104,448	62,712	45,180	35,400	29,412	61.25
Newport Beach	102,888	62,100	47,772	40,608	31,644	64.89
Huntington Beach City	91,764	69,732	42,576	35,352	32,196	52.50
Buena Park District	91,380	65,808	40,164	*	25,128	22.00
Yorba Linda City	91,260	67,668	41,352	36,120	26,928	26.50
Fullerton City	90,000	61,188	43,056	32,172	27,900	43.60
Anaheim City	85,980	72,108	39,972	31,992	23,688	113.00
Placentia District	77,220	62,928	39,420	33,336	24,804	13.50
Mission Viejo City	67,356	50,436	43,644	35,676	29,220	21.50

Similar Size & Districts	Salary Library Dir.	Salary Svc. Mgr.	Salary Librarian I	Salary Lib. Asst.	Salary Clerk	FTE
Palos Verdes District	*	59,040	39,936	27,888	25,092	34.70
Whittier City	83,376	59,100	41,988	*	27,372	44.76
Cerritos City	79,308	58,968	49,560	38,820	36,288	38.50
Placentia District	77,220	62,928	39,420	33,336	24,804	13.50
Downey City	73,032	46,920	39,960	29,688	26,688	28.20
Alta Dena District	57,744	52,392	39,120	29,064	27,000	20.60

PLACENTIA LIBRARY DISTRICT MEMO

TO: Al Shkoler, President, Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

DATE June 16, 1999

SUBJECT: **Library Director Performance Review Report**

The Library Director was involved with the following activities and projects between June 1998 and May 1999:

Personnel

Negotiated new Memorandum of Understanding

Hiring process for Clerk I

Hiring process for Administrative Assistant

Performed Administrative Assistant functions from October 12 through December 31, 1998.

Trained new Administrative Assistant

Library Board Projects

Coordinated Staff Appreciation Dinner arrangements

Coordinated Heritage Parade arrangements

Worked with History Room Committee on preparation of History Room Program Study in response to City Council request

Prepared response to City Council request for information about cost of providing additional hours of public service

Attended 2 City Council budget worksessions

Special Board worksessions and subcommittee meetings on revitalizing the Library

Retirement party for outgoing trustees

Orientation for new trustee

Operational Projects

Preparing for transition to new equipment and telecommunications protocols for Anaheim Library Consortium system

Selection and installation of new accounting system for office general ledgers, check issuing and deposits

Passport Application Agency research, training, implementation and operations

Shifting of 5 hours per work week to Passport processing (shared with all full-time staff)

North Orange County Electrical Energy Task Force (with City of Placentia) – 5 meetings

Represent District on Santiago Library System Administrative Council (Joint Powers Authority membership)

Strengthening relations with Orange County Treasurer and Auditor

Support Organizations

Foundation Projects

Annual Giving Campaign

Direct Mail Campaign

American Girl Pastimes Party

Donor Reception

Transition of treasurer responsibilities from staff to Foundation

New Board member recruitment visits

New Board member orientation

4 Board meetings

16 Committee meetings

Orientation for new President

1 issues of newsletter

Friends Projects

Annual membership campaign

8 Board meetings

2 Committee meetings

Author's luncheon

Community Activities

Library Committee of League of Women Voters, North Orange County

Chamber of Commerce Breakfasts and Mixers

Rotary

Placentia Round Table

Special District Activities

Local Area Formation Commission Technical Advisory Committee for Special Districts, 5 meetings

California Special Districts Association Legislative Committee, 3 meetings

AGENDA

WORKSESSION

PLACENTIA LIBRARY DISTRICT
AD HOC COMMITTEE ON INCREASING LIBRARY USAGE

June 23, 1999
7:00 P.M.
Library Conference Room

AGENDA DESCRIPTIONS: The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Ad Hoc Committee may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.

REPORTS AND DOCUMENTATION: Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Ad Hoc Committee Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.

1. Roll Call — Administrative Assistant

2. Adoption of Agenda

   This is the opportunity for Ad Hoc Committee members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

   Presentation: Library Director
   Recommendation: Adopt by Motion

3. Minutes of the April 28, 1999 Ad Hoc Committee Meeting.

   Presentation: Library Director
   Recommendation: Review, Receive & File

4. Oral Communications

   At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Ad Hoc Committee of Trustees on any matter within the jurisdiction of the Ad Hoc Committee.

   In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

   In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Ad Hoc Committee on specific Agenda Items before and at the time that an Item is being considered by the Ad Hoc Committee.

Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

5. Report on actions taken since the April 28, 1999 meeting. (Minter)

6. Discuss results of 1998 survey of users and non-users.

7. Report from Coffee Service Task Force. (Minter, Smith & **Shkoler**)

8. Report from Entry Way Task Force. (**Ammar**, Burkich, Masters & Wood)

9. Report from Signage Task Force. (**Smith**, Stark, Willauer)

10. Report from Window Treatment Task Force. (Minter, Shkoler, **Wood**)

11. Develop recommendations for the Library Board.

12. Set date, time and agenda topics for next Ad Hoc Committee meeting (July 28]\th is the 4th Wednesday).

ADJOURNMENT

8. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

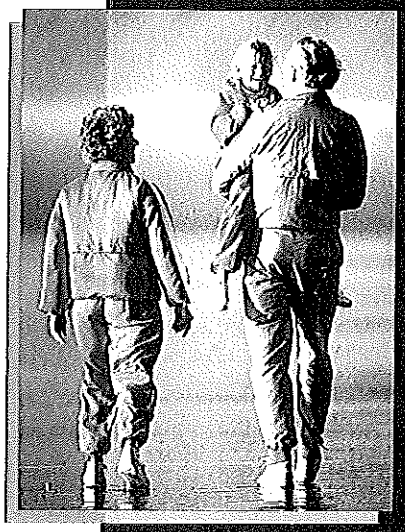
9. Adjourn

**********CERTIFICATION OF POSTING**********

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the June 23, 1999, Ad Hoc Committee on Increasing Library Usage Meeting of the Placentia Library District was posted on Thursday, June 17, 1999.

June 17, 1999, 2:41 PM

Trust Services to Fit Your Lifestyle



FIRST AMERICAN

First American Trust Company

The Company

Since 1960, First American Trust Company has been providing a wealth of Personal Trust, Retirement Trust and Investment Management Services to individuals, businesses, organizations and government entities.

Our company, as opposed to a bank, fully directs attention to the administration and management of trusts and the investment and monitoring of assets, both securities and real estate. It is our only business and we understand it well.

In operation for more than 35 years, we are backed by our 107-year old parent, The First American Financial Corporation, and have offices throughout Southern California.

EMPLOYEE BENEFIT TRUST SERVICES

First American Trust offers a complete line of services for the administration and investment management of Employee Benefit Plans.

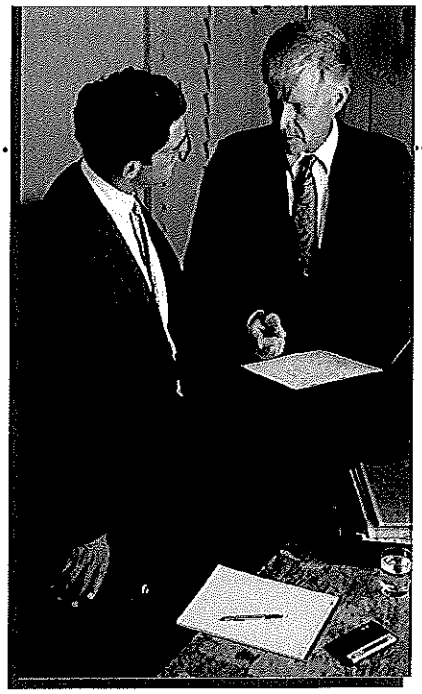
We specialize in handling Defined Contribution and Defined Benefit plans, ESOPs, 401(k)s, IRAs and more—all of which require the highest level of expertise to effectively manage.

Backed by our financial stability, service flexibility, competitive fees and investment performance, our customized Employee Benefit Services include:

- Plan Administration and Consulting
- Employee Education
- Investment Management
- Trustee/Custodian Services

Specifically, our FirstChoice 401(k) package offers a complete bundled service including the following:

Plan Administration and Consulting
- Daily valuation participant recordkeeping
- Frequent and timely participant statements and voice response system
- Complete sub-system for loan and hardship withdrawals
- IRS approved prototype documents
- Compliance testing and 5500 reporting



Employee Education
- Video and slide presentations
- Investment education and individual risk tolerance analysis
- Enrollment forms and materials
- Investment fund prospectuses
- Participant brochures and worksheets
- 401(k) savings "projector"
- Direct mailings

Investment Management
- A Fiduciary with investment responsibility
- Funds selected by the Prudent "expert"
- A broad choice of fund classes
- Daily monitoring of fund performance
- Asset allocation modeling education

Trustee/Custodian Services
- A Fiduciary to the plan
- A trust officer with single point accountability
- Complete trust accounting
- Customized statements
- Directed investments optional

PERSONAL TRUST SERVICES

Making the right financial decision is imperative to protect your family, estate and assets. As your trustee, we provide you with reliable, professional service for all your asset management needs.

First American Trust Company has an unparalleled industry reputation for delivering personalized, hands-on service and long-term investment performance. Tailored to the needs of each client, our services include:

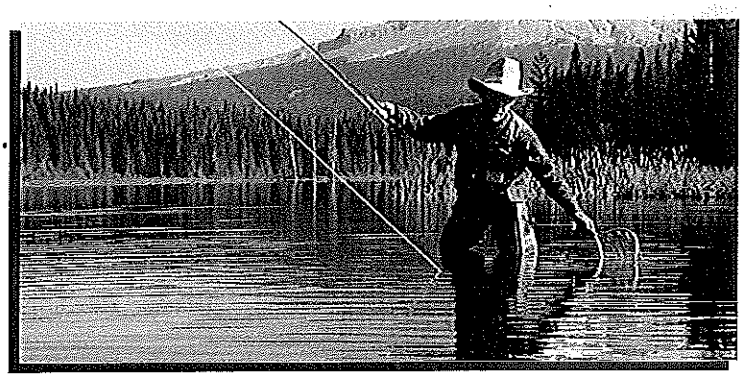
Estate Planning
- Analysis of family assets and financial needs
- Review of tax saving strategies
- Consultation with attorney or other professional on appropriate estate plan

Asset Management
- A Fiduciary with investment responsibility
- Asset management for individual trustees
- Safekeeping and accounting for assets
- A commitment to meet client needs

Trustee Appointment
- Revocable family living trusts
- Irrevocable charitable trusts
- Irrevocable trusts under will
- Trusts for non-profit organizations
- Professional administration for all trusts

Estate Settlement
- Administration of decedent's estate as executor
- Probate agent for individual executors
- Distribution of assets per terms of the will

Custodian
- Safekeeping and accounting for assets
- Services for individual trustees
- Services for non-profit organizations



INVESTMENT MANAGEMENT SERVICES

Smart investing suggests developing solid investment strategies, then executing those strategies in the financial markets. First American Trust Company has assembled an experienced staff of professionals to develop investment programs to meet a wide range of client needs. Our services include:
- Management of assets for individuals, retirement plans and non-profit organizations
- Asset allocation programs to meet specific objectives
- Development of a disciplined investment process
- Management with a long-term focus
- Use of individual securities and mutual funds
- Asset diversification under the Prudent Investor Rule

REAL ESTATE MANAGEMENT SERVICES

Real property is often an integral asset of trusts and estates that may require management as well as periodic review for retention or sale. First American Trust Company has the expertise to provide a variety of real estate related services. These include:
- Management and sale of real property assets
- Lease negotiations and monitoring tenant compliance
- Title-holding trustee of land trusts
- Trustee of common area trusts for land developers
- Real estate exchange intermediary
- Escrow services for real estate exchanges
- Miscellaneous trust or escrow services as a third party

First American Trust Company

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Volume 4, Number 4 Spring 1999

FIRST VIEWS

A quarterly publication of First American Trust

Y2K planning: *On target and online*

In the midst of "Y2Chaos" predictions sweeping the media, First American Trust's Y2K team members are quietly going about their business, making sure every company system meets compliance standards. Team members are implementing a comprehensive Y2K plan designed to protect client information. Now clients can follow the progress of the plan online, thanks to an addition to the company website.

In March, Y2K updates were added to the site's main menu. The new section contains general information on Y2K readiness, highlights of the company plan and a detailed progress chart. The online plan will be revised periodically to reflect additional changes.

"We're adding online Y2K updates to inform clients and potential-clients who may want immediate, detailed facts about our plan," says Henry Jenkins, information systems manager. "We want customers to know that their accounts are safe and sound."

To date, each plan phase has been finished ahead of schedule. Crucial phases include inventory assessment, testing, renovation of existing systems, validation, re-testing and implementation of compliant systems. All phases should be completed by June.

"We want clients to know that we don't expect any compliance problems with our systems," says David Rahn, senior vice president and chief operating officer in charge of the Y2K team. "Nevertheless, we have contingency plans in place which also will be outlined in our website."

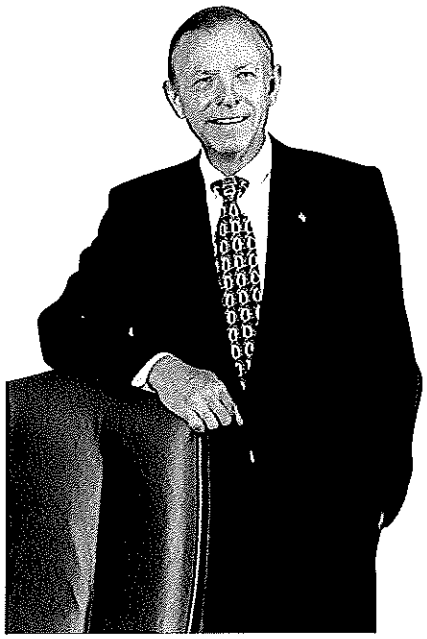
The company's Y2K plan has been reviewed by federal examiners and meets stringent government compliance guidelines. Providing plan information online is not a requirement but is being presented as a courtesy to clients.

"We want to give our clients as much information as possible about Y2K," says Jerald Lewis, president and CEO. "Too few companies are addressing the issue in simple terms that their customers can understand.

"If our online Y2K information is valuable to even one client, it's worth the time and effort," he adds. "Our customers are our first priority and they'll still be first with us in the 21st Century."

For a closer look, visit www.firstamtrust.com and click on Y2K Update. ■

Message from the President



In the world of numbers, five packs a lot of punch. Five fingers on each hand give us the ability to reach for what we want, then grasp it. Five toes on each foot help stabilize us so we can walk, stand, run, jump and dance if we want to. Our five senses provide every sight and sound, scent, taste and touch we experience, enhancing the richness of being alive. Those who appreciate and understand what their five senses represent are often magnetic personalities. They seem to magically attract others who already have or want to develop the same appreciation.

Five is a powerful number in our business, too. At First American Trust, we value five essential elements that help us attract top-notch staff members and long-time clients:

Stability. In our industry, mergers are a fact of life. But our staff members don't have to worry about that. As an essential part of The First American Financial Corporation and the rest of the First American Family, our role is secure. When staff members feel secure in their jobs, they are free to do those jobs to the best of their ability without worrying about layoffs. That stability is very attractive to talented people weary of working in an industry besieged by mergers. The best professionals in the industry often seek us out when they're looking for new jobs.

Passion. Our employees approach their jobs with a dedication that is inspiring. They have a passion for getting the job done right and they want to work with others who feel the same. A heartfelt desire to do the best job possible is an irresistible characteristic. Many are drawn to our company because they've interacted with our dedicated employees.

Compassion. The well-being of our staff and our clients is important to us. Many times, we've shared the joys and heartaches of our employees, the triumphs and tragedies of our clients. We're building lifelong relationships and that means being available. Caring about others is something that can't be manufactured. It's an innate quality and it draws others in a multitude of ways.

Confidence. There's something about being part of a successful organization that feeds the soul. Being proud of a job well done, congratulating co-workers when they succeed, celebrating with staff members when the company reaches a major milestone. Who wouldn't want to be in the presence of a person who exudes that kind of confidence?

Direction. As a company, First American Trust is small enough to make innovative business changes and large enough to have the resources to accomplish what we set out to do. When we decide to make an improvement in the way we do business, we start the process right away. Gigantic, slow-moving financial institutions laden with red tape can't initiate change quickly no matter how hard they try. We don't have layers of committees that must unanimously approve every idea. We listen to our people and value what they say. If the plan is feasible, we'll direct our energies to bring it about. Goal-oriented individuals often seek us out for that very reason.

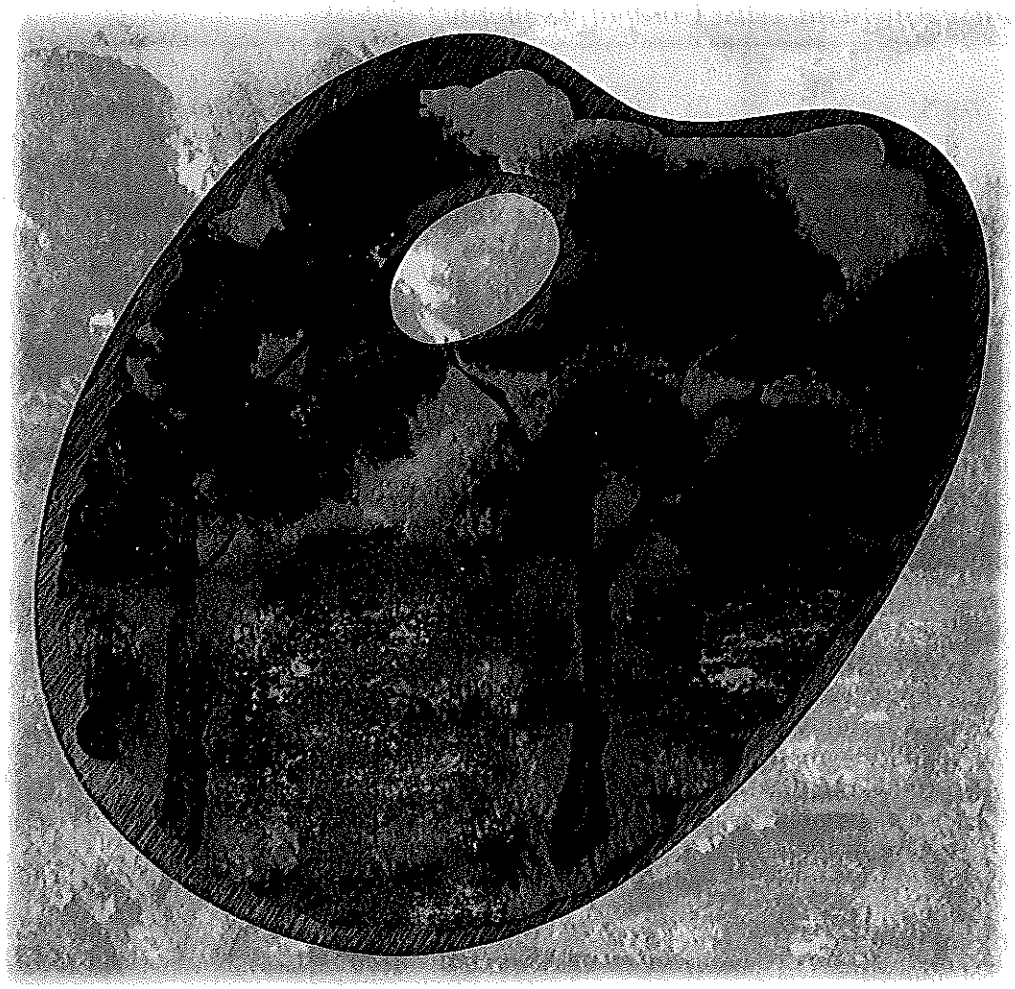
When people have job stability, a passion for the business, a profound caring for others, confidence and direction, they believe they're special and treat others the same way. That's why our employees are such excellent representatives. They understand the power of five. ■

Jerald P. Lewis, President

Art appreciation times two

First American Trust's premier plein–air art exhibit last summer has had a lasting effect on staff, guests and Laguna Beach Plein–Air Painters Association (LPAPA) exhibitors for all the right reasons. Held at the Art Institute of Southern California in Laguna Beach, the event attracted more than 500 clients and friends who appreciate art.

Encouraged by the enthusiastic support generated by the event, LPAPA is now planning the first Laguna Beach Invitational Plein–Air Painting Competition and Show to be held July 12–18 at the Laguna Art Museum. Fifty award–winning national and local artists will participate in juried competition for cash prizes during the week–long event this summer. Judges will be John Asaro, teacher and painter; Roy Rose, art historian and collector for more than three decades; and Jean Stern, author and executive director of the Irvine Museum. A portion of the proceeds will benefit the Laguna Art Museum and LPAPA.



A gala dinner July 17 at the museum will be catered by French 75 and the Sorrento Grill. Guests at the dinner will have the chance to view the winning art before it is displayed for the general public. For more information or to purchase seats or tables for the dinner, call (949) 494-8971. First American Trust is the lead corporate sponsor, once again proving the company's dedication to the community and the arts in Orange County.

"Last year's art exhibit provided the perfect opportunity for staff members to meet and greet guests, promoting our services in a congenial, relaxed environment," says Jerald Lewis, First American Trust's president and CEO. "As a result, we made new friends and acquired new clients at the same time. We're really looking forward to our participation in this year's show and to continuing our support of the Laguna Beach arts community." ■

In perfect harmony

The following is one of a series of articles highlighting First American Trust Company's premier clients

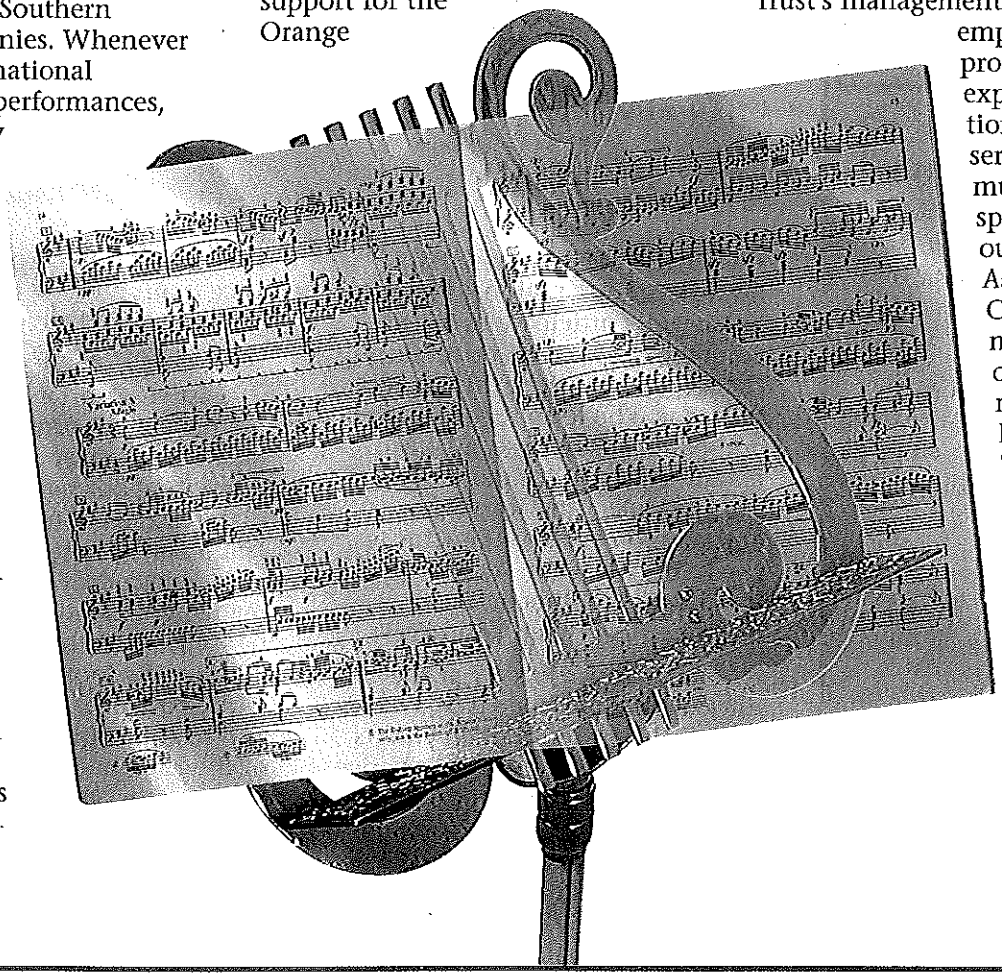
The Pacific Chorale strikes the right chord with music lovers worldwide, presenting memorable choral concerts in a variety of venues. For more than 30 years, the 160-member Orange County group has performed an increasingly difficult and ambitious repertoire of choral masterworks and contemporary classics. Under the direction of John Alexander, the chorale consistently receives critical acclaim for its dedication to musical excellence.

The singers meet a demanding yearly schedule. They present a series of concerts with the Pacific Symphony Orchestra at the Orange County Performing Arts Center and regularly perform with other well-known Southern California symphonies. Whenever possible they add national and international performances, touring extensively throughout the U.S., Europe, South America and Asia.

"No matter how busy Pacific Chorale members may be, they consistently take time to provide musical education to Orange County's youth through educational outreach," says Julie Bussell, executive director. "The group has established a dozen unique musical education programs for students from kindergarten to college, offering classroom instruction, concerts and performance opportunities."

Among their successful outreach efforts are "Passage to the Arts," providing free concert tickets to disadvantaged youngsters, and "Intro to the Arts," awarding concert tickets and backstage visits to aspiring high school choral students. "Music Partners" and "Sound-on-Site" bring quality musical education to local elementary and high schools, encouraging student participation.

Students who want to further their musical training can participate in the Pacific Chorale's boys' chorus, girls' chorus, children's concert chorus or youth chorale. The group also provides financial support for the Orange County Youth Choir and presents workshops for music educators during the annual county-wide Imagination Celebration.



The chorale's enthusiastic and loyal group of supporters, ranging from individual contributors to corporations, help fund the group's many programs. To enhance the growth of their endowment and special projects funds, the Pacific Chorale recently selected First American Trust as investment manager.

"Our investment committee interviewed a select group of local firms before making a decision," says Dana Ramos, business administrator. "We were very impressed with the sound investment advice we received from First American Trust's management team. Their emphasis on professional expertise, dedication to personal service and community-minded spirit matches our philosophy. As an Orange County company with an outstanding reputation, First American Trust has a definitive edge over the competition." ■

FIRST NOTES

SPRING 1999

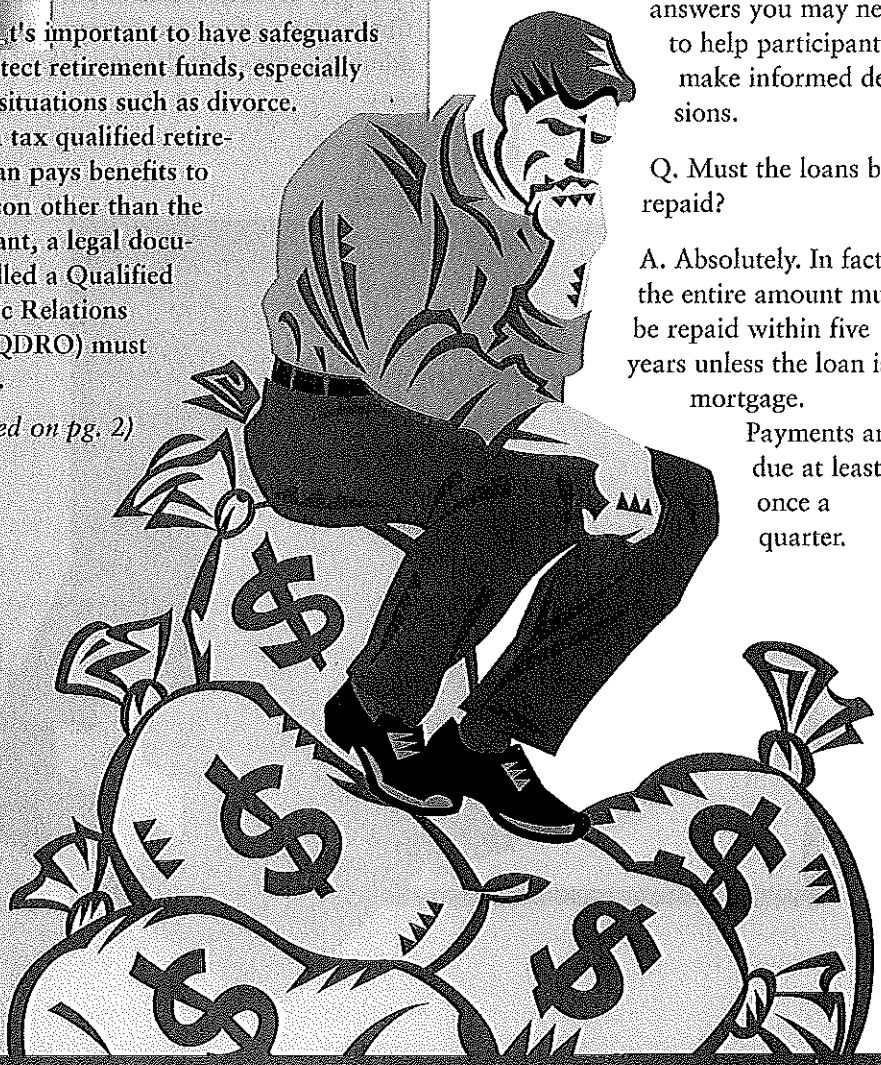
Kudos for QDROs

It's important to have safeguards that protect retirement funds, especially in legal situations such as divorce. Before a tax qualified retirement plan pays benefits to any person other than the participant, a legal document called a Qualified Domestic Relations Order (QDRO) must be filed.

(continued on pg. 2)

TO LOAN OR NOT TO LOAN?

Before retirement plan participants borrow funds from their pension plan, they need to know all the facts. Here are some of the most frequently asked questions about plan loans and the answers you may need to help participants make informed decisions.



Q. Must the loans be repaid?

A. Absolutely. In fact, the entire amount must be repaid within five years unless the loan is a mortgage. Payments are due at least once a quarter.

Q. How much can a participant borrow?

A. Usually, the amount is capped at 50 percent of a participant's vested amount but not more than $50,000. If the borrower has other outstanding loans against the plan, there will be a lower maximum available for the new loan.

Q. Should the plan charge interest on loans?

A. Yes. The interest should be comparable to rates from other financial institutions where the participant might borrow money.

Q. If the maximum loan amount is exceeded for some reason, what happens?

A. If a participant receives a loan larger than allowed, the part that exceeds the maximum becomes taxable.

Q. If the participant stops making payments, what happens?

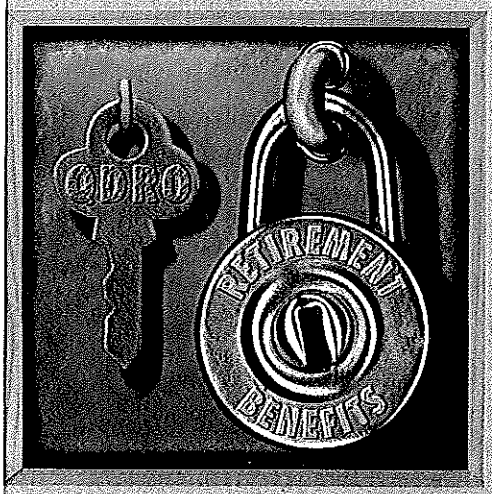
A. The entire loan balance becomes a deemed distribution, a taxable amount subject to normal income taxes and penalties. This does not alleviate a participant's obligation to repay the loan.

(continued on back)

To be valid, QDROs must contain these five essentials:

- The participant's name and most currently known address
- The name and mailing address of other payees designated by the participant
- The amount or percentage of benefits to be paid to others and how that amount has been determined
- The number of payments or the payment period covered by the order
- The specific name of each retirement plan affected by the order

Although QDROS are legal documents, they cannot require a plan to pay benefits that it does not otherwise provide. If one of your participants receives a QDRO and you need assistance, give us a call. Our knowledgeable retirement plan services staff will give you all the information you need to navigate the ins and outs of benefit payouts.



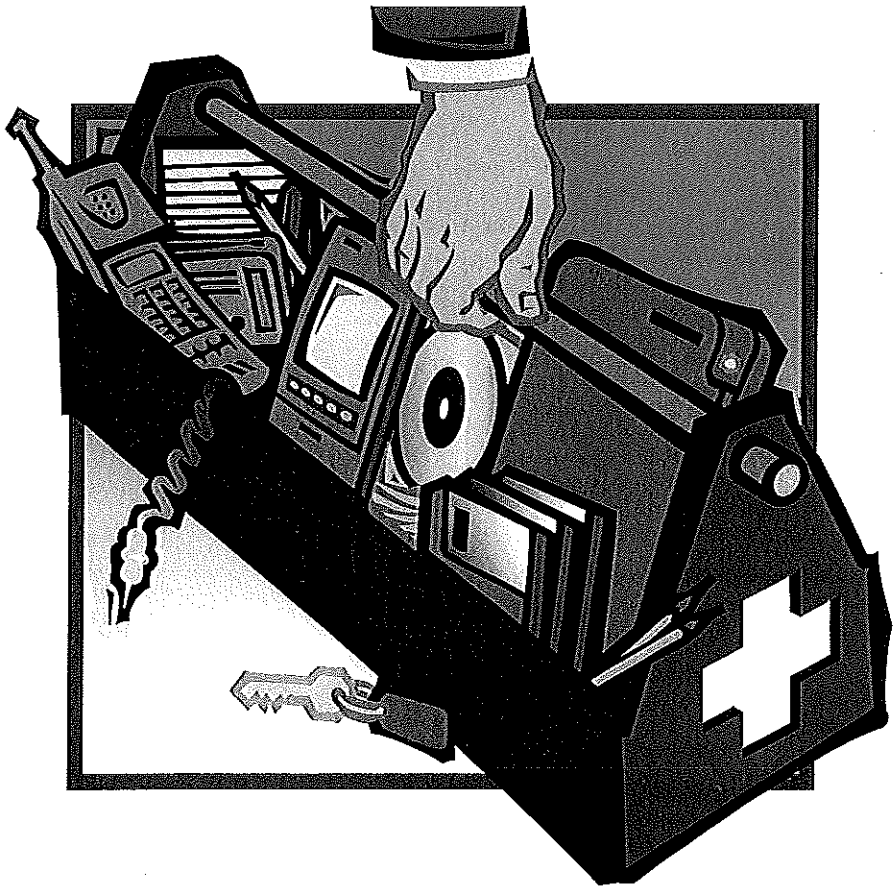
FIRST AID FOR RETIREMENT PLANS

Oops! You found an error in your retirement plan. It has to be fixed but how? And how much will it cost? After the initial panic has subsided, you find that you're not alone. Chances are, many other plan administrators have faced similar dilemmas. The IRS recently compiled case studies that may well provide the answers. Here's one example:

General Information: An employer sponsored a profit-sharing plan that had been amended in a timely manner to comply with all current legislation. The plan had also received a current determination letter from the IRS.

During a plan audit in 1997, the IRS examiner discovered that the plan had operational failures during the 1995 and 1996 plan years.

Description of Qualification Failures: When providing data to the plan's third party administrator, the employer reported years of participation as years of service, affecting the administrator's calculation of the



participants' vested percentages. Consequently, twelve out of a total of 80 were not vested in accordance with the plan's vesting schedule.

Resolution of Qualification Failures: None of the affected participants had terminated service; therefore, the error was corrected by revising on paper the vested percentages of the affected participants. The IRS determined that the operational failures were insignificant, because 1) no other qualification failures were discovered 2) only 15 percent of the total participants were affected and corrective distributions were not required 3) the operational failures were caused by miscommunication between the employer and the service provider.

The IRS resolved the error under APRSC (Administrative Policy Regarding Self-Correction) and closed the examination without assesing penalties.

Remember, every case is different and these conclusions were based on a specific set of facts. If you have questions or concerns about your plan, call 714-647-2729. First American Trust's retirement plan professionals offer you advice and direction in every aspect of plan management.

Ask the Expert

This column features First American Trust's retirement plan professionals with answers to your most frequently asked questions. This issue's expert, Denise C. Mehus, is vice president of retirement plan services for the San Diego office.

Q: What is single point accountability and why is it an important element in providing retirement plan services?

A: A company with single point accountability for a plan assumes multiple roles for that plan such as trustee, record–keeper and investment manager (or provider of investment vehicles). This type of retirement plan management saves time, eliminates duplication of effort and cuts costs for many clients.

Q: Is this a common practice for retirement plan service providers or is it unique to First American Trust?

A: Single point accountability is becoming more common in the industry, so in that respect First American Trust is in good company. But we're unique because we focus on personalized service, a quality that seems to have disappeared in many larger firms. Giant financial institutions often have so many case loads that their staff members are completely overwhelmed. Under those circumstances, individualized attention is the first service to be abandoned. Our philosophy puts the customer first so we will do anything possible to accommodate individual client's needs.

Q: What are the advantages of single point accountability to plan sponsors and plan participants?

A: Because we take the time to develop relationships with our clients, we become more attuned to their needs. We can often save them time and money and save them the frustration of having to contact several sources to get an answer. With single point accountability, customers need to make only one call to their contact at First American Trust. They can be sure that the issue will be handled in a timely manner. Timeliness helps plan sponsors answer questions and handle concerns from their participants as well. With the trust company's educational materials and on–site seminars, participants will gain new information designed to help them direct their financial futures.

TO LOAN OR NOT *(continued)*

Q. Can a participant later pay back a defaulted loan and avoid taxes?

A. The loan must be paid but its taxable status cannot be reversed at a later date.

Q. What happens when a participant takes a leave of absence owing money to the plan?

A. Loan payments can be suspended up to a year for participants who have taken a qualified leave of absence.

Q. Is every retirement plan required to provide loans to its participants?

A. Many plans do not allow loans. Some, including Simples, SEPs and defined benefit plans, are not set up to provide loans.

Q. How can I make sure I follow my plan's loan regulations?

A. Always check the most updated provisions of your plan before you promise loans to participants. Be sure you're up to speed on the latest IRS loan regulations, too. Doing the homework in advance will save lots of time and trouble for you and your participants.

FIRST AMERICAN

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Retirement Plan Services
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(714) 647-2729

THE ABC'S OF PBGC

The Pension Benefit Guarantee Corporation (PBGC) is the silent partner for the nation's defined benefit plans. While employees spend years contributing to their retirement plans, their funds are being insured by this government entity, a group they may not even known about.

PBGC safeguards defined contribution funds for millions of employees through a mandated insurance program funded by premiums from plan sponsors. The organization was founded 25 years ago after a group of retirees lost their benefits when their companies either went out of business or stopped paying into their plans.

In keeping with the times, the PBGC recently increased the maximum monthly benefit it guarantees to $3,051.14, for a total of $36,613.68 annually. About 42 million workers in 45,000 defined benefit plans are now protected by the PBGC.

Most plan sponsors are responsible and fulfill their retirement program obligations. But if they can't, the PBGC steps in to provide necessary monetary backup.