

DOLLARS BY TYPE OF WORKER

FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1992	125.32	149.46	47.02		858.80	1,180.60
Aug 1992	187.98	149.46	47.02		1,030.56	1,415.02
Sep 1992	125.32	149.46	47.02	92.88	644.10	1,058.78
Oct 1992	186.66	153.36	48.24		704.64	1,092.90
Nov 1992	248.88	255.60	48.24	190.56	660.60	1,403.88
Dec 1992	248.88	204.48	48.24		660.60	1,162.20
Jan 1993	248.88	255.60	48.12		660.60	1,213.20
Feb 1993	311.00	306.72	48.24		792.72	1,458.68
Mar 1993	248.88	255.60	48.24		660.60	1,213.32
Apr 1993	248.88	255.60	48.24		528.48	1,081.20
May 1993	311.11	306.72	48.24		1,056.96	1,723.03
Jun 1993	248.88	255.60	48.24	190.56	880.80	1,624.08
TOTAL	2,740.67	2,697.66	575.10	474.00	9,139.46	15,626.89
AVG	228.39	224.81	47.93	39.50	761.62	1,302.24

DOLLARS BY TYPE OF WORKER

FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1993	248.00	255.60	48.24		660.60	1,212.44
Aug 1993	248.00	255.60	48.24		660.60	1,212.44
Sep 1993	248.88	255.60	48.24	190.56	660.60	1,403.88
Oct 1993	248.88	255.60	48.24		440.20	992.92
Nov 1993	248.88	255.60	48.24		880.80	1,433.52
Dec 1993	311.11	255.60	48.24	190.56	660.60	1,466.11
Jan 1994	311.11	255.60	48.24		792.72	1,407.67
Feb 1994	248.88	255.60	48.24		660.60	1,213.32
Mar 1994	248.88	204.48	48.24		660.60	1,162.20
Apr 1994	248.88	204.48	48.24	95.28	528.48	1,125.36
May 1994	248.88	255.60	48.24		660.60	1,213.32
Jun 1994	248.88	255.60	48.24		660.60	1,213.32
TOTAL	3,109.26	2,964.96	578.88	476.40	7,927.00	15,056.50
AVG	259.11	247.08	48.24	39.70	660.58	1,254.71

DOLLARS BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1994	248.88	306.72	48.24	0.00	1,056.96	1,660.80
Aug 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Oct 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Nov 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Dec 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Jan 1995	311.10	255.60	48.24	0.00	880.80	1,495.74
Feb 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Mar 1995	248.88	255.60	48.24	23.82	682.62	1,259.16
Apr 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
May 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Jun 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
TOTAL	2,924.34	3,118.32	578.88	23.82	8,565.78	15,211.14
AVG	243.70	259.86	48.24	1.99	713.82	1,267.60

DOLLARS BY TYPE OF WORKER

FY1995-1996	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Aug 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1995	248.88	204.08	48.24	0.00	352.32	853.52
Oct 1995	248.88	255.10	48.24	0.00	660.60	1,212.82
Nov 1995	248.88	255.10	48.24	0.00	660.60	1,212.82
Dec 1995	248.88	255.10	48.24	95.28	660.60	1,308.10
Jan 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Feb 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Mar 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Apr 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
May 1996						0.00
Jun 1996						0.00
TOTAL	2,538.72	2,560.58	493.60	95.28	6,459.72	12,147.90
AVG	253.87	256.06	49.36	9.53	645.97	1,214.79

TIME BY TYPE OF WORKER

FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul 1992	4.00	6.00	2.00	0.00	40.00	52.00
Aug 1992	6.00	6.00	2.00	0.00	48.00	62.00
Sep 1992	4.00	6.00	2.00	4.00	30.00	46.00
Oct 1992	6.00	6.00	2.00		32.00	46.00
Nov 1992	8.00	10.00	2.00	8.00	30.00	58.00
Dec 1992	8.00	8.00	2.00		30.00	48.00
Jan 1993	8.00	10.00	2.00		30.00	50.00
Feb 1993	10.00	12.00	2.00		36.00	60.00
Mar 1993	8.00	10.00	2.00		30.00	50.00
Apr 1993	8.00	10.00	2.00		24.00	44.00
May 1993	10.00	12.00	2.00		48.00	72.00
Jun 1993	8.00	10.00	2.00	8.00	40.00	68.00
TOTAL	88.00	106.00	24.00	20.00	418.00	656.00
AVG	7.33	8.83	2.00	1.67	34.83	54.67

TIME BY TYPE OF WORKER

FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul 1993	8.00	10.00	2.00		30.00	50.00
Aug 1993	8.00	10.00	2.00		30.00	50.00
Sep 1993	8.00	10.00	2.00	8.00	30.00	58.00
Oct 1993	8.00	10.00	2.00		20.00	40.00
Nov 1993	8.00	10.00	2.00		40.00	60.00
Dec 1993	10.00	10.00	2.00	8.00	30.00	60.00
Jan 1994	10.00	10.00	2.00		36.00	58.00
Feb 1994	8.00	10.00	2.00		30.00	50.00
Mar 1994	8.00	8.00	2.00		30.00	48.00
Apr 1994	8.00	8.00	8.00	4.00	24.00	52.00
May 1994	8.00	10.00	2.00		30.00	50.00
Jun 1994	8.00	10.00	2.00		30.00	50.00
TOTAL	100.00	116.00	30.00	20.00	360.00	626.00
AVG	8.33	9.67	2.50	1.67	30.00	52.17

TIME BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul 1994	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1994	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1994	6.00	10.00	2.00	0.00	30.00	48.00
Oct 1994	6.00	10.00	2.00	0.00	30.00	48.00
Nov 1994	8.00	10.00	2.00	0.00	30.00	50.00
Dec 1994	8.00	10.00	2.00	0.00	30.00	50.00
Jan 1995	10.00	10.00	2.00	0.00	40.00	62.00
Feb 1995	8.00	10.00	2.00	0.00	30.00	50.00
Mar 1995	8.00	10.00	2.00	1.00	31.00	52.00
Apr 1995	8.00	10.00	2.00	0.00	30.00	50.00
May 1995	8.00	10.00	2.00	0.00	30.00	50.00
Jun 1995	8.00	10.00	2.00	0.00	30.00	50.00
TOTAL	94.00	122.00	24.00	1.00	389.00	630.00
AVG	7.83	10.17	2.00	0.08	32.42	52.50

TIME BY TYPE OF WORKER

FY1995-1996	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul 1995	8.00	10.00	2.00	0.00	30.00	50.00
Aug 1995	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1995	8.00	8.00	2.00	0.00	16.00	34.00
Oct 1995	8.00	10.00	2.00	0.00	30.00	50.00
Nov 1995	8.00	10.00	2.00	0.00	30.00	50.00
Dec 1995	8.00	10.00	2.00	4.00	30.00	54.00
Jan 1996	8.00	10.00	2.00		30.00	50.00
Feb 1996	8.00	10.00	2.00		30.00	50.00
Mar 1996	8.00	10.00	2.00		30.00	50.00
Apr 1996	8.00	10.00	2.00		30.00	50.00
May 1996						0.00
Jun 1996						0.00
TOTAL	80.00	98.00	20.00	4.00	286.00	488.00
AVG	8.00	9.80	2.00	0.40	28.60	48.80

TO: Library Board of Trustees

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

DATE: June 18, 1996

SUBJECT: Submission of Application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1996-1997

BACKGROUND:

Placentia Library District has submitted an application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1996-1997.

The Application (Attachment A) was prepared by Literacy Coordinator Katie Matas.

RECOMMENDATION:

Receive and File.

FEDERAL ADULT EDUCATION ACT
(P.L. 100-297 Sections 321/326)

APPLICATION

Period: July 1, 1996 - June 30, 1998

Complete and return only those program sections
for which you are applying.

DEADLINE

5:00 p.m. - Friday, May 31, 1996

MAIL TO:

California Department of Education
Adult Education Field Assistance Unit
560 J Street, Room 290
Sacramento, CA 95814
Phone: (916) 322-5012

APPLICATION FOR FUNDING
 Federal Adult Education Act, P.L. 100-297 As Amended By The National
 Literacy Act, P.L. 102-73 Section 321 And/Or Section 326

Agenda Item 22
 Attachment A
 Page 2

JULY 1, 1996 THROUGH JUNE 30, 1998

APPLICATIONS MUST BE RECEIVED ON OR BEFORE MAY 31, 1996.

ALL APPLICABLE ITEMS MUST BE COMPLETED. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Submit three (3) copies, with original signatures to:


California Department of Education
 Adult Education Field Assistance Unit
 560 J Street, Room 290
 Sacramento, CA 95814

A	School Districts/Community Colleges					
	County Code		District Code			
	Library/Private Non-Profit Agencies					
	County		Vendor Code			
30	X	6	9	2		

B	AGENCY NAME	Placentia Library District				
STREET ADDRESS, RM OR SUITE #		411 E. Chapman Ave.				
CITY AND ZIP CODE		Placentia, CA 92870				
PHONE (714) 524-8408		FAX NUMBER (714) 528-8236		OTAN ID placentialit		
C	CHIEF EXECUTIVE OFFICER	Elizabeth D. Minter		TITLE Library Director		
D	INDICATE BY CHECKING THE APPROPRIATE BOX WHICH FUNDS YOU ARE REQUESTING AND WHICH FUNDS YOU ARE NOT REQUESTING. IDENTIFY THE CONTACT PERSON AND TELEPHONE NUMBER FOR THOSE PROGRAM FUNDS CHECKED "YES".					

SECTION 321	YES	NO	CONTACT PERSON AND TELEPHONE NUMBER
ADULT BASIC EDUCATION	X		Katie Matas 714 524-8408 x213
ENGLISH AS A SECOND LANGUAGE	X		Katie Matas 714 524-8408 x213
ENGLISH AS A SECOND LANGUAGE - CITIZENSHIP		X	
SECTION 326 INSTITUTIONALIZED ADULTS *		X	

* FUNDING WILL BE CONSIDERED ONLY FOR CURRENT 326 PROVIDERS (1995-96).

E	TOTAL FEDERAL FUNDS AUTHORIZED PROVISIONALLY BY THE CALIFORNIA DEPARTMENT OF EDUCATION.	
F	CERTIFICATION: I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions in the operations of this project/program for local participation and assistance.	
Signature of Authorized Agent		Date
 >		5/28/96
Title		
Library Director		
PRINT NAME		
> Elizabeth D. Minter		

DEPARTMENT OF EDUCATION USE ONLY

G	APPROVED BY	DATE
>		>

AGENCY NAME: Placentia Library District COUNTY: Orange

SECTION 1. BASE GRANT

Part 1. LOCAL BASE GRANT

A \$3,500 BASE GRANT IS PROVIDED SO THAT YOUR AGENCY MAY CONDUCT STAFF DEVELOPMENT, PROGRAM ASSESSMENT, AND NETWORKING. IN THE SPACES PROVIDED, EXPLAIN HOW YOU WILL USE THE BASE GRANT AND INDICATE THE PLANNED EXPENDITURE FOR EACH CATEGORY.

STAFF DEVELOPMENT

\$ 3,000

PROGRAM ASSESSMENT

\$

NETWORKING

\$ 500

TOTAL \$ 3,500.00

CALIFORNIA DEPARTMENT OF EDUCATION
ADULT EDUCATION 1996-98 APPLICATION

PART 2. BASE GRANT BUDGET - MAXIMUM \$3,500.00

Agency Name: Placentia Library District	CDS/County & Vendor Code (if known): 30-M692
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BASE GRANT BUDGET BY LINE ITEM

OBJECT OF EXPENDITURE			COST CATEGORY		
Line	Account Number	Classification	Instruction/Support	Administration	TOTAL
1	1000	CERTIFICATED SALARIES			
2	2000	CLASSIFIED SALARIES			
3	3000	EMPLOYEE BENEFITS			
4	4000	BOOKS & SUPPLIES			
5	5000	SERVICES & OTHER OPERATING EXPENSES	3,500		3,500
6	6000	EQUIPMENT			
7		TOTAL PLANNED COSTS	3,500		3,500

CONTRACTED SERVICES

Identify all subcontractors who will provide program services. Indicate what services they will provide and the amounts to be contracted (as reflected in the budget above). Attach additional pages if necessary.


AGENCY NAME	AMOUNT

GENERAL ASSURANCES
Fiscal Year 1996-1997

The signature of the authorized agent at the end of this document acknowledges adherence to these general assurances, with the understanding that lack of adherence to these general assurances could effect the rate of reimbursement for costs incurred.

1. Programs and services shall be in compliance with Title VI and Title VII of the Civil Rights Act of 1964, the California Fair Employment Practices Act, and Chapter 4 (commencing with Section 30) of Division I of Title 5, California Administrative Code. A statement of compliance with Title VI of the Civil Rights Act of 1964 has been filed with the Superintendent of Public Instruction.
2. Programs and services shall be in compliance with Title IX (nondiscrimination on the basis of sex) of the Education Amendments of 1972.
3. Programs and services shall be in compliance with the affirmative action provisions of the Education Amendments of 1972.
4. Programs and services shall be in compliance with the Age Discrimination Act of 1975.
5. Programs and services for handicapped persons shall be in compliance with the Education for All Handicapped Children Act of 1975, Section 613(a) and Section 504 of the Rehabilitation Act of 1973.
6. When federal funds are made available, they will be used to supplement, and to the extent practicable, increase the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in the State Plan, and in no case supplant such state and local funds.
7. All state and federal statutes, regulations, program plans, and applications applicable to each program under which federal or state funds are made available through this application will be met by the applicant agency in its administration of each program, and the undersigned is authorized to file these assurances for such applicant agency.
8. Fiscal control and fund accounting procedures shall be used that will ensure proper disbursement of, and accounting for, state and federal funds paid under each program.

The recipient shall comply with audit requirements of the Single Audit Act of 1984 and all policies, procedures, and guidelines outlined in the Federal Office of Management and Budget (OMB) Circular A-128, and Circular 133. Audits shall be conducted in accordance with an audit of financial statements performed in accordance with Generally Accepted Auditing Standards (GAAS) and with policies and procedures established by the Governor.
10. Any application, evaluation, periodic program plan, or report relating to each program will be made readily available to members of the general public.
11. Auditable records will be maintained on file in a central location.
12. The governing board has adopted written procedures to ensure prompt response to complaints from students, members of advisory committees, and members of other groups within 30 days, and has disseminated these procedures to student and community groups.
13. The applicant agency is the primary provider of the Adult Basic Education, ESL and/or ESL-Citizenship classes for which supplemental funding is requested.
14. The applicant agency will not charge any student a fee, tuition, or registration of any kind for enrollment in ABE, ESL or ESL-Citizenship instruction.
15. The applicant agency will fulfill all state data collection and reporting requirements in an accurate and timely manner.
16. The applicant agency will use funds to assist and expand existing programs and develop new programs for adults whose lack of basic skills; (a) renders them unemployable; (b) keeps them, whether employed or unemployed, from functioning independently in society; and (c) severely reduces their ability to have a positive effect on the literacy of their children.

AGENCY NAME: Placentia Library District		COVENDOR CODE 30-M692
PRINT NAME OF AUTHORIZED AGENT: Elizabeth D. Minter		TITLE Library Director
SIGNATURE 		DATE: 5/28/96

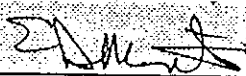
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CALIFORNIA DEPARTMENT OF EDUCATION
Adult Education Program Assurances
Fiscal Year 1996-97

Agenda Item 22
 Attachment A
 Page 6

- A. Section 321 and 326 federal funds are to supplement local and state funds. They are intended to expand ongoing education services that enable adults to acquire basic literacy skills, which will assist them in becoming employable and able to function independently in society.
- B. At least ninety-five percent (95%) of the funds provided to local agencies must be expended for adult education instructional and support activities for 1) Instruction of students; 2) Purchase of supplementary instructional materials and supplies; 3) Supplementary services that alleviate problems related to scheduling, class size, class locations, and transportation; 4) Inservice training for personnel; 5) Counseling and guidance services; and 6) Child care for children of adults who are attending classes under Section 321. Fully documented administrative expenditures are allowable up to five percent (5%) for 1) Planning, 2) Administration, 3) Evaluation, 4) Personnel Development, and 5) Coordination. No indirect charges will be reimbursed.
- C. Students must attend a minimum of twelve (12) hours before their attendance is counted for hundred hour unit (HHU) reimbursement.
- D. Eligible activities for the \$3,500 base grant funding are staff development, program assessment, and networking. No other grant activities are eligible for the \$3,500 base grant.
- E. Funds cannot be allocated to general secondary school programs designed around high school equivalency certification or the General Education (GED) Exam or ESL classes above the eighth grade level in preparation of the test of English as a Foreign Language (TOEFL) examination. Instruction will be funded when it can be demonstrated that those students have skills below an eighth grade level or are functioning below CASAS 230 score.
- F. Students shall not be charged tuition, fees, or any other cost, nor be required to purchase any books or any other instructional supplies or materials needed for participation in the program.
- G. Reimbursement claims for ESL-Citizenship are only for expenses incurred in instructing students who have met the following requirements: 1) Evidence is available to show that there has been a gain in skill levels for the instructional areas; 2) Evidence is available to show the individual has completed training to take the INS test; 3) Evidence is available to show the individual has completed the INS N-400 form and is able to answer questions about the information provided; 4) Evidence is available to show the individual has successfully completed a practice test using items from one of the following examinations: ● CASAS, ● ETS, ● one third (1/3) of INS Practice Questions; 5) ESL-Citizenship students must also attend a minimum of 12 hours before their attendance is counted for HHU reimbursement.

As Authorized Agent, the undersigned assures that as a condition of receiving federal Adult Education funds, the agency will offer instruction in accordance with the above provisions. Lack of adherence to these Program Requirements may affect the level of reimbursement of program costs.

AGENCY NAME: Placentia Library District		CO/VENDOR CODE 30-M692	
PRINT NAME OF AUTHORIZED AGENT: Elizabeth D. Minter		TITLE Library Director	
SIGNATURE 		DATE: 5/28/96	

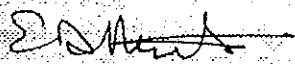
(REV. 2-96)

CERTIFICATION

- A. DEBARMENT:** Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510. (Lower Tier)
- (1) The recipient agency certifies, that in its operations of an Adult Education program, neither it nor its principals are presently debarred, suspended, proposed for debarment; declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - (2) Where the recipient agency is unable to certify to any of the statements in this certification, such agency shall attach an explanation to this proposal.
- B. LOBBYING:** As required by Section 1352 Title 31 of the US Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 34 CFR Part 82 Sections 82.105 and 82.110, the recipient agency certifies that no Federal appropriated funds have been paid, or will be paid, by or on behalf of the recipient agency, to any person for influencing or attempting to influence an officer or employee of any agency, a member, an officer or employee of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal grant or cooperative agreement.
- C. DRUG-FREE WORKPLACE:** As required by the State Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.) and the Federal Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610, the recipient agency certifies that it will or will continue to provide a drug-free workplace.

Terms and conditions of Debarment, Lobbying and Drug Free Workplace are specified in the enclosed "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements."

The Authorized Agent, in signing this document, certifies that he/she has read this Certification and is in compliance with all terms and conditions required for certification.

AGENCY NAME: Placentia Library District	CO/VENDOR CODE 30-M692
PRINT NAME OF AUTHORIZED AGENT: Elizabeth D. Minter	TITLE Library Director
SIGNATURE 	DATE: 5/28/96

PLEASE SEE OTHER SIDE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The Certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.106 and 82.110, the applicant certifies that:

(A) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the under signed shall complete and submit Standard Form - LLL "Disclosure Form to Report Lobbying" in accordance with its instructions (contact the California Department of Education, Adult Education Unit for copies of this form (916) 322-2175);

© The recipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements and subcontracts) and that all sub recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

© Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610.

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about -

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

© Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a):

(d) Notifying the employee that in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will;

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

(e) Notifying the agency in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124) Regional Office Building No. 3, Washington, DC 20202-4571. Notice shall include the identification of each affected grant;

(f) Taking one of the following actions within 30 calendar days of receiving any notice under subparagraph (d)(2) with respect to any employee who is so convicted -

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local agency, law enforcement, or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code):

Check here if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.065 and 85.610 -

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

CALIFORNIA DEPARTMENT OF EDUCATION
ADULT EDUCATION 1996-98 APPLICATION

Agenda Item 22
Attachment A
Page 9

AGENCY NAME: Placentia Library District CDS/COUNTY & VENDOR CODE: 30-M692

BUDGET SUMMARY 1996-97

Identify the budget total in each program section that follows. Complete only the sections for which you are applying and have been granted a provisional award by the California Department of Education.

PROGRAM	ALLOCATION	TOTAL DISTRICT BUDGET
BASE GRANT	3,500	
ABE only	130	25,444
ESL only	130	38,166
ESL-CITIZENSHIP		
INSTITUTIONALIZED		
TOTAL	3,760	63,610

MAINTENANCE OF EFFORT

Report the total dollar value of state and local resources supplemented with these Federal funds.

=

\$63,610

(Report one total here for all program budgets)

GENERAL INFORMATION

AGENCY NAME: Placentia Library District COUNTY Orange

SECTION 2 - DESCRIPTION OF AGENCY

Part 1. APPLICANT AGENCY DESCRIPTION: Briefly describe the governance structure of your agency and how you manage your adult education program. Identify the major program components and your ongoing Adult Basic Education program, English-As-A-Second Language program, English-As-A-Second-Language—Citizenship education program, and your program for Institutionalized Adults (if applicable).

Placentia Library District organizational chart as it applies to the literacy program.

Board of Trustees

Library Director - Elizabeth D. Minter

Principal Librarian - Suad Ammar

Literacy Coordinators - Katie Matas and Jeannine Walters

The major program components are Basic Reading, English as a Second Language, and workplace literacy. Literacy instruction is provided by volunteer tutors who are recruited, trained, matched and supervised under the direction of the literacy coordinators. Adult learners are pre-tested using the CASAS Adult Life Skills Reading test. Instruction is offered in a one-to-one or small group setting. Learner goals and progress are determined through the use of the California Adult Learner Progress Evaluation Process (CALPEP) developed for the California State Library's California Literacy Campaign, and the use of CASAS post-testing. Instruction is designed to be learner-centered (focused on the needs and goals of the individual learner).

GENERAL INFORMATION

AGENCY NAME: Placentia Library District COUNTY Orange

Part 2. Goals: In preparing your goal statements for the 2-year period of the grant, describe your base program and describe what will be provided to the base program with the supplemental funding. Keep in mind that the following four goals were identified and integrated into the California State Plan for Adult Education; 1) increase access to users; 2) improve accountability; 3) improve quality and responsiveness; and 4) improve planning and coordination. Provide enough information to demonstrate clearly your program with respect to the four goals.

The base program provides learner intake, including pre-testing, tutor recruitment and training, learner/tutor matching, supervision and post-testing of active participants, and special programs at the library for learners with children (including children's book giveaways for the development of home libraries).

The 2-year goals of the program that would be made possible by supplemental funding include:

1. To increase access to learners by offering special programs at various sites in the community. These programs would include, but not be limited to, informational or parenting programs for adults while their children participate in story time programs.
2. To improve accountability to learners by developing a learner orientation and learner feed-back process.
3. To improve quality and responsiveness by offering tutors more supplemental training and opportunities to attend conferences and workshops. Also, to provide tutors and learners with up-to-date computer software and training.
4. To improve planning and coordination by consolidating the current Adult Literacy Program and the Families for Literacy Program into one with all responsibilities shared by the Literacy Coordinators.

GENERAL INFORMATION

AGENCY NAME: Placentia Library District COUNTY Orange

Part 3. PROGRAM SERVICE LOCATIONS: List each site used or to be used by your agency. (Attach additional pages, if necessary.)

<u>Name</u>	<u>Address</u>	<u>Types of Services Offered</u>
Placentia Library District	411 E. Chapman Ave. Placentia, CA 92870	ABE, ESL
Switching Systems International	500 Porter Way Placentia, CA 92870	Workplace literacy

Part 4. SUB-CONTRACTED SERVICES: If you sub-contract for program services to be offered by another agency, identify the agency, the type of service, the term of the sub-contract, and the amount.

<u>Agency</u>	<u>Type of Service</u>	<u>Term</u>	<u>Fund Amount</u>
---------------	------------------------	-------------	--------------------

GENERAL INFORMATION

AGENCY NAME: Placentia Library District COUNTY Orange

Part 5. EFFECTIVENESS AND NONDUPLICATION OF SERVICES: Briefly describe (1) your past effectiveness in providing services, especially with respect to recruitment and retention of educationally disadvantaged adults and the learning gains demonstrated by such adults; (2) your services or activities made available to adults under other federal, state, and local programs, and your commitment to serving individuals in the community that are most in need of literacy service; and, (3) how the proposed program provides guidance and supportive services while not duplicating programs, services, or activities made available to adults under other federal, state, and local programs.

In the 16 years the Library has supported the literacy program, some learners have continued to meet with tutors for as much as six years. Others have stayed with the program for a shorter time but have gone on to take classes at the community college. The library literacy program is the only program in this area that offers free individual tutoring to adults. The individualized, learner-centered approach offered by one-to-one tutoring, enables learners to focus on their own short and long term goals. This individualization cannot be duplicated in a classroom setting. Learners with needs that can be best served in a classroom setting are referred to local adult school programs. Tutoring schedules can be flexible enabling learners with changing work schedules to meet with their tutors at different times each week if necessary. Learners and tutors can be rematched as necessary to provide the best learning environment. Tutoring areas in the library provide tutors and learners with a place to meet where resources and staff support are readily available.

GENERAL INFORMATION

AGENCY NAME: Placentia Library District COUNTY: Orange

Part 6. COORDINATION AND COOPERATION WITH OTHER SERVICES: Describe (1) the degree to which your program coordinates and utilizes other literacy and social services available in the community, and (2) cooperative agreements, including arrangements with business and industry and volunteer literacy organizations to deliver services to adults.

The literacy program is an active member of the Southern California Library Literacy Network (SCLLN). SCLLN activities include production and distribution of PSAs, posters, and brochures that publicize library literacy programs and promote the use of a literacy referral line sponsored by the Los Angeles Times newspaper. The literacy referral line includes learner and volunteer referral information for library literacy programs, volunteer literacy programs, and adult schools by zip code.

Other cooperative activities include:

- *participation in the Placentia Community Network, an organization composed of representatives from various community agencies, groups and organizations with the goals of fostering better communication, avoiding duplication of services and providing support for member's endeavors.
- *serving on the Support Services Committee of the local homeless intervention shelter.
- *participation in Chamber of Commerce committees and activities to promote awareness of the literacy program by businesses.
- *work with local businesses to establish workplace literacy programs.
- *work with the local adult school administrator to arrange classes for adult learners when appropriate.
- *work with the local volunteer center resulted in securing a part-time clerk through their senior employment program.
- *participation in the Friends of the Library "Volunteer Day" workshops.

GENERAL INFORMATION

AGENCY NAME: Placentia Library District COUNTY: Orange

PART 7 - DATA PROJECTIONS

A ADULT BASIC EDUCATION SECTION 321, AND/OR 326			
TARGET POPULATION - - HHU (Hundred-Hour Unit)		Projected HHUs 1996-97	Projected HHUs 1997-98
ABE		10	12
ESL		13	15
ESL-CITIZENSHIP		0	0
HANDICAPPED		0	0
HOMELESS		0	0
B ENROLLMENT ETHNICITY		Projected Enrollment 1996-97	Projected Enrollment 1997-98
American Indian or Alaskan Native		0	0
Asian		80	94
Pacific Islander		0	0
Filipino		0	0
Hispanic		88	103
Black - Not of Hispanic Origin		2	3
White - Not of Hispanic Origin		30	35
TOTAL ENROLLMENT		200	235
C ENROLLMENT CATEGORIES		Projected Enrollment 1996-97	Projected Enrollment 1997-98
Refugees and/or Immigrants		120	140
Older Adults		20	24
Homeless		0	0
Institutionalized - Correctional		0	0
Institutionalized - State Hospital		0	0
Community Care Homes - physically handicapped		0	0
Community Care Homes - mentally handicapped		0	0
TOTAL ENROLLMENT		200	235

ABE

Placentia Library District
AGENCY NAME: _____ COUNTY: _____
Orange

SECTION 3 - SECTION 321 ADULT BASIC EDUCATION

Part 1. Program Services: Briefly describe the Adult Basic Education program services for the base program and the supplemental services to be provided by the grant. Include program activities and services, together with the number of instructors (teachers and aides) assigned.

a. Base Program Services:

At any one time, the two part-time (40 hours total) literacy coordinators oversee approximately 24 volunteer tutors working with approximately 30 ABE learners. The tutor/learner pairs meet either at the library or at other public or private sites in the community. The library maintains two computers for the use of literacy program participants and a collection of print and audio visual materials.

Funding source(s) for base program:

1. Placentia Library District - budget
2. California State Library - California Literacy Campaign grant

b. Supplemental Program Services:

Supplemental funds would be used to purchase new instructional materials including up-to-date computer software.

ABE

AGENCY NAME: Placentia Library District

Part 2. **DELIVERY METHOD:** In a paragraph, describe how the regular and supplemental program services will be delivered.

Literacy instruction is provided by volunteer tutors who are recruited, trained, matched and supervised under the direction of the literacy coordinators. Adult learners are pre-tested using the CASAS Adult Life Skills Reading test. Instruction is offered in a one-to-one or small group setting. Learner goals are determined through the use of the California Adult Learner Progress Evaluation Process (CALPEP) developed for the California State Library's California Literacy Campaign. Instruction is designed to be learner-centered (focused on the needs and goals of the individual learner).

Part 3. **EVALUATION:** Describe the evaluation data that will be used to measure the regular and supplemental program outcomes.

Learner progress is determined through the use of the California Adult Learner Progress Evaluation Process (CALPEP) developed for the California State Library's California Literacy Campaign, and the use of CASAS post-testing. Use of new instructional materials will be monitored.

CALIFORNIA DEPARTMENT OF EDUCATION
ADULT BASIC EDUCATION 1996-98 APPLICATION

PART 4. ABE BUDGET

Agency Name: Placentia Library District	CDS/County & Vendor Code (if known): 30-M692
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ABE BUDGET BY LINE ITEM
(Complete this page only if you are applying for ABE funds.)

OBJECT OF EXPENDITURE			COST CATEGORY		
Line	Account Number	Classification	Instruction/Support	Administration	TOTAL
1	1000	CERTIFICATED SALARIES			
2	2000	CLASSIFIED SALARIES			
3	3000	EMPLOYEE BENEFITS			
4	4000	BOOKS & SUPPLIES	130.00		130.00
5	5000	SERVICES & OTHER OPERATING EXPENSES			
6	6000	EQUIPMENT			
7		TOTAL PLANNED COSTS	130.00		130.00

NOTE: A minimum of 95% of the grant must be expended on Instruction/Support activities.

CONTRACTED SERVICES

Identify all subcontractors who will provide program services. Indicate what services they will provide and the amounts to be contracted (as reflected in the budget above). Attach additional pages if necessary.

AGENCY NAME	AMOUNT

ESL

Placentia Library District
NAME OF AGENCY: _____ COUNTY: Orange

SECTION 4 - SECTION 321 ENGLISH-AS-A-SECOND LANGUAGE (ESL)

Part 1. Program Services: Briefly describe 1) the basic competency-based English-As-A-Second Language program, including how the English-As-A-Second Language "Model Program Standards for Adult Education" published in 1992, and "Quality Indicators" published in 1994 are integrated, and 2) the supplemental services to be provided by the grant. Include program activities and services together with the number of instructors (teachers and aides) assigned.

a. Base Program Services

At any one time, the two part-time (40 hours total) literacy coordinators oversee approximately 36 volunteer tutors working with approximately 45 ESL learners. The tutor/learner pairs meet either at the library or at other public or private sites in the community. The library maintains two computers for the use of literacy program participants and a collection of print and audio visual materials.

Funding source(s) for base program:

Placentia Library District - budget

b. Supplemental Program Services

Supplemental funds would be used to purchase new instructional materials including up-to-date computer software.

ESL

NAME OF AGENCY: Placentia Library District

Part 2. Delivery Method: In a paragraph, describe how the regular and supplemental program services will be delivered.

Literacy instruction is provided by volunteer tutors who are recruited, trained, matched and supervised under the direction of the literacy coordinators. Adult learners are pre-tested using the CASAS Adult Life Skills Reading test. Instruction is offered in a one-to-one or small group setting. Learner goals are determined through the use of the California Adult Learner Progress Evaluation Process (CALPEP) developed for the California State Library's California Literacy Campaign. Instruction is designed to be learner-centered (focused on the needs and goals of the individual learner).

Part 3. EVALUATION: Describe the evaluation data that will be used to measure the regular and supplemental program outcomes.

Learner progress is determined through the use of the California Adult Learner Progress Evaluation Process (CALPEP) developed for the California State Library's California Literacy Campaign, and the use of CASAS post-testing. Use of new instructional materials will be monitored.

ESL

CALIFORNIA DEPARTMENT OF EDUCATION
ADULT EDUCATION 1996-98 APPLICATION

PART 4. ESL BUDGET

Agency Name: Placentia Library District	CDS/County & Vendor Code (if known): 30-M692
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ESL BUDGET BY LINE ITEM
(Complete this page only if you are applying for ESL funds.)

OBJECT OF EXPENDITURE			COST CATEGORY		
Line	Account Number	Classification	Instruction/Support	Administration	TOTAL
1	1000	CERTIFICATED SALARIES			
2	2000	CLASSIFIED SALARIES			
3	3000	EMPLOYEE BENEFITS			
4	4000	BOOKS & SUPPLIES	130.00		130.00
5	5000	SERVICES & OTHER OPERATING EXPENSES			
6	6000	EQUIPMENT			
7		TOTAL PLANNED COSTS	130.00		130.00

NOTE: A minimum of 95% of the grant must be expended on Instruction/Support activities.

CONTRACTED SERVICES

Identify all subcontractors who will provide program services. Indicate what services they will provide and the amounts to be contracted (as reflected in the budget above). Attach additional pages if necessary.

AGENCY NAME	AMOUNT

TO: Library Board of Trustees

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

DATE: June 18, 1996

SUBJECT: Receipt of letter from Orange County Investment Pool Attorney Patrick Shea confirming the Court's approval of the second Orange County Bankruptcy's Debtor's Plan of Adjustment

BACKGROUND

In a letter dated May 16, 1996, (Attachment A), Patrick Shea, Counsel to the Orange County Investment Pool Participants' Committee, notified the OCIP members that Federal Bankruptcy Court Judge John E. Ryan has confirmed the County's Second Amended Plan of Adjustment.

This is the final step in the bankruptcy process.

No further activity will be involved unless the County and OCIP, together, are successful in their claim against Merrill Lynch and the other third party litigations.

RECOMMENDATION

Receive & File



LAW OFFICES OF
PILLSBURY MADISON & SUTRO LLP

MENLO PARK
ORANGE COUNTY
SAN DIEGO
SAN JOSE
HONG KONG

LOS ANGELES
NEW YORK
SACRAMENTO
SAN FRANCISCO
WASHINGTON, DC
TOKYO

SUITE 1800
101 WEST BROADWAY
SAN DIEGO, CALIFORNIA 92101-8219
TELEPHONE (619) 234-5000
FACSIMILE (619) 236-1995

WRITER'S OFFICE AND
DIRECT DIAL NUMBER
(619) 544-3177

May 16, 1996

VIA OVERNIGHT MAIL

TO: ORANGE COUNTY INVESTMENT POOL
PARTICIPANTS' DISTRIBUTION LIST

Re: In re County of Orange, Case No. 94-22272JR
Order Confirming County's Second Amended Plan

Dear Pool Participant:

On May 15, 1996, Judge John E. Ryan confirmed the County's Second Amended Plan of Adjustment.

The rights and entitlements of Pool Participants have previously been made known to you through my correspondences, the various agreements negotiated with the County, and through the counsel you have obtained from your separate attorneys and financial consultants.

With respect to Pool-Related claims, the interests of Option A Pool Participants are treated in the manner generally set forth in the Joint Agreement. That Agreement was a foundational element of the County's Plan of Adjustment, and was separately approved by the Court on May 15, 1996.

As a result of the approval of the Joint Agreement, and confirmation of the Second Plan of Adjustment, Option A Pool Participants will have access to, and/or become entitled to receive, cash payments in excess of \$124 million within the next 30 days. Option A Pool Participants will also be entitled to receive \$154 million at some time in the future. Additionally, Option A Pool Participants will receive distributions of a portion of the proceeds from the County's third party litigations, provided such litigations are successful. The entitlements of Option A Pool Participants to receive those proceeds is set forth in both the Joint Agreement and in the Plan of Adjustment.

Enclosed herewith you will find a spreadsheet identifying the approximate amounts due to Pool Participants as a result of the approval of the Joint Agreement and related agreements with the County. Columns 1, 2, 3 and 4 identify Option A Pool Participants' entitlements to the amounts to be made available within the first 30 days following the approval of the Joint Agreement. Columns 5, 6 and 7 identify the amount which will be available to Pool Participants at a later date.

While the numbers on the spreadsheet are not absolutely final, they are a good approximation of your respective interests. The work performed by the Committee's professionals in connection with this spreadsheet is substantially completed and we do not anticipate any material adverse change to these figures.

You will receive further correspondence from me in the next few weeks regarding when the funds identified in column 4 will be distributed or made available to you.

The Committee and its professionals continue to appreciate the support you conveyed to us during this case. The Committee, and the various municipal constituencies with Orange County, were complimented by Bankruptcy Judge Ryan in his remarks from the bench late in the afternoon Wednesday. I continue to believe that the Committee's course has optimized the recoveries for all Pool Participants while ensuring the solvency and continued right of governance of each municipal entity.

Pool Participants have received cash available from the Investment Pool at the earliest possible time, a structured platform for the recovery of other cash resources of the County, and a structured recovery program with priority in distribution from litigation proceeds. It is difficult to envision a result under any other approach that would have accomplished as much in eighteen months while at the same time allowing the County to achieve its objective of financial adjustment before the end of the 1995-96 fiscal year.

ORANGE COUNTY INVESTMENT POOL
PARTICIPANTS' DISTRIBUTION LIST
May 16, 1996
Page 3

Agenda Item 23
Attachment A
Page 3

Thank you again for your support of the Committee's work. I will have further correspondence to you in the next few weeks to provide you with additional information regarding access to the amounts available under Column 4.

Very sincerely,



Patrick C. Shea

Enc

cc: Official Investment Pool Participants Committee and Counsel
w/enc.

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *elm*
DATE: June 18, 1996
SUBJECT: Legislative and State Budget Activities

BACKGROUND:

Report for California Special Districts Association Legislative Committee Meeting

Buena Park Library District Director Colleen McGregor and I attended a special meeting of the California Special Districts Association (CSDA) Legislative Committee in Sacramento on Friday, June 14, 1996. The Session was conducted by CSDA Lobbyist Ralph Heim. Mike Belote, Placentia and Buena Park's representative at California Advocates was ill and unable to attend the meeting with us.

SB 1563 (Wright): This bill is of special interest to Placentia and Buena Park Library Districts in that it provides a statement of policy. It states that if a District is absorbed by a City that the District's property tax would also go to the City. The Board of County Supervisors would not be able to keep the District's property tax funds for its own purposes.

This bill is currently in the Assembly Local Government Committee where it is scheduled for a hearing on June 19 at 1:30 P.M. Correspondence supporting this bill was sent to Assembly Ackerman and the Committee Chairman on June 17. Mike Belote has also been asked to actively promote the passage of this bill on our behalf.

State Budget Issues: At this time there are no proposals in the State Budget that are detrimental to independent special districts. The Lobbyist will alert the members if something unexpected occurs.

Jarvis III: The Legislative Analyst's summary of Jarvis III is Attachment A.

Concerns about the impact of Jarvis III on local governmental agencies are outlined in Attachment B.

CSDA is recommending that Districts cooperate with the League of Women Voters and other groups in conducting an educational campaign for voters so that they will better understand the implications of the passage of Jarvis III. This coalition will include all types of local government agencies (cities, counties, schools, and special districts), the League of Women Voters, and Realtor groups.

California Constitutional Revision Commission Recommendations: The outlook here is truly bleak for independent special districts of all types.

A description of the provisions of the bill before both the Assembly and Senate is Attachment C.

An outline of CSDA's opposition to the proposed revisions is Attachment D.

The Cities and Counties are strongly supporting this bill because it gives them greater control over the allocation of property tax and sales tax. It will also greatly simplify their ability to absorb independent special districts.

It is the opinion of CSDA Lobbyist Ralph Heim that the Districts' only hope is to try to get the Citizens' Charter Commissions' membership allocations and financing formula stated in a manner less destructive to the independent special districts. This initiative seems irretrievably headed for the November ballot with hardly any opposition.

Public Library Foundation Program Funding

Memos were mailed to Library Trustees, Foundation Directors, and Friends Directors requesting that letters of support for increasing the PLF allocation from \$8,870,000 to \$20,870,000 be sent immediately to Governor Wilson.

RECOMMENDATION

1. Set up a meeting with Assemblyman Ackerman to discuss the current legislative concerns.
2. ^{8:30 Ackerman.} Authorize the Library Director to contact the North Orange County League of Women Voters and offer to provide the use of the Meeting Room for a Community Forum on Jarvis III.

Robert / Ray

MAC # 95-0607

Adenda Item 24
Attachment A Page 1

CHAIR
MIKE THOMPSON

Joint Legislative Budget Committee

VICE CHAIR
JOHN VASCONCELLOS

SENATE

ALFRED E. ALQUIST
ROBERT G. BEVERLY
TIM LESLIE
MILTON MARKS
NICHOLAS C. PETRIS
VACANCY

GOVERNMENT CODE SECTIONS 9140-9143

ASSEMBLY
VALERIE BROWN
PHILLIP ISENBERG
DAVID KNOWLES
CHARLES POOCHIGIAN
CURT PRINGLE
VACANCY

CALIFORNIA LEGISLATURE

LEGISLATIVE ANALYST
ELIZABETH G. HILL

925 L STREET, SUITE 1000
SACRAMENTO, CALIFORNIA 95814
(916) 445-4656

November 9, 1995

Hon. Daniel E. Lungren
Attorney General
1300 I Street, 17th Floor
Sacramento, California 95814

Attention: Ms. Kathleen F. DaRosa
Initiative Coordinator

Dear Attorney General Lungren:

Pursuant to Election Code Section 9005, we have reviewed the proposed initiative entitled the "Right to Vote on Taxes Act" (File No. SA 95 RF 0028).

MAJOR PROVISIONS OF THE INITIATIVE

The proposed initiative generally seeks to amend the State Constitution to specify new requirements regarding local taxes, assessments, and fees. The provisions of the initiative would apply to all local agencies, including cities, counties, special districts, school districts, and regional agencies.

Provisions Relating to Local Taxes

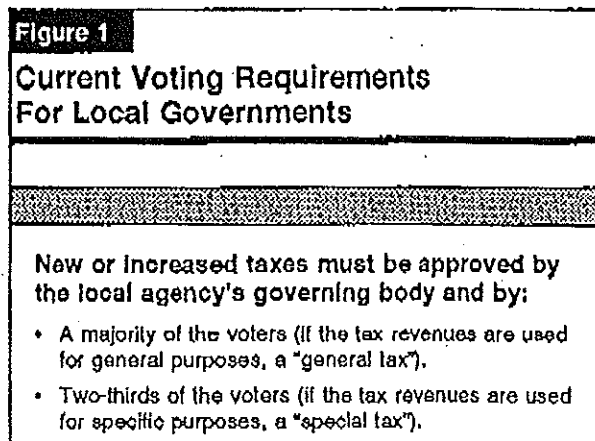
General and Special Taxes. The California Constitution and state law impose various voting requirements on general-law cities, counties, and special districts (see Figure 1 on page 2). Currently, there is some legal uncertainty as to whether the voting requirements shown in Figure 1 apply to charter cities. This measure specifies

Hon. Daniel E. Lungren

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that the voting requirements shown in Figure 1 apply to *all* local agencies, including charter cities.



Voter Ratification Requirement for Existing General Taxes. The measure specifies that local agencies must submit to the electorate for a majority vote any general tax approved between January 1, 1995 and the date this measure is approved.

Provisions Relating to Local Assessments

Requirements for New or Increased Assessments. State law authorizes local agencies to levy property assessments to pay for many public improvements and services. State law also authorizes local agencies to impose "standby charges" on property owners to pay for the cost of providing water and/or sewer services. Properties owned by public agencies generally are exempt from assessments and standby charges.

This measure restricts local agency authority to impose new or increased property assessments by:

- Specifying that local agencies may levy assessments only to recoup the cost of providing "special benefits" to property owners. (Special benefits mean a particular and distinct benefit to real property within an assessment district, and not a general enhancement of property values in the area or to the public at large.)
- Requiring local agencies to mail ballots and information to all property owners subject to an assessment.

Hon. Daniel E. Lungren

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- Prohibiting local agencies from imposing an assessment if more than 50 percent of the returned ballots—weighted in proportion to the amount of assessment the property owner would pay—oppose the assessment.

The measure further specifies that (1) parcels owned by governmental agencies are not exempt from assessments, unless an agency can show that it receives no special benefit from an assessment; and (2) standby charges shall be considered assessments.

Impact on Existing Assessments. By July 1, 1997, local agencies must bring existing assessments and standby charges into compliance with the requirements specified for new assessments. Existing assessments that meet any of the following criteria, however, are exempt from this requirement:

- Imposed exclusively to pay for capital costs or maintenance and operation of sidewalks, streets, sewers, water systems, flood control, drainage systems, or vector control (such as mosquito abatement).
- Used exclusively to repay bonded indebtedness.
- Previously approved by at least a majority of the electorate.
- Imposed pursuant to a request by all the landowners.

Provisions Relating to Property-Related Fees and Charges

Requirements for New or Increased Fees and Charges. The measure sets forth three sets of requirements regarding local agency adoption of new or increased property-related fees and charges (from now on called "fees"). Typical property-related fees include water, sewer, and waste charges. Figure 2 (page 4) summarizes these requirements.

Impact on Existing Property-Related Fees and Charges. The measure states that local agencies must make their existing fees comply with the fee limitation provisions (shown in the first row of Figure 2 on page 4) by July 1, 1997. The measure provides no exceptions to this requirement.

The measure's provisions may preclude the current practice of some local agencies diverting certain fee revenues to pay for unrelated activities. This provision may also reduce or eliminate certain fees levied to finance future capital expansion. Finally, this provision could impede certain existing cost allocation policies (such as, lifeline or differential business rates) which redistribute the cost of a service among property owners.

Hon. Daniel E. Lungren

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Figure 2
Proposed Requirement For Property-Related Fees
<div style="background-color: #cccccc; height: 15px; width: 100%;"></div>
<p>Fee limitation</p> <ul style="list-style-type: none"> Revenues from fees for a service cannot be used for a different purpose, or exceed the amount needed to provide the service. Local agencies may not charge property owners fees for services not immediately available to them, or for general governmental services available to the public at large.
<p>Public hearing and protest procedure</p> <ul style="list-style-type: none"> Before imposing new fees or increasing existing ones, agencies must mail a notice of a proposed fee to every property owner. If a majority of the property owners protest a proposed fee, the local agency shall not impose the fee.
<p>Voter approval</p> <ul style="list-style-type: none"> With the exception of water, sewer, and refuse collection fees, all new or increased fees must be approved by either (1) a majority vote of property owners or (2) a two-thirds vote of the electorate in the affected area.

Provisions Relating to Initiative Powers

The measure specifies that voters have the right to use the initiative to reduce or repeal *any* local tax, assessment, or fee. This provision broadens the powers of voters to use the initiative to reduce local revenues.

FISCAL EFFECT

This proposed initiative's general impact on local and state government revenues and expenditures is discussed below.

Local Government

Impact on Existing Local Revenues. Local agencies would experience revenue losses beginning on July 1, 1997 due to the measure's restrictions on fees and assessments. The extent of these revenue losses is unknown, but could exceed \$100 million annually. In addition, local agencies would experience lower revenue

Hon. Daniel E. Lungren

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levels if voters failed to ratify the existing property assessments and general taxes placed before them for a vote—or if residents used their expanded initiative authority to reduce or repeal existing local taxes, assessments, or fees.

Impact on Future Local Revenues. This measure could result in local government revenues that are significantly lower than they would otherwise be, due to the measure's provisions relating to new and increased local taxes, assessments, and fees. The extent of these revenue losses cannot be determined, but could easily exceed tens of millions of dollars annually.

Impact on Local Costs. Local agencies would incur costs to review *existing* taxes, assessments, standby charges, and property-related fees and determine whether these revenue-raising mechanisms are affected by the measure. Local agencies would also incur costs to take certain administrative actions such as recalculating some fees and assessments, notifying property owners, and holding elections on some existing assessments. These one-time administrative costs could total several millions of dollars in 1996 and 1997.

Local agencies would also incur increased administrative and election costs to impose *future* taxes, assessments, and fees. These future administrative costs could total millions of dollars annually.

Public Agencies

Cost of Future Assessments. State agencies, school and community college districts, the University of California, cities, counties, and other California public agencies (from now on called "public agencies") would experience increased costs due to the measure's requirement that public agencies pay property assessments related to services or facilities from which they benefit. The magnitude of these costs to public agencies would depend on the level of new assessments in the future, but could eventually total in the tens of millions of dollars annually. Payment of assessments by public agencies would result in a commensurate reduction in the cost of property assessments charged to private property owners.

Cost of Existing Assessments. The measure would require local agencies to adjust certain existing assessments and to charge public agencies their proportionate cost of these assessments. The extent to which this provision would increase public agency costs is unknown, but could total tens of millions of dollars annually. Payment of assessments by public agencies would result in a commensurate reduction in the cost of property assessments charged to private property owners.

Potential Proposition 98 Effect. This initiative could be interpreted by the Legislature or by the courts as shifting the fiscal responsibility for certain assessment-

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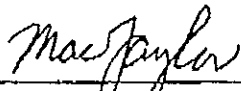
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supported public services or facilities from various local government entities to school and community college districts. If so, the Legislature might choose to, or be required to, reimburse schools and community colleges for any assessments that this initiative requires them to pay. This would result in increased state General Fund costs, potentially millions of dollars annually.

SUMMARY OF FISCAL EFFECTS

- *Revenues.* Annual local government revenue losses, potentially exceeding \$100 million annually, due to restrictions on taxes, assessments, and fees.
- *Costs.* Annual state and local costs—potentially tens of millions of dollars—to pay property assessments and for new procedural and election requirements.

Sincerely,


Elizabeth C. Hill
Legislative Analyst

Russell S. Gould
Director of Finance

NELSON

COMMUNICATIONS

GROUP

1029 J Street, #400 • Sacramento, CA 95814
(916) 443-3354 • FAX (916) 443-3055

MEMORANDUM

June 14, 1996

TO: Special District Representatives
FROM: Nelson Communications Group
RE: Jarvis III Education Program

We are working with the California League of Cities and a number of other agencies and organizations to spearhead a major, statewide education project designed to provide the public with objective information about the so-called Jarvis III initiative that may soon qualify for the November ballot. Our goal is to ensure that the initiative is fully examined from all angles, and that all potential impacts are discussed fully.

As written, the initiative would have a far-reaching effect on literally hundreds of public agencies that rely on revenue from special districts and benefits assessments on property to pay for a wide range of public projects, improvements and services. Our team presently is conducting exhaustive research to better understand both the multi-layered effects of the initiative, as well as specific potential impacts on a variety of special districts; the local, regional and statewide business environment; and the overall quality of life in many California communities.

A number of agencies, groups and organizations, ranging from the League of Women Voters and the California Special Districts Association to California Park and Recreation Society and the Elk Grove Community Services District, already have been of great help in providing background and analysis of the initiative. *We very much would appreciate receiving any additional information from agencies, associations and organizations to gain the broadest possible understanding of this measure.*

The following is some of the information we already have developed about the initiative that may help in your own analysis:

- ◆ It limits the authority of local government to impose taxes and property-related assessments, fees and charges, based on the premise that no taxes should be imposed on Californians without their consent.

- ◆ It requires a majority of voters to approve increases in general taxes and reiterates that two-thirds of voters must approve special taxes.
- ◆ Assessments, fees and charges must be submitted to property owners for approval or rejection, after notice and a public hearing.
- ◆ Assessments must be approved by the property owners and property owners no longer will need to submit protests in excess of 50 percent of those subject to the assessment to stop its imposition.
- ◆ All assessments would be subject to procedures, including a detailed engineer's report, mailed notice and public hearing.
- ◆ All notices must include a ballot for return to the agency indicating support or opposition to the assessment.
- ◆ Property-related fees and charges are limited to the cost of providing the service, and may not be imposed for general governmental services available to the public.
- ◆ With the exception of fees for sewer, water and refuse collection, fees must be approved by a majority vote of the fee payers.
- ◆ No fees or charges may be imposed for a service unless that is either actually used by, or immediately available to, the owner of the property in question.
- ◆ Fees or charges based on potential or future use of a service are not permitted.

Clearly, these and provisions of the initiative generate many questions that must be answered and presented objectively to the public. Initial review of the initiative indicates that the statewide revenue loss to local government could exceed \$100 million, not counting tens of millions in local and state government costs to pay property assessments and for new procedural and election requirements.

Once we complete the research and information-gathering phase, we will begin an intensive period of developing public education materials, initiating outreach programs and conducting other activities to ensure that as many Californians as possible obtain objective information about the initiative and how it affects their own local regions.

Your active support for this project is needed right away to ensure a successful outcome. As additional details are developed from the ongoing research, we will endeavor to keep you updated on a regular basis.

Please contact Bob Giroux or Bill Schreiber at our agency if you have any questions regarding this project.

SENATE LOCAL GOVERNMENT COMMITTEE
Senator William A. Craven, Chairman

BILL NO: SCA 39
AUTHOR: Killea
AMENDED: 05/13/96

HEARING: 06/12/96
FISCAL: No
CONSULTANT: Manatt

CONSTITUTIONAL REVISION

Background and Existing Law

Under the U.S. Constitution's "reserve powers clause," state governments and their voters have the complete authority to organize, finance, and provide the powers of their local agencies [Amendment X]. In California, there are over 7,000 local agencies including cities, counties, special districts, school and community college districts, regulatory agencies, and joint powers authorities. The California Constitution and state statutes provide the authority for local agency formation, powers, and revenues.

I. Organization. The California Constitution says that the state is divided into counties and that the Legislature must provide procedures for city and county formation, county consolidation and boundary changes, and the consolidation of counties and all the cities within their boundaries as a charter city and county [Art. XI, §1, 2, 6].

II. Powers. The California Constitution permits cities and counties to adopt local charters [Art. XI, §3]. A county charter must provide for a governing board structure, the election and appointment of county officers, and the employment of other persons [Art. XI, §4]. A city charter allows a city to govern its "municipal affairs" [Art. XI, 5].

III. Revenues. The California Constitution allows cities, counties, and special districts to impose special taxes (those dedicated to a specific activity) with 2/3 voter approval [Art. XIII A, §4]. The Constitution prohibits a city, county, or school district from incurring debt in one year which exceeds its annual revenues without 2/3 voter approval [Art. XVI, §18].

The Constitution limits the ad valorem tax rate on real property to 1% of the property's full cash value and says that property tax proceeds are allocated by law [Art. XIII A, §1]. The Constitution requires vehicle license fee proceeds that exceed the costs of collection to be allocated to cities and counties according to statute [Art. XI, §15].

In 1993, the Legislature authorized the creation of the California Constitutional Revision Commission (SB 16, Killea, 1993). The 23-member commission, appointed by the Governor, the Senate Rules Committee, and the Assembly Speaker, was directed to examine the following topics:

- The state budget process and intergovernmental fiscal relationships.
- The structure of state governance.
- The configuration of state and local governments and the constraints on the allocation of local responsibility.
- The integration of community resources to reduce duplication and increase productivity of local service delivery.

After convening numerous public forums, the Commission submitted a preliminary report to the Legislature in the form of SCA 39 (Killea) and ACA 49 (Isenberg). The Commission wants the Legislature to place its proposal on the November 1996 state ballot.

The Senate Rules Committee referred SCA 39 to the Committee on Constitutional Amendments, but due to the bill's broad policy implications, asked several policy committees to examine portions of the measure. The Rules Committee wants the Local Government Committee to analyze and comment on SCA 39's proposed changes to the organization, powers, and financing of local government.

Proposed Law

Senate Constitutional Amendment 39 makes several changes to the California Constitution.

I. Citizen's Charter Commission. By February 1, 1997, SCA 39 requires the formation of a citizens' charter commission in each county consisting of:

- Five members appointed by the board of supervisors, two of whom are officers or employees of a local agency.
- Six members appointed by the cities within the county, three of whom are officers or employees of a local agency. [In a county without cities, these six members are appointed by the board of supervisors].
- Two members appointed by the school districts in the county, one of whom is an officer or employee of a local agency.
- Two members appointed by the special districts in the county.

SCA 39 requires the Legislature to set the procedures for selecting city, school district, and special district commission appointees. By resolution of the boards of supervisors, counties may form a multi-county commission and adopt a multi-county community charter. The commission can appoint additional members to its board as long as less than a majority of the commission's membership are local agency officers or employees.

II. Home Rule Community Charters. SCA 39 requires each citizen's charter commission to develop and adopt a plan which prescribes local government services and financing. The plan must:

- Reduce the number and costs of local governments.
- Increase public accountability.
- Designate which local agencies will provide which services with which governance structures and revenues.
- Create a multi-year capital outlay plan for infrastructure and designate the local agencies responsible for its implementation.
- Provide for the organization and administration of joint state-local programs.
- Allocate (non-school) property tax revenues, sales tax revenues, and vehicle license fees.
- Procedures for the organization, reorganization, and boundaries of the local agencies included in the charter.

General law cities and counties that participate in a community charter can control their own municipal affairs, except as provided by the community charter. A community charter can also prescribe the municipal functions to be performed by counties. A community charter can provide procedures for local agency organization and boundary changes that differ from state law. A multicounty community charter can provide procedures of county formation, consolidation, boundary changes, and city-county consolidations that differ from state law.

SCA 39 allows a community charter to provide for the organization and administration of joint state-local programs in a manner that differs from state law.

SCA 39 allows any new special or general tax imposed pursuant to a community charter (except a property tax) to be imposed a majority vote of the local agency's governing board and majority voter approval. A community charter can, however, provide for higher vote requirements or other terms and conditions to impose a tax, but cannot reduce or restrict charter cities' power to tax. If local agencies are governed by a community charter, they may impose taxes that are countywide or effective in a region of the county. SCA 39 also permits a county to impose a sales tax up to $\frac{1}{2}\%$ to support the county's school districts.

SCA 39 permits local agencies to issue general obligation bonds to implement a community charter's capital outlay with majority voter approval.

SCA 39 allows a community charter to allocate revenues from vehicle license fees and non-school property tax revenues in ways that differ from state law. SCA 30 also allows a community charter to allocate the proceeds of the Bradley-Burns $1\frac{1}{4}\%$ Uniform Local Sales Tax.

III. Charter Election. The commission must submit a proposed community charter plan to the county voters by November 7, 2000. If the voters reject the charter, the commission may propose a subcounty charter with the required elements and place the subcounty charter before the voters.

One-half of the commission's formation, administrative, and election-related costs must be paid by the state and one-half must be borne by the local agencies.

IV. State-Local Realignment Plan. SCA 39 requires the Governor to submit a state-local reorganization plan to the Legislature by June 1, 1997. The plan must assign program responsibilities and authority to the state and local governments that will organize, administer, and finance the programs. Programs with shared responsibility must provide local administrative flexibility. To help draft the realignment plan, the Governor must establish an advisory committee with local agency representatives.

The Governor must submit his proposal to the Legislature in the form of a bill for introduction by the Local Government Committee chairpersons. The Legislature must pass the plan, subject to amendment, by September 15, 1997.

After the Legislature adopts the statute, the updated realignment plan must be incorporated into the state strategic plan that the Governor submits to the Legislature in 2001 and every four years. The strategic plan must propose programmatic relationships between local governments and the state.

V. Miscellaneous. SCA 39 states that any action or inaction by a charter city, or a local agency participating in a community charter, is presumed to pertain to that agency's municipal affairs, except in limited instances.

SCA 39 requires the Legislature to create a uniform system of financial disclosure for all local agencies, including revenues, expenditures, debts, and liabilities.

Comments

1. Brave new world. The Legislature and the Governor formed the California Constitutional Revision Commission (CCRC) to examine state and local government structural, functional, and financial conditions and relationships. The CCRC held over 200 public meetings, hearings, forums, and video conferences across the state. After two-years of deliberations and public testimony, the 23-member CCRC adopted its recommendations for state and local reorganization and reform. The CCRC's proposal, embodied in SCA 39, promotes clarification, cooperation, and accountability in state and local agencies. SCA 39 requires the Legislature to clarify state-local relationships by assigning program responsibilities to specific public agencies. The measure also

promotes regional and intergovernmental cooperation by allowing local communities to allocate revenues between local agencies and control the organization and boundaries of local agencies. SCA 39 also makes it easier for local agencies to fund local needs and desires by granting additional local revenue authority. By helping to make intergovernmental relationships more clear, and by giving communities enhanced local control, SCA 39 helps California and its local governments prepare to meet the needs of the next century.

2. No guarantee. SCA 39 provides a *process* for local agencies to reform themselves, but it doesn't ensure local reforms. The bill requires each county to put a community charter proposal before its voters, but that charter could merely extend the status quo. Because local agencies rarely cede power or revenue voluntarily, what will inspire them to cooperate by sharing revenues or opting for new government structures? To receive SCA 39's benefits --- enhanced local control and revenue powers --- local agencies need merely state their *intent* to reduce agencies and improve accountability. Because SCA 39 provides a process and not a solution or alternative for local agency restructuring, the bill may not lead to broad, fundamental changes at the local level. Will SCA 39 merely result in an additional layer of government, procedures, and confusion?

3. Local control. SCA 39 enhances local control in several significant ways. First, it allows community charters to designate service providers, revenues allocations, and local reorganization procedures. Secondly, it lets general law cities and counties that participate in a community charter to control their own "municipal affairs." Finally, SCA 39 provides a strong statement and rebuttable presumption that a charter entity's actions or inactions are related to its municipal affairs and thereby cannot be impinged upon by state law except under very limited circumstances. Because SCA 39's provisions substantially enhance local self-determination, they significantly reduce the Legislature's ability to enact policies that it determines are "issues of statewide concern."

4. Who wins? Under SCA 39, all local agencies that adopt a community charter can receive enhanced local control, additional revenue powers, and more control over their local organization. However, even in areas with community charters, *city charters* will remain supreme. Because a community charter cannot interfere with the powers of a city charter, charter cities can retain additional control over their powers and revenues. Though community charter entities benefit from SCA 39, charter cities benefit the most.

5. Level playing field? Cities, counties, special districts, and school districts all participate in creating a community charter, but they don't all participate to the same degree. While a community charter can allocate non-school property tax revenues to other agencies, a school entity's property tax allocation cannot be reallocated. Moreover, whereas the current Constitution prohibits cities, counties, and school districts from incurring debt that exceeds their income without 2/3 voter approval, special districts are not subject to the same

limitation. Because SCA 39 amends the Constitution's debt section, perhaps its should treat special districts like all other local agencies. In addition, because non-school entities are subject to property tax reallocation under a community charter, perhaps schools should participate on the same level.

6. County sales taxes. SCA 39 allows a county, whether or not it participates in a community charter, to impose a $\frac{1}{2}\%$ sales tax countywide with majority voter approval to support schools. Local agencies may wish to impose a similar tax for other local services, such as parks, libraries, and public safety. Because SCA 39 promotes local control, should local officials decide which services to fund with their new sales tax authority?

7. What about charter counties? Under the current Constitution, charter cities govern their own "municipal affairs." Charter counties, however, are only entitled to special authority to control their governing board, officers, and employees. Under SCA 39, charter cities will retain control of their "municipal affairs," and *general law* cities and counties that participate in a community charter will be granted the ability to control their "municipal affairs." Charter counties, however, are not granted the ability to control their municipal affairs under SCA 39. For consistency's sake, should *charter* counties that participate in a community charter gain control of their "municipal affairs?"

8. What to do. The Rules Committee asked the Local Government Committee to analyze SCA 39's local government provisions, to hold a hearing on these subjects, and to comment on the proposals by way of a letter to the Constitutional Amendments Committee by June 13, 1996. After the Committee has listened to testimony on SCA 39 and debated the measure's provisions, it may wish to agree on the comments it would like to provide to the Constitutional Amendments Committee.

Support and Opposition (06/06/96)

Support: California Constitutional Revision Commission, League of California Cities.

Opposition: Unknown.

SCA 39

CURRENT LAW

SUBJECT

<i>County formation, consolidation, and boundary changes</i>	The Legislature sets the procedures for county formation, consolidation, and boundary changes [Art. XI, §1].	A multicounty community charter can set alternate procedures for county formation, consolidation, and boundary changes [50th].
<i>City/county consolidation as a charter entity</i>	A county and all cities within it can consolidate into a charter city and county as provided by law [Art. XI, §6].	A community charter can set alternate procedures for counties and their cities to form a charter city and county [53rd].
<i>General law city and county powers</i>	Cities and counties control all local, police, sanitary, and other ordinances and regulations that don't conflict with general law [Art. XI, §7].	General law cities and counties can control their own "municipal affairs," if they participate in a community charter [54th].
<i>Charter cities and counties</i>	No provision.	Charter city actions and inactions are presumed to relate to their "municipal affairs" [52nd].
<i>Citizen's charter commission</i>	No provision.	A citizen's charter commission must be formed by February 1, 1997 in each county to adopt a plan to: prescribe local service delivery and financing, reduce the number of local governments, promote accountability, adopt a multiyear capital outlay plan, address the organization and administration of joint state and local programs, allocate non-school property tax revenues, and sales tax and vehicle license fees

State statute provides for local agency organization and boundaries [Gov't. Code 56000 et seq.].

and impose terms and conditions for local tax levies, and procedures for local organization, reorganization, and boundary changes [60th].

The commission must submit the community charter to the voters by November 7, 2000 [60th].

Actions and inactions of cities and counties in a community charter are presumed to pertain to their municipal affairs [60th].

Special and general taxes

Special taxes require 2/3 voter approval [Art. XIII, §4].

Local agencies can impose taxes with majority voter approval, per their community charter [70th].

Property tax

Property tax revenues are appropriated by law [Art. XIII, §1].

A community charter can provide an alternate allocation of the non-school share of local property tax revenues [69th].

Sales tax

Counties can impose general purpose sales taxes with majority voter approval [Rev. & Tax §7285 et seq.].

A county can impose a ½¢ sales tax with majority voter approval to support school districts [70th].

Sales taxes are allocated to cities and counties pursuant to statute [Rev. & Tax §7204].

A community charter can provide an alternate allocation of the 1 ¼¢ local sales tax rate [60th].

<i>Vehicle license fees</i>	Vehicle license fees are allocated to cities and counties according to law. [Art. XI, §15].	A community charter can provide an alternate allocation of vehicle license fee revenues [58th].
<i>Debt</i>	Cities, counties, and school districts need 2/3 voter approval to incur debt which exceeds their annual income [Art. XVI, §18].	Local agencies can issue general obligation bonds with majority voter approval to fund a community charter's multiyear capital outlay plan [60th].
<i>Financial disclosure</i>	No provision.	The Legislature must provide a uniform system of financial disclosure for all local agencies, including revenues and expenditures [59th].
<i>Strategic plan</i>	No provision.	Every four years beginning in 2001, the Governor must submit a strategic plan that includes proposed programmatic relationships between local governments and the state. The Legislature must adopt a concurrent resolution regarding the strategic plan [20th].
<i>State-local realignment plan</i>	No provision.	By June 1997, the Governor must submit a state-local realignment plan to the Legislature after consulting with local agency representatives. The plan must assign responsibility, funding, and authority to local agencies and the state. The Legislature must pass the plan, as amended, and the Governor must incorporate it into his strategic plan [21st].



June 11, 1996

TO: Members of the Senate Local Government Committee

FROM: Michael Dillon, California Association of Sanitation Agencies
Ralph Heim, California Special Districts Association
Stephen Hall, Association of California Water Agencies
Barbara Glaser, Association California Healthcare Districts

RE: California Constitution Revision Commission Reforms
Local Government and the Home Rule Community Charter Proposal

Senate Local Government Committee
Informational Hearing - June 12, 1996, at 10:30 a.m., Room 112

On behalf of the special district associations referenced above, we oppose provisions outlined in SCA 39 (Killea) and ACA 49 (Isenberg) relating to the local community charter unless amended as outlined below. In particular, the structure and standards proposed for the Citizens Charter Commission (CCC) are flawed in the following respects:

- **Composition of the CCC is skewed in favor of cities and counties**
- **Disproportionate financing responsibility for the charter process**
- **Significant state-mandated costs will be incurred to fund the charter process**
- **Takes the development of procedures for the organization, reorganization and boundaries of local government agencies out of the hands of LAFCO**
- **Fails to adequately address the unique circumstances of multi-county special districts**

BACKGROUND

The Commission issued its preliminary recommendations, conceptual in nature, on the local community charter process in September 1995. As proposed, the local community charter process, if approved by local voters, would create a new structure of local government designed to be more responsive to local needs while improving accessibility to its citizenry. The charter, developed by the governmental entities currently providing the service, would address the organization and financing of local services. One goal of this process was to reduce the number of local governmental entities.

Local Government and the Home Rule Community Charter Proposal

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At the Commission's December 7 meeting, testimony developed by a coalition of special district representatives responded to the local community charter proposal. In summary, the testimony provided:

- Special districts do not fear change and have supported structural reform efforts enacted into law by Chapter 1307, Statutes of 1993.
- The analysis of local service delivery - - a necessary component of the community charter process - - must be fair, objective and balanced.
- The community charter process and standards for charter implementation must be based on principles and criteria as identified in the Commission's report.
- Special districts support the approach to local governmental reorganization under existing law which authorizes local agency formation commissions to initiate and analyze special district consolidations. This approach should be expanded to all units of local government.
- A commitment to assist the Commission in its effort to more fully develop the community charter concept.

No special district representatives were appointed to serve on the Commission. During the Commission's process to develop its recommendations to the Governor and the Legislature, an informal work group (consisting of only city, county and Commission representatives) conferred to develop a home rule community charter proposal which mirrors the proposal provided for in ACA 49 (Isenberg) and SCA 39 (Killea). **Special district and school district representatives were not afforded an opportunity to participate in those discussions despite repeated attempts to do so.** We believe that the product of the Commission's efforts, represented in the two measures, is indicative of the unwillingness of the other stakeholders to afford special districts an opportunity to actively participate.

CONCERNS OF SPECIAL DISTRICTS

Composition of the CCC is skewed in favor of cities and counties

The proposed composition of the CCC is heavily weighted in favor of cities and counties. Counties appoint 5 members, cities appoint 6 and special districts and school districts each appoint 2 members. The flaws in the structure are apparent when one realizes that of California's 58 counties, 3 have no cities and 9 counties have but one city within their boundary. A CCC consistent with this structure would not be rationally created in those counties. For example, in those 3 counties which have no cities, the proposal would have the Board of Supervisors appointing at least 11 of the 15 members of the CCC. **The CCC should have balanced representation to ensure a fair and equitable process.**

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Disproportionate financing responsibility for the charter process

If the cities and counties appoint the majority of the members, is it not likely that the funding formula, as well as the policies recommended, will favor them? We would suggest that the non-State share of the CCC financing should be evenly distributed among the stakeholder groups (counties, cities, school districts and special districts).

Takes the Development of Procedures for the Organization, Reorganization and Boundaries of Local Government Agencies Out of the Hands of LAFCO

Existing provisions of the Cortese-Knox Local Government Organization Act are appropriate in outlining procedures for guiding LAFCO proceedings on organization and reorganization of local government agencies. In addition, reasonable structural reform for special districts is provided in legislation enacted back in 1993, Chapter 1307, which was supported by the special district community. Proceedings that are currently within the jurisdiction of LAFCO should not be superseded by the community charter.

Fails to Adequately Address the Unique Circumstances of Multi-County Special Districts

There are over 300 multi-county special districts in California. SCA 39 and ACA 49 do not include clear provisions indicating how individual CCCs will apportion jurisdiction over and address the responsibilities of multi-county special districts in community charters. By not developing clear guidelines concerning how multi-county special districts will fit into the community charter process, confusion over the jurisdiction and the CCC's ability to meet its objectives and responsibilities of the special districts with regard to the community charter process, will prevail.

RECOMMENDED CHANGES TO PROPOSAL

We encourage you to consider amending ACA 49 (Isenberg) and SCA 39 (Killea) as follows:

- Structure the CCC to consist of 4 representatives, 2 local officials and 2 public members, from each local entity (county, city, special districts and school districts). The 17th member of the CCC shall be appointed by the 8 public members.
- Provide for an equal distribution of the non-State share of financing for CCC activities among the major stakeholder groups (counties, cities, school districts and special districts).

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- Specifically provide that the community charter will not supersede existing law outlining the proceedings for the organization, reorganization and boundaries of local government agencies through LAFCO.
- Provide for the unique concerns of multi-county special districts.
- Return the process to local option. Prior to initiating a charter process, voters must decide whether or not they want a CCC created within their county.
- Modify the standards applicable to the process to provide:
 - (1) Public service costs of the proposed structure will be less than the costs of the current means of providing the services.
 - (2) The reorganized structure improves and promotes public access and accountability for community service needs and financial resources.

We thank you for your time and consideration. If you have any questions or wish further information, please do not hesitate to contact our offices.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: June 18, 1996
SUBJECT: Evaluation of Library Director

BACKGROUND:

At its meeting on May 21, 1996 the Library Board continued the evaluation of the Library Director to its June meeting.

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

TO: Library Board of Trustees

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

DATE: June 18, 1996

SUBJECT: Establish Appropriations Limitation (Gann Limit) for General Operating Fund (FBU 707) for FY 1996-97

BACKGROUND:

Each year local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for next fiscal year.

The growth factor for Placentia Library District is calculated using price and population data provided by the California Department of Finance. This growth factor, when applied to the District's 1995-96 limit, produces its 1996-97 limit.

Calculation of Placentia Library District's Appropriations Limit for 1996-1997:

Take the **price factor** (the percentage change in California per capita personal income over prior year, as provided by the California Department of Finance, expressed as a ratio): 4.67% $(4.67 + 100)/100 = 1.0467$;

Multiply it by the **population change factor** for the City of Placentia as provided by the State Department of Finance, pursuant to Government Code Section 7901 and Revenue and Taxation Code Section 2228, expressed as a ratio: .96% $(.96 + 100)/100 = 1.0096$;

The Library's FY 1995-96 Gann Limit was \$1,658,203.

FY 1996-1997 Gann Limit Calculation:

	Price Factor	1.0467
x	<u>Population Change Factor</u>	<u>1.0096</u>
	Growth Factor	1.0567
x	<u>District's FY1995-1996 Gann Limit</u>	<u>1,658,203</u>
	<u>District's FY 1996-1997 Gann Limit</u>	<u>1,752,223</u>

Resolution 96-1 is Attachment A.

RECOMMENDATIONS:

1. Read Resolution 96-1 by Title only.
2. Adopt Resolution 96-1 by Roll Call Vote.

Al / King

Perro / Al

RESOLUTION NO. 96-1

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE FISCAL YEAR 1996-1997

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County as complied with all the provisions of said law in determining the appropriations limit for the fiscal year 1996-1997.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT that the appropriations limit shall be \$1,752,223 for Fiscal Year 1996-1997.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Sandra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County, hereby certify that the above and forgoing was duly and regularly adopted at a Regular Meeting held on the 18th day of June, 1996.

IN WITNESS THEREOF, I have hereunto set my hand and seal this 18th day of June, 1996.

Sandra M. Stark, Secretary
Board of Trustees
Placentia Library District of Orange County



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edz*
DATE: June 18, 1996
SUBJECT: FY1996-1997 Budget

BACKGROUND

Development of the Fiscal Year 1996-1997 not yet complete. Forms and data that are used for calculation of critical estimates were not received until June 10.

The revenue estimate will be ready by meeting time and the expenditure proposal will probably be completed as well.

Subd. Pub.
RECOMMENDATIONS

1. Receive and file the Revenue Estimates for FY1996-1997.
2. Adopt the Organization Chart for FY1996-1997.
3. Read Resolution ~~96-2~~ by title only.
4. Adopt Resolution ~~96-2~~.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: June 18, 1996
SUBJECT: FY1996-1997 Budget

BACKGROUND:

Proposed Revenue Budget for Fund 707 for FY1996-1997

Revenue estimates (Attachment A) are particularly challenging for FY1996-1997 because of the lingering bankruptcy complications, incomplete reporting from the Orange County Auditor's (OCA) Office for Fiscal Year 1995-1996, and the multi-year assessment property tax rebates paid to property owners in 1995-1996.

The combination of new housing sales and greater turnover of Prop. 13-protected properties should yield an estimated 4% growth factor at maximum.

The bankruptcy recovery distribution estimate may come in 1995-1996 or in 1996-1997. At this point in time the OCA staff is uncertain.

No fund transfers are recommended although it is likely that one will be needed in September or October to carry the District until the December taxes have been received.

Proposed Expenditures Budget for Fund 707 for FY1996-1997

Attachment B contains the Organization Chart for FY 1996-1997 and the Personnel Allocation by Activity for FY 1996-1997. They represent the allocation changes approved by the Board at its April 16, 1996, Meeting.

Attachment C contains the Proposed Expenditures Budget for Fund 707 for FY1996-1997.

The Salaries and Employee Benefits section contains a salary adjustment of 2% for all staff positions except page shelvers. This is the percentage change required for staff represented by the Memorandum of Understanding. This section also includes salary scale step increases for the staff members scheduled to be eligible for them during the year.

In Maintenance of Building and Grounds the HVAC budget continues to reflect only the monthly maintenance and routine additional charges. Major equipment malfunctions will need to be addressed as they arise and possibly funded from a non-operating account.

The major new equipment maintenance expense this year is \$17,100 (\$1,425 per month) for the

comprehensive hardware and software maintenance contract with Advanced Inter Systems for the Local Area Network. This is a significant increase over the original bid of \$825 per month for hardware maintenance but is a comprehensive package that covers everything except the installation of new CD titles and equipment that is not already specified on our list. It does include the installation of updates for existing titles if the staff encounters problems. The first quarterly payment needs to be made by July 15, 1996.

Semi-Annual Bond Payment is again split with one payment coming out of the operating fund and the other from the bond redemption fund. The payment from the operating fund uses \$7,900 from the fund and the balance from the accrued overpayment account at Wells Fargo

The book budget contains \$58,446 for operating fund purchases of books, audio-visual, and periodical materials. Expenditures from this account will be minimized until current year property tax revenues are received in December.

Electricity expenses should decrease slightly as a result of a new lighting system in City Hall and the Police Department.

Equipment contains \$5,000 to replace or upgrade equipment and furniture in support of the electronic publications being purchased through the library materials budget.

Placencia Library District
Proposed Revenue Budget for Fund 707 for Fiscal Year 1996-1997
June 18, 1996

Object Code FY1996-1997	Category	FY1990-1991 Actual	FY1991-1992 Actual	FY1992-1993 Actual	FY1993-1994 Actual	FY1994-1995 Actual	FY1995-1996 Budgeted	FY1996-1997 Proposed
6210	Current Secured	823,832	892,734	824,818	668,080	644,816	700,000	706,000
6230	Prior Secured	24,856	37,363	47,569	100,660	6,809	53,000	53,000
	TOTAL SECURED	848,688	930,097	872,387	768,740	651,626	753,000	759,000
6211	PUBLIC UTILITY	25,633	27,090	28,058	24,362	25,128	25,000	25,000
6220	Current Unsecured	64,438	72,956	56,872	46,640	47,239	50,000	50,000
6240	Prior Unsecured	978	1,258	435	815	461	500	500
	TOTAL UNSECURED	65,416	74,214	57,307	47,455	47,700	50,500	50,500
6690	HOMEOWNER	19,790	20,375	18,101	13,993	12,454	15,500	15,500
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	1,051,776	975,853	854,549	736,908	844,000	850,000
6260	PENALTIES/DELINQUENCIES	4,289	6,019	7,676	2,158	0	0	0
6280	SUPPLEMENTAL - CURRENT	72,614	48,227	34,058	10,037	8,242	8,500	10,000
6300	SUPPLEMENTAL - PRIOR	2,103	3,704	4,939	3,644	2,312	2,500	2,000
6610	INTEREST	46,331	40,373	36,599	31,037	13,041	25,000	15,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	98,323	83,272	46,876	23,595	36,000	27,000
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,150,099	1,059,125	901,426	760,503	880,000	877,000
6970	STATE LIBRARY	144,764	123,758	105,612	86,938	74,112	75,000	70,500
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS					5,324	5,000	20,000
7615	TRANSFER FROM OTHER LIBRARY FUNDS		18,899	100,000	0	0	0	0
7670	LOCAL REVENUE	13,969	17,115	32,866	36,424	32,251	34,000	36,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS			9,102	(8,005)	(750)	0	0
	TOTAL REVENUE	1,243,597	1,309,871	1,306,705	1,016,782	871,441	994,000	1,003,500

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 1996-1997

Proposed June 16, 1996

Library Staff
 (15.95 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)
 Minter

Administrative Services (1.50 FTE)

Administrative Assistant
 Dumitru
 Library Assistant
 (.25 FTE)
 Willauer
 Library Clerk I
 (.25 FTE)
 Walters

Circulation Services (5.75 FTE)

Library Assistant
 (1.00 FTE)
 Burkich
 Library Clerk II
 (.25 FTE)
 Cummings
 Library Clerk I
 (2.00 FTE)
 Wnek (.75 FTE)
 Conn (1.00 FTE)
 Vacant (.25 FTE)
 Library Student Assistant
 (2.50 FTE)

Technical Services (.70 FTE)

Librarian II
 (.50 FTE)
 Shook
 Library Clerk II
 (.20 FTE)
 Cummings

Professional Services (7.00 FTE)

Principal Librarian
 (.50 FTE)
 Ammar
 Library Clerk II
 (.25 FTE)
 Vacant/Clark

Adult Services (2.50 FTE)

Principal Librarian
 (.50 FTE)
 Ammar
 Librarian II
 (1.50 FTE)
 McClain (1.00 FTE)
 Shook (.50 FTE)
 Library Assistant
 (.50 FTE)
 Jackson (.25 FTE)
 Matas (.25 FTE)

Literacy Services (1.25 FTE)

Library Assistant/
 Literacy Coordinator
 (1.00 FTE)
 Matas (.25 FTE)
 Walters (.75 FTE)
 Library Clerk I
 (.25 FTE)
 Wnek

Children's Services (2.50 FTE)

Librarian
 (1.00 FTE)
 Vacant
 Library Assistant
 (.75 FTE)
 Willauer
 Library Clerk II
 (.25 FTE)
 Cummings
 Library Aide
 (.50 FTE)
 Guzman



Placentia Library District

Personnel Allocation by Activity for Fiscal Year 1996-1997
 June 18, 1996

	Admin	Prof. Svcs.	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Principal Librarian		0.50	0.50					1.00
Administrative Assistant	1.00							1.00
Librarian II			1.50				0.50	2.00
Librarian					1.00			1.00
Library Assistant	0.25		0.50	1.00	0.75	1.00		3.50
Library Clerk II		0.25			0.25	0.25	0.20	0.95
Library Clerk I	0.25			0.25		2.00		2.50
Library Aide					0.50			0.50
Page						2.50		2.50
TOTAL	2.50	0.75	2.50	1.25	2.50	5.75	0.70	15.95

PLACENTIA LIBRARY DISTRICT
 PROPOSED EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1995-1996
 June 18, 1996

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ADOPTED	FY97 PROPOSED
0100	Salaries & Wages	624,948.00	700,238.65	752,402.94	554,886.10	518,987.81	512,844	544,905
0200	Retirement (Social Security & Pension Contribution)	86,162.64	87,508.99	101,063.84	90,067.88	73,368.39	72,745	76,084
0300	Health Insurance/Care America			38,981.19	28,676.84	19,117.42	21,688	23,825
	Long Term Disability			2,485.32	3,313.49	2,492.04	2,462	2,149
	Vision Service Plan			2,013.44	1,835.45	1,263.69	1,934	1,067
	Dental			5,702.00	5,912.24	4,219.10	4,295	4,475
	Total Employee Insurance	40,194.04	37,302.50	49,181.95	39,738.02	27,092.25	30,380	31,516
0310	Unemployment Insurance	2,115.00	1,717.00	2,579.76	5,567.31	415.46	1,000	500
0350	Workers Compensation - General	8,979.77	7,602.28	6,098.85	2,731.32	3,864.00	3,800	6,500
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	834,369.42	911,327.34	692,990.63	623,727.91	620,769	659,505
0700-00	Communications - Telephone		0.00	3,554.15	4,121.95	1,928.80	3,000	2,500
0700-01	Communications - Modem/Fax	5,841.73		0.00	0.00	2,713.84	1,800	3,600
0700-02	Communications - Internet/Database			0.00	0.00	483.46	500	500
0700-05	Communications - Broadband Cataloging Access			6,092.77	4,869.85	5,320.19	5,500	5,160
0700-07	Communications - 321 Grant					134.20	135	150
0700-08	Communications - Adult Literacy		0.00	896.35	485.82	553.09	575	250
	Total Communications	5,841.73	0.00	10,543.27	9,477.62	11,133.58	11,510	12,160
0900-00	Food - General Fund		88.83	0.00	1.99	205.95	100	100
0900-07	Food - 321 Grant	0.00			0.00	0.00	50	50
0900-08	Food - Adult Literacy				0.00	30.43	50	50
090-009	Food - Family Literacy			32.26	315.85	35.74	50	0
	Total Food	0.00	88.83	32.26	317.84	272.15	250	200
1000-00	Household Expense	3,311.71	4,479.02	3,595.68	3,172.21	3,177.16	3,500	3,500
1100-00	Insurance	13,065.63	14,716.87	14,649.00	18,374.25	15,223.66	15,500	12,225
1300-00	Maintenance of Equipment - General Fund	3,003.13	7,575.16	4,453.27	6,793.53	5,377.32	8,000	25,100
1300-07	Maintenance of Equipment - 321 Grant			0.00	0.00	0.00	0	0
1300-08	Maintenance of Equipment - Adult Literacy			0.00	0.00	969.00	1,000	1,000
1300-09	Maintenance of Equipment - Family Literacy			0.00	0.00	0.00	0	0
	Total Maintenance of Equipment	3,003.13	7,575.16	4,453.27	6,793.53	6,346.32	9,000	26,100

Handwritten notes:
 3,311.71 - 102 - 102 - 102
 Non-Fund - 102 - 102 - 102

PLACENTIA LIBRARY DISTRICT
PROPOSED EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1995-1996
June 18, 1996

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ADOPTED	FY97 PROPOSED
1400-00	HVAC				4,141.52	2,390.82	3,600	6,500
	Carpet Cleaning				3,176.25	800.00	1,500	1,500
	Groundskeeping, City of Placentia				27,101.43	21,979.52	24,000	21,000
	Plumbing				523.71	765.56	750	500
	Electrical				1,146.60	3,601.71	3,740	3,740
	Cleaning Service				1,174.22	11,400.00	11,700	11,700
	Locksmith				11,683.04	55.19	200	200
	Other				827.12	3,639.32	500	500
	Total Maintenance of Building & Grounds	44,124.45	60,144.19	55,851.09	(575.62)	44,632.12	45,990	45,640
		44,124.45	60,144.19	55,851.09	48,674.56	44,632.12	45,990	45,640
1600-00	Memberships - General Fund				2,978.50	2,154.65	2,400	2,400
1600-07	Memberships - 321 Grant				0.00	0.00	0	0
1600-08	Memberships - Adult Literacy				0.00	135.00	150	150
1600-09	Memberships - Family Literacy				0.00	0.00	0	0
	Total Memberships	2,199.00	3,452.19	3,325.25	2,978.50	2,289.65	2,550	2,550
1700-00	Miscellaneous Expense - General Fund				2,439.95	702.50	0	0
1700-07	Miscellaneous Expense - 321 Grant				0.00	0.00	0	0
1700-08	Miscellaneous Expense - Adult Literacy				0.00	28.03	0	0
1700-09	Miscellaneous Expense - Family Literacy				0.00	0.00	0	0
	Total Miscellaneous Expense	0.00	349.86	0.00	2,439.95	730.53	0	0
	Library Supplies				5,251.95	5,618.20	6,000	7,500
	Printing				4,172.71	8,610.34	9,000	7,849
	EZ Copy - copy cards for sale to patrons				1,571.32	0.00	0	0
	Publications				1,985.00	850.05	1,000	1,000
	Paper				1,143.69	672.00	900	600
	Drinking Water Service				299.40	289.40	300	300
	Other Office Supplies				10,585.64	6,462.27	5,500	5,000
	Total Office Supply Expense - General Fund	28,800.08	20,102.29	28,800.08	20,102.29	22,726.21	22,700	22,249
1800-00	Literacy Dept Educ 321 Grant				729.13	0.00	0	0
1800-07	Supply Expense				3,343.24	2,938.36	3,000	3,000
	Publications				0.00	2,062.86	2,100	2,750
	Paper				86.93	12.31	50	50
	Other Office Supplies				1,953.93	328.25	350	1,500
	Total Adult Literacy Office Supply Expense	2,557.40	3,929.04	2,557.40	3,929.04	5,329.47	5,500	7,300
1800-08	Family Literacy Supply Expense				2,154.59	6,014.75	6,000	0
1800-09	Total Office Expense	19,390.29	24,542.09	36,290.45	26,915.05	34,070.43	34,200	29,549



PLACENTIA LIBRARY DISTRICT
PROPOSED EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1995-1996
June 18, 1996

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ADOPTED	FY97 PROPOSED
1803-00	Postage Expense - General Fund	2,375.04		1,970.50	(19.13)	1,450.99	1,800	1,500
1803-01	Postage Expense - LSCA II Grant				0.00	19.95	100	0
1803-08	Postage Expense - Adult Literacy			894.17	668.89	182.42	300	400
1803-09	Postage Expense - Family Literacy			29.00	477.79	114.84	150	0
	Total Postage Expense	2,375.04	0.00	2,893.67	1,127.55	1,768.20	2,350	1,900
	Care Resources (Employee Assistance)			693.00	455.00	280.00	660	650
	Pension Fund Operating & Investment Mgmt. Expenses			5,029.59	4,487.59	5,640.50	5,800	5,800
	Anaheim Library Automated Library System			42,631.10	37,392.29	37,960.12	40,000	39,000
	Clipping Service			368.52	390.52	392.52	400	400
	Tax Collection Services & Fees by Orange County			545.51	472.55	138.85	175	450
	Advertising			552.50	97.50	72.97	200	200
	Medical Exams			324.00	552.00	760.00	750	500
	Collection Services - Accounts Receivable			0.00	0.00	3,700.00	3,700	3,700
	Audit & Accounting Services			2,950.00	3,200.00	3,530.00	3,750	3,750
	Payroll Preparation			2,367.28	5,120.72	2,441.95	2,500	2,500
	Election Expenses			0.00	0.00	0.00	0	0
	Staff Training in Library			0.00	0.00	0.00	0	0
	Other			8,101.87	10,835.99	2,693.76	3,000	0
	Total Specialized Services - General Fund	61,688.26	64,407.71	63,563.37	63,004.16	57,610.87	60,325	69,950
1900-00	Specialized Services - LSCA II Grant	10,278.00	0.00	0.00	0.00	11,243.26	0	0
1900-07	Specialized Services - 321 Grant				0.00	0.00	0	0
1900-08	Specialized Services - Adult Literacy	6,093.95	2,068.14	1,077.40	630.00	2,653.08	2,750	2,750
1900-09	Specialized Services - Family Literacy	0.00	2,467.26	812.00	(25.00)	5,505.00	5,500	0
1900-18	Tax Collection Services & Fees by Orange County	0.00	13,553.04	2,401.91	1,863.22	1,813.96	2,000	2,200
	Total Specialized Services	78,060.21	82,497.15	67,854.68	65,472.38	78,825.97	71,175	74,900
2000-00	Legal Notices - General Fund	0.00	600.27	521.08	110.88	141.75	500	500
2000-01	Legal Notices - LSCA II Grant	0.00	600.27	521.08	110.88	141.75	750	0
	Total Legal Notices	0.00	1,200.54	1,042.16	221.76	283.50	1,250	500
2100-00	Rents/Leases-Equipment	0.00	82.00	0.00	0.00	0.00	0	0
2200-00	Semi-Annual Bond Payment	71,800.00	71,800.00	0.00	35,900.00	35,900.00	35,900	0
2300-00	Small Tools/Instruments			497.32	0.00	0.00	0	0

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PLACENTIA LIBRARY DISTRICT
PROPOSED EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1995-1996
June 18, 1996

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ADOPTED	FY97 PROPOSED
2400-00	Special Department Expense - Miscellaneous	0.00	745.48	14.95	27.21	414.19	100	100
2400-01	Special Department Expense - Books	122,463.09	115,541.59	109,878.89	23,263.83	50,853.68	25,056	18,446
2400-02	Special Department Expense - Video	5,790.92	5,115.55	957.33	0.00	27.45	2,000	1,000
2400-03	Special Department Expense - Electronic	0.00	3,776.83	0.00	0.00	4,431.22	25,000	10,000
2400-04	Special Department Expense - Periodicals	10,233.49	4,159.91	39,890.38	9,243.74	9,414.09	5,000	26,000
2400-05	Special Department Expense - Audio	5,411.88	7,461.82	4,027.63	1,180.01	0.00	3,000	2,400
2400-07	Special Department Expense - 321 Grant	0.00	4,461.67	0.00	0.00	215.34	0	0
2400-08	Special Department Expense - Adult Literacy	0.00	590.51	118.80	2,252.85	1,381.15	500	500
2400-09	Special Department Expense - Family Literacy	143,899.38	141,853.36	1,439.19	925.19	3,228.99	500	0
	Total Special Department Expense			156,327.17	36,892.83	69,966.11	61,156	58,446
2600-00	Transportation/Travel - General	0.00	60.00	0.00	0.00	0.00	0	0
2700-00	Transportation/Travel - Meetings, Staff Out of Town	8,427.00	10,805.00	6,292.83	5,355.11	6,590.33	0	0
2700-01	Transportation/Travel - Meetings, Staff Local				0.00	1,867.75	2,000	1,500
2700-02	Transportation/Travel - Meetings, Board Out of Town				0.00	61.48	750	750
2700-03	Transportation/Travel - Meetings, Board Local				0.00	699.00	500	500
2700-04	Transportation/Travel - Meetings, LSCA II Grant				0.00	0.00	0	0
2700-07	Transportation/Travel - Meetings, 321 Grant			728.00	0.00	2,631.92	2,750	2,750
2700-08	Transportation/Travel - Meetings - Adult Literacy	0.00	10,805.00	941.50	1,408.01	137.00	500	500
2700-09	Transportation/Travel - Meetings - Family Literacy	8,427.00		7,962.33	1,141.37	91.65	200	0
	Total Transportation/Travel - Meetings				7,904.49	12,079.13	6,700	6,000
280-000	Electricity			56,813.70	57,098.74	48,474.74	58,000	51,000
	Gas			2,917.30	2,033.77	2,938.78	3,075	3,300
	Water			1,888.97	1,683.49	1,803.99	1,925	1,925
	Total Utilities	59,583.61	66,780.08	61,619.97	60,816.00	53,217.51	63,000	56,225
370-000	TOTAL SUPPLIES & SERVICES	455,081.18	489,826.07	426,417.49	327,367.64	369,774.27	364,031	337,795
	Taxes, Assessments (Sales Tax)	0.00	1,262.82	610.04	688.32	1,284.00	1,200	1,200
400-000	Equipment	0.00	19,583.43	711.12	3,863.73	4,725.29	8,000	5,000
400-007	Equipment - 321 Grant	0.00		0.00	0.00	0.00	0	0
400-008	Equipment - CLC Grant	0.00	472.96	0.00	2,202.42	2,150.05	0	0
400-009	Equipment - FFL Grant			0.00	0.00	0.00	0	0
400-111	Equipment	11,181.79	2,245.40	0.00	0.00	0.00	0	0
	Total Equipment	11,181.79	22,301.79	711.12	6,066.15	6,875.34	8,000	5,000
420-000	Structures/Improvements	0.00	107.73	0.00	0.00	0.00	0	0
5600	TOTAL EQUIPMENT EXPENSE	11,181.79	22,409.52	711.12	6,066.15	6,875.34	8,000	5,000
	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	34,733.31	0	0
	TOTAL EXPENSES	1,228,662.42	1,347,867.83	1,339,065.99	1,027,112.74	1,036,394.83	994,000	1,003,500

Advanced Inter Systems

June 17, 1996

Elizabeth Mentor
Placentia Library
411 E. Chapman ave.
Placentia, CA 92620

Dear Elizabeth,

This letter will address and confirm the discussion we had a few weeks ago in relation to the maintenance contract for the computer system we installed at the library.

Your current system under maintenance through 7-15-96 is comprised of:

- (1) Compaq Proliant Serve.
- (1) Disk Subsystem (Raid 5)
- (4) PC Workstations with XCP Card Readers.

The library is currently paying \$825.00 a month for Hardware & Software on site maintenance.

Hardware & Services to be added to the Maintenance Contract:

4 PC Workstation and XCP Card Readers per month.	\$300.00
1 Administrative support in relation to software updates and CD updates that Julie cannot handle on her own or with phone support per month.	\$500.00
Current Maintenance	<u>\$825.00</u>
Total for complete hardware, software & administrative service & support.	\$1,625.00
Discount to Placentia Library	-200.00
Total Per Month	<u>\$1,425.00</u>
The Contract will be for a total of 12 months	<u>\$17,100.00</u>
To be paid yearly at the beginning of each quarter starting July 15, 1996	<u>\$4,275.00</u>

6275 1

June 17, 1996

Corporate Office: 1190 N. Tustin Ave., Anaheim, CA 92807
(714) 630-3000



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: June 18, 1996
SUBJECT: FY1996-1997 Salary Schedule

BACKGROUND

The Memorandum of Understanding between the District and its Employees, approved by the Library Board on July 18, 1995, provides for an increase equal to the percent rise to the nearest tenth (0.1) of one percent, in the cost-of-living for the period March 1995 to March 1996 as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area except, however, that such wage increase shall not be less than two (2) percent, nor more than five (5) percent for all classifications represented by the Association.

The Index, Attachment A, reported a cost of living change for the period March 1995 to March 1996 of 1.7%. The amount applied to the Salary Schedule was the 2% minimum for all classifications except Pages. The adjustment for Pages will be made when the minimum wage is adjusted by the Federal or State government.

The proposed Salary Schedule is Attachment B.

Resolution 93-3 is Attachment C.

RECOMMENDATIONS

1. Read Resolution ⁹⁶⁻² 96-3 by title only.
2. Adopt Resolution ⁹⁶⁻² 96-3.

Second / Reg.

APR 24 1996

CITY OF CERRITOS PUBLIC LIBRARY
 CONSUMER PRICE INDEXES
 PACIFIC CITIES AND U. S. CITY AVERAGE

ALL ITEMS INDEXES
 (1982-84=100 unless otherwise noted)
 MARCH 1996

MONTHLY DATA	ALL URBAN CONSUMERS				URBAN WAGE EARNERS AND CLERICAL WORKERS			
	INDEXES		PERCENT CHANGE		INDEXES		PERCENT CHANGE	
	MAR. 1995	MAR. 1996	Year ending FEB. 1996	Year ending MAR. 1996	MAR. 1995	MAR. 1996	Year ending FEB. 1996	Year ending MAR. 1996
U. S. City Average.....	151.4	154.9	2.7	2.8	148.7	152.2	2.6	2.8
(1967=100).....	453.5	464.2	2.4	2.4	443.0	453.2	2.2	2.4
Los Angeles-Anaheim-Riverside..	156.6	156.2	1.1	1.7	149.3	150.9	1.1	1.7
(1967=100).....	456.9	461.6	1.0	1.7	441.3	446.0	1.1	1.7
San Francisco-Oakland-San Jose.	151.1	153.2	1.8	1.2	148.9	150.5	1.5	1.2
(1967=100).....	464.4	471.0	1.4	1.2	453.5	458.4	1.1	1.2
West	152.8	155.8	2.2	2.4	149.8	152.7	2.2	2.4
(Dec. 1977 = 100)	247.0	251.9	2.0	2.4	241.1	245.7	1.9	2.4
West - A	153.6	155.9	1.8	2.0	149.1	151.2	1.7	2.0
(Dec. 1977 = 100)	250.4	254.2	1.5	2.0	241.4	244.8	1.4	2.0
West - C	135.2	150.8	3.7	4.0	152.2	157.6	3.5	3.9
(Dec. 1977 = 100)	240.7	249.3	3.7	4.0	234.7	243.0	3.7	4.0

Size classes: A = 1,250,000 and over, B = Not available for West, C = 50,000 to 330,000, D = Not available for West.
 Release date April 12, 1996. For more information call (415) 975-4350. CPI 24 hour hotline numbers for the Pacific Cities are as follows:

Anchorage (907) 271-2770	Los Angeles (310) 235-6884	San Diego (619) 557-6538	Seattle (206) 553-0645
Honolulu (808) 541-2808	Portland (503) 231-2045	San Francisco (415) 975-4406	

C

C

C

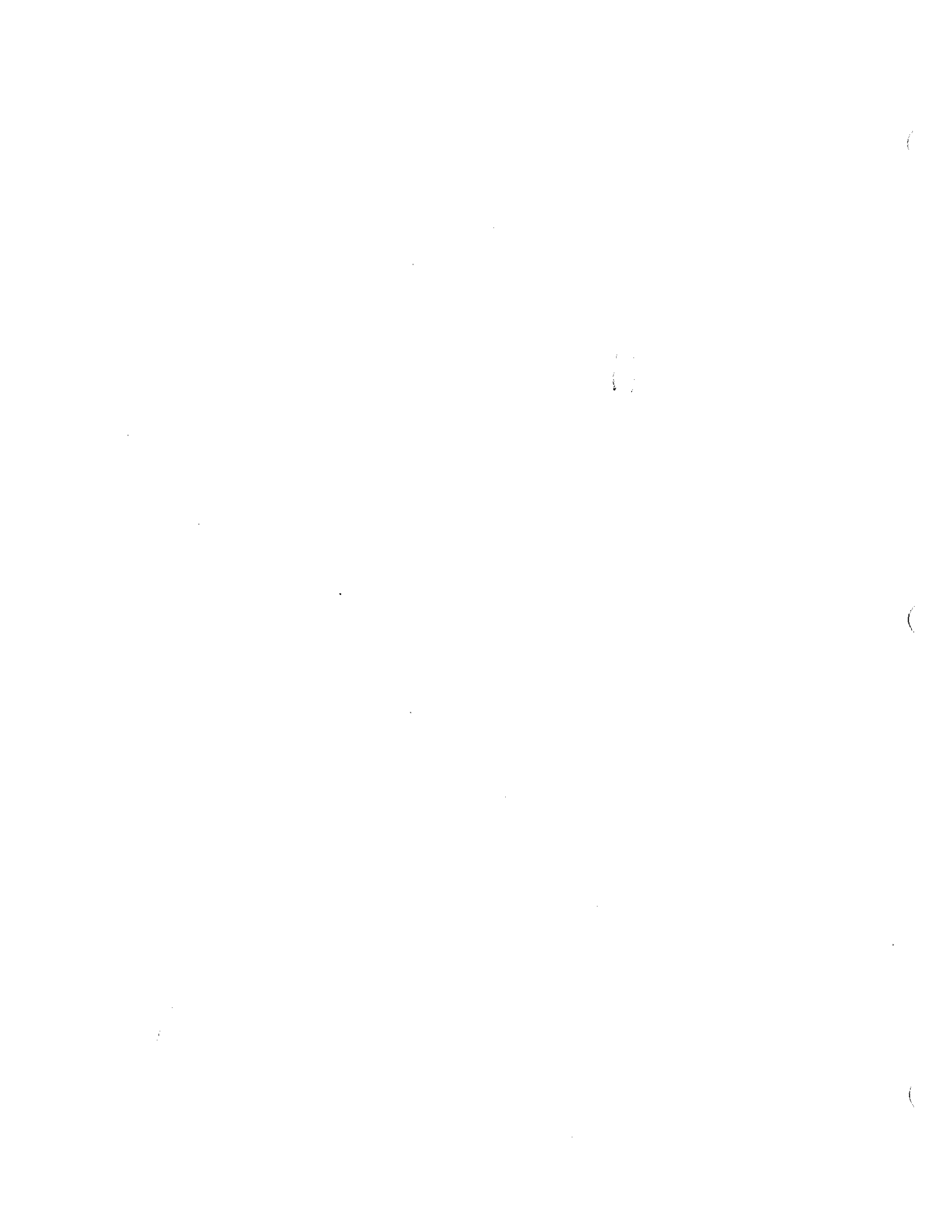
PLACENTIA LIBRARY DISTRICT
Salary Scale for Fiscal Year 1996-1997
effective July 1, 1996

Classification	1	2	3	4	5	6	7	8	9	10	
CLERK I	HR	9.14	9.37	9.60	9.84	10.09	10.34	10.60	10.86	11.14	11.69
	PP	731.14	749.90	767.86	787.44	807.02	827.42	847.82	869.04	891.07	935.14
	AN	19,009.54	19,497.50	19,964.26	20,473.44	20,982.62	21,513.02	22,043.42	22,595.04	23,167.87	24,313.54
	MO	1,584.13	1,624.79	1,663.69	1,706.12	1,748.55	1,792.75	1,836.95	1,882.92	1,930.66	2,026.13
CLERK II	HR	10.34	10.60	10.86	11.13	11.41	11.70	11.99	12.29	12.60	13.23
	PP	827.42	847.82	869.04	890.26	913.10	935.95	958.80	983.28	1,007.76	1,058.35
	AN	21,513.02	22,043.42	22,595.04	23,146.66	23,740.70	24,334.75	24,928.80	25,565.28	26,201.76	27,517.15
	MO	1,792.75	1,836.95	1,882.92	1,928.89	1,978.39	2,027.90	2,077.40	2,130.44	2,183.48	2,293.10
LIBRARY ASST	HR	12.28	12.59	12.90	13.23	13.56	13.89	14.24	14.60	14.96	15.71
	PP	982.46	1,006.94	1,032.24	1,058.35	1,084.46	1,111.39	1,139.14	1,167.70	1,197.07	1,256.64
	AN	25,544.06	26,180.54	26,838.24	27,517.15	28,196.06	28,896.19	29,617.54	30,360.10	31,123.87	32,672.64
	MO	2,128.67	2,181.71	2,236.52	2,293.10	2,349.67	2,408.02	2,468.13	2,530.01	2,593.66	2,722.72
LIBRARIAN I	HR	14.52	14.89	15.27	15.65	16.03	16.44	16.85	17.27	17.71	18.58
	PP	1,161.98	1,191.36	1,221.55	1,251.74	1,282.75	1,315.39	1,348.03	1,381.49	1,416.58	1,486.75
	AN	30,211.58	30,975.36	31,760.35	32,545.34	33,351.55	34,200.19	35,048.83	35,918.69	36,830.98	38,655.55
	MO	2,517.63	2,581.28	2,646.70	2,712.11	2,779.30	2,850.02	2,920.74	2,993.22	3,069.25	3,221.30
LIBRARIAN II	HR	16.91	17.34	17.77	18.22	18.67	19.14	19.61	20.10	20.60	21.64
	PP	1,352.93	1,387.20	1,421.47	1,457.38	1,493.28	1,530.82	1,569.17	1,608.34	1,648.32	1,731.55
	AN	35,176.13	36,067.20	36,958.27	37,891.78	38,825.28	39,801.22	40,798.37	41,816.74	42,856.32	45,020.35
	MO	2,931.34	3,005.60	3,079.86	3,157.65	3,235.44	3,316.77	3,399.86	3,484.73	3,571.36	3,751.70

Signature: _____ Date: June 18, 1996

Margaret V. Dinsmore, President





PLACENTIA LIBRARY DISTRICT
Salary Scale for Fiscal Year 1996-1997
effective July 1, 1996

	1	2	3	4	5	6	7	8	9	10
ADMIN. ASST.	HR 14.04	14.38	14.75	15.12	15.49	15.88	16.28	16.69	17.11	17.95
	PP 1,122.82	1,150.56	1,179.94	1,209.31	1,239.50	1,270.51	1,302.34	1,334.98	1,368.43	1,436.16
	AN 29,193.22	29,914.56	30,678.34	31,442.11	32,227.10	33,033.31	33,860.74	34,709.38	35,579.23	37,340.16
	MO 2,432.77	2,492.88	2,556.53	2,620.18	2,685.59	2,752.78	2,821.73	2,892.45	2,964.94	3,111.68
PRINCIPAL	HR 23.18	23.77	24.36	24.97	25.59	26.23	26.89	27.56	28.25	29.66
LIBRARIAN	PP 1,854.77	1,901.28	1,948.61	1,997.57	2,047.34	2,098.75	2,150.98	2,204.83	2,260.32	2,372.93
	AN 48,223.97	49,433.28	50,663.81	51,936.77	53,230.94	54,567.55	55,925.38	57,325.63	58,768.32	61,696.13
	MO 4,018.66	4,119.44	4,221.98	4,328.06	4,435.91	4,547.30	4,660.45	4,777.14	4,897.36	5,141.34
LIBRARY DIRECTOR	HR 36.40									
	PP 2,912.30									
	AN 75,719.90									
	MO 6,309.99									
LIBRARY AIDE	HR 6.02	6.17	6.32	6.49	6.64	6.81	6.98	7.16	7.33	7.70

PAGES	Starting Wage	6 Month	1 Year
	4.50	4.75	5.00

Signature: _____ Date: June 18, 1996

Margaret V. Dinsmore, President

96-97

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY ESTABLISHING THE SALARIES FOR EMPLOYEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation of all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 1996-1997 dated June 18, 1996, and implements such on July 1, 1996.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSTAIN: TRUSTEES:

ABSENT: TRUSTEES:

State of California)
)ss.
County of Orange)

I, Sandra M. Stark, 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 eighteenth day of June, 1996.

IN WITNESS THEREOF, I have hereunto set my hand and seal this eighteenth day of June, 1996.

Sandra M. Stark, Secretary
Board of Trustees of the Placentia Library District
of Orange County

TO: Library Board of Trustees

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

DATE: June 18, 1996

SUBJECT: Establish Fines and Fees Schedule for Fiscal Year 1996-1997

BACKGROUND

Review and revision of the Placentia Library District Fines and Fees Schedule is part of the annual budget process. The last revision was authorized on June 20, 1995.

The following revisions are recommended for implementation July 1, 1996.

Category	Current	Proposed
Library Card Replacement	.25	1.00
Laminating, per foot	3.50	N.A.
Laminating, per sheet	N.A.	1.00
Photocopy, per page, black ink	N.A.	.15
Printing & Photocopy, per page, color	N.A.	1.00
Multipurpose Room set-up	10.00	15.00
Multipurpose Room clean-up	10.00	15.00

Resolution ⁹⁶⁻³~~96-4~~ and the proposed Placentia Library District Fines and Fees Schedule is Attachment A.

RECOMMENDATION

1. Read Resolution ⁹⁶⁻³~~96-4~~ by title only.
2. Adopt Resolution ⁹⁶⁻³~~96-4~~.

RESOLUTION ⁹⁶⁻³~~96-4~~

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE FINES AND FEES SCHEDULE FOR FY 1996-1997

WHEREAS, Section 19645 of the Education Code of the State of California establishes that the Board of Library Trustees shall make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the library, and all property belonging to it; and

WHEREAS, Section 19661 of the Education Code of the State of California establishes that for violation of any rule, regulation, or bylaw a person may be fined or excluded from the privileges

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fines and Fees Schedule for Fiscal Year 1996-1997 dated June 19, 1995, and implements such on July 1, 1996.

- AYES: TRUSTEES:
- NOES: TRUSTEES:
- ABSTAIN: TRUSTEES:
- ABSENT: TRUSTEES:

State of California)
)ss.
County of Orange)

I, Sandra M. Stark, 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 eighteenth day of June, 1996.

IN WITNESS THEREOF, I have hereunto set my hand and seal this eighteenth day of June, 1996.

Sandra M. Stark, Secretary
Board of Trustees of the Placentia Library District
of Orange County

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

*Adopted by the Library Board of Trustees, June 21, 1993
Revision Proposed June 19, 1996*

<u>FINES</u>	<u>PER DAY</u>
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, and Compact Discs	\$.20
Videos and CD-ROMs	2.00

There is a two day *grace period* on fines for all items except videos and CD-ROMs. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

<u>MAXIMUM FINE PER ITEM</u>	<u>MAXIMUM</u>
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, Compact Discs, Videos and CD-ROMs	\$ 10.00

<u>RESERVES & SHELF CHECKS</u>	<u>PER ITEM</u>
Adult & Children's Books, Magazines, Pamphlets, Books on Tape, Records, Cassettes, Compact Discs, Videos and CD-ROMs	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus	5.00

<u>LOST MATERIALS</u>	<u>DEFAULT*</u>
Adult Books	Item Cost + \$ 5.00 \$ 25.00
Children's Books	Item Cost + \$ 5.00 15.00
Magazines	Item Cost + \$ 2.00 3.00
Records/Cassettes	Item Cost + \$ 5.00 10.00
Pamphlets	Item Cost + \$ 2.00 2.00
Videos	Item Cost + \$ 5.00 50.00
Compact Discs	Item Cost + \$ 5.00 15.00
CD-ROMs	Item Cost + \$15.00 60.00
Books on Tape	Item Cost + \$ 5.00 30.00
Paperback - Adult	Item Cost + \$ 5.00 5.00
Paperback - Children's	Item Cost + \$ 5.00 3.50
Paperback - Foreign Language	Item Cost + \$ 5.00 9.00

*Default price will be used in the event the item cost is not available. The processing fee of \$2.00, \$5.00 or \$15.00 is not part of the default price and needs to be added for the total amount due.

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
Library card replacement	\$ 1.00
Laminating, per sheet	1.00
Printing, black ink, per page10
Photocopy, black ink, per page15
Printing & Photocopy, color, per page	1.00

<u>MULTIPURPOSE ROOM</u>	<u>PER DAY</u>
Four hours	\$ 30.00
Additional hours, per hour per hour <i>up to 4 hours maximum</i>	10.00 <i>36.00</i>
Set-up fee	15.00
Clean-up fee	15.00
HVAC fee for days the Library is closed	125.00

<u>SURCHARGES</u>	
Returned check, up to 30 days	\$ 10.00
Returned check, 30th day and over: the greater of 3 times value of check or	100.00
Report to Collection Agency, per report	15.00

DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type.

Adopted by the Library Board of Trustees, January 18, 1993.



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *etw*
DATE: June 18, 1996
SUBJECT: Travel Authorizations

BACKGROUND:

The Library Director attended the Western Planned Giving Conference in Costa Mesa, May 29-31, as part of her fund raising training activities.

RECOMMENDATION

Ratify travel for Library Director Minter to attend the 1996 Western Regional Planned Giving Conference in Costa Mesa, May 29-31, at a cost of \$225.00 to be paid from the District's Staff Development Account with the Santiago Library System.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: June 18, 1996
SUBJECT: **Extension of Contract with Munson, Cronick & Associates for Audit Services for Fiscal Year 1996-1997**

BACKGROUND:

Upon request of the Library Director, Charles A. Munson, CPA of Munson, Cronick & Associates, submitted on June 7, 1996, a proposal to provide audit services for Placentia Library District for the fiscal year ending June 30, 1996 (Fiscal Year 1995-1996).

This is a one year contract. This will be the fifth year for Mr. Munson to prepare the District's audit.

The contract amount and terms are identical to those in the previous contract. The cost in the proposed contract is \$3,050, an increase of \$100 over the 1994-1995 contract.

Staff at Munson, Cronick & Associates also provide the District with accounting consulting services for various matters on an hourly rate throughout the year. During the past year District staff has used these services for assistance with payroll and tax related inquiries in addition to technical questions about the operation of the office general ledger system.

RECOMMENDATION:

Approve contract with Munson, Cronick & Associates for Audit Services for Fiscal Year 1994-1995 at an amount not to exceed \$3,050 without disclosure to the Library Director and presentation to her of a new fee estimate before incurring additional costs, and authorize signature by the Library Director.

TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian *SA*
 DATE: June 18, 1996
 SUBJECT: Program Committee Report for the Month of May 1996.

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	MAY 96	
	#	#
<i>ADULT SERVICES</i>		
Placentia Pride	1	24
<i>CHILDREN'S SERVICES</i>		
School Visits	48 Clsrooms	1,650
Valencia High Schhol Play	1	55
Class Visits	1	25
Story Hour	3	51
<i>LITERACY SERVICES</i>		
Citizenship Exam	1	6
Conversation Group	5	24
Tutor Training Workshop	4	48
Families For Literacy	5	128



TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant in Children's
DATE: June 18, 1996
SUBJECT: May Activities in the Children's Department

Preschool Storytime - Three storytimes were given with a total of 51 children attending.

Class Visits - One class of 25 children visited the Library. They were given a tour and stories.

Valencia High School Drama - The play *Charlotte's Web* was presented by the Valencia High School Drama Class under the direction of Teresa Christian. It was a wonderful success, over 55 children and adults enjoyed the program.

Summer Reading Program - The theme for the summer reading program is Camp Read S'more. The big bulletin board in the children's department is being transformed into a mural showing Camp Read S'More and Browser the Bear and all his animal friends going to the Library. Thanks to Dottie Cummings and Esther Guzman for their wonderful art work. Elizabeth Minter has donated "Ferdinand" a stuffed bull that will be won by a lucky winner at the end of the summer reading program.

School Visits - The school offices were contacted and days and times were scheduled to visit as many children in their classrooms as possible. Staff and volunteers were then recruited to visit the schools. Three schools were visited in May with a total of 48 classrooms visited and 1,650 children told about the Summer Reading Program at the Library. My special thanks to Peggy Dinsmore who volunteered and visited two schools this month.

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TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer^{ew}, Library Assistant
DATE: June 18, 1996
SUBJECT: Publicity materials produced for May 1996

Information on the Placentia Library cable channel #53:

1. Camp Read S'More Summer Reading Program coming soon.
2. Friends of the Library Annual Booksale in May.
3. Spring session of Story Time for Children.
4. Community Network to meet.
5. Literacy asking for volunteers to take the tutor training program.
6. May quotes.
7. Library Hours.
8. Volunteers needed for the Library.
9. Placentia Library Trustees.
10. Citizenship test given once a month, contact the Literacy Office.
11. Special kickoff program for Camp Read S'More to be held Saturday June 15.

Newspaper articles published:

1. Authors abound in Placentia.
2. Library seen as dependent on system.
3. Population - Placentia 44,600 January 1, 1995; 45,000 January 1, 1996.
4. Womens Club fund raiser benefit Friends of Placentia Library.
5. City's preliminary budget.
6. Orchid Species Society of Southern California to meet at Library.
7. Residents can pick up free Earth Week book covers at the Placentia Library.
8. Literacy volunteer training.
9. Used book sale at the Placentia Library.
10. City's financial report available at Library.
11. El Camino High is among 13 schools honored this year.
12. Placentia looking at less in next year's budget.
13. Checking out the Newport Beach Library .
14. Citizenship exams administered monthly.
15. Open book on privatizing.
16. Barsa seeks Mittermeier's help in getting funds for Villa Park.

33 Authors abound in Placentia

By Sharilyn Miller
Placentia News-Times

Authors abound in Placentia. And they aren't going unnoticed by the library. Last week, fourteen authors residing in Placentia were honored by library staff, volunteers and local residents at the library's annual celebration of National Library Week.

"Authors and libraries belong together," said longtime volunteer Pat Irot, Friends of the Library President. "We need to take pride in the authorship of our community."

Many of the authors are teachers or retired college professors. Most have full-time careers, writing books in addition to pursuing their academic endeavors.

Recognized for their achievements in publishing both fiction and non-fiction for adults and children, each author received a certificate and was publically acknowledged and applauded by the audience.

Name: Gordon M. Bakken, Ph.D.
Age: 53
Authored: Six books, including "Rocky Mountain Constitution Making, 1850-1912"
Years in Placentia: 23
Occupation: History Professor, California State University, Fullerton
Family: Wife, Erica; Daughter, Angela Henderson; Son, Jeffrey Bakken



Bakken

Name: Leland J. Bellot, Ph.D.
Age: 59
Authored: "William Knox: The Life and Thought of an Eighteenth Century Imperialist" and contribution to "Sources of American Independence (two vols.)"
Years in Placentia: 32
Occupation: Professor of History at California State University, Fullerton
Family: Wife, Marlita; two sons Philip, 31, and Bennett, 28

Name: Maureen Burton
Age: unavailable for comment

Name: Jan Frank, M.F.C.C.
Age: unavailable for comment
Authored: "A Door of Hope" and "When Victims Marry"
Years in Placentia:
Occupation: Family therapist

Name: Charles A. Frazee, Ph.D.
Age: 66
Authored: "The Island Princes of Greece," "The Dukes of the Archipelago," "The Orthodox Church and Independent Greece, 1821-1852," "Catholics and Sultans" and "Peoples and Places in World History"
Years in Placentia: 26
Occupation: retired historian
Family: Wife, Kathleen; daughters Sarah and Jill



Frazee

Name: Dorothy Freeman
Age: unavailable for comment
Authored: "St. Patrick's Day," "Kwanzaa," "The Friday Surprise," and "Very Important People (series includes mechanics, food services, printers and pulshers, maintenance, etc.)"
Years in Placentia: 28
Occupation: retired teacher

Name: Carol Gallo
Age: 62
Authored: "Junk and Stuff: A Garage Sale Handbook"
Years in Placentia: 1
Occupation: Gallo Executive Director, Placentia Chamber of Commerce
Family: Sister: Susan Anderson



Name: Steven Kaye
Age: unavailable for comment
Authored: "Meetings in an Hour or Less...or Else!"
Years in Placentia:
Occupation:
Family:



Kaye

Name: Kathy Collard Miller
Age: 46
Authored: 19 books, including "God's Vitamin C for the Spirit," "Help for Hurting Moms...and Hurting Kids,"



Miller

Too!" "Your View of God...God's View of You," "Sure Footing in a Shaky World," and numerous magazine articles

Years in Placentia: 24 years
Occupation: Inspirational speaker on marriage, parenting, and stress
Family: Husband, Larry; two grown children

Name: April Ottavian
Age: 51
Authored: Newspaper columnist
Years in Placentia: 19
Occupation: Secretary at California State University, Fullerton
Family: Son: Brian, 26

Name: Marcial Prado, Ph.D.
Age: unavailable for comment
Authored: "NTC's Dictionary of Spanish False Cognates" and "More Practical Spanish Grammar"
Years in Placentia:
Occupation: Professor, California State University, Fullerton



Prado

Name: David Skates
Age: 48
Authored: "Carry On! Help & Hope for Life's Everyday Battles"
Years in Placentia: 10
Occupation: Preacher
Family: Wife, Nugget; two children: son David, 14, and daughter Christa, 19



Skates

Name: Clairee Tynes
Age: declines
Authored: "The Miracle of Bill"
Years in Placentia: 50 years
Occupation: Tynes Retired; social activist
Family: Husband, John; son, Jacob



Name: Victoria Weselich
Age: unavailable for comment
Authored: "Placentia Historical Committee Oral History Project: Victoria Allec Weselich, interviewed by Kathleen Frazee"

Library seen as dependent on system

332

By Tina Ramos
The News

Out of the 22 cities in the Orange County Library system, only three could easily duplicate their current level of service on their own, according to a recent study.

One of them is Laguna Niguel.

But the city's branch, Crown Valley Library, is housed in a 10,581 square-foot building that serves 60,000 people.

That makes Crown Valley Library unsuitable to function as a stand-alone facility.

The city would have to spend between \$300,000 to \$400,000 to accommodate administrators and staff, space for the collection and processing of materials and an automated circulation system. And it would only provide the current level of service.

To expand services, more money would have to be spent.

The library, which opened in 1987, was not built to operate on its own, said Niguel City Manager Tim Casey.

The city pays about \$895,000 into the Orange County Library System. Crown Valley Library costs are estimated at \$747,000. The difference could be used to make necessary additions and provide an enhanced level of services.

"But that still leaves a question mark as to whether it makes sense to operate a small library serving a population of 60,000," Casey said.

Over time, there could be pressure to enlarge the building — which means more money, he said.

And of course, this presumes

See LIBRARY, page A8

LIBRARY

From page A1

that the county would give the city all of the money plus the land and property for free.

Knowing that library services are important to residents, Mayor Patricia Bates said the city addressed the issue years earlier. Council members allocated money to offset the shortfall in the library's materials budget.

A task force of residents was formed to study the feasibility of how to raise money if the library system collapsed.

The study, published earlier this month, was intended to help the library system run more efficiently.

"The study is a wake-up call to all 22 cities and the county that they have to come together and figure out how to

finance satisfactory library service in the future in light of a 35 percent loss of revenue," Casey said. "That's a pretty tall challenge."

The recent restoration of library hours has created a false sense of security among residents, he said. The public needs to take stock of what kind of library it wants.

"If we don't fix the problem between now and July 1, 1997, the public is going to hate the level of service that can be maintained (with a reduced budget)," he said.

Bates agrees, saying it's going to take heart-to-heart discussions among council members and residents to figure what level of service they want to retain in the city.

Then there's the question of equity.

Bates said the shortest route

to equity is the formation of a joint powers authority, one of the alternatives discussed in the study.

But the idea of JPA is not a popular one right now, Bates said.

Another alternative has the system distancing itself from Board of Supervisors control while being a part of the county government family by creating a library advisory board. It would give more of a voice in the governing of libraries to individual cities. Supervisors could only overrule the board by a 4-1 vote.

All 22 cities are expected to consider the varying options outlined in the study. Responses will be compiled and presented them to the Board of Supervisors, who will make a final decision in June or July.

The Register
Daily MAY 04 1996

Tiny population dip tallied in Santa Ana

³³²
DEMOGRAPHICS: It's the only large California city that didn't grow last year, state estimates show.

By **BONNIE WESTON**
and **GEORGE STEWART**
The Orange County Register

Santa Ana was the only large California city to drop in population last year, although the estimated loss of 527 residents was not enough to knock it from its ranking as the state's ninth-largest city, state demographers said Friday.

"A change like this is absolutely minuscule," Melanie Martindale of the Department of Finance said of the population estimates. "It's really negligible."

Santa Ana's Jan. 1, 1996, population was estimated at 305,800, down from 306,327 a year earlier.

"We decreased? That's a miracle," said Santa Ana City Councilman Ted R. Moreno. "We always think we're growing. The number's so small, it's really irrelevant. We have that many people move in in a week."

California's population in-

creased by 321,000 residents in 1995, or 1 percent, to 32.2 million. Orange County also grew by 1 percent — roughly 27,100 people — to 2.6 million.

Anaheim, which retained its ranking as the state's 10th-largest city, accounted for some of the growth, with an increase of 0.6 percent, to 293,200.

Tustin and Irvine experienced the greatest growth spurts, which municipal officials attribute to new developments and increased home sales.

"We've seen an increase in population largely due to the sale of homes in the Tustin Ranch area," said Tustin Mayor Tracy Worley, whose city grew by 3.4 percent to 63,000.

In Irvine, which grew 4.3 percent to 127,200, Councilman Greg Smith also predicted continued growth.

San Diego had the greatest numerical growth. The state's No. 2 city was up 12,900 residents, or 1.1 percent, to 1,183,100.

The population numbers are estimates based on the 1990 U.S. census and adjusted using various public records.

► **CHART:** A look at populations across Orange County. Page 4

CLOSER LOOK AT NUMBERS

A breakdown of the population-estimate report from the state Department of Finance.

10 LARGEST CITIES IN CALIFORNIA

City	Population 1-1-96	Percent change
Los Angeles	3,638,100	+0.3
San Diego	1,183,100	+1.1
San Jose	849,400	+1.2
San Francisco	755,300	+0.5
Long Beach	437,800	+0.2
Fresno	400,400	+1.2
Sacramento	384,800	+0.1
Oakland	383,900	+0.6
Santa Ana	305,800	-0.2
Anaheim	293,200	+0.6

CITY-BY-CITY POPULATIONS

	1-1-95	1-1-96	Pct. Change
O.C.	2,597,200	2,624,300	1.0
Anaheim	291,500	293,200	0.6
Brea	34,550	34,800	0.7
Buena Park	72,600	72,700	0.1
Costa Mesa	102,100	102,100	0.0
Cypress	46,150	46,400	0.5
Dana Point	35,700	36,000	0.8
Fttn Valley	54,200	54,300	0.2
Fullerton	121,600	122,100	0.4
Garden Grove	151,200	151,400	0.1
Hngtn Beach	186,600	187,200	0.3
Irvine	121,900	127,200	4.3
Laguna Beach	23,600	23,800	0.8
Laguna Hills	24,950	25,000	0.2
Lag Niguel	54,800	55,600	1.5
La Habra	54,000	54,100	0.2
Lake Forest	57,600	57,600	0.0
La Palma	15,500	15,500	0.0
Los Alamitos	12,200	12,300	0.8
Mission Viejo	88,300	89,900	1.8
Newpt Beach	68,900	69,100	0.3
Orange	118,100	119,700	1.4
Placentia	44,600	45,000	0.9
San Clemente	45,950	46,600	1.4
SJ Capstrno	28,650	28,950	1.0
Santa Ana	306,300	305,800	-0.2
Seal Beach	26,350	26,350	0.0
Stanton	31,850	31,900	0.2
Tustin	61,500	63,600	3.4
Villa Park	6,325	6,375	0.8
Westminster	81,900	82,500	0.7
Yorba Linda	57,100	57,600	0.9
Unincptd	170,500	179,600	5.3

SANTA ANA POPULATION IN 1990s

1996	305,800
1995	306,327
1994	307,192
1993	305,794
1992	302,613
1991	299,113
1990	293,827

Sources: State of California, U.S. Census Bureau, Associated Press

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The Register
Daily
APR 27 1996

PLACENTIA 332

The Women's Club's Bingo Bonanza -- a fund-raiser for numerous local charities and school activities sponsored by the club -- opens its doors at 5:30 p.m. Tuesday at the Round Table Clubhouse, 901 N. Bradford St. Early bird bingo gets under way at 6:30 p.m, with regular games starting at 7:15. Players must be at least 18 years old. Minimum cost is \$15. Among the groups to benefit from the event are the Women's Transitional Living Center, the Placentia Boys and Girls clubs, the Red Cross, and Friends of the Placentia Library. For more information call (714) 528-2188.

- Ann Pepper/(714) 704-3777

SAN CLEMENTE

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The Register
Daily

MAY 07 1996

PLACENTIA 332

The city's preliminary budget of \$23,656,909 for fiscal 1996/97 will be distributed to the City Council at tonight's meeting at 7:30 in council chambers at 401 E. Chapman Ave. Council members are not expected to discuss it then, but Finance Director Howard Longballe said the first public hearing on the budget is scheduled for 4:30 p.m. May 21 at City Hall. A second meeting will be held at 5 p.m. June 4. Unless a third discussion meeting is scheduled, the budget will be adopted June 18.

- Sharilyn Miller/(714) 704-3704

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Los Angeles Times
OC Edition
Daily
APR 27 1996

Orchid Species Society of Southern California: Second Sunday. Monthly at 2 p.m. at Placentia Library, 411 E. Chapman Ave.

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The Register
Daily
MAY 26 1996

PLACENTIA 332

Residents can pick up some free Earth Week waste-prevention book covers at the Placentia Linda Library, City Hall and local community centers, while they last. The covers are treebies from the California Local Government Commission as part of its effort to promote recycling. For more information about the covers and the commission call John Fraser, city environmental coordinator, at (714) 993-8117.

- Ann Pepper/(714) 704-3777

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Fullerton Observer
Weekly
MAY 1 - 1996

- April 30 -- Literacy Volunteer Tutor Training, first of five classes to train adults to tutor adult students in reading, writing and comprehension, 6pm to 9pm, Placentia Public Library, 411 E. Chapman, Placentia, \$20, pre-registration required, 524-8408.

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The Register
Daily

MAY 13 1996

PLACENTIA 332

Members of the Placentia Founders Society are raising the roof of the Bradford Mansion, one shingle at a time. While the leaky roof has been replaced by the city to the tune of \$36,400, the society is holding a fundraiser to help defray this cost. Shingle Supporters shell out \$1 to \$9, Gable Givers grant \$10 to \$24, Dormer Donors dish out \$25 to \$49, Portico Providers portion out \$50 to \$74, Roofline Raisers offer \$75 to \$99 and Peak Patrons present \$100. Contributions may be sent to the Placentia Founders Society at 136 Palm Circle, Placentia, Calif. 92670. Call (714) 993-2470.

- Sharilvn Miller/(714) 704-3704

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Los Angeles Times
OC Edition
Daily

MAY 16 1996

Used book sale (Placentia Library, 411 E. Chapman Ave., [714] 528-1906). Sponsored by the Friends of the Library. 10 a.m.-4 p.m. Also Sun., 1-3 p.m.

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The Register
Daily

APR 29 1996

Literacy Volunteer Tutor Training, five-week course begins 6 p.m. Tuesday, Placentia Public Library, 411 E. Chapman, Placentia. 524-8408.

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Fullerton Observer
Weekly

MAY 14 1996

May 18 & 19 — Friends of the Placentia Library Super Sale of used books, magazines, records, tapes & computer software, 10am to 4pm on Sat, 1pm to 3pm on Sun, Community Room, Placentia Library, 411 E. Chapman Ave., Placentia, free, 528-1925.

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The Register
Daily

MAY 17 1996

PLACENTIA 332

El Camino Real High School is among 13 schools honored this year as Model Continuation High Schools. The honorees were selected by the California Department of Education and the California Continuation Education Association.

- Katie Hickox/(714) 565-6904

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Placentia News
Weekly

MAY - 2 1996

City's financial report available at library

Finance Director Howard Longballa has unveiled the city's comprehensive annual financial report for the fiscal year ending June 30, 1995. The contents includes introductory statements, financial statements, balance sheet, statements of revenues, supplemental statements and statistical data.

Copies are available free at City Hall, 401 E. Chapman Ave., and at the library, 411 E. Chapman Ave. For information, call 993-8237.

SPECIAL REPORT

Placentia looking at less in next year's budget

Park and public improvements a priority for officials

By Sharilyn Miller
Placentia News-Times

Placentia's budget for fiscal year 1996-97 is going upward.

Placentia City Administrator Robert D'Amato submitted his preliminary budget at the May 7 meeting of the City Council.

Of the 3.8 percent increase in the general fund, \$272,085 will be spent on a new countywide emergency communications system and the City Hall telephone-system upgrade. Without these expenditures, the general fund would have gone up 2 percent.

In his report, D'Amato stated that losing \$1 million in revenue each year to the state will have an effect on programs and services offered to residents, but that efforts are being made to minimize the impact.

No salary increases are included in the budget. But a full-time recreation program-assistant position has been recommended to meet the needs of population growth. The simultaneous elimination of a part-time recreation coordinator position is also recommended.

The biggest increase in the budget appears under capital improvements: streets, traffic signals, park improvements, sewers and storm-drain construction and maintenance. Per-capita

No salary increases are included in the budget. But a full-time recreation program-assistant position has been recommended to meet the needs of population growth.

spending will jump from \$43 to \$87 per year.

GENERAL FUND

1995-96:
\$15 million

Per capita
spending: \$330



1996-97 proposed:
\$15.5 million

Per capita
spending: \$343

The general fund finances the city's operating expenses; it does not finance the library. The next fiscal year shows an increase of 3.8 percent or \$567,184. Expenditures include \$272,985 for the Police/Public Works/County 800 MHz Emergency Communications System and City Hall telephone system upgrade. There are no salary increases budgeted. A full-time recreation-program assistant position is recommended to meet the growing needs of the community (with the concurrent elimination of a part-time coordinator position). In addition, the Human Services division eliminated a full-time social-services representative position in exchange for two part-time representatives, saving \$10,000 annually.

POLICE/FIRE SERVICES

1995-96:
\$8.86 million

Per capita
spending: \$195



1996-97 proposed:
\$9.35 million

Per capita
spending: \$206



Placentia contracts with the Orange County Fire Authority for fire and paramedic services; contract costs are projected to increase by \$16,007 next year. Placentia has no existing multi-year labor contract with police personnel. The proposed budget assumes no new positions nor any layoffs. Last year three police officers who were previously funded by the asset-seizure fund were transferred back to the general fund due to a reduction in assets seized in drug-related arrests. For 1996-97 one DARE officer remains charged to the asset-seizure fund but the general fund will assume the funding responsibility. The majority of the 1996-97 police expenditure increase is related to capital equipment, which is delineated under the Capital Improvements section.

Finance director Howard Longballe said the increase reflects an emphasis on park development projects, street maintenance, storm-drain projects, and new traffic signals. The second phase of a new computer-aided dispatch system — used to modernize the police mainframe computers — will cost \$40,000.

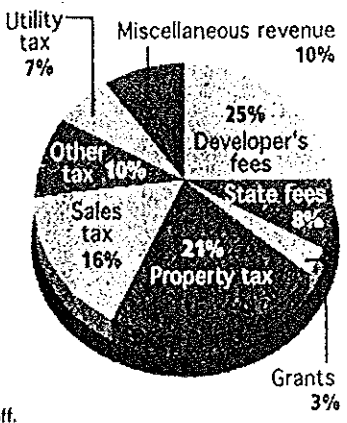
The Placentia Police Department will get four new patrol cars for \$75,181, a 12-station PC network hub for \$14,930 and property room expansion for \$15,000.

HOW THE MONEY COMES AND GOES

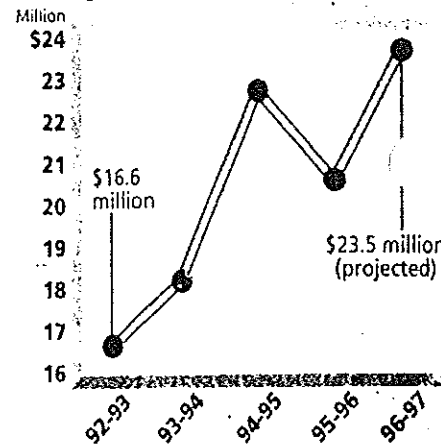
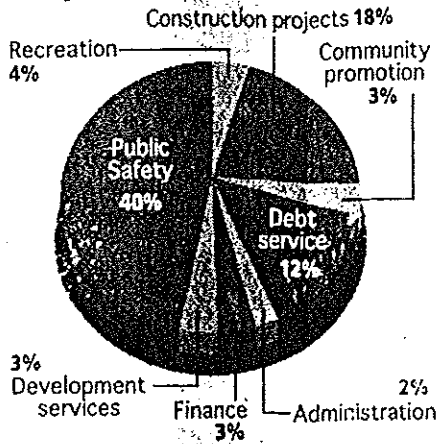
The biggest component of the city's budget is the general fund, which gets most of its revenue from local taxes, fees, investment earnings and permits. In turn, it funds city services, salaries, benefits, materials and supplies.

Percentages are rounded off.

Expected revenue



Proposed expenses



RECREATION/HUMAN SERVICES

1995-96:
\$995,243
 Per capita spending: **\$22**



1996-97 proposed:
\$1.03 million
 Per capita spending: **\$23**



Includes the director of recreation and human services, cultural arts, facilities management and cable services. Recreation services includes the planning and implementation of youth, adult and senior activities. Citywide events including the July Fourth fireworks celebration and holiday tree-trimming ceremony will go forward with no changes. Facilities management includes the coordination of park design and usage, staff support to the TriCity Park Authority and maintenance reports. This year's budget proposes the addition of a full-time recreation program assistance position with the concurrent elimination of a part-time coordinator position.

COMMUNITY DEVELOPMENT

1995-96:
\$1.54 million
 Per capita spending: **\$35**



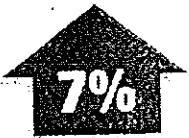
1996-97 proposed:
\$2 million
 Per capita spending: **\$44**



Includes the Redevelopment Agency. Funds from this agency are derived from tax increments and must be spent on projects that will stimulate economic growth within the development area. Expenditures reflect a 30 percent increase because no program assistance/loans were incurred last year. That is because the County Assessor's Office Appeals Board granted \$208,084 in prior year's adjudicated property-tax reassessment refunds. The 1996-97 proposed budget reflects \$385,000 budgeted from the Redevelopment Agency's 20 percent set-aside fund for low/moderate-income housing First Time Homebuyer program, \$45,000 New Construction/Rehabilitation loan program; and \$15,000 for emergency rental assistance.

PARKS/PUBLIC WORKS

1995-96:
\$3.15 million
 Per capita spending: **\$69**



1996-97 proposed:
\$3.37 million
 Per capita spending: **\$74**



Maintenance of city parks, streets, vehicles, engineering, buildings and services are the responsibility of the Public Works department. In 1996-97, Public Works and park expenditures will increase 7 percent reflecting the following: Public Works' share of the County-wide 800 MHz Emergency Communications System: \$74,000; contract street striping carried over from 1995-96: \$31,000; water-rate increase: 25 percent (for irrigation of parks, parkway vistas, median islands, entry islands, parkettes); contract tree trimming: \$15,000; update of aerial photo map: \$11,000; energy-conservation program budgeted under the building maintenance division: \$73,000. The energy conservation program installed and administered by Honeywell, Inc. results in offsetting contract energy cost (natural gas, electricity and water usage reductions), savings incorporated throughout the various city departments.

CAPITAL IMPROVEMENTS

1995-96:
\$2 million
 Per capita spending: **\$43**



1996-97 proposed:
\$4 million
 Per capita spending: **\$87**



Like fiscal 1995-96, the biggest increase falls in this category. The major portion of capital improvements are for streets, traffic signals, park improvements, sewers and storm-drain construction and maintenance. Additionally, general fund capital equipment and vehicle replacement items are included in this category. The budget is up from last fiscal year by 100 percent due to the following: increased emphasis on projects undertaken in park development: \$614,874; street maintenance: \$1,934,000; storm-drain projects: \$317,600; and traffic signalization construction: \$248,000.

HOW TO PARTICIPATE

Residents can influence the budgeting process by attending the Tuesday City Council meeting or calling administration at (714) 993-8117.

- ▶ **SO FAR:** The City Council has had one meeting May 21 to discuss the preliminary budget.
- ▶ **PUBLIC HEARING:** Scheduled for 4:30 p.m. June 4 at 401 E. Chapman Ave. Copies of the preliminary budget are available at City Hall from the administration department.
- ▶ **ADOPTION:** The council will make its final decision regarding the proposed budget June 18.

pacific clippings

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Agenda Item 33
Page 9

The Light
Newport Beach
Weekly APR 25 1996

Checking out the library

332
► **The issue:** City officials are concerned by the large number of non-residents using city libraries, which has risen to about 45 percent because of cutbacks at county libraries. Some council members want to charge nonresidents a fee, but that would end a \$300,000 reimbursement the city now receives from the state, and probably would not raise nearly enough to make up the difference.

► **The latest:** The council on Monday received an update from Assistant City Manager Peggy Ducey on state legislation that would lessen the blow on the city if a nonresident fee were charged.

The bill, authored by state Sen. Ross Johnson, at one point would have paid the city up to \$25 per nonresident for the difference between a nonresident fee and the city's cost to run the library system.

But that has been replaced by new, broader language that would allow the California Library Services Board to waive its restrictions when a city is overburdened by nonresidents. The bill went to the Senate Education Committee on Wednesday.

► **Positions:**

► **Nonresidents should pay.** The high-quality service provided to them by the library system should not be subsidized by Newport Beach taxpayers. Mayor **John**

Hedges at 675-5185 favors this position.

► **It will hurt more than help.**

Charging nonresidents an annual fee could lose the city funds by eliminating the reimbursement the state now gives Newport Beach for nonresident use, and result in a net loss. **LaDonna Kienitz**, city community services director at 717-3800, has this concern.

► **Talk on the street:** "It seems like each bill gets better for us." — Councilwoman Norma Glover.

► **What's next:** The city Library Board will probably take up the nonresident issue in about a month. Johnson's bill went to the senate Education committee on Wednesday.

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Placentia News
Weekly

APR 25 1996

Citizenship exams administered monthly

332

Citizenship applicants can take a citizenship test given at the Placentia Library Literacy Services, 411 E. Chapman Ave. Cost is \$24 with preregistration, \$28 for late and walk-in registration.

Eligibility includes application for citizenship in the next year, study of U.S. history and government, and present intermediate or advanced level of English (test is only given in English). Tests are given monthly.

For information, call Katie Matas, 524-8408.

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post office box 11789
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The Register
Daily

APR 29 1996

EDITORIALS

Open book on privatizing

We're not sure what to read into the fact that our recent editorial on county library funding — which wondered, among other things, whether the four candidates for the Board of Supervisors would favor or oppose raising taxes to shore up public libraries — elicited a response from only one of those four politicians. Only Mark Leyes, councilman from Garden Grove and candidate for the 1st District supervisorial seat, sent in a letter to the editor. There are other, preferable ways of addressing library-funding problems, he said, announcing he opposes the raise-taxes route.

But what of Assemblyman Mickey Conroy and prosecutor Todd Spitzer, the two candidates for the 3d District supervisorial seat? And what of Mr. Leyes's opponent in the 1st district, Westminster Mayor Chuck Smith? For whatever reason, none of them responded to our editorial. We suspect we're not alone in still wondering what position, if any, each of these would-be supervisors holds on the proposal to solve library problems with higher taxes. This is, after all, an honest-to-goodness issue facing the county, arguably much more concrete than, say, the immigration and undocumented-alien questions, which candidates for every level of office love to talk about but which only federal level officials actually have ultimate say over.

One office that did respond to our musings on libraries and taxes was that of Supervisor Jim Silva, whose chief aide said his boss is foursquare against higher taxes, and who pointed to the increased use of volunteers in a Garden Grove library as an example of alternatives to the tax-and-spend strategy. Also, the example of a county library in Seal Beach that was sold to Leisure World, and is managed by those seniors for their exclusive community use, points the way toward another answer to public budget problems. We suggest that state law ought to be eased to allow for the privatization of other libraries — in ways that allow the entire population still to have access.

Although our call for new emphasis on market-oriented solutions stimulated a largely critical letter from County Librarian John M. Adams — who pointed out that some of our proposals, such as charging at least a nominal sum to patrons who take out books, are blocked by state regulations or statutes (we know that, and, again, we urge a push to change those rules) — we should say that Mr. Adams is himself working on some entrepreneurial approaches

The example of a county library in Seal Beach that was sold to Leisure World, and is managed by those seniors for their exclusive community use, points the way toward another answer to public budget problems.

that deserve to be noted, and to be broadened and brought on line as quickly as possible.

For instance, a library scheduled to open in Aliso Viejo later this decade will include a restaurant whose revenues will be shared throughout the library system. There are also plans in the system for charging for reserving a book and for renting extra copies of bestsellers.

The public libraries of tomorrow ought to be "total service environments, like Las Vegas casinos," State Librarian Kevin Starr (the noted historian of California) has argued.

More such innovative reflection is needed. And with it, a greater openness to challenging state rules that inhibit change, rather than citing those rules as a reason change can't be made. The fact is, for instance, that volunteers — including, indeed, perhaps focusing on, retired librarians from both the public and private-sector spheres — could be used still more widely in the public library networks, if rules were changed to allow such creativity.

And anyone who has been to a Borders book and music store, or similar shops that combine coffee and food along with offerings on the printed page, knows the popularity and potential in that approach.

Indeed, some bold experiments with privatization might be the most exciting elements of a creative solution. Sure, this would require changed thinking — and changes in the law — but why be afraid of change? For some reason, many of the people, especially many bureaucrats and government union members, who are most afraid of such creative exploration, have little fear at all of higher taxes — despite their proven destructive effect.

If the Orange County Board of Supervisors votes to raise taxes, they'll be greatly reducing the incentive for broad library reform — and taxpayers should ask them: Why close the book on something so promising?