

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

September 25, 2023

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

Placentia Library District inspires, opens minds, innovates, and connects our community.

District Goals:

-  Strengthen connections and expand community relationships.
-  Provide equitable access.
-  Adapt to community needs.
-  Cultivate thriving collections of resources.
-  Provide and promote relevant library services.
-  Maintain fiscal responsibility and integrity.
-  Support and empower staff.
-  Provide an inviting, pleasant, and safe place to explore.

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

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

Placentia Library District Board of Trustees Regular Date Meeting Agenda, September 25, 2023

4. Oral Communications

Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.

6. Trustee Reports

The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.

7. Library Director Report

8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 – 24 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees Unusual Date Meeting on July 31, 2023. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for July & August 2023. (Receive & File and Approve)

11. FY2021-2022 Fund Balance through July & August 2023; the Schedule of Anticipated Property Tax Revenues for FY2022-2023 as provided by the Orange County Auditor. (Receive & File)

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for July & August 2023 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for July & August 2023. (Receive & File)

14. Acquisitions Report for July & August 2023. (Receive & File)

15. Entrepreneurial Activities Report and July & August 2023. (Receive & File)

16. Library Impact Fee Report for July & August 2023. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for July & August 2023. (Receive, File, and Ratify Appointments)

18. Review Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

19. Administration Report for July & August 2023.

20. Circulation Report for July & August 2023.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, September 25, 2023

19. Administration Report for July & August 2023.

20. Circulation Report for July & August 2023.

STAFF REPORTS (Items 21 – 24)

21. Children's Services Report for July & August 2023.

22. Adult and Teen Services Report for July & August 2023.

23. Technology and Website Report for July & August 2023.

24. Customer Service Report for July & August 2023.

CLOSED SESSION (Item 25)

25. Performance Evaluation of Library Director and Consideration of Changes to Compensation.

NEW BUSINESS (Items 26-41)

26. Approval of Benefits for the Library Director.

27. Board Vacancy Updates

28. Authorize Amendments to Placentia Library District Policy 2327 – Library Page.

29. Authorize Amendments to Placentia Library District Policy 2150 – Compensation.

30. Discuss Proposals Received for the Outdoor Space and Loading Dock Projects and Select a Firm to Provide Design Services.

31. Discuss and Review the Request for Proposal for Audit Services for the 2022-2025 Fiscal Years.

32. Authorize the Business Manager to attend the 2024 Annual California Society of Municipal Finance Officers Conference in Anaheim, California, January 30-February 2, 2024.

33. Authorize the Library Director and the Assistant Library Director to attend the Future of Libraries 2023 Conference in San Francisco, October 3, 2023.

34. Authorize the Executive Assistant to attend the California Special District Association Board Secretary/Clerk Conference in Monterey, California, November 6-8, 2023.

35. Authorize Fund Request for the 2023 Staff Appreciation and Recognition.

36. Introduction and First Reading of Policy 2022 – Employee of the Year Benefits.

37. Adopt Resolution 2023-06: A Resolution to Oppose Initiative 21-0042A1, Limits Ability of Voters and State and Local Governments to Raise Revenues for Government Services.

38. Discuss Letter of Support for Assembly Constitutional Amendment 13 and Authorize President Carline to sign on behalf of the Placentia Library District.

39. Orange County Council of Governments Updates from Secretary Dahl.

40. ISDOC Updates from Trustee Nelson.

41. LAFCO Updates from Trustee Beverage.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, September 25, 2023

AGENDA DEVELOPMENT

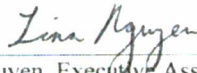
- 42. Agenda Preparation for the October Regular Date Meeting which will be held on October 23, 2023 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 43. The Library Board of Trustees will adjourn the Regular Date September 25, 2023 meeting

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda September 25, 2023 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 20, 2023.



Lina Nguyen, Executive Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
JULY 31, 2023

CALL TO ORDER

President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 31, 2023 at 6:31 p.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Scott Nelson.

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager; Lina Nguyen, Executive Assistant.

Counsel Present: David DeBerry, Woodruff & Smart.

Guests: Margaret Hatanaka, Supervising Librarian; Mayli Apontti, Librarian; Sally Federman, Library Assistant; Rueben Skipper, Placentia Library Friends Foundation President.

ADOPTION OF AGENDA

It was motioned by Trustee Beverage and seconded by Trustee Dahl to adopt the agenda as presented (Item 3).

AYES: Martin, Carline, Beverage, Dahl, Nelson

NOES: None

ABSENT: None

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin took this time to thank Director Contreras and Assistant Library Director Baltierra, as well as everyone else on the team who helped put together her farewell reception. She reported she met with Theresa Kintz to talk about the Freedom to Read Committee and she also attended the Joint Use Meeting.

TRUSTEE & ORGANIZATIONAL REPORTS

Secretary Carline reported she attended President Martin's Reception and the American Library Association Conference.

Trustee Dahl reported she attended the PLFF Board meeting as well as the PLFF meeting regarding potential fundraising ideas, President Martin's Reception and the Orange County Council of Governments meeting.

Trustee Beverage reported she attended President Martin's Reception, a webinar on the Illinois book bans and the American Library Association Conference.

Trustee Nelson reported he attended President Martin's Reception, the Joint Use Meeting, the American Library Association Conference, the ISDOC Executive Meeting, an ISDOC Ad Hoc meeting, and the meeting with the PLFF regarding potential fundraising ideas.

LIBRARY DIRECTOR REPORT

Library Director Contreras reported she attended the same ISDOC meetings as Trustee Nelson as well as the PLFF Board Meeting. She advised she had a meeting set up with the new Placentia-Yorba Linda School District Superintendent, Dr. Cherniss. However, he was sick the day of the meeting and she is working on

getting the meeting rescheduled. She met with the Principal of Valadez Middle School Academy regarding the upcoming bookmobile services and working with the PTA in that area. She took this time to thank staff for their work on President Martin’s reception.

FRIENDS FOUNDATION REPORT

President Skipper reported he attended a meeting with the Library Board of Trustees regarding potential fundraising ideas. They have been pushing out memberships. They went through their previous and present membership list and are sending out 200 membership letters based off of those lists. They gave out information on the PLFF to families during the Summer Reading Program. His goal is to get the membership numbers to go up to 300-500 within the next six to nine months. He also advised they will be putting in more vending machines in the Bodhi area to raise more funds.

CONSENT CALENDAR

The Board requested to discuss Agenda Items 13, 16, 17, and 18. After a brief discussion where staff answered questions from the Board regarding those agenda items, it was moved by Trustee Beverage and seconded by Trustee Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

- AYES: Martin, Carline, Beverage, Dahl, Nelson
- NOES: None
- ABSENT: None

MINUTES FOR JUNE 30, 2023 UNUSUAL DATE MEETING.

The minutes for the June 30, 2023 Unusual Date Meeting were received, reviewed and filed (Item 9).

- AYES: Martin, Carline, Beverage, Dahl, Nelson
- NOES: None
- ABSENT: None

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

- Check Registers for June 2023 (Item 10)
- Fund 707 Balance Report for June 2023 (Item 11)
- Financial Reports through June 2023 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments (Item 12)
- Balance Sheets for June 2023 (Item 13)
- Acquisitions Report for June 2023 (Item 14)
- Entrepreneurial Activities Report for June 2023 (Item 15)
- Library Impact Fee Report for June 2023 (Item 16)

GENERAL CONSENT REPORTS

- Personnel Report for June 2023 (Item 17)
- Review of Shared Maintenance Costs with the City of Placentia (Item 18)
- Administration Report for June 2023 (Item 19)
- Circulation Report for June 2023 (Item 20)

STAFF REPORTS

- Children’s Services Report June 2023 (Item 21)
- Adult Services Report for June 2023 (Item 22)
- Placentia Library Website Technology Report for June 2023 (Item 23)
- Customer Service Report (Items 24)

CONFERENCE REPORTS FROM TRUSTEES AND STAFF.

Director Contreras thanked the Board for authorizing attendance of several staff members for both the California Library Association Conference and the American

Library Association Conference. All notes from each Trustee and staff member are included in the Board Book.

Children’s Supervising Librarian, Margaret Hatanaka, and Library Assistant Sally Federman reported out on their experience, what they learned and the main highlights from the California Library Association Conference.

Librarian Mayli Apontti, Assistant Library Director Baltierra, and Trustees Carline, Beverage, and Nelson reported out on their experience and their main takeaways from the American Library Association Conference.

WEBSITE UPDATE FROM IT CONSULTANT.

Director Contreras reported IT Consultant, Jeremy Yamaguchi, is here to update the Board on the progress of the new website. Staff wanted to show the Board the new website before it went live. Mr. Yamaguchi advised there have been a few “hiccups” on the customization of the home page. Staff are restricted to using templates that are provided by the vendor. Even with these restrictions, Mr. Yamaguchi believes Streamline is still a good vendor for the price point. The Board expressed the new website looks very plain and there is no “wow” factor. Director Contreras advised an RFP was put out for a graphic designer who can potentially make the website look better in the future. The Board advised functionality is the main thing here and as long as it is user-friendly, they have no issues moving forward with the new website. However, they would like to see a bigger logo, more color, and a link that leads to the PLFF website.

BOARD VACANCY DUE TO PRESIDENT MARTIN’S RESIGNATION.

At the last Board Meeting, the Board directed staff to start the process of filling a vacant seat on the Board due to President Martin’s resignation. Staff recommends the Board to appoint Secretary Carline to President Martin’s seat, which is up for re-election in November 2026. Staff will need to solicit interest for filling Secretary Carline’s vacant seat, which ends in 2024. Counsel DeBerry advised staff can make the recommendation to the Board of Supervisors to have Secretary Carline fill President Martin’s seat and the recommendation for a new Trustee to fill Secretary Carline’s seat at the same time. After a discussion, Trustee Beverage made a motion to appoint Secretary Carline to President Martin’s seat with an expired term of 2026. It was seconded by Trustee Dahl. A roll call vote was taken:

AYES: Martin, Carline, Beverage, Dahl, Nelson
NOES: None
ABSENT: None

DISCUSS AND REVIEW REPROGRAPHIC SERVICE BIDS.

Assistant Library Director Baltierra reported she reached out to several vendors to get quotes for the printing of the library newsletters. Most vendors have done work for the library in the past. Staff recommends continuing to work with Advantage Color Graphics, which is the vendor the library has been working with since 2018. After a brief discussion, Trustee Beverage made a motion to award reprographic service to Advantage Color Graphics. It was seconded by Secretary Carline. A roll call vote was taken:

AYES: Martin, Carline, Beverage, Dahl, Nelson
NOES: None
ABSENT: None

CLOSURE REQUEST FOR STAFF DEVELOPMENT DAY ON NOVEMBER 30, 2023.

Director Contreras requested the Board to authorize closing the library for Staff Development Day on Thursday, November 30th. She reported staff would be using this time to put up holiday decorations, work on the strategic plan, and train on a topic that has not been decided yet. She also advised this would be the same day as the City’s Christmas tree lighting event. An event which the library usually closes early for in order to free up parking space for attendees for the event. Trustee Nelson made a motion to authorize a closure on November 30, 2023 for a Staff Development Day. It was seconded by Trustee Beverage. A roll call vote was taken:

AYES: Martin, Carline, Beverage, Dahl, Nelson
NOES: None
ABSENT: None

JOINT-USE COMMITTEE UPDATES FROM PRESIDENT MARTIN.

President Martin reported the Joint-Use Committee had not met in a few months and there was a lot to discuss. The main topics of the July Joint Use Meeting was the Freedom to Read Committee and the new Emergency Operations Center that’s being built.

ISDOC UPDATES FROM TRUSTEE NELSON.

Trustee Nelson reported there are not many updates to give regarding the previous ISDOC meetings he attended. He gave brief update on the letter of support from the Board and other Districts in regards to Initiative #21-0042A1, also known as Initiative #1935, the “Taxpayer Protection and Government Accountability Act”. Director Contreras took this time to thank Mr. Yamaguchi on his assistance with the ISDOC website.

ELECTION OF OFFICERS.

Director Contreras advised the Board will need to elect new officers due to President Martin’s resignation and Secretary Carline filling her Board President position. President Martin nominated Secretary Carline for Board President. It was seconded by Trustee Nelson. A roll call vote was taken:

AYES: Martin, Carline, Beverage, Dahl, Nelson
NOES: None
ABSENT: None

President Martin nominated Trustee Nelson for Board Secretary. It was seconded by Trustee Beverage. However, Trustee Dahl expressed her interest in becoming Board Secretary. Trustee Nelson in turn nominated Trustee Dahl for Board Secretary. It was seconded by Secretary Carline. Trustee Nelson withdrew his name for the Board Secretary position. A roll call vote was taken for the nomination of Trustee Dahl as Board Secretary:

AYES: Martin, Carline, Beverage, Dahl, Nelson
NOES: None
ABSENT: None

AUGUST BOARD MEETING.

Director Contreras advised there are no urgent business items to present to the Board that cannot be postponed until September and is requesting the Board to cancel the August Board Meeting. Also, both she and Trustee Beverage will be at the CSDA Conference during the day of the August Board Meeting. After a brief discussion, the Board approved of going dark in August and meeting again on September 25th.

AGENDA DEVELOPMENT

No agenda items requested at this time.

The next Board Meeting will be on September 25, 2023 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of July 31, 2023 was adjourned at 7:42 p.m.

Jo-Anne Martin, President
Library Board of Trustees

Gayle Carline, Secretary
Library Board of Trustees



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04:03 P.M.
09/13/23
Accrual Basis

**Placentia Library District
Check Register
July 2023**

Date	Ref No.	Payee	Memo	Payment	Type
07/10/2023	13142	OCLC, Inc.	CatExpress Overage & WorldShare ILL	1,863.31	Bill Payment
07/10/2023	13143	MD Medical Clinics	July Statement	651.00	Bill Payment
			Accounting Assistance Services for Month of May	877.50	
07/10/2023	13144	Davis Farr LLP	2023		Bill Payment
07/10/2023	13145	Bridgeall Libraries Limited	Professional Services & ESP Basic	5,625.00	Bill Payment
07/10/2023	13146	Golden State Water Company	Service from 05/23/23-06/22/23	797.47	Bill Payment
07/10/2023	13147	Arcelia Janitorial Service	Janitorial Services from 06/01/23-06/30/23	3,612.00	Bill Payment
07/10/2023	13148	Face Painting by Tiffany	Decorations for JM Reception	1,250.00	Bill Payment
07/10/2023	13149	Placentia-Yorba Linda Unified School Dist	Third Grade Visits bus transportation PO 3	412.00	Bill Payment
07/10/2023	13150	Southern California Edison	Service from 05/30/23-06/27/23	5,704.53	Bill Payment
07/10/2023	13151	Staples, Inc.	Toner & Janitorial Supplies	158.75	Bill Payment
07/10/2023	13152	Cintas	Janitorial Supplies	730.88	Bill Payment
07/10/2023	13153	Kiwanis Club of Placentia	23/24 Corporate Membership	300.00	Bill Payment
07/10/2023	13154	Midwest Tape-Hoopla	Digital Content for June 2023	7,280.56	Bill Payment
				2,632.44	
07/10/2023	13155	Public Agency Retirement Services	Contributions for payroll on 07/05/23		Bill Payment
07/10/2023	13156	Dewey Pest Control	Service from July through September	260.00	Bill Payment
07/10/2023	13157	Envisionware, Inc.	Renewal Invoice	3,350.77	Bill Payment
				1,575.00	
07/10/2023	13158	Jo-ann Stores, LLC - Creativebug	Creativebug Libraries Subscription		Bill Payment
07/10/2023	13159	Library Ideas	Freegal Music Subscription	5,974.00	Bill Payment
07/10/2023	13160	CALNET3	Service from 06/02/23-07/01/23	210.81	Bill Payment
			EBSCO Novelist K-8 and Novelist Online 07/01/23-06/30/24	901.25	Bill Payment
07/10/2023	13161	Califa			Bill Payment
07/10/2023	13162	SDRMA	Medical & Ancillary Benefits August 2023	29,762.27	Bill Payment
07/10/2023	13163	InfoUSA Marketing, Inc.	Data Axle Agreement 07/06/23-06/30/24	7,654.00	Bill Payment
07/10/2023	13164	Placentia Library District	For Payroll on 07/19/23	70,000.00	Bill Payment
07/10/2023	13165	Republic Services	Service from 06/01/23-06/30/23	169.68	Bill Payment
07/17/2023	13166	Eagle Multi Media Productions	IT Support Services for May-June 2023	13,666.25	Bill Payment
07/17/2023	13167	CliftonLarsonAllenLLP	Third interim billing on audit of the District's financial statements for FY 21-22	4,410.00	Bill Payment
				2,682.59	
07/17/2023	13168	Orange County Treasurer-Tax Collector	Allocation of FY 2023-2024 LAFCO Costs		Bill Payment
07/17/2023	13169	Oxford University Press USA	PO 314 - Literacy Collection	23.60	Bill Payment
07/17/2023	13170	Emcor Services - Mesa Energy	Service from 06/01/23-08/31/23	2,542.00	Bill Payment
07/17/2023	13171	Mobile Citizen, LLC	12 month renewal for LOTS hotspots	960.00	Bill Payment
			Facility Lease #ISRF-18-120 A/C#20787700	57,318.49	Bill Payment
07/17/2023	13172	U.S. Bank			Bill Payment
07/17/2023	13173	Minuteman Press	Posters for JM recognition event	174.00	Bill Payment
07/17/2023	13174	New Readers Press	22/23 ESL Materials	1,633.53	Bill Payment
07/24/2023	13175	Woodruff & Smart, APC	For services rendered through 06/30/23	3,366.00	Bill Payment
07/24/2023	13176	Cintas	Janitorial Supplies	304.33	Bill Payment
			Placentia Chamber of Commerce Annual Membership Investment	310.00	Bill Payment
07/24/2023	13177	Placentia Chamber of Commerce		1,095.03	Bill Payment
07/24/2023	13178	Johnson Controls Security Solutions	Service for 08/01/23-10/31/23		Bill Payment
07/24/2023	13179	DEMCO, Inc.	Tech services supplies	104.14	Bill Payment
				2,657.35	
07/24/2023	13180	Public Agency Retirement Services	Contributions for payroll on 07/19/23		Bill Payment
07/24/2023	13181	Charter Communications	Service from 07/12/23-08/11/23	86.29	Bill Payment

04:03 P.M.
09/13/23
Accrual Basis

Placentia Library District

Check Register

July 2023

			Additional payment due for Wild Wednesday performance on 07/26/23	75.00	Bill Payment
07/24/2023	13182	Party Creations			
07/24/2023	13183	Baker & Taylor	Books	3,086.03	Bill Payment
07/24/2023	13184	New Readers Press	22/23 ESL Materials	259.10	Bill Payment
07/24/2023	13185	Placentia Library District	For Payroll on 08/02/2023	70,000.00	Bill Payment
07/31/2023	13186	Avocon Solutions Inc.	Server Migration Services (PO 215)	8,960.00	Bill Payment
07/31/2023	13187	SoCalGas	Service from 06/16/23-07/18/23	47.07	Bill Payment
07/31/2023	13188	Cintas	Janitorial Supplies	717.48	Bill Payment
07/31/2023	13189	Staples, Inc.	Janitorial supplies	714.55	Bill Payment
07/31/2023	13190	Pitney Bowes Purchase Power	July 2023 Statement	616.99	Bill Payment
			Remove and replace 200A 480V contactor for library lighting as existing one has given issues in the past.	4,594.84	Bill Payment
07/31/2023	13191	Brea Electric			
07/31/2023	13192	Baker & Taylor	Books	2,130.53	Bill Payment
			Remaining balance due for performer at Lunch at the Library (PO 18)	1,375.00	Bill Payment
07/31/2023	13193	Ninja Nation LLC			
07/31/2023	13194	JV Plumbing	Clear main line in the women's restroom	220.00	Bill Payment
				135.00	
07/31/2023	13195	California Locksmith Security Solutions	Rekeyed Hanger closet		Bill Payment
			TOTAL	336,018.41	

09:57 A.M.
09/14/23
Accrual Basis

**Placentia Library District
Check Register
August 2023**

Date	Ref No.	Payee	Memo	Payment	Type
08/08/2023	13196	Emcor Services - Mesa Energy	Service on 05/11/23	4,440.00	Bill Payment
08/08/2023	13197	Joe Backflow Co.	Annual backflow test	130.00	Bill Payment
08/08/2023	13198	Public Agency Retirement Services	Contributions for payroll on 08/02/23	2,665.25	Bill Payment
08/08/2023	13199	Arcelia Janitorial Service	Service from 07/01/23-07/31/23	4,250.00	Bill Payment
08/08/2023	13200	Golden State Water Company	Service from 06/22/23-07/24/23	668.94	Bill Payment
08/08/2023	13201	Oxford University Press USA	PO 314 - Literacy Collection	23.60	Bill Payment
08/08/2023	13202	Midwest Tape-Hoopla	Blu-Rays & DVD	7,360.28	Bill Payment
08/08/2023	13203	Southern California Edison	Service from 06/28/23-07/30/23	9,334.14	Bill Payment
08/08/2023	13204	Mobile Citizen, LLC	Hot spot service renewal for 3 devices	360.00	Bill Payment
08/08/2023	13205	Placentia-Yorba Linda Unified School Dist	Toner & Janitorial Supplies	10.44	Bill Payment
08/08/2023	13206	SDRMA	Posters for Passports	26,709.43	Bill Payment
08/08/2023	13207	Baker & Taylor	Books	596.33	Bill Payment
08/08/2023	13208	Envisionware, Inc.	Service renewal	1,220.24	Bill Payment
08/08/2023	13209	Placentia Library District	For Payroll on 08/10/23	70,000.00	Bill Payment
08/17/2023	13210	City of Placentia	Voided	0.00	Bill Payment
08/21/2023	13211	Employment Development Dept.	Unemployment Insurance Benefit Charge from 04/01/23-06/30/23	5,850.00	Bill Payment
08/21/2023	13212	City of Placentia	AT&T Service from 05/01/23-05/31/23 AT&T Service from 06/01/23-06/30/23 Mariposa May and June 2023 Service Commercial Aquatic Services May 2023 Service	3,617.36	Bill Payment
08/21/2023	13213	Republic Services	Service from 07/01/23-07/31/23	179.50	Bill Payment
08/21/2023	13214	UMPQUA BANK	CC Transactions from 07/01/23-07/30/23	7,714.76	Bill Payment
08/21/2023	13215	Dewey Pest Control	August Service	86.00	Bill Payment
08/21/2023	13216	CALNET3	Service from 07/02/23-08/01/23	210.50	Bill Payment
08/21/2023	13217	Los Angeles Times	LA Time Yearly Subscription FY 23/24	883.35	Bill Payment
08/21/2023	13218	Mayli Apontti	Reimbursement for ALA Conference	123.43	Bill Payment
08/21/2023	13219	Tim Balen	June 2023 Mileage Reimbursement	11.40	Bill Payment
08/21/2023	13220	Cintas	Janitorial supplies	304.33	Bill Payment
08/21/2023	13221	Charter Communications	Service from 08/12/23-09/11/23	86.29	Bill Payment
08/21/2023	13222	Eagle Multi Media Productions	IT Support Services for July 2023 ALA Membership Renewal	8,732.50	Bill Payment
08/21/2023	13223	American Library Association	Re: Jeanette Contreras	306.00	Bill Payment
08/21/2023	13224	Baker & Taylor	Books	2,418.44	Bill Payment
08/21/2023	13225	Placentia Library District	For Payroll on 08/30/23	70,000.00	Bill Payment
08/21/2023	13226	Midwest Tape	Digital Content for July 2023	269.09	Bill Payment
08/21/2023	13227	City of Placentia	2023 Heritage Parade Fee	25.00	Bill Payment
08/21/2023	13228	Cintas	Janitorial Supplies	208.63	Bill Payment
08/21/2023	13229	SoCalGas	Service from 07/18/23-08/16/23	49.15	Bill Payment
08/21/2023	13230	RoofTek & Waterproofing Systems	Cleaned out rain gutters and roof	3,965.00	Bill Payment
08/22/2023	13231	Avocon Solutions Inc.	SonicWall 1yr Adv Gateway Security Bundle SonicWall 1yr Network Security Manager Essentials	6,200.00	Bill Payment
08/22/2023	13232	Volgistics Inc.	Renewal for FY 23/24 PO 39	1,116.00	Bill Payment
TOTAL				240,125.38	



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: **Fund Balance Report through July 2023 for Placentia Library District Fund 9LX with Orange County Treasurer**

DATE: September 25, 2023

Fiscal Year 2023-2024	
7/31/2023	817,970.90
8/31/2023	
9/30/2023	
10/31/2023	
11/30/2023	
12/31/2023	
1/31/2024	
2/28/2024	
3/31/2024	
4/30/2024	
5/31/2024	
6/30/2024	

Fiscal Year 2022-2023	
7/31/2022	801,938.74
8/31/2022	802,335.62
9/30/2022	802,800.58
10/31/2022	803,277.00
11/30/2022	803,944.79
12/31/2022	804,777.08
1/31/2023	806,000.95
2/28/2023	807,561.52
3/31/2023	809,466.13
4/30/2023	811,433.09
5/31/2023	813,351.43
6/30/2023	815,598.75

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Fund Balance Report through August 2023 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: September 25, 2023

Fiscal Year 2023-2024	
7/31/2023	817,970.90
8/31/2023	820,434.59
9/30/2023	
10/31/2023	
11/30/2023	
12/31/2023	
1/31/2024	
2/28/2024	
3/31/2024	
4/30/2024	
5/31/2024	
6/30/2024	

Fiscal Year 2022-2023	
7/31/2022	801,938.74
8/31/2022	802,335.62
9/30/2022	802,800.58
10/31/2022	803,277.00
11/30/2022	803,944.79
12/31/2022	804,777.08
1/31/2023	806,000.95
2/28/2023	807,561.52
3/31/2023	809,466.13
4/30/2023	811,433.09
5/31/2023	813,351.43
6/30/2023	815,598.75

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager


SUBJECT: **Financial Reports through July 2023 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: September 25, 2023

Summary of Cash and Investments as of July 31, 2023

Cash with Orange County Treasurer Fund 9LX	\$	817,970.90
General Fund Checking – Bank of the West	\$	178,135.30
General Fund Savings – Bank of the West	\$	2,634,082.96
<i>(Impact Fees in Savings – Restricted)</i>	\$	<i>823,279.34</i>
Payroll Checking – Wells Fargo Bank	\$	185,957.14
Total Cash and Investments	\$	3,816,146.30

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); and that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months.



Jeanette Contreras

Library Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager


SUBJECT: **Financial Reports through August 2023 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: September 25, 2023

Summary of Cash and Investments as of August 31, 2023

Cash with Orange County Treasurer Fund 9LX	\$	820,434.59
General Fund Checking – Bank of the West	\$	318,659.70
General Fund Savings – Bank of the West	\$	2,362,235.48
<i>(Impact Fees in Savings – Restricted)</i>	\$	823,853.90
Payroll Checking – Wells Fargo Bank	\$	124,157.18
Total Cash and Investments	\$	3,625,486.95

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); and that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months.



Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT
 YTD REVENUE REPORT
 AS OF JULY 31, 2023

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,002,718	29,028	(2,973,690)	1.0%
4020	Property Taxes - Current Unsecured	74,371	0	(74,371)	0.0%
4050	Property Taxes - Curr Supplemental	113,049	17,507	(95,542)	15.5%
4070	Interest on Unapport Tax	651	0	(651)	0.0%
4080	Penalties & Costs on Delinq Taxes	22,435	21,582	(853)	96.2%
4090	Taxes Special Dist Augmentation	10,376	0	(10,376)	0.0%
* 4180	Other Revenue	0	0	0	-
4190	State - Homeowners Property Tax Relief	10,816	0	(10,816)	0.0%
	Sub Total	3,234,416	68,117	(3,166,299)	2.1%
INTEREST REVENUE					
4600	Interest	8,500	0	(8,500)	0.0%
	Sub Total	8,500	-	(8,500)	0.0%
GRANT REVENUE					
4210	State Grants	279,000	0	(279,000)	0.0%
4220,4230	Fed/Other Grants	5,000	0	(5,000)	0.0%
	Sub Total	284,000	-	(284,000)	0.0%
MISCELLANEOUS REVENUES					
4410,4414C	PLFF Grants	113,000	0	(113,000)	0.0%
4310	Fines & Fees	18,136	785	(17,351)	4.3%
4320,4330	Passport/Photos	250,758	14,330	(236,428)	5.7%
4340	Meeting Room Fees	100	0	(100)	0.0%
* 4430	Other: Miscellaneous	0	0	0	-
	Sub Total	381,994	15,115	(366,879)	4.0%
TOTAL REVENUES YTD FOR FY 23/24:		3,908,910	83,231	(3,825,679)	2.1%
CASH, INVESTMENTS, & LIBRARY IMPACT FEES					
BEGINNING BALANCE					
	Cash/Investments	4,223,280	(407,134)	3,816,146	
4500	Impact Fees - Restricted Funds	796,215	0	796,215	

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
as of July 31, 2023

8% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,969,183	166,323	0.08	1,802,860
5030	Retirement & Post Employment Trust 115	94,007	5,611	0.06	88,396
5040	Unemployment Insurance	30,000	5,850	0.20	24,150
5050	Health Insurance	214,656	27,543	0.13	187,113
5060	Life Insurance	4,989	369	0.07	4,620
5064	Dental Insurance	16,529	1,139	0.07	15,390
5066	AD & D Insurance	7,958	513	0.06	7,445
5068	Vision Insurance	3,151	227	0.07	2,924
5070	Workers' Compensation Insurance	32,908	2,725	0.08	30,183
5090	Education Assistance Program	0	0	0.00	0
	TOTAL	\$2,373,381	\$210,300	0.09	\$2,163,081
SERVICES & SUPPLIES					
5099	Property & Liability Insurance	69,824	5,944	0.09	63,880
5100	Communications	78,301	9,277	0.12	69,024
5150, 5170, 5180	Janitorial Supplies & Services	67,334	4,625	0.07	62,709
5160	Refuse Disposal	3,272	180	0.05	3,093
5205	Maintenance Equipment	15,000	4,712	0.31	10,288
5210-5280	Building Maintenance	165,000	11,804	0.07	153,196
5290	Memberships	15,500	682	0.04	14,818
5300-5350	Office Expenses & Postage	130,000	9,860	0.08	120,140
5400-5480	Prof./Specialized Services	200,000	10,864	0.05	189,136
5490	Loan Obligation (-bank)	73,900	57,318	0.00	16,582
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	85,000	369	0.00	84,631
5500	Books/Library Materials	350,620	22,112	0.06	328,508
5600	Travel & Meetings/Professional Development	40,000	0	0.00	40,000
5700	Mileage/Parking	650	0	0.00	650
5800	Utilities	45,150	10,050	0.22	35,100
5900	Bookmobile - Vehicle	200,000	0	0.00	200,000
5901	Bookmobile - Collection	70,000	0	0.00	70,000
5902	Bookmobile - Supplies & Materials	15,000	0	0.00	15,000
5903	Bookmobile - Other	90,000	0	0.00	90,000
6000	Other	800,000	0	0.00	800,000
	TOTAL	\$2,514,551	\$147,797	0.06	\$2,366,754
OPERATING EXPENSES		\$4,887,952	\$358,096	0.07	\$4,529,856
FIXED ASSETS & TAXES					
1310	Building Improvements	\$25,000	0	0.00	25,000.00
1320	Equipment & Furniture	\$250,000	0	0.00	250,000.00
2500	Capital Lease (bank)	\$0	0	0.00	0.00
6100	Taxes and Assessments	\$11,849	0	0.00	11,849.00
	TOTAL	\$286,849	\$0	0.00	\$286,849
TOTAL BUDGET		\$5,174,781	\$358,096	0.07	\$4,816,685

PLACENTIA LIBRARY DISTRICT
 YTD REVENUE REPORT
 AS OF AUGUST 31, 2023

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,002,718	29,028	(2,973,690)	1.0%
4020	Property Taxes - Current Unsecured	74,371	0	(74,371)	0.0%
4050	Property Taxes - Curr Supplemental	113,049	20,481	(92,568)	18.1%
4070	Interest on Unapport Tax	651	0	(651)	0.0%
4080	Penalties & Costs on Delinq Taxes	22,435	21,582	(853)	96.2%
4090	Taxes Special Dist Augmentation	10,376	0	(10,376)	0.0%
* 4180	Other Revenue	0	0	0	-
4190	State - Homeowners Property Tax Relief	10,816	0	(10,816)	0.0%
	Sub Total	3,234,416	71,091	(3,163,325)	2.2%
INTEREST REVENUE					
4600	Interest	8,500	0	(8,500)	0.0%
	Sub Total	8,500	-	(8,500)	0.0%
GRANT REVENUE					
4210	State Grants	279,000	0	(279,000)	0.0%
4220,4230	Fed/Other Grants	5,000	0	(5,000)	0.0%
	Sub Total	284,000	-	(284,000)	0.0%
MISCELLANEOUS REVENUES					
4410, 4414C	PLFF Grants	113,000	75,000	(38,000)	66.4%
4310	Fines & Fees	18,136	1,948	(16,188)	10.7%
4320, 4330	Passport/Photos	250,758	31,033	(219,725)	12.4%
4340	Meeting Room Fees	100	440	340	440.0%
* 4430	Other: Miscellaneous	0	0	0	-
	Sub Total	381,994	108,421	(273,573)	28.4%
TOTAL REVENUES YTD FOR FY 23/24:		3,908,910	179,512	(3,729,398)	4.6%
CASH, INVESTMENTS, & LIBRARY IMPACT FEES					
	Cash/Investments	3,816,146	(190,659)	3,625,487	
4500	Impact Fees - Restricted Funds	796,215	27,639	823,854	
	BEGINNING BALANCE		YTD ACTUAL	END BALANCE	

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
as of August 31, 2023

16% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,969,183	328,344	0.17	1,640,839
5030	Retirement & Post Employment Trust 115	94,007	8,276	0.09	85,731
5040	Unemployment Insurance	30,000	5,850	0.20	24,150
5050	Health Insurance	214,656	54,994	0.26	159,662
5060	Life Insurance	4,989	738	0.15	4,251
5064	Dental Insurance	16,529	1,965	0.12	14,564
5066	AD & D Insurance	7,958	1,010	0.13	6,948
5068	Vision Insurance	3,151	454	0.14	2,697
5070	Workers' Compensation Insurance	32,908	5,450	0.17	27,458
5090	Education Assistance Program	0	0	0.00	0
	TOTAL	\$2,373,381	\$407,081	0.17	\$1,966,300
SERVICES & SUPPLIES					
5099	Property & Liability Insurance	69,824	11,887	0.17	57,937
5100	Communications	78,301	23,587	0.30	54,714
5150, 5170, 5180	Janitorial Supplies & Services	67,334	14,952	0.22	52,382
5160	Refuse Disposal	3,272	359	0.11	2,913
5205	Maintenance Equipment	15,000	4,978	0.33	10,022
5210-5280	Building Maintenance	165,000	16,297	0.10	148,703
5290	Memberships	15,500	1,364	0.09	14,136
5300-5350	Office Expenses & Postage	130,000	49,888	0.38	80,112
5400-5480	Prof./Specialized Services	200,000	25,211	0.13	174,789
5490	Loan Obligation (-bank)	73,900	57,318	0.00	16,582
5495, 5910, 5920	Programs, PL.FF Grant, Fed & State Grant	85,000	6,680	0.08	78,320
5500	Books/Library Materials	350,620	49,023	0.14	301,597
5600	Travel & Meetings/Professional Development	40,000	2,049	0.05	37,951
5700	Mileage/Parking	650	11	0.02	639
5800	Utilities	45,150	19,461	0.43	25,689
5900	Bookmobile - Vehicle	200,000	0	0.00	200,000
5901	Bookmobile - Collection	70,000	0	0.00	70,000
5902	Bookmobile - Supplies & Materials	15,000	0	0.00	15,000
5903	Bookmobile - Other	90,000	0	0.00	90,000
6000	Other	800,000	0	0.00	800,000
	TOTAL	\$2,514,551	\$283,067	0.11	\$2,231,484
OPERATING EXPENSES		\$4,887,932	\$690,148	0.14	\$4,197,784
FIXED ASSETS & TAXES					
1310	Building Improvements	\$25,000	0	0.00	25,000.00
1320	Equipment & Furniture	\$250,000	0	0.00	250,000.00
2500	Capital Lease (bank)	\$0	0	0.00	0.00
6100	Taxes and Assessments	\$11,849	0	0.00	11,849.00
	TOTAL	\$286,849	\$0	0.00	\$286,849
TOTAL BUDGET		\$5,174,781	\$690,148	0.13	\$4,484,633

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for July 2023

DATE: September 25, 2023

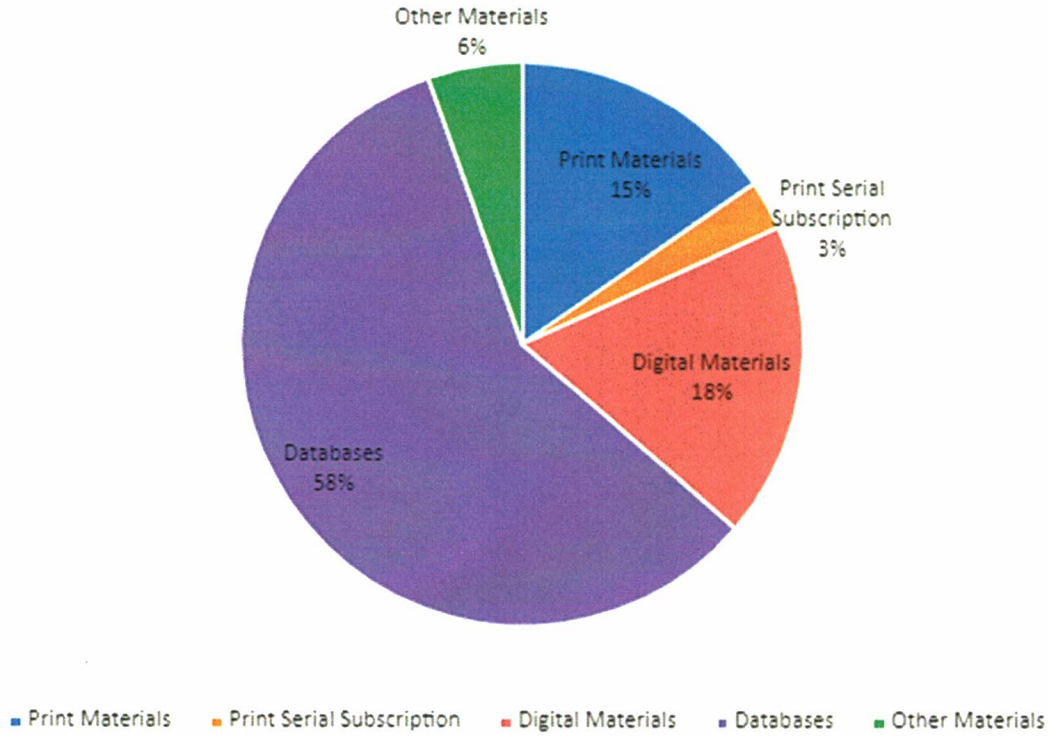
MONTHLY STATISTICS

Total Budget	FY 2023-24	% Spent	FY 2022-23	% Spent
	\$350,620.00	12%	\$490,000.00	5%

Collection Expenditures	July 2023	July 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % changed
Print Materials	\$6,240	\$590	\$6,240	\$590	958%
Print Serial Subscription	\$1,141	\$0	\$1,141	\$0	100%
Total Print Materials	\$7,381	\$590	\$7,381	\$590	1151%
Digital Materials	\$7,360	\$2,810	\$7,360	\$2,810	162%
Databases	\$23,593	\$17,875	\$23,593	\$17,875	32%
Total Electronic Content	\$30,953	\$20,685	\$30,953	\$20,685	50%
Other Materials	\$2,194	\$3,461	\$2,194	\$3,461	-37%
Total Collection Expenditures	\$40,528	\$24,736	\$40,528	\$24,736	64%

Titles Added	July 2023	July 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % changed
Print Materials	267	302	267	302	-12%
Print Serial Subscription	1	0	1	0	100%
Total Print Materials	268	302	268	302	-11%
Digital Materials	3,753	2,631	3,753	2,631	43%
Databases	4	6	4	6	-33%
Total Electronic Content	3,757	2,637	3,757	2,637	42%
Other Materials	0	9	0	9	-100%
Total Titles Added	4,025	2,948	4,025	2,948	37%

COLLECTION EXPENDITURES



All Materials Held	July 2023	June 2023	Month to Month % changed
Total Materials Physical	80,077	80,026	0%
Total Materials Digital	1,556,306	1,570,366	-1%
Total All Materials	1,636,383	1,650,392	-1%

Children's Physical Materials Held	July 2023	June 2023	Month to Month % change
Children's Fiction	24,559	24,559	0%
Children's Nonfiction	13,803	13,803	0%
Children's Magazine	135	135	0%
Children's Audiobook	602	602	0%
Children's DVD/Video	1,789	1,789	0%
Children's LOTs	53	53	0%
TOTAL All Children's Physical Material	40,941	40,941	0%

Adult/Teen Physical Materials Held	July	June	Month to Month
	2023	2023	% change
Adult Fiction	16,332	16,332	0%
Adult Nonfiction	13,303	13,303	0%
Adult Magazine	173	173	0%
Adult Audiobook	1,260	1,260	0%
Adult DVD/Video	4,157	4,157	0%
Adult LOTS	116	116	0%
Vinyl Records	157	106	48%
Video Games	343	343	0%
Teen Fiction	3,295	3,295	0%
TOTAL All Adult/Teen Physical Material	39,136	39,085	0%

Digital Material Held	July	June	Month to Month
	2023	2023	% change
eBooks	864,871	889,172	-3%
Digital Audiobooks	211,663	205,878	3%
Digital Videos	99,814	99,212	1%
Digital Magazines	4,909	4,909	0%
Digital Music	375,038	371,184	1%
Databases	11	11	0%
TOTAL All Digital Material	1,556,306	1,570,366	-1%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for August 2023

DATE: September 25, 2023

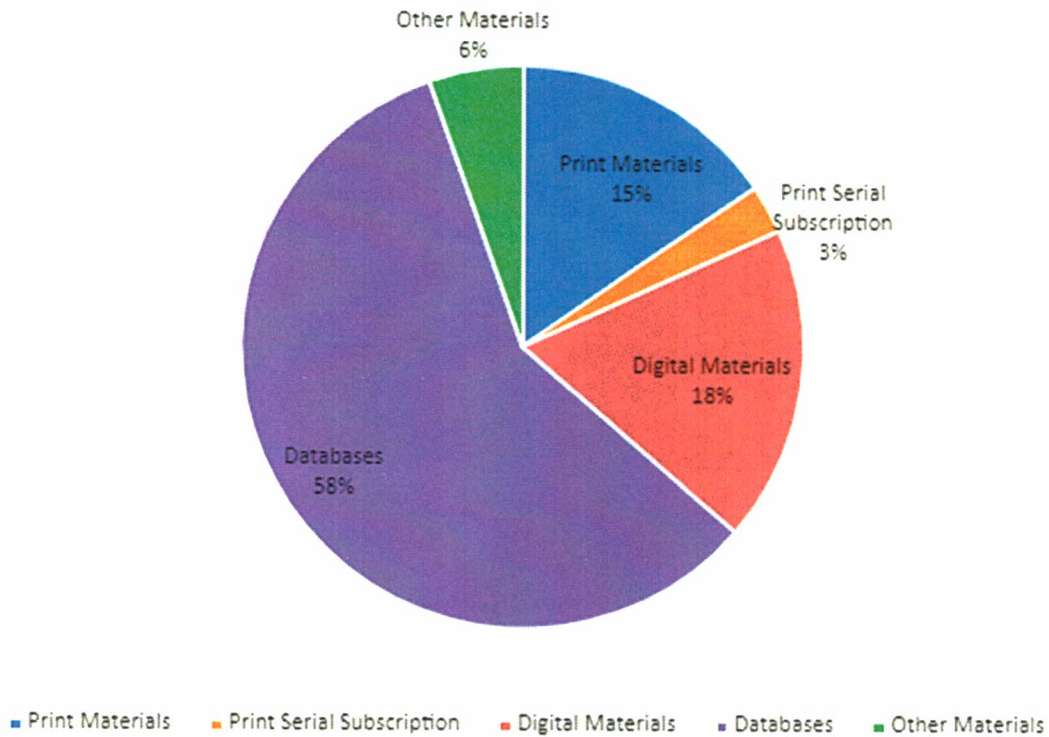
MONTHLY STATISTICS

Total Budget	FY 2023-24	% Spent	FY 2022-23	% Spent
	\$350,620.00	17%	\$490,000.00	9%

Collection Expenditures	August 2023	August 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % changed
Print Materials	\$4,508	\$4,558	\$10,748	\$5,148	109%
Print Serial Subscription	\$883	\$0	\$2,024	\$0	100%
Total Print Materials	\$5,391	\$4,558	\$12,772	\$5,148	209%
Digital Materials	\$8,111	\$8,050	\$15,471	\$10,860	42%
Databases	\$10,176	\$2,427	\$28,144	\$20,302	39%
Total Electronic Content	\$18,287	\$10,477	\$43,615	\$31,162	40%
Other Materials	\$629	\$2,272	\$2,823	\$5,733	-51%
Total Collection Expenditures	\$24,307	\$17,307	\$59,210	\$42,043	41%

Titles Added	August 2023	August 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % changed
Print Materials	248	315	515	617	-17%
Print Serial Subscription	1	0	2	0	100%
Total Print Materials	249	315	517	617	83%
Digital Materials	4,287	2,887	8,040	5,518	46%
Databases	2	-	6	6	0%
Total Electronic Content	4,289	2,887	8,046	5,524	46%
Other Materials	-	15	-	24	-100%
Total Titles Added	4,538	3,217	8,563	6,165	39%

COLLECTION EXPENDITURES



All Materials Held	August 2023	July 2023	Month to Month % changed
Total Materials Physical	81,838	83,016	-1%
Total Materials Digital	1,621,403	1,556,306	4%
Total All Materials	1,703,241	1,639,322	4%

Children's Physical Materials Held	August 2023	July 2023	Month to Month % change
Children's Fiction	26,766	26,915	-1%
Children's Nonfiction	14,086	14,089	0%
Children's Magazine	155	182	-15%
Children's Audiobook	846	835	1%
Children's DVD/Video	1,709	1,711	0%
Children's LOTs	59	59	0%
TOTAL All Children's Physical Material	43,621	43,791	0%

Adult/Teen Physical Materials Held	August	July	Month to Month
	2023	2023	% change
Adult Fiction	17,518	17,734	-1%
Adult Nonfiction	13,028	13,048	0%
Adult Magazine	61	58	5%
Adult Audiobook	1,271	1,271	0%
Adult DVD/Video	2,992	3,729	-20%
Adult LOTS	109	150	-27%
Vinyl Records	157	157	0%
Video Games	391	391	0%
Teen Fiction	2,690	2,687	0%
TOTAL All Adult/Teen Physical Material	38,217	39,225	-3%

Digital Material Held	August	July	Month to Month
	2023	2023	% change
eBooks	917,335	864,871	6%
Digital Audiobooks	220,132	211,663	4%
Digital Videos	101,018	99,814	1%
Digital Magazines	5,140	4,909	5%
Digital Music	377,767	375,038	1%
Databases	11	11	0%
TOTAL All Digital Material	1,621,403	1,556,306	4%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Service Revenue Activities Report for July 2023

DATE: September 25, 2023

Net Revenue Summary for July 2023

	Jul-23	Jul-22	YTD 2023-2024	YTD 2022-2023
Passport	10,430	16,415	10,430	16,415
Passport Photos	3,900	4,608	3,900	4,608
Fines & Fees	785	825	785	825
Meeting Room	0	80	0	80
TOTAL	\$ 15,115	\$ 21,928	\$ 15,115	\$ 21,928

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Service Revenue Activities Report for August 2023

DATE: September 25, 2023

Net Revenue Summary for August 2023

			YTD	YTD
	Aug-23	Aug-22	2023-2024	2022-2023
Passport	11,655	18,025	22,085	34,440
Passport Photos	5,048	4,872	8,948	9,480
Fines & Fees	1,163	1,341	1,948	2,166
Meeting Room	440	40	440	120
TOTAL	\$ 18,306	\$ 24,278	\$ 33,421	\$ 46,206

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Personnel Report for July 2023

DATE: September 25, 2023

			YTD	YTD
	Jul-23	Jul-22	2023-2024	2022-2023
Separation	0	0	0	0
Retirement	0	0	0	0
Appointments	0	0	0	0
Open Positions	3	2	3	2
Workers' Compensation Leave	0	0	0	0
TOTAL	3	2	3	2

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Assistant – Bookmobile FT
Library Clerk – Bookmobile FT
Library Clerk – Circulation PT

WORKERS COMPENSATION LEAVE:
None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Personnel Report for August 2023

DATE: September 25, 2023

			YTD	YTD
	Aug-23	Aug-22	2023-2024	2022-2023
Separation	0	0	0	0
Retirement	0	1	0	1
Appointments	0	3	0	3
Open Positions	3	5	6	7
Workers' Compensation Leave	0	0	0	0
TOTAL	3	9	6	11

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Assistant – Bookmobile FT
Library Clerk – Bookmobile FT
Library Clerk – Circulation PT

WORKERS COMPENSATION LEAVE:
None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Carlo Maskarino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through July 2023
DATE: September 25, 2023

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2023-2024	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-23	7/25/2023	3,310.12	287.04	20.20	0.00	3,617.36
Aug-23						
Sep-23						
Oct-23						
Nov-23						
Dec-23						
Jan-24						
Feb-24						
Mar-24						
Apr-24						
May-24						
Jun-24						
TOTAL		\$3,310.12	\$287.04	\$20.10	\$0.00	\$3,617.26

* City Billing Not Received

PERIOD COVERED FY 2022-2023	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-22	7/25/2022	1,655.06	249.60	9.33	0.00	1,913.99
Aug-22	8/31/2022	1,655.06	0.00	10.20	0.00	1,665.26
9/1/202	*	*	*	*	*	0.00
Oct-22	10/4/2022	1,655.06	574.08	11.00	0.00	2,240.14
Nov-22	11/21/2022	3,310.12	574.08	10.35	0.00	3,894.55
Dec-22	*	*	*	*	*	0.00
Jan-23	1/17/2023	3,310.12	0.00	20.50	0.00	3,330.62
Feb-23	*	*	*	*	*	0.00
Mar-23	3/13/2023	3,310.12	861.12	10.28	793.75	4,975.27
Apr-23	4/20/2023	1,655.06	753.93	20.21	0.00	2,429.20
May-23	5/23/2023	1,655.06	287.04	9.56	0.00	1,951.66
Jun-23	*	*	*	*	*	0.00
TOTAL		\$18,205.66	\$3,299.85	\$101.43	\$793.75	\$22,400.69

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Carlo Maskarino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through August 2023
DATE: September 25, 2023

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2023-2024	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-23	7/25/2023	3,310.12	287.04	20.20	0.00	3,617.36
Aug-23	8/31/2023	0.00	291.20	0.00	0.00	291.20
Sep-23						
Oct-23						
Nov-23						
Dec-23						
Jan-24						
Feb-24						
Mar-24						
Apr-24						
May-24						
Jun-24						
TOTAL		\$3,310.12	\$578.24	\$20.20	\$0.00	\$3,908.56

* City Billing Not Received

PERIOD COVERED FY 2022-2023	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-22	7/25/2022	1,655.06	249.60	9.33	0.00	1,913.99
Aug-22	8/31/2022	1,655.06	0.00	10.20	0.00	1,665.26
9/1/202	*	*	*	*	*	0.00
Oct-22	10/4/2022	1,655.06	574.08	11.00	0.00	2,240.14
Nov-22	11/21/2022	3,310.12	574.08	10.35	0.00	3,894.55
Dec-22	*	*	*	*	*	0.00
Jan-23	1/17/2023	3,310.12	0.00	20.50	0.00	3,330.62
Feb-23	*	*	*	*	*	0.00
Mar-23	3/13/2023	3,310.12	861.12	10.28	793.75	4,975.27
Apr-23	4/20/2023	1,655.06	753.93	20.21	0.00	2,429.20
May-23	5/23/2023	1,655.06	287.04	9.56	0.00	1,951.66
Jun-23	*	*	*	*	*	0.00
TOTAL		\$18,205.66	\$3,299.85	\$101.43	\$793.75	\$22,400.69

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for July 2023

DATE: September 25, 2023

Meetings:

- July 6, Passport Day Partnership Meeting: Assistant Library Director met with Narah Neri, Constituent Services Congresswoman Michelle Steel Office to discuss partnership opportunity with the Placentia Library District to provide a Passport Fair Day for the community. Staff discussed logistics of event and determined that a date would be set in September. Staff will continue to discuss event, determine publicity, and layout.
- July 10, PLFF Board Meeting: Trustee Nelson and Library Director
- July 11, SDRMA Health Benefits Renewal 2024: Business Manager attended a virtual meeting with SDRMA regarding the health and ancillary coverage rates for 2024.
- July 12, Joint Use Meeting: Library Director and Assistant Library Director met with the City of Placentia.
- July 12, Open Gov: Business Manager attended a virtual meeting with Open Gov representative to discuss products and services for project bid proposals advertisement.
- July 13, Qovo Solutions Inc.: Business Manager met with Qovo representative, Matt Fiala, to discuss products and services regarding security and access control.
- July 17, President Martin's Farewell Reception: Library Director, Assistant Library Director
- July 18, Ms. Theresa Knitz Meeting: President Martin and Library Director
- July 19, Boys & Girls Club Board Meeting: Library Director
- July 24, Bidnet Direct with Melissa Harper: Business Manager met with Melissa Harper from Bidnet Direct to discuss products and services regarding project bid proposals advertisement.
- July 27, Meeting with Library Directors from Torrance and Alhambra: Library Director

- July 27, Library Development Impact Fee with Joseph Lambert: Business Manager met with Director of Development Services, Joseph Lambert, for monthly updates on development projects and impact fees.
- July 31, Board of Trustee Meeting: Library Director, Assistant Library Director, Business Manager, and Executive Assistant

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for August 2023

DATE: September 25, 2023

Meetings:

- August 1, ISDOC Board Meeting: Library Director
- August 2, 9 & 16, ISDOC website Meetings: Library Director and IT Consultant
- August 4, Bidnet Direct Training: Business Manager attended a virtual training session with Melissa Harper from Bidnet Direct to go over use of their website and services.
- August 7, Legislative Roundtable with the Office of Congresswoman Michelle Steel: Library Director and Assistant Library Director attended the meeting in which Special Districts shared areas of challenges and their needs for the Office of Congresswoman Michelle Steel to be aware and assist, if possible.
- August 9 & 10, Graphic Designer Interviews: Library Director
- August 10, State of the School District Address: Library Director and Assistant Library Director attended Superintendent Dr. Cherniss' presentation in which he shared goals for the new school year. The focus is to get the students back on track due to set back caused by the challenges faced these last three years.
- August 10, Stronger Together Evaluation Meeting: Assistant Library Director attended meeting in which grantees discussed progress of the grant and discussed grant goals/objectives.
- August 10, ADP: Business Manager attended virtual meeting with Kyle Markin from ADP to discuss products and services regarding payroll and human resource services.
- August 14, PLFF Board Meeting: Library Director
- August 15, Santiago Library System Executive Council Meeting: Library Director
- August 17, PYLUSD Superintendent Dr. Cherniss Meeting: Library Director and Assistant Library Director attended meeting with Superintendent Dr. Cherniss to discuss

Bill SB321 which requires local educational agencies to provide library card access to 3rd graders on or before January 1, 2026. In addition, the bookmobile grant, partnership with the school district and schools selected were discussed.

- August 20, Orange County EOC Meeting regarding Hurricane Hilary: Library Director
- August 21, Boys & Girls Club Board Meeting: Library Director

- August 24, Library Development Impact Fee: Business Manager met with Director of Development Services, Joseph Lambert, for monthly updates on development projects and impact fees.
- August 25, ADP: Business Manager attended virtual information session with ADP to discuss products and services regarding payroll and human resource services.

- August 27-31, CSDA Annual Conference: Library Director served as a panelist for the So You Want to Become a General Manager Pre-Conference Workshop.

- August 28, Paychex with David Walker: Business Manager attended a virtual meeting with David Walker from Paychex to discuss products and services regarding human resource services.

- August 29, IDS Group with Shelley Sivak: Business Manager met with Shelley Sivak to give a tour of the library and project site for the Outdoor Library/Loading Dock Project.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for July 2023

DATE: September 25, 2023

Children's Circulation	July 2023	July 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Children's Fiction Physical	11,828	10,782	11,828	10,782	10%
Children's Fiction Digital	919	829	919	829	11%
Children's Fiction TOTAL	12,747	11,611	12,747	11,611	10%
Children's Nonfiction Physical	2,943	2,552	2,943	2,552	15%
Children's Nonfiction Digital	85	97	85	97	-12%
Children's Non-Fiction TOTAL	3,028	2,649	3,028	2,649	14%
Children's Magazine Physical	3	16	3	16	-81%
Children's Magazine Digital	148	371	148	371	-60%
Children's Magazine TOTAL	151	387	151	387	-61%
Children's Audiobook Physical	834	355	834	355	135%
Children's Audiobook Digital	602	427	602	427	41%
Children's Audiobook TOTAL	1,436	782	1,436	782	84%
Children's DVD/Video Physical	467	376	467	376	24%
Children's DVD/Video Digital	62	55	62	55	13%
Children's DVD/Video TOTAL	529	431	529	431	23%
Children's LOTS	42	29	42	29	45%
Music Digital	16	9	16	9	78%
TOTAL All Children's Physical Content	16,117	14,110	16,117	14,110	14%
TOTAL All Children's Digital Content	1,832	1,788	1,832	1,788	2%
TOTAL All Children's Content	17,949	15,898	17,949	15,898	13%

Adult/Teen Circulation	July	July	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Adult Fiction Physical	2,846	2,394	2,846	2,394	19%
Adult Fiction Digital	2,809	2,295	2,809	2,295	22%
Adult Fiction TOTAL	5,655	4,689	5,655	4,689	21%
Adult Nonfiction Physical	1,890	1,668	1,890	1,668	13%
Adult Nonfiction Digital	782	688	782	688	14%
Adult Non-Fiction TOTAL	2,672	2,356	2,672	2,356	13%
Adult Magazine Physical	16	20	16	20	-20%
Adult Magazine Digital	159	359	159	359	-56%
Adult Magazine TOTAL	175	379	175	379	-54%
Adult Audiobook Physical	149	125	149	125	19%
Adult Audiobook Digital	4,211	3,142	4,211	3,142	34%
Adult Audiobook TOTAL	4,360	3,267	4,360	3,267	33%
Adult DVD/Video Physical	573	671	573	671	-15%
Adult DVD/Video Digital	561	314	561	314	79%
Adult DVD/Video TOTAL	1,134	985	1,134	985	15%
Adult LOTS	119	83	119	83	43%
State Parks Pass*	62		62		
Vinyl Records*					
Video Games	371	188	371	188	97%
Music Digital	101	70	101	70	44%
Teen Fiction Physical	405	395	405	395	3%
Teen Fiction Digital	310	288	310	288	8%
Teen Fiction Total	715	683	715	683	5%
TOTAL All Adult/Teen Physical Content	6,431	5,544	6,431	5,544	16%
TOTAL All Adult/Teen Digital Content	8,933	7,156	8,933	7,156	25%
TOTAL All Adult/Teen Content	15,364	12,700	15,364	12,700	21%

*New collection for FY 23-24

All Circulation	July	July	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Total Circulation Physical	22,548	19,654	22,548	19,654	15%
Total Circulation Digital	10,765	8,944	10,765	8,944	20%
Total All Circulation	33,313	28,598	33,313	28,598	16%
Non-English Language Circulation	732	509	732	509	44%

Online Database Usage	July	July	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2023	2022	2022-23	2021-22	% change
ABC Mouse	1,357	2,775	1,357	2,775	-51%
Creative Bug	13	38	13	38	-66%
Data Axle	91	100	91	100	-9%
Freegal	1,145	1,086	1,145	1,086	5%
Novelist	29	376	29	376	-92%
BookFlix	172		172		
TrueFlix	23		23		
Scholastic Teachables	292		292		
Mango Languages	27		27		
ChiltonLibrary	15		15		
TOTAL PLD DATABASE USAGE	3,164	4,375	3,164	4,375	-28%

Online Database Usage	July	July	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2023	2022	2023-24	2022-23	% change
Brainfuse VetNow	9	16	9	16	-44%
Brainfuse HelpNow	1		1		
Britannica	8	45	8	45	-82%
LinkedIn Learning	26	121	26	121	-79%
ProQuest	0	1	0	1	-100%
ProQuest Culture Grams	0	0	0	0	---*
Skillshare	1	2	1	2	-50%
Teaching Books and Book Connections	64	90	64	90	-29%
National Geographic Kids (Gale)	2		2		
Gale in Context: Environmental Studies	0		0		
Gale Interactive: Science	11		11		
Coursera	19		19		
EBSCO LearningExpress Library	0		0		
GetSetUp	3		3		
Northstar	0		0		
TOTAL CSL DATABASE USAGE	144	275	144	275	-48%
TOTAL ALL DATABASE USAGE	3,308	4,650	3,308	4,650	-29%

*Mathematically unable to divide by zero

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for August 2023

DATE: September 25, 2023

Children's Circulation	August 2023	August 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Children's Fiction Physical	10,270	11,115	22,098	21,897	1%
Children's Fiction Digital	929	930	1,848	1,759	5%
Children's Fiction TOTAL	11,199	12,045	23,946	23,656	1%
Children's Nonfiction Physical	2,551	2,739	5,494	5,291	4%
Children's Nonfiction Digital	106	91	191	188	2%
Children's Non-Fiction TOTAL	2,657	2,830	5,685	5,479	4%
Children's Magazine Physical	7	28	10	44	-77%
Children's Magazine Digital	187	350	335	721	-54%
Children's Magazine TOTAL	194	378	345	765	-55%
Children's Audiobook Physical	693	365	1,527	720	112%
Children's Audiobook Digital	619	441	1,221	868	41%
Children's Audiobook TOTAL	1,312	806	2,748	1,588	73%
Children's DVD/Video Physical	428	411	895	787	14%
Children's DVD/Video Digital	68	61	130	116	12%
Children's DVD/Video TOTAL	496	472	1,025	903	14%
Children's LOTs	46	33	88	62	42%
Music Digital	26	7	42	16	163%
TOTAL All Children's Physical Content	13,995	14,691	30,112	28,801	5%
TOTAL All Children's Digital Content	1,935	1,880	3,767	3,668	3%
TOTAL All Children's Content	15,930	16,571	33,879	32,469	4%

Adult/Teen Circulation	August 2023	August 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Adult Fiction Physical	2,740	2,707	5,586	5,101	10%
Adult Fiction Digital	2,736	2,173	5,545	4,468	24%
Adult Fiction TOTAL	5,476	4,880	11,131	9,569	16%
Adult Nonfiction Physical	1,927	1,751	3,817	3,419	12%
Adult Nonfiction Digital	814	699	1,596	1,387	15%
Adult Non-Fiction TOTAL	2,741	2,450	5,413	4,806	13%
Adult Magazine Physical	17	19	33	39	-15%
Adult Magazine Digital	203	350	362	709	-49%
Adult Magazine TOTAL	220	369	395	748	-47%
Adult Audiobook Physical	147	125	296	250	18%
Adult Audiobook Digital	4,368	3,311	8,579	6,453	33%
Adult Audiobook TOTAL	4,515	3,436	8,875	6,703	32%
Adult DVD/Video Physical	592	861	1,165	1,532	-24%
Adult DVD/Video Digital	634	410	1,195	724	65%
Adult DVD/Video TOTAL	1,226	1,271	2,360	2,256	5%
Adult LOTS	98	83	217	166	31%
State Parks Pass*	93		155		
Vinyl Records*					
Video Games	439	188	810	376	115%
Music Digital	70	54	171	124	38%
Teen Fiction Physical	446	395	851	790	8%
Teen Fiction Digital	248	270	558	558	0%
Teen Fiction Total	694	665	1,409	1,348	5%
TOTAL All Adult/Teen Physical Content	6,499	6,129	12,930	11,673	11%
TOTAL All Adult/Teen Digital Content	9,073	7,267	18,006	14,423	25%
TOTAL All Adult/Teen Content	15,572	13,396	30,936	26,096	19%

* New collection for FY 23-24

All Circulation	August 2023	August 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Total Circulation Physical	20,494	20,820	43,042	40,474	6%
Total Circulation Digital	11,008	9,147	21,773	18,091	20%
Total All Circulation	31,502	29,967	64,815	58,565	11%
Non-English Language Circulation	934	639	1,666	1,148	45%

Online Database Usage	August	August	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2023	2023	2023-24	2022-23	% change
ABC Mouse	3,053	2,773	4,410	5,548	-21%
Creative Bug	10	11	23	49	-53%
Data Axle	22	52	113	152	-26%
Freegal	1,119	1,002	2,264	2,088	8%
Novelist	14	385	43	761	-94%
BookFlix	40		212		
TrueFlix	17		40		
Scholastic Teachables	147		439		
Mango Languages	58		85		
ChiltonLibrary	17		32		
TOTAL PLD DATABASE USAGE	4,497	4,223	7,661	8,598	-11%

Online Database Usage	August	August	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2023	2022	2023-24	2022-23	% change
Brainfuse VetNow	11	35	20	51	-61%
Brainfuse HelpNow	2		3	0	
Britannica	40	97	48	142	-66%
LinkedIn Learning	55	699	81	820	-90%
ProQuest	1	11	1	12	-92%
ProQuest Culture Grams	0	12	0	12	-100%
Skillshare	1	0	2	2	0%
Teaching Books and Book Connections	206	46	270	136	99%
National Geographic Kids (Gale)	17		19	0	
Gale in Context: Environmental Studies	0		0	0	
Gale Interactive: Science	0		11	0	
Coursera	16		35	0	
EBSCO LearningExpress Library	1		1	0	
GetSetUp	6		9	0	
Northstar	3		3	0	
TOTAL CSL DATABASE USAGE	359	900	503	1,175	-57%
TOTAL ALL DATABASE USAGE	4,856	5,123	8,164	9,773	-16%

*Mathematically unable to divide by zero

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children’s Services Report for July 2023

DATE: September 25, 2023

Number of Programs by Type	July	July	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Storytime	10	12	10	12	-17%
Children's Programs	12	9	12	9	33%
Outreach	0	0	0	0	-
TOTAL Children/Teens	26	26	26	26	0%

Program Attendance by Type	July	July	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Storytime	660	537	660	537	23%
Children's Programs	1660	684	1660	684	143%
Outreach	0	0	0	0	-
TOTAL Children/Teens	2320	1221	2320	1221	104%

The Hangar Makerspace	July	July	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Hangar Open Hour Visits	134	92	134	92	46%
Hangar Appointments	40		40		
Hangar Users	6	39	6	39	-85%

ACHIEVEMENTS

- Mayli Apontti facilitated one Read to the Dogs program on July 10.
- Mayli Apontti planned and conducted three Baby Giggles and Wiggles storytimes on July 13, 20, and 27.
- Mayli Apontti planned and conducted one Family Storytime on July 15.
- Mayli Apontti assisted with facilitating Wild Wednesdays on July 5, 12, 19, and 26.
- Margaret Hatanaka, Elizabeth Tapia, and Mayli Apontti facilitated the End of Summer Reading Sing-A-Long and Stuffed Animal Sleepover slideshow on July 29.
- Elizabeth Tapia led the Morning Meet Ups program on July 3, 10, 24, and 31.

- Elizabeth Tapia planned and conducted 3 in-person Luna, Luna Storytimes on July 12, 19, and 26.
- Elizabeth Tapia maintained the Wild Wednesday display to promote our Wild Wednesday July programs including the STEAM activity Sand Art in a Bottle.
- Elizabeth Tapia planned the STEAM storytime and craft for July 5.
- Elizabeth Tapia, Daisy Badge, and Mayli Apontti led the Wild Wednesday STEAM storytime and craft on July 5.
- Elizabeth Tapia assisted in facilitating Wild Wednesdays on July 19 and 26.
- Elizabeth Tapia planned and set up 3 Hangar children's craft activities for the month of July.
- Malcolm Jones coordinated PTAC meeting on July 6 and 20.
- Daisy Badge assisted in facilitating Wild Wednesdays on July 12, and 19.
- Daisy Badge planned and conducted two Family Storytimes on July 8 and 22.
- Daisy Badge gave a Boy Scout from Troop 93 a tour of the library and taught him how to search the catalog for books as a requirement for his library Boy Scout badge.

MEETINGS

- July 6, Margaret Hatanaka attended the City/Library meeting where Community Services reported starting July 22 their Pet Clinic would be on the fourth Saturday of the month from 9am to 12pm; Police Department lobby open on Saturdays from 8am to 1pm for records requests only and Fire department moving into new offices in downtown.
- July 7, Daisy Badge attended the Lunch at the Library Community of Practice Meeting: A presentation on food waste and composting programs was given. Topics of discussion included working with youth and teen staff, evaluation, and next year's grant period
- On July 13 and 19, Margaret Hatanaka attended the Kiwanis morning meeting at Mr. D's and evening session at the library where they discussed their upcoming events including August 17 Taste of Placentia, September Back to School at the Brea Mall for Lot 318 students, October 14 Placentia Heritage Festival, October 21 Norwalk Youth Sports fundraiser and November 23 Anaheim breakfast where they anticipate making 1400 pancakes.
- July 31, Library Board Meeting - Mayli Apontti presented on the ALA Conference sessions that she attended and Margaret Hatanaka presented on the CLA Conference sessions.

PROFESSIONAL DEVELOPMENT

- Elizabeth Tapia and Malcolm Jones attended the Makerspaces for Innovation and Research in Academics Conference (MIRA) on July 11-12 to learn about strategies, equipment, and workflows that create a diverse and inclusive makerspace.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children’s Services Report for August 2023

DATE: September 25, 2023

Number of Programs by Type	August	August	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Storytime	11	6	11	6	83%
Children's Programs	10	9	10	9	11%
Outreach	1	1	1	1	0%
TOTAL Children/Teens	25	21	25	21	19%

Program Attendance by Type	August	August	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Storytime	650	284	1310	821	60%
Children's Programs	845	773	2505	1457	72%
Outreach	365	56	365	56	552%
TOTAL Children/Teens	1860	1113	4180	2334	79%

The Hangar Makerspace	August	August	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Hangar Activity Hour Visits	177	79	311	171	82%
Hangar Appointments*	28		68		
Hangar Users	12	21	18	60	-70%

*New model FY 23/24

ACHIEVEMENTS

- Mayli Apontti facilitated one Read to the Dogs program on August 7.
- Mayli Apontti planned and conducted one Family Storytime on August 26.
- Daisy Badge planned and conducted Lunch at the Library on August 8, 10, 15, and 17.

- Margaret Hatanaka led the Morning Meet Ups program on August 7.
- Elizabeth Tapia led the Morning Meet Ups program on August 14, 21, and 28.
- Elizabeth Tapia planned and conducted 4 in-person Luna, Luna Storytimes on August 9, 16, 23, and 30.
- Elizabeth Tapia planned and conducted the Steam program on August 15.
- Elizabeth Tapia and Malcom Jones attended the Placentia Police Department's National Night Out event on August 1 to conduct library outreach and promote the upcoming Lunch at the Library program and other programs and services.

MEETINGS

- August 3, Margaret Hatanaka attended the City/Library meeting with Michelle Meades where Police Department reported over 1000 in attendance at the August 1 National Night Out event; Community Services had questions about the Lunch at the Library parking for the August 17 obstacle course activity; and Police reported that they will be retiring Kira, the K-9 police dog and having a new canine recruit.
- August 7, Margaret Hatanaka attended the "Stay and Play" grant information to assess whether to apply funding. Based on the staff time necessary for trainings and meetings, Margaret made the recommendation to not apply for funding this fiscal year.
- August 9, Mayli Apontti, Daisy Badge, and Margaret Hatanaka met with Baker & Taylor staff to discuss Professional Services profiling for the children's collections.
- August 16, Margaret Hatanaka attended the Kiwanis meeting held in the library's meeting room where the following topics were discussed – October 14 Heritage Festival, October 21 Norwalk Youth Sports fundraiser, Winter His House blanket donation, and supplying Fullerton's Recovery Road organization with food donations from Walmart.
- August 23, Margaret Hatanaka met with Roman Garcia, AAA Community Programs Specialist, to finalize details about the "Dare to Prepare" teen driving workshop, scheduled for November 4 in the library's meeting room.

PROFESSIONAL DEVELOPMENT

- No professional development for August 2023.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for July 2023

DATE: September 25, 2023

MONTHLY STATISTICS

Number of Programs by Type	July 2023	July 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Adult Programs	2	3	2	3	-33%
Hangar (Take and Make)	1	3	1	3	-67%
History Room	1	0	1	0	-
Teen Programs	3	2	3	2	50%
Literacy	23	12	23	12	92%
General Interest	0	0	0	0	-
Self Directed	1	2	1	2	-50%
TOTAL Adult	31	22	31	22	41%

Program Attendance by Type	July 2023	July 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Adult Programs	64	19	64	19	237%
Hangar (Take and Make)	98	272	98	272	-64
History Room	3	0	3	0	-
Literacy	145	50	145	50	190%
Teen Programs	68	34	68	34	100%
General Interest	0	0	0	0	-
Self Directed	26	340	26	340	-92%
TOTAL Adult	404	715	404	715	-43%

Proctored Tests	July 2023	July 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Number of Tests	0	7	0	7	-100%

History Room Activity	July	July	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
History Room Visitors	7	8	7	8	-13%
Memory Lab Appointments	8	0	NA	NA	NA

Volunteer Hours	July	July	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
History Room	0	0	0	0	0
PLFF	191.75	249	191.75	249	-23%
General Library	483.25	331	483.25	331	- 46%
Adult Literacy	178.5	163	178.5	163	10%
PTAC	59.03	35	59.03	35	69%
Total Volunteer Hours	912.53	778	912.53	778	17%
FTE Equivalent	5.26	4.49	5.26	4.49	17%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2023-24	2022-23	% change
Adult Literacy & ESL Students	39	38	3%
Adult Literacy & ESL Tutors	38	33	15%

ACTIVITIES

- Megan Tolman coordinated 8 Memory Lab appointments.
- Megan Tolman coordinated Book Club on July 11.
- Megan Tolman coordinated the Preserving Home Movies program on July 18.
- Gena Christ coordinated Literacy Reads – Beginner Book Club on July 12, 19, and 26.
- Sally Federman coordinated Literacy Reads – Int. Book Club on July 18 and 25.
- Gena Christ coordinated Read, Write, Speak Club on July 7, 14, 21, 28.
- Esther Canedo and Laurel Dennis facilitated ESL Beginner Conversation Group on July 13, 20, 27.
- Sally Federman and Laurel Dennis coordinated the Citizenship Class on June July 13, 20.
- Esther Canedo and Laurel Dennis facilitated ESL Conversation class at the Whitten Center on July 11, 18, and 25.
- Esther Canedo and Laurel Dennis facilitated ESL Conversation afternoon class on July 11, 18, and 25.
- Esther Canedo and Laurel Dennis facilitated ESL Conversation afternoon class at the Whitten Center on July 13, 20.

MEETINGS

- Sally Federman attended SCLLN Meeting in Covina on July 11. Upcoming calendar of events was presented. SCLLN Conference announced for March 16, 2024.
- Tim Balen attended the SLS Technology and Technical Services Committee meeting at the Orange Public Library on July 25. Library technology, technical services and collections projects and updates from member libraries were discussed.
- Tim Balen attended Zoom meetings with the Streamline website vendor and the library's IT Consultant on July 5 and 21. Development and design of the library's new website was discussed.

PROFESSIONAL DEVELOPMENT

- No professional development for July 2023.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for August 2023

DATE: September 25, 2023

MONTHLY STATISTICS

Number of Programs by Type	August	August	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Adult Programs	1	5	1	5	-80%
Hangar (Take and Make)	1	2	2	5	60%
History Room	0	0	0	0	-
Literacy	40	15	40	15	167%
Teen Programs	2	3	5	5	0%
General Interest	0	0	0	0	-
Self Directed	1	1	1	1	0%
TOTAL Adult	45	26	45	26	73%

Program Attendance by Type	August	August	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Adult Programs	10	28	74	47	57%
Hangar (Take and Make)	450	263	548	263	108%
History Room	0	0	3	0	-
Literacy	328	77	473	127	272%
Teen Programs	17	48	85	48	77%
General Interest	0	0	0	0	-
Self Directed	22	56	48	396	-88%
TOTAL Adult	827	472	1231	472	161%

History Room Activity	August	August	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
History Room Visitors	4	10	11	18	-39%
Memory Lab Appointments	9	N/A	17	N/A	N/A

Volunteer Hours	August	August	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
History Room	0	6	0	6	-100%
PLFF	294	218	486	467	4%
General Library	455.75	442	939	773	21%
Adult Literacy	202	215	381	378	1%
PTAC	60	42	119	77	55%
Total Volunteer Hours	1012	923	1925	1701	13%
FTE Equivalent	5.84	5.33	11.10	9.81	13%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2023-24	2022-23	% change
Adult Literacy & ESL Students	43	41	5%
Adult Literacy & ESL Tutors	41	37	11%

ACTIVITIES

- Megan Tolman coordinated 9 Memory Lab appointments.
- Megan Tolman coordinated Book Club on August 8.
- Sally Federman coordinated Literacy Reads – Beginner Book Club on August 2, 9, 16, 23, 30.
- Sally Federman coordinated Literacy Reads – Int. Book Club on August 1, 8, 15, 22, 29.
- Sally Federman coordinated Read, Write, Speak Club on August 4, 11, 18, 25.
- Laurel Dennis facilitated ESL Beginner Conversation Group on August 3, 10, 17, 24, 31.
- Sally Federman and Laurel Dennis coordinated the Citizenship Class on August 3, 10, 17, 24.
- Esther Canedo facilitated ESL Conversation class at the Whitten Center on August 1, 8, 15, 22, 29.
- Esther Canedo and Laurel Dennis facilitated ESL Conversation afternoon class on August 1, 8, 15, 22, 29.
- Esther Canedo and Laurel Dennis facilitated ESL Conversation afternoon class at the Whitten Center on August 3, 10, 17, 24.
- Sally Federman facilitated a Tutor In-Service meeting on August 21.
- Sally Federman facilitated a Learner Discussion on August 21.

- Tim Balen and Caitlyn Sandfer coordinated PTAC on August 17.
- Megan Tolman and Tim Balen coordinated 28 Hangar equipment appointments.
- Megan Tolman coordinated crafts in the Hangar, including adult coloring, jewelry making, calligraphy, ice cream cone keychain, and sand art painting, on August 2,5,7,9,12,14,16,19,21,23,26,28, and 30.

MEETINGS

- On August 22 Megan Tolman attended the Placentia Historical Committee. The Committee discussed their plans for the Heritage Festival, discussions with Arcadia Publishing and the Placentia Historical Landmarks Brochure.
- On August 1 and 9 selectors and supervisors for Adult and Children's books worked with Baker & Taylor to set-up book selection.
- On August 3 Michelle Meades attended the City/Library meeting and the city gave updates to community services programs and the library shared the success of the summer reading program.

PROFESSIONAL DEVELOPMENT

- No professional development for August 2023.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for July 2023

DATE: September 25, 2023

MONTHLY STATISTICS

Computer and Wi-Fi Usage	July	July	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Children Computer Usage	276	244	276	244	13%
Children AWE Learning Usage	385		385		
Teen Computer Usage	176	115	176	115	53%
Adult Computer Usage	1,121	1,052	1,121	1,052	7%
Total Computer Usage	1,958	1,411	1,958	1,411	39%
Wi-Fi Usage	1,637	1,344	1,637	1,344	22%
Guest Passes	97	64	97	64	52%

Website Traffic	July	July	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Website visits	16,788	14,381	16,788	14,381	17%
Page Hits	27,476	24,614	27,476	24,614	12%
Users	10,979	8,497	10,979	8,497	29%
Pages/Session	1.53	1.71			
Avg. Session Duration	00:01:42	00:02:07			
% New Sessions	81	76			
Placentia Library Online Catalog Usage	5,530	5,886	5,530	5,886	-6%

Technology Updates

Completed Projects:

- Onboarding for new staff
- Offboarding for staff
- Server file share migration

Ongoing Projects:

- Print Server Replacement Project

Library Website Development with contractor & Staff
Library Mobile App Development with contractor and other vendors
Apple developer account setup
ISDOC Website

Upcoming Projects:

Self-Check Machine replacements/ refresh
Windows 7 computer replacements
Circulation and print release terminal replacement
Passport computer replacement
Social Media Account Security Review
Access control beta testing- Dock door
Environmental sensor testing- Vape/Smoking

System Updates:

All file systems have been moved over to the new servers.

Significant time has been devoted to getting the new district website up and running. Staff have met with the vendor multiple times and collected feedback organization wide. Current goal is to go live by the end of July.

The mobile app development is continuing to make progress following behind the website. We are still waiting on an Apple developer account approval to be listed on the app store. Current goal is to launch mobile application one month after the website is rolled out.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for August 2023

DATE: September 25, 2023

MONTHLY STATISTICS

Computer and Wi-Fi Usage	August	August	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Children Computer Usage	391	285	667	529	26%
Children AWE Learning Usage	339		724		
Teen Computer Usage	206	139	382	254	50%
Adult Computer Usage	1,164	1,214	2,285	2,266	1%
Total Computer Usage	2,100	1,638	4,058	3,049	33%
Wi-Fi Usage	1,638	1,493	3,275	2,837	15%
Guest Passes	113	71	210	135	56%

Website Traffic	August	August	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Website visits	14,444	14,358	31,232	28,739	9%
Page Hits	23,633	24,764	51,109	49,378	4%
Users	9,521	8,856	20,500	17,353	18%
Pages/Session	1.52	1.62			
Avg. Session Duration	00:01:43	00:02:03			
% New Sessions	80	77			
Placentia Library Online Catalog Usage	4,950	5,015	10,480	10,901	-4%

Technology Updates

Completed Projects:

- UPS battery backup installation for Internet and servers
- Onboarding for new staff
- Offboarding for staff
- Print server, Active Directory, server migration
- Apple developer account setup
- Apple Business account setup
- ISDOC Website Setup

Ongoing Projects:

- Monitor replacement/ upgrades to dual monitors
- Standing desk risers
- Print Server Replacement Project
- Library Website Development with graphic designer
- Library Mobile App Development with contractor and other vendors
- Passport and info desk computer replacement
- Social Media Account Security Review

Upcoming Projects:

- New firewall installation and programming
- New Wifi installation and programming
- Self-Check Machine replacements/ refresh
- Windows 7 computer replacements
- Circulation and print release terminal replacement
- Access control-Dock door

System Updates:

Old servers are continuing to have services turned off as they are moved over to the new hardware. Older vendor hardware and improper deployments when software and systems were initially installed have been burdensome in the transition. Most services for day-to-day operation have been migrated to new servers. Only the public computers and cash register software are remaining on the older servers.

New monitors and computers were received from Dell in the past month. We have begun replacing older monitors with newer and larger models, and shifting monitors so that most staff will have dual monitors for improved functionality at their workstations. New all-in-one PC's will be replacing old and outdated computers at the Information desk stations, and passport offices.

Apple business account was established in order to manage the iPad collection efficiently and effectively for both internal staff use, and external LOT's circulation. The Apple developer account was setup in order to facilitate the mobile application distribution in the Apple App store. This is currently stalled due to ongoing contract talks with Sirsidynix. If the contract extension agenda item is approved, the mobile app project can move ahead quickly.

IT has taken responsibility for all website content updates and changes. In order to facilitate this process a separate ticketing system was established to collect and track requests specifically for the website. As of this writing, IT staff are maintaining both the old site and new site as parallels until we make the switch over to the Streamline website.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for July 2023

DATE: September 25, 2023

Attendance	July	July	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Number of Days Open	30	30	30	30	-2%
Number of Hours Open	264	265	264	265	0%
Attendance	18,125	16,957	18,125	16,957	7%

Card Holders	July	July	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Active Borrowers	5,883	6,471	5,883	6,471	-9%
Child Card Holders	14,770	13,855	14,770	13,855	7%
Teen Card Holders	4,583	4,424	4,583	4,424	4%
Adult Card Holders	45,464	42,354	45,464	42,354	7%
Total Card Holders	64,817	56,246	64,817	56,246	15%
New Patron Registration	354	423	354	423	-16%
New Virtual Library Cards	79	64	79	64	23%

Information Desk Activity	July	July	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Reference Questions -- in person	2,244	1,987	2,212	1,987	11%
Reference Questions -- telephone	506	580	506	580	-13%
Reference Questions -- email/chat	5	10	5	10	-50%
Total Reference Questions	2,723	2,577	2,723	2,577	6%
Assistance in Spanish	73	77	73	77	-5%
Assistance with Passports	334	120	334	120	178%
Curbside Usage	13	6	13	6	117%
Study Room Usage	171	141	171	141	21%

Passport Activity	July	July	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Passports Processed	327	472	327	472	-31%
Consultations Only	25	46	11	46	-76%
Unfilled Appointments - Sat-Sun	11	38	11	38	-71%
No Show Appointments - Sat-Sun	28	100	28	100	-72%
Photo Only (Walk-in)	11	12	11	12	-8%

ACTIVITIES

- Angie processed 1,335 new books
- Meeting room was used by 2 outside renters: Broadmoor HOA and Corte Vista HOA
- Meeting room was used by 1 library partner: Kiwanis
- Meeting room was used 29 times for library related activities/programs
- Staff filled 373 requests from pull list
- Staff pulled 257 expired holds from the request shelf
- Eric mailed 58 Billing Notices
- Staff and Volunteers shelved a total of 154 carts

MEETINGS

- No meetings for the month of July 2023.

PROFESSIONAL DEVELOPMENT

- No professional development for July 2023.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for August 2023

DATE: September 25, 2023

Attendance	August	August	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Number of Days Open	30.0	30.5	60	61	-2%
Number of Hours Open	285	274	549	539	2%
Attendance	21,237	18,485	38,925	35,442	10%

Card Holders	August	August	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Active Borrowers	4,577	6,330	10,460	12,801	-28%
Child Card Holders	14,817	13,911	29,587	27,766	7%
Teen Card Holders	4,592	4,445	9,175	8,869	3%
Adult Card Holders	45,809	42,608	91,273	84,962	8%
Total Card Holders	65,218	60,964	130,035	121,597	7%
New Patron Registration	396	404	750	827	-9%
New Virtual Library Cards	106	67	185	131	41%

Information Desk Activity	August	August	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Reference Questions -- in person	1,907	1,578	4,151	3,565	16%
Reference Questions -- telephone	447	663	953	1,243	-23%
Reference Questions -- email/chat	5	15	10	25	-60%
Total Reference Questions	2,359	2,256	5,114	4,833	6%
Assistance in Spanish	42	106	115	183	-37%
Assistance with Passports	271	343	605	463	31%
Curbside Usage	10	17	23	23	0%
Study Room Usage	143	151	314	292	8%

Passport Activity	August	August	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Passports Processed	312	522	639	994	-36%
Consultations Only	27	35	52	81	-36%
Unfilled Appointments Sat-Sun*	1	64	12	102	-88%
No Show Appointments Sat-Sun*	19	101	47	201	-77%
Photo Only (Walk-in)	15	14	26	26	0%

**New Statistic for FY 2023-24*

ACTIVITIES

- Meeting room was used by 2 outside renters: Broadmoor HOA and Corte Vista HOA
- Meeting room was used by 2 library partners: Kiwanis, SCLC
- Meeting room was used 29 times for library related activities/programs
- Staff filled 373 requests from pull list
- Staff pulled 193 expired holds from the request shelf

MEETINGS

- No meetings for the month of August 2023

PROFESSIONAL DEVELOPMENT

- No professional development for August 2023

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Personnel Committee

SUBJECT: **Performance Evaluation of Library Director and Consideration of Changes to Compensation.**

DATE: September 25, 2023

BACKGROUND

The Library Director serves as the Executive Officer for the Placentia Library District.

The terms and conditions of the Library Director's employment may be specified in the agreement of employment established between the Library Director and the Board of Trustees. The agreement of employment will be for the period of time as specified. The Library Director works at the pleasure of the Board of Trustees and is considered to be an at-will employee.

Each year the Library Board of Trustees will conduct an evaluation of the Library Director within the sixty days prior to the Library Director's anniversary date of employment. The Library Director will receive an annual performance evaluation from the Library Board of Trustees with the following purposes:

- Providing the Library Director with formal feedback on her job performance.
- Providing a tool for motivation, encouragement, and direction.
- Providing the Library Board of Trustees with valuable information about the operations and performance of the Library.

The Library Director's employment anniversary date is September 8, 2023. She has been the Library Director for Placentia Library District for 15 years.

RECOMMENDATIONS

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Personnel Committee
SUBJECT: Approval of Benefits for the Library Director
DATE: September 25, 2023

BACKGROUND

The Library Board of Trustees will discuss approving benefits for the Library Director, as part of the Director's annual performance evaluation.

In 2022, the Library Director received the following benefits:

- 7% COLA districtwide
- Vacation – additional 40 hours for one year
- Automobile allowance - \$500 per month

RECOMMENDATIONS

1. Motion to approve the benefits for the Library Director as presented; and
2. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Board Vacancy Updates

DATE: September 25, 2023

BACKGROUND

At the June 30, 2023 Board Meeting, Counsel DeBerry provided options to fill President Martin's seat. The Board is given the option to either make an appointment within a specific time, typically 60 days, or call a special election within that time frame. However, there is no alternative within the statutes governing the District for calling a special election or not filling a vacancy. There is also no specified period in which a vacancy must be filled.

The Library moved to by district elections last year, but all Trustees currently serve at-large. Three districts are up for election in 2024, and two in 2026. President Martin will be resigning effective August 2023. Her seat is up for re-election in November of 2026. She resides in district 2, which district will be up for election for the first time that year. Secretary Carline also resides in district 2, but her current term ends in 2024.

At the July 31, 2023 Board Meeting, the Library Board appointed Secretary Carline to President Martin's office, which appointment as a matter of law created an automatic vacancy in Secretary Carline's office since one person cannot hold two offices on the Board. Upon this appointment, another person would be appointed to fill Secretary Carline's office.

At the direction of the Board, staff solicited interest to fill the vacancy from Secretary Carline's seat with an expired term of 2024. The Public Notice was posted August 1, 2023 with a September 1, 2023 closing date.

The District received an application from Dr. Voiza Arnold on September 19, 2023.

Attachment A is the Public Notice.

Attachment B is Dr. Arnold's application and resume.

RECOMMENDATIONS

1. Review and discuss Dr. Voiza Arnold's application submission; and
2. Appoint Dr. Voiza Arnold to serve on the Library Board of Trustees through December 2024; and
3. Roll call vote.



PUBLIC NOTICE
REGARDING PLACENTIA LIBRARY DISTRICT'S BOARD VACANCY

The Placentia Library District ("District") has received the resignation of Library Board President Martin and is now seeking candidates to fill a vacancy on its Board of Library Trustees with a term expiration of 2024. The person selected by the Board of Library Trustees as the best candidate will be recommended to the Orange County Supervisors for appointment and if appointed, would serve until December 2024, at which point the position would be up for election in the 2024 general election for a four-year term. The applicant for this position must be a Placentia resident. The Placentia Library District is an Independent Special District, governed by a five member, elected Board of Library Trustees who promulgate policies and regulations for the District as well as establish the District's budget. The Board of Library Trustees meets the fourth Monday of each month at 6:30 p.m. in the Placentia Library Meeting Room, 411 East Chapman Avenue.

Applications will be accepted until September 1, 2023 and are to be sent to the Library Director at Placentia Library District, 411 East Chapman Avenue, Placentia, CA, 92870. Board of Library Trustee applications are available both at the Placentia Library District, Monday-Thursday 9am – 5pm and online at www.placentialibrary.org.

For further information, please call 714-528-1906 x200.

DATED AND POSTED: August 1, 2023

Jeanette Contreras
Library Director



APPLICATION TO SERVE AS A LIBRARY BOARD OF TRUSTEE
The Library Board of Trustees meets
the fourth Monday of each month @ 6:30 p.m. at
411 East Chapman Avenue, Placentia
Placentia, CA 92870
(714) 528-1906
Placentialibrary.org

Thank you for having an interest in serving on the Placentia Library Board of Trustees. Please complete this application to the best of your ability.

Name: Voiza Arnold E-Mail: voizaarnold@currently.com

Address: 4851 Kermath St., Placentia, CA 92870 Phone: 714-524-9716

Business Address: Retired

City: _____ State: _____ Zip Code: _____

Why are you interested in serving on the Placentia Library Board of Trustees?
I believe that public libraries are essential for the vitality and spirit of the community. I want to support them in any way that I can. I have a deep love for libraries and believe in their mission to provide access to information, education, and culture. Additionally, my husband and I are longtime supporters of the library through our contribution to the Placentia Library Friends Foundation.

Describe any business and/or professional experience you have that would/could prove to serve the Board:
I was an administrator and faculty member teaching English Composition and Public Speaking from 1973 until 2016 at Rio Hondo Community College in Whittier, CA.

What direct or indirect experiences have you had with the Placentia Library District?
I have been a library patron since 1973 when we moved to Placentia.

Describe any special skills you have that would/could bring service to the Board:
I have excellent writing and communication skills.

The time commitment for the Library Board of Trustees is approximately 5-10 hours per month. What obligations might you have that would conflict with this time commitment?
Being retired gives me a great deal of flexibility with my time.

If selected, what date would you be available to begin serving on the Board?
As soon as the Board wished.

Signature: Voiza Arnold Date: 9/19/2023

Thank you again for completing this application, and for your interest in the Placentia Library District.
We will contact you as soon as possible regarding your applications.

Resume

Voiza Arnold

I would like to ask the Library Board to consider my application to serve on the Library Board of Trustees with the Placentia Library District, term ending December 31, 2024.

Educational Background:

- Drury University
Springfield, MO
BA in English, Speech, and Theatre
1964-1968
- University of Illinois at Champaign/Urbana
MA, PH.D. in Speech Communication
1968-1974

Work History:

Vice President of Academic Services, Dean of Communications and Languages, and Professor of English and Speech

Rio Hondo Community College—Whittier, CA
1973-2016

Community Activity:

- Member of the Board for the Alliance for the Performing Arts, California State University of Fullerton
- Member of the Art Alliance, California State University of Fullerton
- Member of Music Associates, California State University of Fullerton
- Member of the Assistance League of Fullerton
- Member of Chapter HU of PEO (Philanthropical Education Organization)
- Passport Office Dedication at the Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Amendments to Placentia Library District Policy 2327 – Job Description - Library Page**

DATE: September 25, 2023

BACKGROUND

Pages are usually responsible for putting returned books and other items in their proper places on the shelves. They are also responsible for keeping items in the right order. Some handle requests for retrieving materials that are in secured areas, and others may be responsible for checking items back in. Page jobs are usually part-time with pay at the level of minimum wage.

Typical skills required for a page position are:

- Ability to alphabetize and put things in numerical order. Much of a page's job typically will include putting books and other items back where they belong, called "shelving," or making sure that items on the shelf are in the correct order, "shelf reading."
- Ability to lift, bend and reach.
- Putting books on shelves is good exercise and requires a lot of movement, especially large art books, for example!

The Page classification is traditionally a stepping ladder to library work and possibly a career in library science, especially for high school students. Additionally, libraries, like many other organizations, have increasingly recognized the importance of diversity and inclusion in the workplace. This includes a commitment to hiring and supporting individuals with special needs or disabilities. Staff recommends amendments to Policy 2327 to reflect the District's commitment to inclusion and hiring of people with disabilities. The District currently has one 20-hour page position.

Policy 2327 was last amended in 2015. Recommended amendments are as follows:

- Empties book drops located outside and inside the building
- Sorts and shelves incoming books, audio-visual materials, periodicals, and LOTs collection.
- Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.
- Assists with claims return, pull list, and missing trace reports.
- Assists patrons with directional questions.

- Retrieve in-house items and check in on computer.
- Assists with vending machine.
- Assists with closing and cleanup procedures.
- Assists with LOTs collection as needed.
- Picks up litter and discarded materials throughout the building.
- Straightens seating areas.

Attachment A is the proposed amendments for Policy 2327.

RECOMMENDATIONS

1. Authorize amendments to Placentia Library District Policy 2327 – Library Page, as presented, inclusive of input received from the Library Board of Trustees; and
2. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Library Page
POLICY NUMBER: 2327

DEFINITION:

Under the general direction of the ~~Support Services Manager~~ **(Circulation Supervisor)**, shelves library materials and empties the book drop.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from the Support Services Manager.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Maintains cordial relations with all persons entitled to the services of the District, **(DELETE and refers all public inquiries to the appropriate public service desk.)**
- Seeks to carry into effect the expressed policies of the Board of Trustees.
- Checks-in library materials on the computer.
- Empties the book drops **(ADD located outside and inside the building).**
- Sorts and shelves incoming books, audio-visual materials, periodicals **(ADD and LOTs collection).**
- Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.
- **DELETE** Searches for library materials on the shelves as assigned by Library staff.
- **ADD Assists with claims return, pull list, and missing trace reports.**
- **ADD Assists patrons with directional questions.**
- **ADD Retrieve in-house items and check in on computer.**
- **ADD Assists with vending machine.**
- **ADD Assists with closing and cleanup procedures.**
- **ADD Assists with LOTs collection as needed.**
- **ADD Picks up litter and discarded materials throughout the building.**
- **ADD Straightens seating areas**
- **DELETE** Retrieves newspapers and magazines from storage areas.
- Assists the public with unloading gift books and magazines from their cars.
- Assists with set-up and breaks-down tables and chairs in the Meeting Room.
- May troubleshoot and assist the public with District equipment and machines.

- Performs other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

- Basic office procedures.
- The Dewey Decimal System and other shelving classifications.

Ability to:

- File accurately according to library filing rules.
- Meet the public with tact and courtesy.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with co-workers, the public and community organizations.
- Follow Library policies and procedures.
- Organize and manage work flow for self.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

DELETE Equivalent to completion of 10th grade.

ADD:

- **Be at least 16 years or older.**
- **High school graduation or equivalent is preferred.**
- **Permits: Applicants under the age of eighteen (18) who are required to attend school must provide a valid California Worker's Permit prior to appointment.**
- **Previous library and/or customer service experience a plus.**

Licenses and Certifications:

Possession of a valid California driver's license.

A work permit is required for applicants under 18 years of age.

PHYSICAL DEMANDS:

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

Must possess mobility to work in a standard office setting. Must possess hearing and speech to communicate in person and over the telephone. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand, walk, and stoop, kneel, or crouch. The incumbent must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 25 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required

by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL ELEMENTS:

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

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

WORKING CONDITIONS:

N/A.

FLSA STATUS:

This is a non-exempt clerical classification.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Amendments to Placentia Library District Policy 2150 - Compensation**

DATE: September 25, 2023

BACKGROUND

The Placentia Library District Policy 2150 – Compensation was last amended in 2016. The amendment presented tonight for the Library Board’s consideration is designed to request changes in compensation for an employee assigned to duties outside of their classification or accepting additional responsibilities beyond their existing scope of duties.

The following recommended amendments is to ensure employees are fairly compensated for their work, taking into account factors such as job roles, market rates, and the District’s budget constraints.

2150.7 Temporary Pay Adjustment. An employee who is temporarily assigned to duties of a position with a higher pay range than the employee's assigned pay range, or who is assigned extra duties of a different classification that take up 25% of the employee’s time, is eligible for a temporary pay adjustment, which increases the employee's regular base rate of pay to the greater of:

1. the classification salary base rate of pay of the higher level position, or
2. five percent above the employee's regular base rate of pay (whichever is higher).

This temporary pay adjustment shall be for a minimum of two weeks and a maximum of one hundred eighty days, except when an extension is approved by the Library Director.

Attachment A is Policy 2150 – Compensation.

RECOMMENDATIONS

1. Motion to approve the amendments to Policy 2150 – Compensation, as presented, inclusive of input received from the Library Board of Trustees; and
2. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Compensation

POLICY NUMBER: 2150

2150.1 This policy will apply to all District employees.

2150.2 Compensation at Hiring.

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

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

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

2150.3 Merit Advancement within Range.

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

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

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

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

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

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

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

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

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

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

2150.5 Bi-Lingual Pay. Regular employees in all classifications are eligible to be tested for Spanish bi-lingual pay, as determined by the Library Director. The test includes both verbal and written Spanish and is administered by a consultant selected by the Library Director. Staff members who pass the bi-lingual Spanish test will receive additional bi-lingual pay as follows:

- Full-time employee - an additional \$150 per month
- Part-time employee - an additional \$75 per month

Bi-lingual additional pay is effective the date that he/she completes the test.

Employees who accept bi-lingual pay will be required to provide translation and programming services for clients and for other staff members. Employees will be required to conduct bilingual workshops, programs and presentations.

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

2150.6 Lead Pay. The Manager with input from the immediate supervisor identifies the need for a position to perform additional lead duties with a higher level of accountability and responsibility. A written request is submitted to the Administrative Office stating the assignment need, job requirements, staffing, and the additional duties to be performed. The Library Director or his/her designee will approve the need for the lead assignment. Assignment or removal of Lead responsibilities is done at the Library Director's discretion.

Employee(s) who is/are regularly and continuously assigned to a lead assignment which includes two or more positions in the same or lower classifications will be compensated for said duties. The lead pay compensation will be at a rate of a 5% increase above the employee's current base salary. Lead employee(s) will have been with the Placentia Library District for a minimum of five years and in his/her current classification as a full-time employee for a minimum of three years.

2150.6.1 Definition of lead work: Regularly assigned to perform limited supervisory functions over two or more employees within the same or lower job classifications or performs significant lead duties such as:

- assigning, scheduling or reviewing work, providing regular guidance and direction, and conducting training of assigned staff, or
- functioning as the most technically skilled member of the work unit, with significantly higher level responsibilities for conducting and ensuring on-going quality control of team members work, or
- project lead responsibilities involving the coordination and oversight of activities of a major project/program implementation.

2150.7 Temporary Pay Adjustment. An employee who is temporarily assigned to duties of a position with a higher pay range than the employee's assigned pay range, or who is assigned extra duties of a different classification that take up at 25% of the employee's time, is eligible for a temporary pay adjustment, which increases the employee's regular base rate of pay to the greater of:

- 1. the classification salary base rate of pay of the higher level position, or**
- 2. five percent above the employee's regular base rate of pay (whichever is higher).**

This temporary pay adjustment shall be for a minimum of two weeks and a maximum of one hundred eighty days, except when an extension is approved by the Library Director.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss Proposal Received for the Outdoor Space and Loading Dock Projects and Select a Firm to Provide Design Services**

DATE: September 25, 2023

BACKGROUND

This staff report presents the findings and recommendations regarding the Request for Proposals (RFP) for design services. RFP 2023-01 was issued and published on July 3, 2023. The District received a total of two (2) proposals in response to the solicitation.

After a thorough evaluation of all the received proposals, the selection committee has identified a preferred vendor to award the contract for design services. The purpose of this report is to provide an overview of the evaluation process, present the selected vendor, and request approval from the decision-making body to proceed with the award.

I. Evaluation Process:

A. Proposal Evaluation Committee:

We established a Proposal Evaluation Committee consisting of the Library Director, Assistant Library Director, Business Manager, and the City's Associate Civil Engineer, who were responsible for reviewing and evaluating the proposals. Each committee member was assigned specific evaluation criteria, including but not limited to:

- Firm/Team Experience – 25%
- Understanding of Need and Creative Needs – 40%
- Relevant Project Experience – 25%
- Schedule of Delivery – 5%
- References – 5%

B. Evaluation Criteria:

The committee assessed each proposal on a scale of 100% with the criteria listed above. The evaluation process involved reviewing written proposals, conducting interviews with shortlisted firms, and contacting references provided by the proposing companies.

II. Preferred Vendor:

After a rigorous evaluation process, we are pleased to recommend IDS Group as the preferred vendor for the design services contract. IDS Group submitted a comprehensive proposal that excelled in terms of experience, creativity, and cost-effectiveness. The committee believes that their expertise aligns well with the goals and objectives of our project.

III. Contract Terms:

The contract terms and conditions will be negotiated and finalized between our legal team and IDS Group in accordance with the guidelines set forth in the RFP. The proposed contract term for design service is September 2023 – February 1, 2024, and the total contract value is \$120,539 (\$107,539 for design service and \$13,000 for construction support phase & close out).

IV. Funding:

Funding for this project has been allocated from state grants and library impact fees which has been previously approved by the Library Board of Trustees.

Attachment A is the proposals from EVI Design & Consulting.

Attachment B is the proposals from IDS Group.

Attachment C is the Bid Proposal Rating Sheet.

Attachment D is the Comparison Summary.

RECOMMENDATIONS

1. Motion to approve the award of the design services contract to IDS Group in the amount of \$120,539; and
2. Delegate authority to the Library Director or her designee to make any necessary minor modifications to the contract, provided they do not alter the scope or budget; and
3. Roll call vote.

PLACENTIA LIBRARY

SEPTEMBER 3, 2023

OUTDOOR LIBRARY SPACE // LOADING DOCK // CHARGING STATION

PLACENTIA CIVIC CENTER



EVIDAC
DESIGN & CONSTRUCTION

TABLE OF CONTENTS

- 01** COVER LETTER
- 02** CONTRACT AGREEMENT STATEMENT
- 03** FIRM AND TEAM EXPERIENCE
- 04** UNDERSTANDING OF NEED AND CREATIVE IDEAS
- 05** RELEVANT PROJECT EXPERIENCE
- 06** SCHEDULE OF DELIVERY

Eduardo Urrego
16661 Jamboree Road
Irvine, CA 92606
ed@evidac.com
714-747-7454
September 3, 2023

Jeanette Contreras
Library Director, Placentia Library District
411 E. Chapman Avenue
Placentia, California 92870
714-528-1906

Dear Jeanette Contreras,

I am writing to present a proposal for the design of an outdoor library facility, loading dock ramp expansion, and installation of an EV charging station, in Placentia, California. Our team at EVIDAC is enthusiastic about the opportunity to collaborate with Placentia Library District to create a vibrant and inviting outdoor area for the community.

Our proposal, rooted in careful research and thoughtful design, envisions a space that seamlessly combines functionality, aesthetics, and sustainability. By incorporating elements such as shaded reading areas, flexible seating, low-maintenance landscaping, and eco-friendly features, we aim to provide a dynamic outdoor environment that complements the library's mission of serving as a community hub.

We are excited about the potential of this project to enrich the lives of Placentia residents and contribute to the cultural and educational vibrancy of the area. Our team is fully committed to delivering a solution that not only meets but exceeds your expectations.

Thank you for considering our proposal. We look forward to the opportunity to discuss it further and collaborate on this exciting venture.

Sincerely,



Eduardo Urrego
President
EVI Design & Construction

CONTRACT AGREEMENT STATEMENT:

1. This "Contract Agreement Statement" is made by EVI Design and Consulting Inc, a corporation organized and existing under the laws of the state of California.
2. Responder acknowledges receipt and review of the Request for Proposal (RFP) issued by the Issuer on July 12, 2023, specifically the statement detailed in the "ATTACHMENT 2: AGREEMENT" section of the RFP.
3. Responder hereby agrees to abide by and fulfill all obligations and requirements set forth in the aforementioned statement or provision of the RFP, except for the following concerns and inquiries in the "EXHIBIT A – SCOPE OF SERVICES" section of ATTACHMENT 2: AGREEMENT":
 - a. **Loading Dock:**
 - The third bullet point "Expansion of loading dock area" is not completely clear and will need to be more accurately specified during the design process.
 - The fourth bullet regarding accessibility may not be achieved with the budget of \$35,000, with one of the main concerns being the slope of the existing ramp. This will need to be examined during the design process.
 - b. **Outdoor Library:**
 - The entrance/exit for the reading space will be between the existing indoor library space, and the new outdoor space. There will not be an entrance/exit from the parking lot to the new outdoor space.
 - The security measures and maintenance protocols for the new space will greatly depend on the availability of resources and staff of the library. This item will need to be discussed during the design process.
 - The level 3 fast-charging station is understood to be for "private use" and not for "public use". This Electric Vehicle Charging Station (EVCS) is also understood not to be to ADA accessible as allowed in section 11B of the California Building Code (CBC).
 - We strongly suggest that the infrastructure for future EVCS is added to the scope of work of this project.
4. This "Contract Agreement Statement" shall be governed by and interpreted in accordance with the laws of the state of California.

Responder hereby acknowledges and agrees to the terms set forth above.

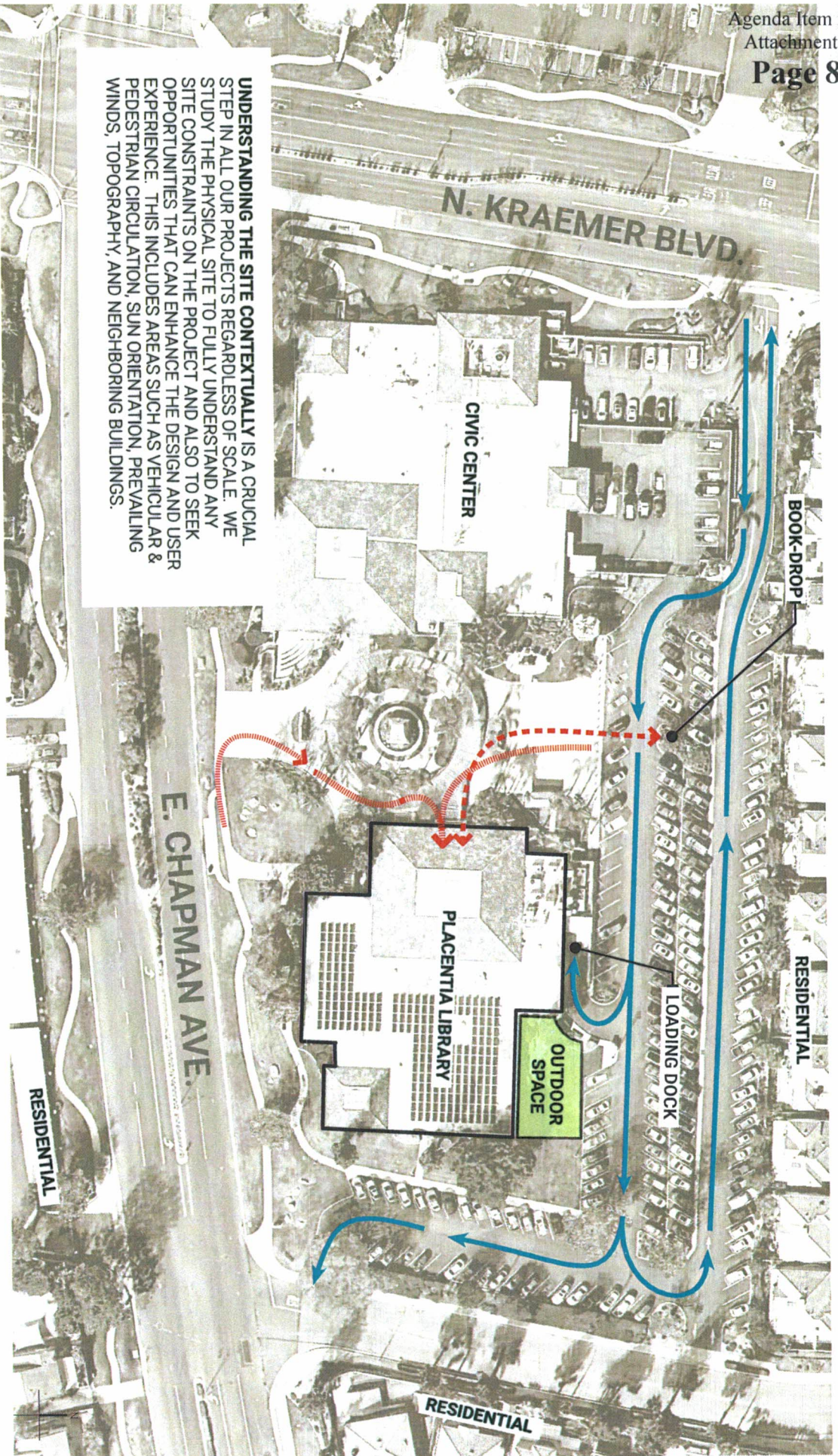
FIRM AND TEAM EXPERIENCE:

1. **Company Overview:** Founded in 2020, EVI Design and Consulting Inc. stands not just as a provider of design engineering services but also boasts significant expertise as a general contractor and as an IBEW signatory electrical contractor. This combination of skills offers a comprehensive approach, ensuring an in-depth understanding of both design nuances and the tangible implications of projects.
2. **Distinctive Expertise:** Our combined expertise as a general contractor and electrical contractor affords us a unique advantage:
 - **Comprehensive Vision:** We grasp the practical challenges of construction at existing facilities, translating to designs that are both efficient and feasible.
 - **Cost Savings:** Our integrated insights allow us to preempt potential challenges, delivering both time and financial savings for our clients.
 - **Swift Implementation:** Our hands-on involvement in both construction and electrical tasks ensures prompt project completion.
3. **Team Experience:**
 - **Eduardo Urrego, Electrical Engineer & Contractor (Project Manager/Principal):** Boasting over 25 years in construction, Eduardo's blended expertise in design and construction management, especially in electrical infrastructure projects within existing facilities, has been invaluable.
 - **Raoul Wood, Electrical Engineer PE:** With an impressive 50-year tenure in electrical engineering design, Raoul brings an indispensable depth of experience and expertise to our operations.
 - **Diego Urrego, Architect and Vice President of Construction:** Diego's distinct design approach forms the cornerstone of our design services. His extensive experience as a general contractor complements his architectural expertise, ensuring an unparalleled approach to our projects.
 - **KPFF, Civil and Structural Engineering:** As industry front-runners, we've had the privilege of leveraging KPFF's expertise, viewing them as one of our most esteemed partners.
 - **Dick Fisher with Richard Fisher Associates, Landscape Architect:** Richard, having decades of hands-on experience with the cities of Yorba Linda, Placentia, and Irvine, has successfully designed numerous projects spanning parks, libraries, and various government establishments.



PLACENTIA LIBRARY
04 SITE





PLACENTIA LIBRARY
04 SITE ANALYSIS

-  VISITOR CIRCULATION
-  STAFF CIRCULATION TO BOOK-DROP
-  VEHICULAR CIRCULATION



LANDSCAPE // The design will focus on creating a peaceful and serene environment for the users while prioritizing a low maintenance selection of plants.

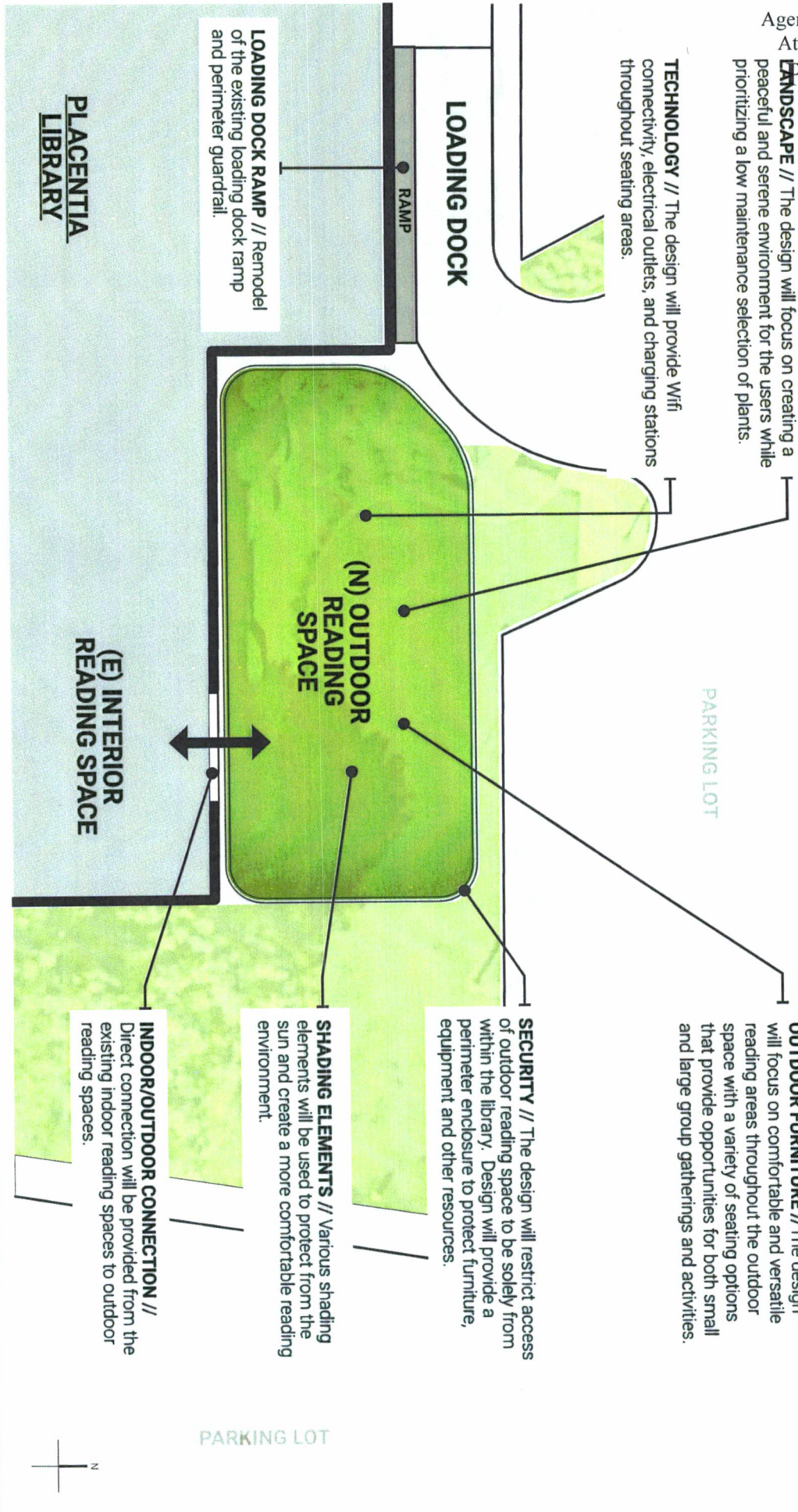
TECHNOLOGY // The design will provide Wifi connectivity, electrical outlets, and charging stations throughout seating areas.

OUTDOOR FURNITURE // The design will focus on comfortable and versatile reading areas throughout the outdoor space with a variety of seating options that provide opportunities for both small and large group gatherings and activities.

SECURITY // The design will restrict access of outdoor reading space to be solely from within the library. Design will provide a perimeter enclosure to protect furniture, equipment and other resources.

SHADING ELEMENTS // Various shading elements will be used to protect from the sun and create a more comfortable reading environment.

INDOOR/OUTDOOR CONNECTION // Direct connection will be provided from the existing indoor reading spaces to outdoor reading spaces.



PLACENTIA LIBRARY
04 KEY DESIGN FEATURES



Relevant Project Experience:

1. **BTC Santa Ana Facility - Electrical Upgrades**
 - **Project Description:** As both the design engineer and electrical contractor, we executed end-to-end services, including multiple electrical distributions for the design and production of Level-2 and Level-3 EV Chargers.
 - **Project Location:** City of Santa Ana, Orange County CA
 - **Year Completed:** 2022
 - **Client name and contact information:** BTC Power – Ricardo Alvarado, Director of Facilities Management ; ralvarado@btcpower.com
 - **Name of Project Manager:** Eduardo Urrego

2. **BTC Irvine Facility - Tenant Improvement**
 - **Project Description:** We developed and implemented solutions for the power needs of five new Level-3 EV charger production bays and spearheaded various electrical upgrades for the newly-acquired warehouse and production areas
 - **Project Location:** City of Irvine, Orange County CA
 - **Year Completed:** 2023
 - **Client name and contact information:** BTC Power – Ricardo Alvarado, Director of Facilities Management ; ralvarado@btcpower.com
 - **Name of Project Manager:** Eduardo Urrego

3. **LA Department of Agriculture Weights and Measures EV Charger Installation – EVCS Installations**
 - **Project Description:** As the general contractor, we managed civil work and electrical installations for nine Level-2 EV Charging Stations.
 - **Project Location:** City of Arcadia, Los Angeles County CA
 - **Year Completed:** 2023
 - **Client name and contact information:** Alvaro Gancman, President (Vector Energy Group) ; agancman@vectorenergygroup.com
 - **Name of Project Manager:** Diego Urrego

4. **Santa Ana Unified School District – EVCS Installations**
 - **Project Description:** We undertook the structural, civil, and electrical design and construction of a new concrete island and nine Level-2 EV Charging Stations.
 - **Project Location:** City of Santa Ana, Orange County CA
 - **Year Completed:** 2023
 - **Client name and contact information:** Alvaro Gancman, President (Vector Energy Group) ; agancman@vectorenergygroup.com
 - **Name of Project Manager:** Diego Urrego

5. **Nidorf Juvenile Hall – Outdoor Lighting Retrofit**
 - **Project Description:** We developed design drawings for the outdoor lighting remodel, including comprehensive load and photometric studies.
 - **Project Location:** City of Sylmar, Los Angeles County CA
 - **Year Completed:** On-going
 - **Client name and contact information:** Alvaro Gancman, President (Vector Energy Group) ; agancman@vectorenergygroup.com
 - **Name of Project Manager:** Diego Urrego

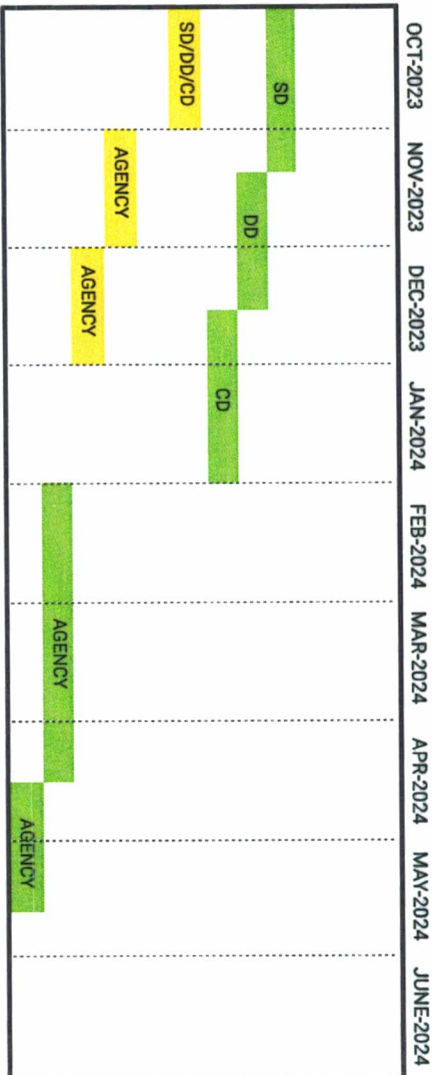
SCHEDULE OF DELIVERY:

PROJECT	START	FINISH
PLACENTIA LIBRARY - OUTDOOR READING SPACE	10/01/2023	4/15/2024
DESIGN PROCESS		
Schematic Design - Outdoor Library, EVCS, Book Drop	10/01/2023	11/10/2023
Design Development - Outdoor Library, EVCS, Book Drop	11/10/2023	12/15/2023
Construction Documents - Outdoor Library, EVCS, Book Drop	12/15/2023	2/1/2024
Construction Documents - Loading Dock	10/01/2023	11/01/2023
PLAN CHECK PROCESS		
Package #1 (Loading Dock) Submission to The City of Placentia	11/1/2023	12/01/2023
Package #1 Plan Check Approval	12/1/2023	12/31/2023
Package #2 Submission to The City of Placentia	2/1/2024	4/15/2024
Package #2 Plan Check Approval	4/15/2024	5/15/2024

* Schedule dates may require Expedited City Approval

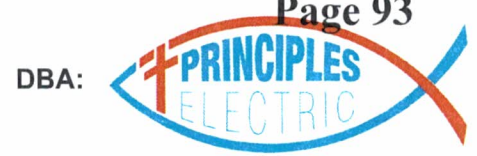
SCHEDULE FOR CONSTRUCTION:

* TBD



PLACENTIA LIBRARY
06 SCHEDULE OF DELIVERY





16661 Jamboree Road
Irvine, CA 92606

www.evidac.com

Contractor License # 1084023

PROPOSAL #352

Date Submitted: 09/03/2023

CUSTOMER: Placentia Library District
Address: 411 E. Chapman Avenue, Placentia CA, 92870

JOB SITE: Placentia Library
Address: 411 E. Chapman Avenue, Placentia CA, 92870
Attn: Carlo Maskarino

Design of Outdoor Reading Space and Loading Dock:

Basic Project Description:

- The Placentia Public Library is located at the Northwest corner of Chapman Avenue and All America Way.
- The basic scope of the project is the design of the loading dock ramp and the design of an outdoor reading space (approximately 2,600 square feet) on the North side of the existing library.
- Assumed budget for Design and Construction is \$835,000.
- Loading Dock design to be completed by December 31, 2023.
- Charging Station and Library Facility design to be completed by July 31, 2024.

Proposed Design Features:

- Create a welcoming and functional outdoor reading space that complements the existing library and provides visitors with a space for outdoor sitting, reading, and studying under the warm climate.
- Design comfortable and versatile reading areas throughout the outdoor reading space with different seating options and opportunities for larger group gatherings.
- Provide a contemporary design of the outdoor reading areas that integrates shading elements to provide relief from the sun and create a more comfortable reading environment.
- Create a landscape design that requires minimal maintenance while also providing a peaceful environment for visitors.
- Provide an energy efficient lighting design that enhances the ambiance of the outdoor space and existing library.
- Provide electrical outlets and charging stations throughout seating areas.
- Maintain control of flow of books between indoor and outdoor readings spaces by restricting access to the outdoor reading space to be solely from within the library.

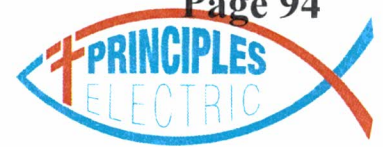


Company Contact: Erika Urrego · Ph 714.747.7454 · erika@evidac.com





DBA:



16661 Jamboree Road
Irvine, CA 92606

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DESIGN PHASE

Verification of Existing Conditions:

- Provide (3) site visits to gather the necessary information for the development of design and construction drawings.
- Review As-built drawings provided by the owner representative.

Conceptual/Schematic Design:

- Coordinate monthly progress meetings with owner representative.
- Collaborate with the owner representative to establish the desired functions for the space.
- Explore 2-3 conceptual designs for the outdoor reading space identifying opportunities and constraints while incorporating the "Design Proposed Features" mentioned above.
- Provide a narrative explaining the design intent and key design elements.
- Provide a site analysis of the proposed location for the loading dock and outdoor reading space that incorporates the surrounding context, orientation, and circulation.
- Acquire owner representative "sign-off" of the design to be developed.
- Provide schematic design drawings of loading dock and outdoor reading space design in an 11x17 package for client review and approval.
 - Provide schematic floor/site plan of proposed reading space and its connection to the existing library.
 - Provide elevations and sections of approved design.
 - Provide renderings of approved design that captures the essence of the design.

Design Development:

- Further refine and develop approved design.
- Select appropriate materials for construction of pathways, seating areas, shading elements, and other design elements in outdoor reading space.
- Provide 100% Design Development drawings for client review in 24x36 format.

Construction Documents:

- Create detailed drawings for construction and plan check purposes.
- Provide all required A/E services for this project including the following:
 - Architectural
 - Civil (if required)
 - Landscape
 - Structural
 - Electrical/Lighting

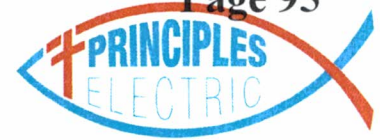


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- Ensure compliance with zoning regulations, building codes, and any other applicable requirements.
- Provide 100% Construction Documents drawings for city submittal in 24x36 format.
- Deliver (1) electronic CD30 set (Construction Document 30%) for customer review, (1) electronic CD90 set (Construction Document 90%) for customer final approval, and an IFP set (Issue For Permit), all in PDF format.

Construction Administration:

- Respond to RFI's for the purpose of clarifying any information in the drawings.
- Meet with the Placentia Building and Safety Department as required.

Agency:

- Respond to comments and revision of documents to resubmit to the Authority Having Jurisdiction (AHJ) as required for Building Permit approval.

Stamps & Seals:

- Provide Architectural/Structural Stamp and Review.
- Provide Electrical Engineering Stamp and Review.

EXCLUSIONS:

- Any structural calculations, details, drawings, or design related to repairs of existing conditions. Owner representative to disclose any existing issues with the building that may impact the design and construction of the outdoor reading space and loading dock.
- Any additional Structural work or calculations arising from the existing library building.
- Any additional Structural work or calculations not directly related to the design and construction of the outdoor reading space and loading dock.
- Any issues with roof drainage of the existing library building and or drainage of the site.
- Any HVAC work.
- Plan check fees, city permit fees, or any other fees due to the AHJ will be a pass-through cost to the client.
- Corrections by the City Building Department or any other "AHJ" on items not included in the scope of work for this proposal.
- Any services not clearly described in above scope of work.



Company Contact: Erika Urrego · Ph 714.747.7454 · erika@evidac.com



b. CONTRACT AGREEMENT STATEMENT:

1. This "Contract Agreement Statement" is made by EVI Design and Consulting Inc, a corporation organized and existing under the laws of the state of California.
2. Responder acknowledges receipt and review of the Request for Proposal (RFP) issued by the Issuer on July 12, 2023, specifically the statement detailed in the "ATTACHMENT 2: AGREEMENT" section of the RFP.
3. Responder hereby agrees to abide by and fulfill all obligations and requirements set forth in the aforementioned statement or provision of the RFP, except for the following concerns and inquiries in the "EXHIBIT A – SCOPE OF SERVICES" section of ATTACHMENT 2: AGREEMENT":
 - a. **Loading Dock:**
 - The third bullet point "Expansion of loading dock area" is not completely clear and will need to be more accurately specified during the design process.
 - The fourth bullet regarding accessibility may not be achieved with the budget of \$35,000, with one of the main concerns being the slope of the existing ramp. This will need to be examined during the design process.
 - b. **Outdoor Library:**
 - The entrance/exit for the reading space will be between the existing indoor library space, and the new outdoor space. There will not be an entrance/exit from the parking lot to the new outdoor space.
 - The security measures and maintenance protocols for the new space will greatly depend on the availability of resources and staff of the library. This item will need to be discussed during the design process.
 - The level 3 fast-charging station is understood to be for "private use" and not for "public use". This Electric Vehicle Charging Station (EVCS) is also understood not be to ADA accessible as allowed in section 11B of the California Building Code (CBC).
 - We strongly suggest that the infrastructure for future EVCS is added to the scope of work of this project.
4. This "Contract Agreement Statement" shall be governed by and interpreted in accordance with the laws of the state of California.

Responder hereby acknowledges and agrees to the terms set forth above.

c. **FIRM AND TEAM EXPERIENCE:**

1. **Company Overview:** Founded in 2020, EVI Design and Consulting Inc. stands not just as a provider of design engineering services but also boasts significant expertise as a general contractor and as an IBEW signatory electrical contractor. This combination of skills offers a comprehensive approach, ensuring an in-depth understanding of both design nuances and the tangible implications of projects.
2. **Distinctive Expertise:** Our combined expertise as a general contractor and electrical contractor affords us a unique advantage:
 - **Comprehensive Vision:** We grasp the practical challenges of construction at existing facilities, translating to designs that are both efficient and feasible.
 - **Cost Savings:** Our integrated insights allow us to preempt potential challenges, delivering both time and financial savings for our clients.
 - **Swift Implementation:** Our hands-on involvement in both construction and electrical tasks ensures prompt project completion.
3. **Team Experience:**
 - **Eduardo Urrego, Electrical Engineer & Contractor (Project Manager/Principal):** Boasting over 25 years in construction, Eduardo's blended expertise in design and construction management, especially in electrical infrastructure projects within existing facilities, has been invaluable.
 - **Raoul Wood, Electrical Engineer PE:** With an impressive 50-year tenure in electrical engineering design, Raoul brings an indispensable depth of experience and expertise to our operations.
 - **Diego Urrego, Architect and Vice President of Construction:** Diego's distinct design approach forms the cornerstone of our design services. His extensive experience as a general contractor complements his architectural expertise, ensuring an unparalleled approach to our projects.
 - **KPFF, Civil and Structural Engineering:** As industry front-runners, we've had the privilege of leveraging KPFF's expertise, viewing them as one of our most esteemed partners.
 - **Dick Fisher with Richard Fisher Associates, Landscape Architect:** Richard, having decades of hands-on experience with the cities of Yorba Linda, Placentia, and Irvine, has successfully designed numerous projects spanning parks, libraries, and various government establishments.

f. Relevant Project Experience:

1. **BTC Santa Ana Facility - Electrical Upgrades**
 - **Project Description:** As both the design engineer and electrical contractor, we executed end-to-end services, including multiple electrical distributions for the design and production of Level-2 and Level-3 EV Chargers.
 - **Project Location:** City of Santa Ana, Orange County CA
 - **Year Completed:** 2022
 - **Client name and contact information:** BTC Power – Ricardo Alvarado, Director of Facilities Management ; ralvarado@btcpower.com
 - **Name of Project Manager:** Eduardo Urrego
2. **BTC Irvine Facility - Tenant Improvement**
 - **Project Description:** We developed and implemented solutions for the power needs of five new Level-3 EV charger production bays and spearheaded various electrical upgrades for the newly-acquired warehouse and production areas
 - **Project Location:** City of Irvine, Orange County CA
 - **Year Completed:** 2023
 - **Client name and contact information:** BTC Power – Ricardo Alvarado, Director of Facilities Management ; ralvarado@btcpower.com
 - **Name of Project Manager:** Eduardo Urrego
3. **LA Department of Agriculture Weights and Measures EV Charger Installation – EVCS Installations**
 - **Project Description:** As the general contractor, we managed civil work and electrical installations for nine Level-2 EV Charging Stations.
 - **Project Location:** City of Arcadia, Los Angeles County CA
 - **Year Completed:** 2023
 - **Client name and contact information:** Alvaro Gancman, President (Vector Energy Group) ; agancman@vectorenergygroup.com
 - **Name of Project Manager:** Diego Urrego
4. **Santa Ana Unified School District – EVCS Installations**
 - **Project Description:** We undertook the structural, civil, and electrical design and construction of a new concrete island and nine Level-2 EV Charging Stations.
 - **Project Location:** City of Santa Ana, Orange County CA
 - **Year Completed:** 2023
 - **Client name and contact information:** Alvaro Gancman, President (Vector Energy Group) ; agancman@vectorenergygroup.com
 - **Name of Project Manager:** Diego Urrego
5. **Nidorf Juvenile Hall – Outdoor Lighting Retrofit**
 - **Project Description:** We developed design drawings for the outdoor lighting remodel, including comprehensive load and photometric studies.
 - **Project Location:** City of Sylmar, Los Angeles County CA
 - **Year Completed:** On-going
 - **Client name and contact information:** Alvaro Gancman, President (Vector Energy Group) ; agancman@vectorenergygroup.com
 - **Name of Project Manager:** Diego Urrego



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Irvine, CA 92606

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PROPOSAL #352

Date Submitted:	09/03/2023
------------------------	------------

CUSTOMER: Placentia Library District
Address: 411 E. Chapman Avenue, Placentia CA, 92870

JOB SITE: Placentia Library
Address: 411 E. Chapman Avenue, Placentia CA, 92870
Attn: Carlo Maskarino

FEE PROPOSAL:

Project Overview:

Design services for loading dock expansion, installation of charging station, and an outdoor library facility.

Scope of Services:

Please see document titled "Scope Services and Schedule".

Hourly Rate Schedule:

PRINCIPAL-IN-CHARGE	\$250
PROJECT MANAGER	\$195
DRAFTER / CAD OPERATOR	\$95
PROJECT ENGINEER	\$75
PROJECT ADMINISTRATOR	\$65

Project Fee:

\$125,250.00



Company Contact: Erika Urrego · Ph 714.747.7454 · erika@evidac.com





DBA:



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Irvine, CA 92606

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GENERAL REQUIREMENTS AND QUALIFICATIONS:

1. The scope and pricing listed within this proposal is contingent, based on the assumptions, clarifications and exclusions listed herein. If additional work is needed, costs will be incurred above the prices listed.
2. Pricing is based on the above scope only.
3. This pricing is valid for 30 working days from proposal submission date.

SCHEDULE OF PAYMENTS:

All amounts due under this agreement shall be billed and paid for in the following manner:

1. Upon approval of this proposal a mobilization invoice will be submitted for 10% of the contract amount.
2. Invoices to be issued as per approved progress invoice schedule.
3. A 10% retention invoice will be submitted once project is finalized, and all owner and city final inspections have been completed.

AUTHORIZATION TO PROCEED WITH PROPOSED SCOPE OF WORK:

1. To accept this proposal as an authorization to proceed with the scope of work as detailed, sign below and return to EVI Design & Consulting, Inc. **(DBA 7 Principles Electric)**

Authorization Signature

Date



Company Contact: Erika Urrego · Ph 714.747.7454 · erika@evidac.com





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Irvine, CA 92606

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DBA:



Contractor License # 1084023

PROPOSAL #352 – REV1

Date Submitted: 09/08/2023

CUSTOMER: Placentia Library District
Address: 411 E. Chapman Avenue, Placentia CA, 92870

JOB SITE: Placentia Library
Address: 411 E. Chapman Avenue, Placentia CA, 92870
Attn: Carlo Maskarino

FEE PROPOSAL:

Project Overview:

Design services for loading dock expansion, installation of charging station, and an outdoor library facility.

Scope of Services:

Please see document titled "Scope Services and Schedule".

WORK BREAKDOWN - SUMMARY			
DISCIPLINE	FIRM	PERCENTAGE OF TOTAL FEE	TOTAL DESIGN FEE
ARCHITECTURAL	EVI DESIGN & CONSTRUCTION	Approximately 36%	\$44,995
LANDSCAPE	RICHARD FISHER ASSOCIATES	Approximately 20%	\$24,955
STRUCTURAL	JACK YEH STRUCTURAL ENGINEERS	Approximately 16%	\$19,850
CIVIL	KPFF ENGINEERS	Approximately 10%	\$13,115
SURVEYING	KPFF ENGINEERS	Approximately 4%	\$5,080
ELECTRICAL	EVI DESIGN & CONSTRUCTION	Approximately 14%	\$17,255
BASIC SERVICES TOTAL:		100%	\$125,250

Project Fee: \$125,250.00



Company Contact: Erika Urrego · Ph 714.747.7454 · erika@evidac.com





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WORK BREAKDOWN																						
DISCIPLINE / BASIC SERVICES	EXISTING CONDITIONS			SCHEMATIC DESIGN			DESIGN DEVELOPMENT			CONSTRUCTION DOCUMENTS			BIDDING & PROCUREMENT			CONSTRUCTION ADMINISTRATION			TOTAL			
	RATE	HRS	FEE	RATE	HRS	FEE	RATE	HRS	FEE	RATE	HRS	FEE	RATE	HRS	FEE	RATE	HRS	FEE	RATE	HRS	FEE	
ARCHITECTURAL																						
Principal-In-Charge	\$240.00	0	\$0	\$250	4	\$1,000	\$250	4	\$1,000	7	\$1,750	\$250	0	\$0	\$250	1	\$250	1	\$250	16	\$4,000	
Project Architect / Project Manager	\$195.00	5	\$975	\$195	18	\$3,510	\$195	30	\$5,850	30	\$5,850	\$195	5	\$975	\$195	12	\$2,340	8	\$1,560	88	\$16,770	
Drafter / CAD Operator	\$65.00	15	\$1,425	\$95	48	\$4,560	\$95	42	\$3,990	98	\$9,310	\$95	12	\$1,140	\$95	14	\$1,330	229	\$14,955	229	\$21,765	
Project Administrator	\$65.00	0	\$0	\$95	6	\$570	\$95	7	\$665	14	\$1,330	\$95	4	\$380	\$95	7	\$665	7	\$665	38	\$2,470	
SUBTOTAL:			\$2,400			\$8,070			\$8,955			\$17,820			\$2,375			\$4,375			\$44,995	
LANDSCAPE																						
Principal-In-Charge	\$210.00	0	\$0	\$250	2	\$500	\$250	2	\$500	4	\$1,000	\$250	0	\$0	\$250	1	\$250	1	\$250	9	\$2,250	
Project Architect / Project Manager	\$160.00	3	\$480	\$195	9	\$1,755	\$195	10	\$1,950	16	\$3,120	\$195	3	\$585	\$195	6	\$1,170	47	\$9,080	47	\$9,080	
Drafter / CAD Operator	\$90.00	6	\$540	\$95	27	\$2,565	\$95	24	\$2,280	58	\$5,520	\$95	6	\$570	\$95	8	\$760	129	\$12,215	129	\$12,215	
Project Administrator	\$65.00	0	\$0	\$65	4	\$260	\$65	4	\$260	8	\$520	\$65	2	\$130	\$65	4	\$260	22	\$1,430	22	\$1,430	
SUBTOTAL:			\$1,200			\$5,000			\$4,990			\$9,980			\$1,205			\$2,440			\$24,955	
STRUCTURAL																						
Principal-In-Charge	\$240.00	0	\$0	\$250	2	\$500	\$250	2	\$500	3	\$750	\$250	0	\$0	\$250	1	\$250	1	\$250	9	\$2,250	
Structural Project Manager	\$195.00	2	\$390	\$195	8	\$1,560	\$195	12	\$2,340	12	\$2,340	\$195	2	\$390	\$195	5	\$975	37	\$7,215	37	\$7,215	
Drafter / CAD Operator	\$95.00	6	\$570	\$95	20	\$1,900	\$95	18	\$1,710	46	\$4,370	\$95	5	\$475	\$95	6	\$570	101	\$9,585	101	\$9,585	
Project Administrator	\$65.00	0	\$0	\$65	2	\$130	\$65	3	\$195	6	\$390	\$65	2	\$130	\$65	3	\$195	16	\$1,040	16	\$1,040	
SUBTOTAL:			\$960			\$4,000			\$3,985			\$7,850			\$995			\$1,980			\$19,850	
CIVIL																						
Principal-In-Charge	\$275.00	0	\$0	\$250	2	\$500	\$250	2	\$500	2	\$500	\$250	0	\$0	\$250	1	\$250	7	\$1,750	7	\$1,750	
Civil Project Manager	\$210.00	2	\$420	\$195	4	\$780	\$195	4	\$780	8	\$1,560	\$195	2	\$390	\$195	4	\$780	24	\$4,710	24	\$4,710	
Drafter / CAD Operator	\$195.00	3	\$585	\$95	12	\$1,140	\$95	12	\$1,140	26	\$2,470	\$95	4	\$380	\$95	4	\$380	61	\$6,005	61	\$6,005	
Project Administrator	\$105.00	0	\$0	\$65	2	\$130	\$65	2	\$130	4	\$260	\$65	0	\$0	\$65	2	\$130	10	\$650	10	\$650	
SUBTOTAL:			\$915			\$2,960			\$4,790			\$4,790			\$770			\$1,540			\$13,115	
SURVEYING																						
Principal-In-Charge	\$215.00	4	\$860																			
Surveying Project Manager	\$195.00	8	\$1,560																			
Survey Crew / Drafter	\$150.00	15	\$2,250																			
Project Administrator	\$65.00	8	\$520																			
SUBTOTAL:			\$5,090																			
ELECTRICAL																						
Principal-In-Charge	\$250.00	0	\$0	\$250	2	\$500	\$250	2	\$500	4	\$1,000	\$250	0	\$0	\$250	1	\$250	9	\$2,250	9	\$2,250	
Electrical Project Manager	\$195.00	2	\$390	\$195	6	\$1,170	\$195	8	\$1,560	10	\$1,950	\$195	2	\$390	\$195	4	\$780	32	\$6,240	32	\$6,240	
Drafter / CAD Operator	\$85.00	6	\$510	\$95	18	\$1,710	\$95	16	\$1,520	36	\$3,420	\$95	4	\$380	\$95	4	\$380	82	\$7,790	82	\$7,790	
Project Administrator	\$65.00	0	\$0	\$65	3	\$195	\$65	3	\$195	5	\$325	\$65	2	\$130	\$65	2	\$130	15	\$975	15	\$975	
SUBTOTAL:			\$960			\$3,385			\$3,375			\$6,695			\$900			\$1,540			\$17,295	



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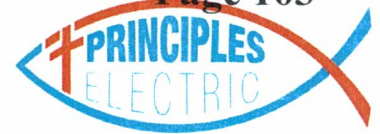




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EXCLUSIONS:

- Any structural calculations, details, drawings, or design related to repairs of existing conditions. Owner representative to disclose any existing issues with the building that may impact the design and construction of the outdoor reading space and loading dock.
- Any additional Structural work or calculations arising from the existing library building.
- Any additional Structural work or calculations not directly related to the design and construction of the outdoor reading space and loading dock.
- Any issues with roof drainage of the existing library building and or drainage of the site.
- Any HVAC work.
- Plan check fees, city permit fees, or any other fees due to the AHJ will be a pass-through cost to the client.
- Corrections by the City Building Department or any other "AHJ" on items not included in the scope of work for this proposal.
- Any services not clearly described in above scope of work.

GENERAL REQUIREMENTS AND QUALIFICATIONS:

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2. Pricing is based on the above scope only.
3. This pricing is valid for 30 working days from proposal submission date.

SCHEDULE OF PAYMENTS:

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1. Upon approval of this proposal a mobilization invoice will be submitted for 10% of the contract amount.
2. Invoices to be issued as per approved progress invoice schedule.
3. A 10% retention invoice will be submitted once project is finalized, and all owner and city final inspections have been completed.

AUTHORIZATION TO PROCEED WITH PROPOSED SCOPE OF WORK:

1. To accept this proposal as an authorization to proceed with the scope of work as detailed, sign below and return to EVI Design & Consulting, Inc. (DBA 7 Principles Electric)

Authorization Signature

Date

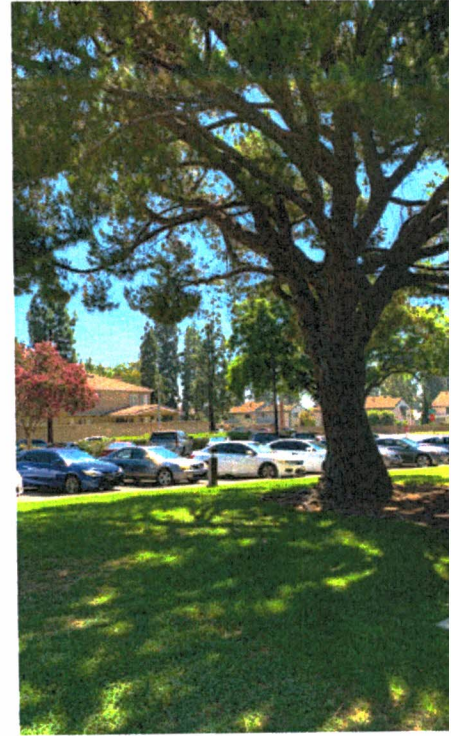


Company Contact: Erika Urrego · Ph 714.747.7454 · erika@evidac.com





Request for Proposal



Loading Dock Expansion, Installation of Charging Station, and Outdoor Library Facility at Placentia Library District Design Services

RFP NO. 2023-01

September 3, 2023

Submitted by:



1 Peters Canyon Road, Suite 130, Irvine, CA 92606
T: 949.387.8500 ▲ F: 949.387.0800 ▲ www.idsgi.com

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3. Fee Proposal

(Submitted separately and concurrently with the technical proposal; labeled "Fee Proposal")



Statement of Qualifications

a. Cover Letter

September 3, 2023

Mr. Carlo Maskarino
Business Manager
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

SUBJECT: Request for Proposal - Loading Dock Expansion, Installation of Charging Station And an Outdoor Library Facility at Placentia Library District Design Services

Dear Mr. Maskarino and Members of the Selection Committee:

IDS Group, Inc. (IDS) is eager to work with the Placentia Library District and presents this technical proposal to provide design services for the Loading Dock Expansion, Installation of Charging Station, and an Outdoor Library Facility Project. Ms. Shelley Sivak, RA, LEED AP, IDS Project Manager, toured the site with you on Tuesday, August 29th. The project goal will be to expand accessibility to library resources for patrons who prefer outdoor settings or face limitations in accessing the indoor library; along with making improvements to the loading dock, a vehicular accessible book drop, and a Level III Charger for a mobile library truck nearby the loading dock.

The IDS project design team has current and completed project experience to re-imagine the site that will bring best value and economically viable for the District to undertake. IDS has more than 60 years' experience providing architecture and engineering designing outdoor spaces that consider agency operational needs and implementing creative solutions that make communities thrive further.

The individual charged with the responsibility of implementing and integrating the critical aspects of the Placentia Library District Project will be Mr. John Silber, AIA, IDS' Principal Architect. He will guide our Project Manager, Shelley Sivak, RA, LEED AP, to coordinate the design effort with IDS' in-house team that include landscape architects and engineers. IDS can seamlessly coordinate with the District and the City of Placentia as our firm holds an on-call engineering/architecture contract.

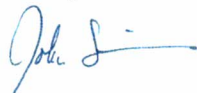
b. Contract Agreement Statement:

- IDS concurs with any and all provisions contained in the Agreement attached hereto as Attachment 2 in the Appendix of this RFP.
- IDS does not have any exceptions to the Agreement.

We appreciate the opportunity to submit our proposal and commit to providing architectural-engineering design service excellence to help the District to achieve their goals. Please do not hesitate to contact Mr. Silber should you have any questions pertaining to our submittal.

Sincerely,

IDS Group



John Silber, AIA
Principal Architect



Said Hilmy, PhD, SE, LEED AP
Principal / Contract Administrator

cc: Shelley Sivak, RA, LEED AP - IDS Project Manager

c. Firm and Team Experience

IDS Group, Inc. (IDS) is a multidisciplinary architectural and engineering consulting firm with roots spanning over 60 years. With a staff of approximately 80 professionals, our integrated design team provides added value through our specialized divisions – architecture and structural, civil, mechanical, plumbing, and electrical engineering, as well as cost estimating services, maximizing service efficiency. IDS is committed to project excellence, providing turnkey design solutions to the building and infrastructure industries.

IDS incorporates sustainable, energy-efficient, and environmentally conscious designs as a significant component of each project. We are recognized for our use of water-efficient plant materials, recycled materials, and water-efficient irrigation systems. IDS is a member of the Green Building Council, on design teams for LEED-certified building projects, and employs numerous full-time LEED Accredited Professionals.

As a multi-disciplinary engineering and architectural firm, IDS has the practical knowledge, insight, and resources to offer comprehensive services and specialized solutions to our clients.

In-House Services

“IDS” stands for Integrated Design Services, as our service delivery model. We bring a broad architectural and engineering understanding, inherent curiosity, and sound technical expertise, and then apply these skills to each project’s unique set of circumstances.

Architecture

Our architecture division provides design, planning, programming, project management and renovation services to public and private clients throughout California. Our architectural services involve building assessments, alterations, and modifications, accessibility studies, ADA compliance studies and design, ZNE, LEED, fire and life safety assessment and design, code review, space planning, remodeling, repair of damaged and deteriorated structures, and expansions and additions to existing facilities. With staff of over twenty architects, designers, and support staff our award-winning architecture division provides architecture, design, planning, programming, project management and renovation services to public and private clients throughout California.

Our architectural services involve building assessments, alterations, and modifications, accessibility studies, ADA compliance studies and design, fire and life safety assessment and design, code review, space planning, remodeling, repair of damaged and deteriorated structures, and expansions and additions to existing facilities. Project experience of IDS staff encompasses new construction, renovation, re-adaptation, and tenant improvements to a variety of building types.

IDS’ In-House Technical Capabilities

Landscape Architecture: IDS has a dedicated team that specializes in building healthy places for communities through the practices of landscape architecture and ecological restoration. The team focuses on the relationship between land and people where we are only as healthy as our surroundings. Most of the team’s work lies in municipalities, counties and other California agencies working closely with clients and stakeholder groups to design and build healthy communities and improve quality of life. The projects designed draw from natural and cultural histories of the land and improve the natural ecological systems. Specialized expertise includes historic preservation, adaptive re-use, cultural landscapes, cultural and natural history interpretation, ecological restoration, sustainable design, drought tolerant planting, low water irrigation systems, and context-integrated design.

Mechanical and Plumbing Engineering: The mechanical engineering division of IDS is comprised of experienced professional engineers (30+ years) and designers who are experts in the fields of heating, ventilating, air conditioning (HVAC), plumbing, piping, and fire protection. We have successfully completed numerous designs for HVAC, plumbing, and fire protection systems for countless public projects and facilities with more than \$1 billion of construction budget.

Our engineers have evaluated the heating, ventilating, and air conditioning systems in existing buildings as a part of modernization projects and as a primary service. The evaluations identify the physical conditions of the systems' equipment and components; strategic planning for sites; evaluate system performance; identify conditions that are at variance with current building codes and standards including but not limited to: Title 24 Energy Code, CAL Green, Title 5, Field Act and United States Green Building Council guidelines (USGBC); provide an estimate of the remaining service life for the equipment, material, and components; identify necessary maintenance requirements; need of upgrade equipment for enhancing energy savings and indoor air quality; and provide an estimate of the costs of repairs and replacements. Furthermore, evaluations can include the measuring and recording of air and water flows, pressures, and temperatures.

In addition, IDS has extensive mechanical project experience involving steam boilers and auxiliaries, chilled water central plants, hot water systems, thermal energy storage systems (TES), variable speed centrifugal chillers, cooling towers and condenser water systems, process cooling water systems, co-generation systems with heat recovery, energy management systems, building automation systems, system troubleshooting, steel water storage tanks, and system commissioning.

Electrical Engineering: The electrical engineering division of IDS (formerly DGM & Associates) was established in 1992. With extensive experience in the preparation of engineering studies and analyses, plan review, drawings, and specifications for new construction projects adhering to electrical code compliance, conducting electrical power consumption studies and field investigations, and providing construction cost estimates, concept studies and reports, and post-construction support for electrical engineering projects. Quality is the baseline of our customer service, enabling us to retain approximately 80% of our clientele through repeat business.

Structural Engineering: Our structural engineering division is a recognized leader in the design, assessment, review, and retrofit of buildings. The team is at the forefront of new building designs utilizing steel, concrete, and masonry. Services also include the assessment and retrofit of different building types and sizes, the evaluation and repair of distressed structures, peer and plan review, constructability review, and forensic engineering. Our team has been honored by the Structural Engineers Association of Southern California (SEAOSC) with over 20 "Excellence in Structural Engineering" awards for innovative and outstanding design.

Civil Engineering: IDS provides civil engineering design, assessment, peer review, and plan check for a wide variety of public and private sector improvement projects. Our department applies our depth of design management expertise to provide planning and entitlement, civil engineering, LEED sustainable design, construction administration, and traffic engineering support services to public agencies, owners, and developers of retail, commercial, office, industrial, residential, and public works projects throughout the United States. Our civil engineering design services include water, wastewater, and utility infrastructure, stormwater management, LID design and analysis, hydrology and hydraulic analysis and design, recreation design, grading, drainage, street improvements, land development services, and public works design..

Cost Estimating: Our in-house cost estimator is experienced in supporting both new construction and complex renovation projects, and possess extensive knowledge of a variety of tenant improvement types. Utilizing the latest in cost control methods, IDS ensures clients' projects are well planned and expertly executed. In the delivery of its cost services, IDS provides reliable, accurate estimates while meeting its client's most critical deadlines.

Experience with Value Engineering, Life Cycle Cost Analysis, and Bid Alternate Designation: By doing cost estimating in house IDS is able to identify opportunities for alternate bids that will provide flexibility for our clients as they strike the balance between scope of the construction and the cost of construction. The first path to value engineering savings is constructability. Our construction cost estimator also provides an internal constructability review, and this allows IDS to weed out designs that will later prove impractical to build and hence more expensive to build. The second path to value engineering is the search for alternates that provide nearly equal performance at less initial cost. When considering these initial cost saving IDS provides a life cycle cost analysis of the alternatives so that our clients can make informed choices.

A recent example includes the City of Rancho Santa Margarita Community Center. Construction defects have permitted storm water to intrude into and to damage the center. IDS reviewed documents provided by the City, conducted a visual inspection of the site, developed a move management plan, and a "pros-and-cons" assessment for installation of different building systems. Our analysis included a detailed baseline Architect's Estimate of Probable Construction Cost (AEPCC). In the event that the baseline AEPCC exceeded the construction budget to a significant degree IDS included an additional architectural services budget with the AEPCC so that the City can make a decision regarding budget with "all the cards face up on the table."

Sustainable Engineering

The firm's project approach begins with a complete assessment of project requirements to achieve a LEED certification or provide a sustainable design without certification. To meet the project requirements our team will investigate all sustainability options including photovoltaic solar system, commercial and residential fuel cell systems, geothermal ground source heat pump systems, low energy LED lighting products, water conservation design solutions, day lighting harvesting, low-flow plumbing fixtures and high SEER air conditioning equipment. IDS and its teams include over 40 LEED Certified professions.

Zero Net Energy (ZNE)

IDS' professional mechanical, electrical, and plumbing engineers are experienced in Net Zero Engineering. Our team seeks ways to improve the efficiency of HVAC and electrical systems in buildings and apply smart net-zero energy design and strategies.

ADA Access Compliance

Our expert ADA (Americans with Disabilities Act) team offers detailed ADA facility surveys and preparation of Transitional Plans, plan reviews, training, and product consulting on a regular basis to healthcare facilities, large corporations, and federal, state and local government clients.

Project Team Resumes



John Silber, AIA

Principal Architect

Education: Master of Architecture, Southern California Institute of Architecture

Professional Credentials: Professional Architect: California #C15573

Mr. Silber is an award-winning architect covering a broad range of urban projects, including a number in areas of special interest, such as the link public education creates between culture and economic vitality. He has mastered the interface between community design expectations, urban in-fill architecture and modern code standards for fire / life safety, energy, and accessibility. John has been an active member of the architecture and urban design of Southern California.

Relevant Project Experience:

- County of Orange DPW Brea Library Renovations | Brea, CA
- County of Orange DPW El Toro Library Renovations and Upgrades | Lake Forest, CA
- County of Orange Dept. Public Works Los Alamitos-Rossmoor Library Space Planning and Architectural Improvements | Los Alamitos, CA
- County of Orange Yale Homeless Shelter | Santa Ana, CA



Shelley Sivak, RA, LEED AP

Project Manager

Education: Master of Architecture, California Polytechnic University, Pomona

Professional Credentials: Professional Architect: California #C33767;
LEED Accredited Professional

Ms. Sivak has been involved in the fields of architecture and interior design for more than 25 years, shaping space, and bringing life to both urban and suburban settings, which create a strong sense of place. Shelley specializes in reviewing the state of the existing building and evaluates' its size and layout for the intended use, identifying the need for repair, renovation, and expansion. Projects have included programming, schematics, design development, color and finish selections, client presentations, construction documentation, researching and writing specifications, budgeting, project, and construction administration.

Relevant Project Experience:

- County of Orange Dept. Public Works El Toro Library Space Planning and Architectural Improvements | Lake Forest, CA
- County of Orange Dept. Public Works Brea Library Space Planning and Architectural Improvements | Brea, CA
- County of Orange Dept. Public Works Los Alamitos-Rossmoor Library Space Planning and Architectural Improvements | Los Alamitos, CA
- County of Orange Yale Homeless Shelter | Santa Ana, CA

Project Team Resumes



Joy Lyndes, PLA, FASLA
Lead Landscape Architect

Education: Master of Architecture, University of Arizona

Professional Credentials: Professional Landscape Architect: California #C4183

Ms. Lyndes brings a broad range of municipal, local, and state agency expertise specializing in transportation and facilities planning, design, and construction oversight of complete streets, facilities programming, and smart growth. In addition, her practice focuses on health and well-being as one of the critical priorities of our community regeneration framework, fostering long-term health outcomes in our neighborhoods and public spaces. Her experience includes landscape programming, planning, design, construction documents, and construction administration for local, state, and federally funded projects.

Relevant Project Experience:

- City of Lancaster, El Dorado Park Revitalization | Lancaster, CA
- City of Lancaster, Mariposa Park Renovation | Lancaster, CA
- County of Orange, Los Alamitos, Rossmoor Library Refresh | Los Alamitos, CA
- County of Orange Yale Homeless Shelter | Santa Ana, CA
- Leo Carrillo Historic Ranch Park | Carlsbad, CA
- University of Arizona Bryant Banister Laboratory of Tree Ring Research | Tucson, AZ
- Veterans Association of North County (VANC) Honor Wall/Community Event Space | Oceanside, CA



Kristen Gros, PLA, LEED AP ND
Landscape Architect

Education: Master in Landscape Architecture, California Polytechnic University, Pomona

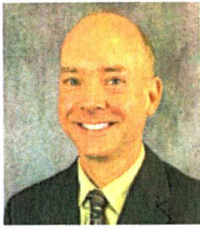
Professional Credentials: Professional Landscape Architect: California #C6288

Ms. Gros is a highly effective leader who brings a multi-disciplinary engineering-architecture understanding to landscape planning, design, and irrigation systems geared toward coastal communities. She is a talented team player and able to communicate project needs while managing budgets, leading design teams, and developing strategic and operational plans for firmwide future growth. Ms. Gros is a LEED Accredited Professional in Neighborhood Development (ND) and is a member of the LEED Sustainable Sites Technical Advisory Group (TAG). Her leadership in sustainable design will be invaluable for the City of Covina Hollenbeck Park project.

Relevant Project Experience:

- City of San Bernardino Speicher Memorial Park Ballfield Improvements | San Bernardino, CA
- City of Lancaster, Mariposa Park Renovation | Lancaster, CA
- City of Lancaster, El Dorado Park Revitalization | Lancaster, CA
- Willow County Grove Park | San Diego, CA
- Ocean Breeze Ranch | San Diego, CA

Project Team Resumes



Adrian Anderson, PE

Lead Civil Engineer

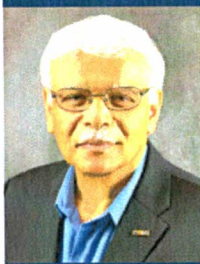
Education: Bachelor of Science, Civil Engineering, CSU, Long Beach, CA

Professional Credentials: Professional Civil Engineer: California #C60955

Mr. Anderson has over 25 years of experience. Mr. Anderson also has extensive experience building consensus with stakeholders and the public through participation in public outreach meetings, as well as various public agency meetings, including Commissions, Boards, and City Councils.

Relevant Project Experience:

- City of San Bernardino Speicher Memorial Park Ballfield Improvements | San Bernardino, CA
- City of Lancaster, El Dorado Park Revitalization | Lancaster, CA
- City of Lancaster, Mariposa Park Renovation | Lancaster, CA
- Riverside County Sheriff Dept., Coroner Facility Parking Lot Improvements, Drainage, and Water Quality | Perris, CA
- Topanga Canyon Charter School, Maintenance Vehicle & Pedestrian Access Way Design, Paving and Drainage Repairs | Topanga, CA



Said Hilmy, PhD, PE, SE, LEED AP

Principal /Contract Administrator

Education: Doctorate, Structural Engineering, Cornell University; MS, Structural Engineering, Cornell University

Professional Credentials: Professional Structural Engineer: CA #S3680;
Professional Civil Engineer: CA C43988; LEED Accredited Professional

Dr. Hilmy has over 35 years of experience in structural engineering design and analysis and project management. Mr. Hilmy provides organizational leadership with a focus on quality control in the delivery of construction documents and excellent customer service.

Relevant Project Experience:

- City of Lancaster, El Dorado Park Revitalization | Lancaster, CA
- City of Lancaster, Mariposa Park Renovation | Lancaster, CA
- City of Commerce, Veterans Memorial Park | Commerce, CA
- City of San Bernardino Speicher Memorial Park Ballfield Improvements | San Bernardino, CA
- County of Orange, Santiago Oaks Park Upgrade | Orange, CA
- County of Orange Yale Homeless Shelter | Santa Ana, CA

Project Team Resumes



Victor Mercado, PE, SE

Structural Engineer

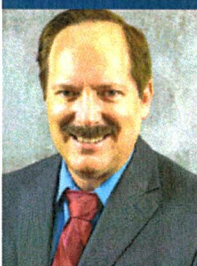
Education: MS, Civil Engineering, University of California, Irvine

Professional Credentials: Professional Structural Engineer: CA #S5020;
Civil Engineer: CA #C465325

Mr. Mercado is a 20-year veteran at IDS Group. His area of expertise includes structural design of steel structures, concrete frame or shear wall structures, masonry structures and timber structures. In addition to his structural design experience, he has worked on numerous projects involving the seismic rehabilitation, and earthquake safety evaluation of existing structures.

Relevant Project Experience:

- City of San Bernardino Speicher Memorial Park Ballfield Improvements | San Bernardino, CA
- City of Commerce Veterans Memorial Park | Commerce, CA
- City of Orange Water Division Warehouse Replacement & Relocation | Orange, CA
- County of Orange Outdoor Lobby Area | Santa Ana, CA
- County of Orange Yale Homeless Shelter | Santa Ana, CA



Darren Smith, PE, BEAP

Lead Mechanical Engineer

Education: Bachelor of Science, Mechanical Engineering Technology,
California State Polytechnic University, Pomona

Professional Credentials: Professional Mechanical Engineer, CA, #M30841
ASHRAE: BEAP (Building Energy Auditing Professional)

Darren Smith is a registered mechanical engineer with more than 23 years of experience in both design bid build and design build projects. Darren is an experienced design engineer and project manager with extensive experience in designing and managing numerous construction projects requiring strong cross communication at various levels of project ownership.

Relevant Project Experience:

- City of Lancaster, El Dorado Park Revitalization | Lancaster, CA
- City of Lancaster, Mariposa Park Renovation | Lancaster, CA
- Los Angeles World Airports, Roadways, Utilities & Enabling Projects, Paving & Street Design | Los Angeles, CA
- County of Orange Irvine Historic Park Agricultural Headquarters Upgrades | Irvine, CA
- County of Orange Yale Homeless Shelter | Santa Ana, CA
- Mt. San Antonio College Sow Barn and Sheep Sorting Pens Low Impact Development (LID) and Drainage Improvements | Walnut, CA

Project Team Resumes



Steven Collins, PE, LEED AP

Lead Electrical Engineer

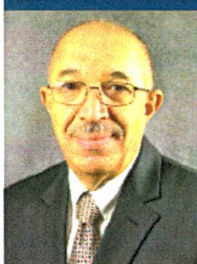
Education: MS, Electrical Engineering, Rensselaer Polytechnic Institute

Professional Credentials: Professional Electrical Engineer: California #E22805;
LEED Accredited Professional

Mr. Collins brings over 20 years of experience in Electrical Engineering for Building Systems and has expertise in municipal, education, commercial, and healthcare markets. His experience includes field investigation, design, and specifications for electrical service entrance equipment, standard and emergency distribution systems, lighting systems, controls, power-to-utilization equipment and devices, fire alarm systems, and telecommunication and low-voltage raceway systems.

Relevant Project Experience:

- City of Lancaster, El Dorado Park Revitalization | Lancaster, CA
- City of Newport Beach, Central Library Elevator, Fire Alarm and Security System Modernization | Newport Beach, CA
- Department of Veteran's Administration, Air Handler Unit Replacement | Barstow, CA
- The Aerospace Corporation Lighting Replacement | Los Angeles, CA
- Orange County Sheriff's Department, Central Men's Jail Lighting Retrofit | Orange, CA



Faisal Dakhil

Cost Estimator

Education: MS, Civil Engineering, University of Southern California;
BS, Civil Engineering, University of Southern California

Mr. Dakhil has over 30 years of pre-construction, construction management, and estimating experience in a broad spectrum of projects ranging in value from \$1 million to more than \$250 million. Faisal has a long track record of successful jobs coming in under budget and on time, resulting in substantial client savings.

Relevant Project Experience:

- City of Lancaster, El Dorado Park Revitalization | Lancaster, CA
- City of Irvine, Bill Barber Park Shade Structures | Irvine, CA
- City of Irvine, Great Park Western Sector Restrooms Upgrades | Irvine, CA
- City of Irvine, Great Park Concessions Upgrades | Irvine, CA
- County of Orange, Los Alamitos, Rossmoor Library Refresh | Los Alamitos, CA
- City of Commerce Veterans Memorial Park Recreation Center | Commerce, CA
- City of Glendora, Finkbiner Park | Glendora, CA
- City of Murrieta, Town Square Park Upgrades | Murrieta, CA
- County of Orange, Yale Navigation Center | Santa Ana, CA

d. Understanding of Need and Creative Ideas

IDS Group (IDS) has developed and implemented a client-orientated and client-coordinated Integrated Project Delivery Method and Approach for each new parks and recreation project from concept to completion. This approach engages the City of Irvine representatives, stakeholders, and the community as integral participants through a collaborative, inclusive, and open communication design process to seek efficiencies. This method achieves the ideals, milestones, objectives, schedule, budget, and overall project goals. This effort necessitates a Principal Architect responsible throughout every project phase. The Principal Architect will participate in the programming, development, consultant coordination, graphics, city presentation, city processing, entitlement, constructability review, BIM/Revit Modeling, quality assurance, quality control, value engineering, and documentation phases to maintain project continuity.

Idea sharing among the District and stakeholders will occur in an open charette session at each design stage to consider all aspects of the project during the design process. IDS understands how to effectively integrate these ideas and all the essential elements to align with the District's goals, budget, and schedule.

NEW OUTDOOR LIBRARY ENVIRONMENT

IDS will design new outdoor environments emphasizing discovery and providing safe, secure, and accessible connections.

Outdoor library amenities will include the following components:

Shade structures to be photovoltaic for LED lighting.

Outdoor benches and furniture for groups and individuals.

Communal amphitheater for special events and activities

Education-focused nature garden

Wi-fi connectivity

Decomposed granite (DCG) walking trails

Defensible spaces that are well-lit and utilize native and drought-tolerant plantings

LOADING DOCK

The existing loading dock will expand on the north side of the District building and adjacent parking lot spaces.

Design an accessible slip-resistant surface for the loading dock areas.

Widen the walkway ramp leading from the parking lot to the library building.

The loading dock area will have a safety barrier, guardrails, handrail, and a curb on the ramp, as required by the California Building Code.

BOOK DROP

IDS will remove the existing book drop box, replace it with a new metal drive-up unit, and locate it adjacent to the current mailbox.

ELECTRIC VEHICLE FAST CHARGING STATION - LEVEL III

Provide a new stand power 60KW DC electric vehicle (EV) charging station with 30kW power on a 50A hookup, with dual ports. The EV station location should be accessible and closest to the loading dock on the library's north side and parking lot spaces.

IDS proposes a functional, aesthetically appealing, and resilient outdoor space that adds value and community character within the District. Therefore, design options and documents that the IDS team prepares will be mindful of:

- Diversity, Equity, and Inclusion
- Immersive and spontaneous interactions with patrons, community members, and District representatives.
- Biophilic design principles
- Energy Analysis and Efficiencies
- Fire Life Safety

e. Relevant Project Experience

City of Maywood Resource Center Concept Design | Maywood, CA

Client: City of Maywood
Project Dates: August 2023 - on-going
Contract Value: \$20,000
Reference: Jennifer Vasquez
 City Manager
 City of Maywood
 Phone: (323) 562-5700
 Email: jennifer.vasquez@cityofmaywood.org

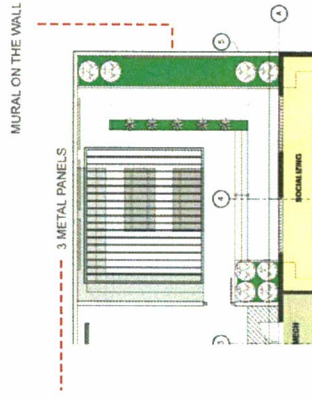


- ✓ Programming
- ✓ Facility Assessment
- ✓ Concept Design
- ✓ 2D and 3D Rendering
- ✓ Space Planning
- ✓ Cost Estimate

The IDS project team is working with the City of Maywood to convert an existing vacant single-story property and transform it into a community resource center. The City will share its project goals with IDS to determine space programming and on-site improvements for the Maywood Resource Center. The Resource Center design will be a flexible and open floor plan to meet the City's needs for community events and activities. The City plans to identify funding sources for the project, which will require IDS to prepare the following: 1.) Space use program, 2.) Concept Design, 3.) Model Project Timeline, and 4.) Rough Order of Magnitude Project Cost Estimate.

IDS' Project Scope of Work:

- 1.) Assist/collaborate with the City with programming interior spaces.
- 2.) Develop an initial concept design.
 - a. Provide up to three (3) additional designs.
 - b. Provide floor and site plans, design imagery, and rendered 2D and 3D drawings.
- 3.) Concept design virtual presentation to the City.
- 4.) Refine the City's preferred design option.
 - a. Provide updated floor and site plans, design imagery, and rendered 2D and 3D drawings.
 - b. Provide a professional opinion on the estimated project schedule and costs.



e. Relevant Project Experience

City of Irvine Bill Barber Community Park Shade Structure | Irvine, CA

Client: City of Irvine
Project Dates: February 2020 - on-going
Contract Value: \$95,000

Project Relevance

- ✓ A/E Facilities Needs Assessment
- ✓ A/E Modernization/Renovation/Upgrades
- ✓ Construction Documents
- ✓ Bidding Support
- ✓ Construction Administration
- ✓ Shade Structure Installation
- ✓ Public Outreach

Colonel Bill Barber Marine Corps Memorial Community Park (Bill Barber Community Park) is a 39-acre park located at 4 Civic Center Plaza and offers an array of programs and events for the Irvine community. The city envisioned a shade structure for patrons while attending baseball and softball games at the park's Dianna Manning Stadium and three (3) lighted softball fields. IDS prepared a shade study analysis for the city to ensure that a structure provided comfort to residents without obstructing lines of sight or cast shadows on the infield. Conceptual design, final design, bidding and construction support were also completed by IDS for the project.

County of Orange Yale Homeless Shelter Wellness Area and Shaded Canopy | Santa Ana, CA

Client: County of Orange
Project Dates: 2020 - 2021

Project Relevance

- ✓ AE Design
- ✓ Adaptive Reuse
- ✓ Essential Service Facility
- ✓ Flexible Outdoor Space
- ✓ Landscape Architecture
- ✓ Cost Estimating
- ✓ Health and Wellness

IDS was retained by the County of Orange to provide Architecture, Landscape Architecture, Engineering, and Cost Estimating services for the adaptive reuse / conversion of an existing 64,000 square foot two-story commercial office building, located on approximately 2.3 acres in the City of Santa Ana. Scope-of-services included the development of the scoping bridging documents to be used as the basis of design for soliciting a design-build entity to complete the design and construction of the facility. The renovation project included a versatile outdoor community area featuring a shaded canopy sail. IDS created a flexible space allowing for a variety of uses including dining, event gatherings, and improved mental health and well-being for community occupants.

City of Costa Mesa City Hall Electric Vehicle Charging Stations | Costa Mesa, CA

Client: County of Orange
Project Date: April 2022 - December 2022
Contract Value: \$19,723

Project Relevance

- ✓ A/E Survey and Site Investigation
- ✓ Engineering Design Plans & Specifications
- ✓ ADA Code Compliance
- ✓ Public Utility Permit Processing
- ✓ Cost Estimating

IDS completed engineering design services, permit processing from utility companies and the City's Building Division, and construction administration services during the construction phase for the City Hall Electric Vehicle Charging Stations. Scope of work involved field review and investigations, evaluation of existing conditions, existing plans and records research, ADA compliance, meetings with City staff and coordination with Southern California Edison.

This project was awarded the 2021 ASCE Orange County Outstanding Energy Project of the Year.

Before

After

References

City of Irvine Bill Barber Park Shade Structure

Client Contact Reference:

Mr. Chris Brown, Senior Project Manager
City of Irvine
Ph: (949) 724-6937
E: chbrown@cityofirvine.org

County of Orange Yale Homeless Shelter

Client Contact Reference:

Mr. Matthew Durbin, Senior Project Manager
County of Orange
Ph: (714) 667-1626
E: matthew.durbin@ocpw.ocgov.com

County of Riverside Sheriff Department

Miscellaneous A/E services including planning and design services for multiple facilities for the County of Riverside Sheriff Department. Project Dates: 2021 - on-going

Client Contact Reference:

Mr. Ramon Tadrous
Director, Project Management Office
Phone: (951) 955-5951
Email: rtadrous@riversidesheriff.org

City of Lancaster El Dorado Park Revitalization

The IDS architectural and engineering team is working with the City of Lancaster on a phased planning, design, and reconstruction of El Dorado Park. A vital community resource to the city, the El Dorado Park Improvements Project will enhance the surrounding environment which is in a densely populated area of residential neighborhoods, an elementary school, and commercial businesses. Phase One of the project will feature a new community building, wellness stations, accessible walkways, skatepark, plaza seating with overhead shade structure, and splash pad. Phase Two will involve expanding the park and replacement of existing playground equipment that are inclusive for people of all ages and abilities. Project Dates: November 2022 - on-going

Client Contact Reference:

Mr. Ramon Galo
Parks Supervisor
City of Lancaster
Phone: (661) 723-5979
Email: rgalo@cityoflancaster.gov

f. Schedule of Delivery

Please refer to Section 2. Scope of Services and Schedule.

2

Scope of Services and Schedule

The following outline highlights essential design services that the IDS team will complete for the Placentia Library District during the feasibility, study, design, and construction document phases that ensure the project's objectives and goals are achievable:

- Review and analyze existing documents and surveys.
- Provide a concise and complete Project Schedule inclusive of all disciplines and participants.
- Assess existing conditions, identifying California Building Code compliant issues, accessibility, sustainability, National Fire Protection Association (NFPA), Placentia Library District's Representatives Review, Planning Commission for Design Review (as required), and Architectural Design Review (as needed) to provide design options and alternatives based on the City's Planning Guidelines.
- Validate the existing infrastructure conditions of the site during all phases of the feasibility study to understand the challenges in direct conjunction with the project and document them accordingly.
- Review Building Systems, Common Use Spaces, Site Layout, and Conditions for functionality, adjacencies, and accessibility.
- Meet with Placentia Library District representatives, staff, user groups, and community stakeholders to confirm proposed program uses and support space requirements.
- Conduct workshop charette sessions to further the project's feasibility study in collaboration with the Placentia Library District representatives, staff, user groups, and city and community stakeholders.

IDS will be responsible for the preparation and submittal of the PS&E (Plans, Specifications, and Estimate) package through completion with the approval from the District to release for construction. This package may include but is not limited to, survey, civil engineering, landscaping, irrigation, and electrical engineering.

A. PROJECT COORDINATION - IDS will be responsible for the overall management and coordination of the project, which may include but is not limited to Project development team meetings and liaison with affected agencies and utility companies. IDS will prepare progress reports, schedule updates, and provide technical support for securing permits for all field studies and any other required permits from other agencies.

B. RECORDS RESEARCH - IDS will research all information pertinent to the project, including, but not limited to, existing field conditions, as-built plans and record drawings, right-of-way data, and all future improvement plans adjacent to or affecting the project site. This effort will include identifying existing and proposed facilities within the project's limits and potential conflicts.

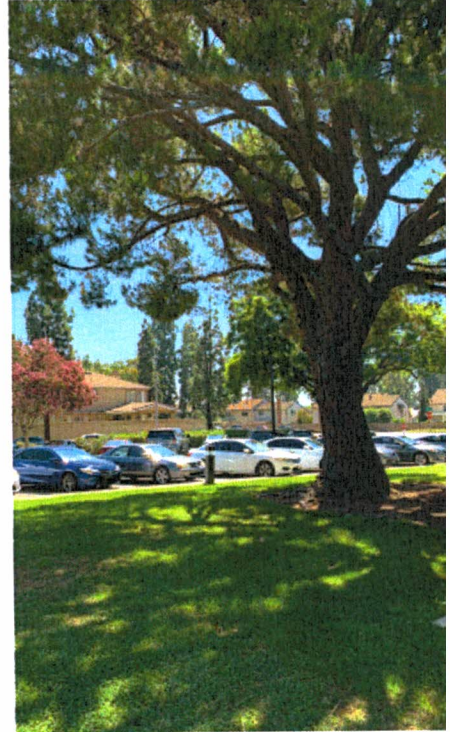
C. PRELIMINARY DESIGN - IDS will organize a project kick-off meeting with the District staff to discuss the conceptual design plan, project goals and objectives, potential elements and issues, project schedule, review of existing information, and conduction of a site investigation. IDS will provide to the District staff plans for their review and approval. IDS will pick up comments from the District staff review and issue them to the District for confirmation of the approved preliminary design (including civil survey and water quality as deemed necessary).

D. PLANS, SPECIFICATIONS AND ESTIMATES (PS&E) - All reports, plans, specifications, and quantity calculations will conform to the District's criteria, policies, procedures, and standards. The plan development will include a draft final PS&E package for District review and comment and a final PS&E package addressing the District's comments, if any.

Construction Support Phase: This task is optional in the fee proposal as specified in the RFP.

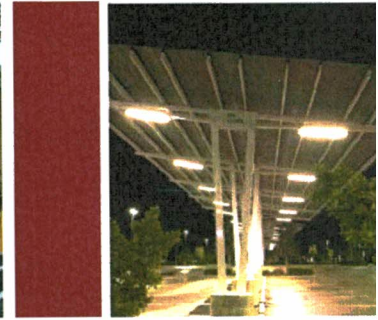
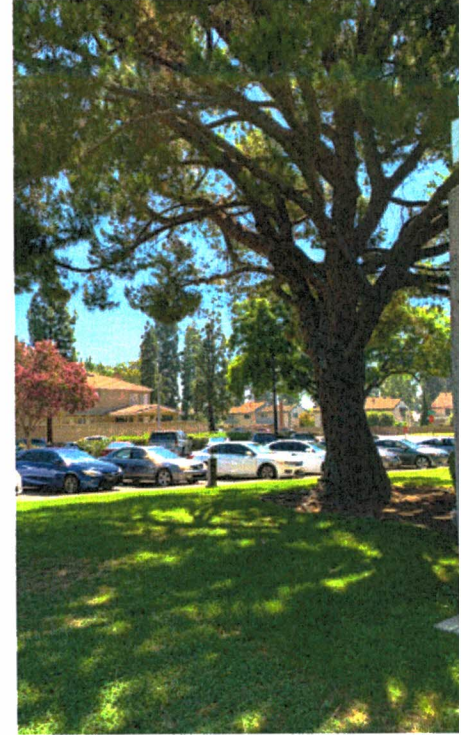
Please refer to the IDS Fee Proposal submitted separately for this RFP for a complete summary of the Scope of Work.

PLACENTIA LIBRARY DISTRICT - PROJECT IMPROVEMENTS				
Proposed Project Design Schedule				
September 3rd, 2023				
Task	Start Date	Days	End Date	Duration
Project Award and Kick-Off Meeting				
Project Award Date - Notice To Proceed	9/28/2023	7	10/5/2023	
Project Kick-Off Meeting	10/5/2023	1	10/6/2023	
Project Award and Kick-Off Meeting				
<i>Number of Calendar Days</i>		8		
Preliminary Design				
A. Project Coordination	10/7/2023	21	10/28/2023	3 Week
B. Records research	10/28/2023	21	11/18/2023	3 Week
C. Preliminary Design	11/18/2023	21	12/9/2023	3 Week
D. Survey	12/9/2023	7	12/16/2023	1 Week
E. Water Quality	12/16/2023	7	12/23/2023	1 Week
Preliminary Design				
<i>Number of Calendar Days</i>		77		
60% Construction Documents				
Projected Completion Date for Loading Dock	12/23/2023	8	12/31/2023	1 Week
Update Cost Estimate	12/31/2023	7	1/7/2024	1 Week
Submit 60% PS&E for Client Review	1/7/2024	1	1/8/2024	0 Week
City Consultation & Review	1/8/2024	14	1/22/2024	2 Week
60% PS&E				
<i>Number of Calendar Days</i>		30		
90% Construction Documents				
Develop 90% Construction Documents	1/23/2024	60	3/23/2024	9 Weeks
Update Cost Estimate	3/23/2024	14	4/6/2024	2 Weeks
Submit 60% PS&E	4/6/2024	1	4/7/2024	0 Week
City Consultation & Review	4/7/2024	14	4/21/2024	
90% PS&E				
<i>Number of Calendar Days</i>		89		
100% PS&E				
Plan Check Submittal	4/22/2024	7	4/29/2024	1 Weeks
Complete 100% PS&E	4/29/2024	63	7/1/2024	9 Weeks
Project Complete EV Station & Library Facility	7/1/2024	30	7/31/2024	4 Week
100% PS&E				
<i>Number of Calendar Days</i>		100		
Procurement/Bid Support				
<i>Number of Calendar Days</i>		35	9/5/2024	5 Weeks
OPTIONAL: Construction Administration				
<i>Number of Calendar Days</i>		90	12/18/2024	13 Weeks
OPTIONAL: Project Closeout				
<i>Number of Calendar Days</i>		40	1/27/2025	6 Weeks
Project Schedule Summary:				
Design Days Total		304		
AL: Construction Phase Thru Close Out - Days Total		165		
Total Project Days		469		
Notes:				
1. All dates are approximate and are subject to Project Award/NTP and Project Kickoff Meeting.				





Fee Proposal



Loading Dock Expansion, Installation of Charging Station, and Outdoor Library Facility at Placentia Library District Design Services

RFP NO. 2023-01

September 3, 2023

Submitted by:



1 Peters Canyon Road, Suite 130, Irvine, CA 92606
T: 949.387.8500 ▲ F: 949.387.0800 ▲ www.idsgi.com



September 3, 2023

Jeanette Contreras
Executive Director
PLACENTIA LIBRARY DISTRICT
411 E. Chapman Avenue
Placentia, California 92870

Proposal: Placentia Library District – Request for Proposal – Design Services
RFP 2023-01 (Updated 7/12/2023)

Dear Jeanette Contreras and Members of the Selection Committee:

The IDS Group (IDS) is pleased to submit this proposal based on the RFP request to provide architectural and engineering services to the Placentia Library District to include four primary design renovations, modifications, and improvements.

PROJECT UNDERSTANDING:

1. **NEW OUTDOOR LIBRARY SPACES:**
IDS is to provide new and welcoming exterior areas of discovery that will provide safe and secure interior to exterior connections. Shade structures with photo voltaic opportunities for LED lighting will be provided with exterior benches and furniture, a communal gathering amphitheater seating for events and activities, and individual sitting spaces for privacy. A reading garden, a butterfly garden, a pebble garden, WiFi connectivity for mobile reading devices, meandering decomposed granite nature looping walking trails, elevated educational gardening platforms are purposed. This is accomplished by integrating the current landscape features into native/drought tolerant green spaces. These new and integrated exterior corridors between the inside and the outside areas will define space without restricting space by allowing for personality, mobility, adjacencies, functionality, accessibility, security, and safety.
2. **LOADING DOCK:**
Provide an expansion of the existing loading dock on the northside of the Placentia Library District Building and adjacent parking lot spaces. Provide accessible access on a slip-resistive surface to the loading dock areas by widening the walkway ramp leading from the parking lot to the library building, and to provide a safety barrier, guardrails, handrailing, and a curb on the ramp as required by the California Building Code to access the loading dock area.
3. **BOOK DROP:**
The existing book drop is to be removed. A new metal book drop is to be located adjacent to the existing mailbox. The new book drop will provide for driver's side access.
4. **ELECTRIC VEHICLE FAST CHARGING STATION - LEVEL III:**
Provide for a new Stand Power 60KW DC electric vehicle charging station with 30kW of power on a 50A Hookup, with dual ports and is suggested to be located closest to the loading

dock on the northside of the Library Building and parking lot spaces for easy access while charging.

IDS is to provide architectural services, structural-mechanical-electrical-plumbing-civil engineering, civil survey, accessibility design, and sustainability design services.

SCOPE OF SERVICES AND DELIVERABLES:

IDS will be responsible for the preparation and submittal of the PS&E (Plans, Specifications, & Estimate) package through completion with the approval from the District to release for construction. This may include, but not limited to, survey, civil engineering, landscaping, irrigation, and electrical engineering.

- A. PROJECT COORDINATION.** IDS will be fully responsible for the overall management and coordination for the Project, which may include, but is not limited to Project development team meetings, liaison with affected agencies, and utility companies. Prepare progress report and schedule, securing permits for all field studies and any other required permits from other agencies.
- B. RECORDS RESEARCH.** Research all information pertinent to the Project including, but not limited to existing field condition, as-built plans and record drawings, right-of-way data and all future improvement plans adjacent to or affecting the project site. The selected consultant shall identify all existing and proposed facilities within the Project's limits and potential conflicts.
- C. PRELIMINARY DESIGN.** IDS will organize a kick-off meeting with the District staff to discuss the conceptual design plan, project goals and objectives, potential elements and issues, project schedule, review of existing information, and conduction of a site investigation. District staff shall be provided and approve a finalized conceptual site plan of the proposed loading dock expansion and new outdoor library facility, final rendered conceptual exhibits, and a final schedule prior to the consultant beginning work on the PS&E package.
- D. SURVEY.** On-the-ground field topographical survey work is to be determined if necessary by IDS if any existing horizontal and vertical features are needed for the project. It is IDS's responsibility to provide only the survey necessary for the design of the project components identified within this RFP.
- E. WATER QUALITY.** IDS will coordinate with the City of Placentia Public Works Department for the Low Impact Development (LID) requirements of the project and prepare a Water Quality Management Plan (WQMP) if deemed required. IDS will provide Best Management Practices (BMPs) with appropriate size based on treatment and peak flow rates, freight to

job site and one year of maintenance to include units and cost in the engineer's cost estimate.

F. PLANS, SPECIFICATIONS AND ESTIMATES (PS&E)

Development of Constructible Plans, Specifications and Estimate (PS&E) for use in District's solicitation of a construction contractor to build the Project:

- a) All reports, plans, specifications and quantity calculations shall conform to criteria, policies, procedures and standards of the District. IDS will use the boilerplate for cut sheets, specifications and estimates provided by the District.
- b) The plan development shall include a draft final PS&E package for District review and comment and a final PS&E package addressing District's comments, if any. All plan sheets shall be prepared at a reasonable standard scale to be noted on plans. The necessary plans for each PS&E package shall include, but are not be limited to:
 - Title Sheet
 - Civil Engineering (if applicable)
 - Landscape Construction Plans & Details
 - Site Layout showing the following features:
 - Walkway ramp expansion
 - Safety barrier/railing
 - Loading dock area expansion and new outdoor library facility
 - Electrical
 - Electrical Site Plan
 - EV Charging Station
 - LED Lighting
 - Location of panels, switchgear, meters
 - Single Line Diagram
 - Schedules
 - Details
 - Photometrics
 - General Notes
- c) All calculations for the design and quantities shall be submitted as part of the PS&E submittal requirements. Quantities for all contract pay items shall be substantiated by calculations. Quantity calculations shall be neat and orderly and shall show all sketches, diagrams, and dimensions necessary to allow them to be independently used by field inspectors during construction.

- d) Electronic files for all CADD (Computer-Aided Design and Drafting), reports, and calculations shall be submitted at the end of contract or when requested by the District.
- e) All electronic software developed, databases generated, spreadsheets and intellectual properties developed specifically for the Project shall become the properties of the District.
- o **Deliverable PS&E package:**
 - a) **Preliminary draft PS&E**

The package shall include all requirements of the 100% package for District review and comment. The District will review and comment on this package within 10 business days of receipt.
 - b) **Final PS&E**
 - 1) IDS will submit the following documents for review and approval, addressing the District's comments, if any:
The final submittal shall include the electronic files of the following documents: Plans, Standard Special Provisions (SSP), preliminary quantities and estimates, pay item list, design calculations and all reports supporting the design (i.e., geotechnical report, hydraulic report).
 - 2) The District will review and comment on the PS&E package within four (4) weeks of receipt of the complete milestone PS&E package.
 - 3) A constructability review meeting shall take place prior to completion of preliminary draft PS&E at an appropriate stage in preparing the PS&E package as determined by IDS and shall include IDS and District staff. Prior to the District conducting the constructability review, IDS will submit the QA/QC (Quality Assurance/Quality Control) set of PS&E performed by IDS independently.
 - 4) The District may request a set of QA/QC plans and estimates at any point during the design process to include methods for design and calculations.
 - 5) IDS will provide a final-colored 3D rendering of the project reflecting all items identified within the final construction documents.
 - 6) IDS will provide electronic (in PDF) catalogs, brochures, data sheets, etc. of materials call out on the plans and specifications for construction.

- **Construction Bidding Phase:**

Bidding procedures will be the responsibility of the District. While the PS&E construction package is advertising for bids, all questions concerning the intent shall be referred to the District for resolution. In the event that any item requiring interpretation in the drawings or specifications is discovered during the bidding period, said items shall be analyzed by IDS for decision by the District.

- **OPTIONAL:**
- **Construction Support Phase:**
 - a) This task shall be included as optional in the fee proposal.
 - b) IDS will furnish, at IDS's sole cost and expense, all necessary revised documents and drawings due to errors and omissions of IDS.
 - c) IDS will review and approve all submittals and shop plan drawings required to support the construction contract. IDS will complete shop drawings reviews within two (2) weeks of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.
 - d) IDS will be available as requested by the District to resolve discrepancies in the contract documents. IDS will bring to the attention of the District any defects or deficiencies in the work by the construction contractor which IDS observes. IDS will have no authority to issue instruction on behalf of the District, or to deputize another to do so.

COMPENSATION:

IDS proposes compensation be the stipulated sum of ninety-seven thousand, nine hundred and five dollars **(\$97,905.00)** for the RFP services listed.

Optional Construction Support Phase Services IDS proposes compensation be the stipulated sum of nine thousand, six hundred and thirty-four dollars **(\$9,634.00)**.

Additional services above those listed above will be provided upon request and authorization with hourly rates as set forth in the included Placentia Library District Fee Table.

DESIGN SERVICES

RFP TASKS A through F:

Design Phases:	\$84,905
Survey:	\$6,500
GeoTech:	\$6,500

<u>SUB-TOTAL:</u>	<u>\$97,905</u>
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OPTIONAL TASK:

CONSTRUCTION SUPPORT PHASE:	\$9,634
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<u>TOTAL:</u>	<u>\$107,539</u>
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Thank you for the opportunity to submit this proposal. The IDS team looks forward to applying its technical expertise and providing design solutions that meet the needs of the Placentia Library District.

Sincerely,

IDS Group



John Silber, AIA
Principal Architect

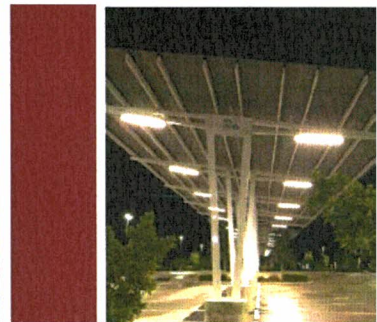
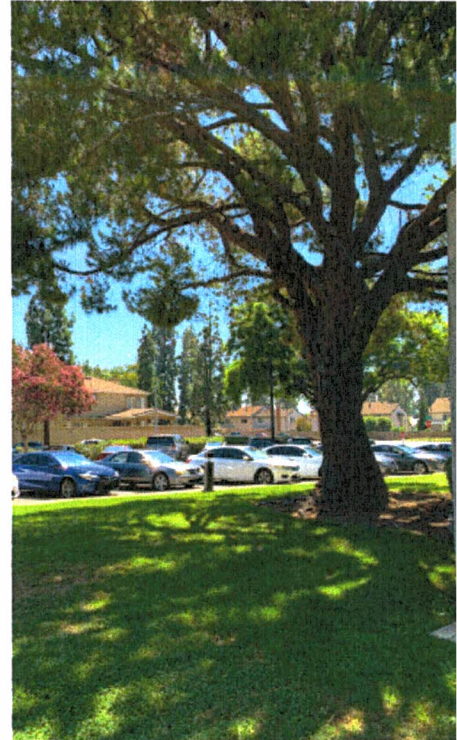


Said Hilmy, PhD, SE, LEED AP
Principal/Contract Administrator

IDS GROUP, INC.
Rate Sheet

Title - Association	Hourly Rate
Principal	\$216
Associate Principal	\$202
Senior Project Manager Associate	\$191
Project Manager	\$178
Senior Architect Engineer	\$166
Senior Cost Estimator	\$153
Project Architect Engineer	\$153
Designer Architect Engineer	\$139
Engineering Designer - BIM	\$122
Two Man Survey Crew	\$290
Architectural Job Captain Designer	\$116
CAD Drafting Engineer Architect	\$104
Office Administration	\$64

Expenses such as, but not limited to plan check fees, permits inspections, testing services, title company fees, special delivery charges, plotting/presentation boards, maps, aerial photographs, and reprographics / illustrations that may be required for community or other stakeholder presentations, shall be billed to the owner at Consultant's direct cost plus 5%.



1 Peters Canyon Road, Suite 130 | Irvine, California 92606 | T: (949) 387-8500 | www.idsgi.com

PLACENTIA LIBRARY DISTRICT - PROJECT IMPROVEMENTS				
Proposed Project Design Schedule				
September 13th, 2023				
Task	Start Date	Days	End Date	Duration
Project Award and Kick-Off Meeting				
Project Award Date - Notice To Proceed	9/28/2023	1	9/29/2023	
Project Kick-Off Meeting	10/3/2023	1	10/4/2023	
Project Award and Kick-Off Meeting				
<i>Number of Calendar Days</i>		6		
Preliminary Design				
A. Project Coordination	10/4/2023	21	10/25/2023	3 Week
B. Records research	10/4/2023	5	10/9/2023	1 Week
C. Preliminary Design	10/9/2023	23	11/1/2023	3 Week
D. Survey	10/9/2023	7	10/16/2023	1 Week
E. Water Quality	10/9/2023	7	10/16/2023	1 Week
Preliminary Design				
<i>Number of Calendar Days</i>		28		
60% Construction Documents				
Projected Completion Date for Loading Dock	11/1/2023	0	11/1/2023	0 Week
Update Cost Estimate	11/1/2023	7	11/8/2023	1 Week
Submit 60% PS&E for Client Review	11/8/2023	1	11/9/2023	0 Week
City Consultation & Review	11/9/2023	7	11/16/2023	1 Week
60% PS&E				
<i>Number of Calendar Days</i>		15		
90% Construction Documents				
Develop 90% Construction Documents	11/17/2023	60	1/16/2024	9 Weeks
Update Cost Estimate	1/12/2024	4	1/16/2024	1 Weeks
Submit 90% PS&E to City	1/16/2024	1	1/17/2024	0 Week
City Consultation & Review	1/16/2024	1	1/17/2024	0 Week
Project Submittal EV Station & Library Facility	1/19/2024	13	2/1/2024	2 Week
90% PS&E				
<i>Number of Calendar Days</i>		79		
100% PS&E				
Plan Check Submittal	2/1/2024	7	2/8/2024	1 Weeks
100% PS&E (estimated review process)	2/8/2024	63	4/11/2024	9 Weeks
Ready for Permit estimate	4/12/2024			
100% PS&E				
<i>Number of Calendar Days</i>		70		
Procurement/Bid Support				
<i>Number of Calendar Days</i>		7	4/22/2024	1 Weeks
OPTIONAL: Construction Administration				
<i>Number of Calendar Days</i>		93	7/31/2024	13 Weeks
OPTIONAL: Project Closeout				
<i>Number of Calendar Days</i>		40	9/9/2024	6 Weeks
Project Schedule Summary:				
Design Days Total		128		
Estimated Plan Review Days		70		
AL: Construction Phase Thru Close Out - Days Total		140		
Total Project Days		338		
Notes:				
1. All dates are approximate and are subject to Project Award/NTP and Project Kickoff Meeting.				
2. Dates highlighted in yellow are per the emailed request.				
3. Peach highlighted areas are estimates only as IDS is not in control of AHJ or GC schedules.				

Rating Criteria for Bid Proposals

2023-01
RFP

	Rater A	Rater B	Rater C	Rater D	Average Score	Proposed Fee
EVI Design & Construction	65%	78%	77%	82%	75.5%	\$125,250
IDS Group	85%	99%	98%	98%	95%	\$107,539

Firm/Team Experience = 25%

Understanding of Need and Creative Ideas = 40%

Relevant Project Experience = 25%

Schedule of Delivery = 5%

Comparison Chart		
	IDS Group	EVI Design & Consulting
Firm/Team Experience	Firm has 60+ years 178 years of combined Team Experience	Firm has 3+ years 75 years of combined Team Experience
Understanding of Need & Creative Ideas	Understands Need and Provided Creative Ideas for Outdoor Library, Loading Dock Expansion, Book Drop, EV Charging Station (Level III)	Understands Need and Provided Creative Ideas for Outdoor Library, Loading Dock Expansion, Book Drop, EV Charging Station (Level III)
Relevant Project Experience	Has outdoor space projects with nonprofits, city & county organizations. Extensive experience for new construction projects adhering to electrical code.	Experienced in EV charging design and installation with various outdoor electrical projects.
Schedule of Delivery	128 Design Days	123 Design Days
References	City of Irvine County of Orange County of Riverside City of Lancaster	BTC Santa Ana BTC Irvine LA Department of Agriculture Santa Ana Unifed School District Nidorf Juvenile Hall
Additional Fees (Construction Support Phase & Close-Out)	13,000.00	11,885.00
Proposed Fee	\$ 107,539.00	\$ 125,250.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss and Review the Request for Proposal (RFP) for Audit Services for the 2022-2025 Fiscal Years**

DATE: September 25, 2023

BACKGROUND

The last several audits have been performed by Clifton Larson Allen, formerly White Nelson Diehl Evans via a merger. Staff recommends issuing an RFP for its financial audits for the following reasons:

- **Regulatory Compliance:** The District is required by law or regulations to undergo regular financial audits. Issuing an RFP ensures that the organization complies with these legal requirements.
- **Accountability:** Audits help ensure transparency and accountability in the District's financial operations. It provides stakeholders, such as shareholders, investors, and the board of directors, with confidence that the financial statements are accurate and reliable.
- **Risk Mitigation:** An audit can identify financial risks and internal control weaknesses within the organization. Addressing these issues can help mitigate the risk of financial fraud, errors, or mismanagement.
- **Credibility:** An independent audit conducted by a reputable audit firm enhances the credibility of the District's financial statements. It demonstrates a commitment to transparency and ethical financial reporting.
- **Internal Assessment:** By examining the District's financial processes and controls, we can identify areas for improvement and implement best practices.
- **Grant and Funding Requirements:** The District has received several grants which all have specific financial reporting requirements. Audits may be necessary to comply with these requirements and maintain funding.
- **Deterrence of Fraud:** The presence of regular financial audits can deter employees or management from engaging in fraudulent activities, as they know that their actions will be subject to scrutiny.

Overall, conducting financial audits through an RFP process is a standard practice that helps the District ensure the accuracy and integrity of its financial statements, comply with legal and regulatory requirements, and maintain the trust of our community.

Attachment A is the Request for Proposal for Audit Services, as approved by District Counsel.

RECOMMENDATIONS

1. Motion to approve the RFP as presented, inclusive of input received from the Library Board of Trustees; and
2. Roll call vote.

NOTICE TO BIDDERS
The Placentia Library District will receive sealed proposals for:
AUDIT SERVICES

Summary of Request:

A. General Information the Placentia Library District herein referred to as the District, requests proposals from qualified firms of certified public accountants to audit its financial statements for three (3) fiscal years, beginning with the 2022-2023 Fiscal Year audit, with a follow-up on the implementation of any auditor recommendations. The District shall have the option of retaining the selected auditor to audit the District's financial statements for one (1) additional, subsequent fiscal year at the sole discretion of the District. Audit services are to be performed as follows:

1. 2022-2023 Fiscal Year:
Field Work - November & December 2023
Board Presentation - January 2024
2. 2023-2024 Fiscal Year:
Field Work – August through October 2024
Board Presentation – November 2024
3. 2024-2025 Fiscal Year:
Field Work – August through October 2025
Board Presentation – November 2025

B. Submission of proposals

Proposals will be accepted until 5:00 pm on Friday, October 13, 2023 at the Placentia Library District at 411 E. Chapman Avenue, Placentia, CA 92870 (Attention: Library Director)

C. Mailing/emailing Instructions One (1) original written proposal (including signed certification) and one (1) electronic copy must be received by 5:00 pm on Friday, October 13, 2023.

Mail to:

Library Director

Placentia Library District at 411 E. Chapman Avenue, Placentia, CA 92870

Email completed proposals to:

Administration@placentialibrary.org

D. Scope of Work

The following is a brief description of the services required under this RFP.

- Audit District's general purpose financial statements;
- Prepare the District's Financial Report;
- Prepare Internal Revenue Service Form 990;
- Perform audits in accordance with generally accepted auditing standards provided in the RFP;

- Prepare a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles;
- Writing a management letter to the Library Board of Trustees with recommendations, if needed;
- Submit an early written report if irregularities or indications of illegal acts are discovered
- Provide a report on internal controls related to the financial statements and compliance with laws, regulations and grant agreements;
- If the District implements the auditor's recommendations, review the changes made by the District and report to the Library Director on whether the recommendations have been implemented properly.
- Retain all working papers and reports at the auditor's office and at his/her expense for a time period of not less than three (3) years;
- Prior to each year-end audit, develop a schedule for the audit and procedures to be followed during the audit.

THE PLACENTIA LIBRARY DISTRICT REQUEST FOR AUDIT SERVICE PROPOSALS

I. INTRODUCTION

A. General Information the Placentia Library District herein referred to as the District, requests proposals from qualified firms of certified public accountants to audit its financial statements for three (3) fiscal years, beginning with the 2022-2023 Fiscal Year audit, with a follow-up on the implementation of any auditor recommendations. The District shall have the option of retaining the selected auditor to audit the District's financial statements for one (1) additional, subsequent fiscal year at the sole discretion of the District. Audit services are to be performed as follows:

1. 2022-2023 Fiscal Year:
 - Field Work - November & December 2023
 - Board Presentation - January 2024
2. 2023-2024 Fiscal Year:
 - Field Work – August through October 2024
 - Board Presentation – November 2024
3. 2024-2025 Fiscal Year:
 - Field Work – August through October 2025
 - Board Presentation – November 2025

B. General Information the Placentia Library District herein referred to as the District, requests proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2023 and to follow-up on the implementation of any auditor recommendations. The District shall have the option of retaining the selected auditor to audit the District's financial statements for one (1) additional, subsequent fiscal year at the sole discretion of the District. Audit services are to be performed during the months of November and December 2023 with a presentation to the Library Board of Trustees at the January 2024 Board meeting.

Submission of proposals

Proposals will be accepted until 5:00 pm on Friday, October 13, 2023 at the Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870 (Attention: Library Director). The District reserves the right to reject any or all proposals submitted. A proposal shall only be accepted after formal approval by the Library Board of Trustees. The District reserves the right, where it may serve the District's best interest, to request additional information or clarification from proposers or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make an oral presentation as a part of the evaluation process. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless exceptions are clearly and specifically noted in the proposal submitted.

II. SCOPE OF WORK

A. Opinion of Auditor

The District desires the auditor to audit the District's general purpose financial statements and express an opinion of the fair representation of the accounting principles.

B. Annual State Uniform Financial Report

The auditor will prepare the District's Uniform Financial Report prior to its submission to the Library Board of Trustees and express an opinion as to whether the District is in compliance with the system of accounts as required by the State of California.

C. Auditing Standards To meet the requirements of this RFP

The audit must be performed in accordance with generally accepted auditing standards in the United States of America, Government Auditing Standards, issued by the Comptroller of the United States, Audits of State and Local Governments Governmental Accounting Standards Board (GASB).

D. Reports to be issued Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue the following to the Library Board of Trustees:

1. An independent auditor's report;
2. A management letter, which will include any recommendation for improving the accounting operations of the District and the system of internal controls. Prior to the issuance of the management letter, the auditor shall review his/her findings in a conference with the Library Director and may be required to meet with the Board of Trustees to discuss the findings;
3. An early written report of all irregularities and illegal acts, or indications of illegal acts, of which the auditor becomes aware;
4. A report on internal controls related to the financial statements and compliance with laws, regulations and grant agreements;

E. Follow-up on Recommendations and Implementation

At the option of the District, the auditor will review any changes that the District may make to implement the auditor's recommendations. The auditor will then inform the District of whether the changes have been implemented satisfactorily.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained at the auditor's office and at his/her expense, for a minimum of three (3) years, unless the firm is notified in writing by the District of the need to extend the retention period, in which event, such working papers and reports shall be retained by the auditors for such extension period. The auditor will be required to make working papers available upon request. In addition, the firm shall respond to the inquiries of successor auditors to review working papers.

G. Scheduling and Procedures

The auditor shall develop a time schedule and procedures to be observed during the audit and prior to the beginning of each audit. The schedule and procedures shall be subject to change and/or approval by the District. One unbound printer's proof, ten (10) bound copies and an electronic version of all reports must be rendered to the District on or before January 15, 2024.

III. DESCRIPTION OF THE AGENCY

A. Background Information

The Placentia Library District was formed on September 2, 1919 and is one of 11 independent library districts in California. The Library recently went through a renovation to commemorate its 100th anniversary. The newly designed space includes an engaging and playful children area, group study rooms, new passport offices, and a makerspace. The Library's revenue consists of a share of local property tax revenues based on historic allocations, grants, and entrepreneurial funds. The Library is open seven days a week and is located at 411 E. Chapman Avenue, Placentia, California. Our Mission Placentia Library District inspires, opens minds, innovates, and connects our community.

The District's Fiscal Year 2022-2023 approved budget was approximately \$4.4 million.

B. Fund Structure

The District uses the following fund types and account groups in its financial reporting:
General Fund

C. Budgetary Basis of Accounting

The District uses standard governmental budget-based accounting. The difference between the budgetary and GAAP basis is that under the budgetary basis, encumbrances are recorded as the equivalent of expenditures.

D. Retirement and Pension Plans

The District participates in a defined contribution plan through the Public Agency Retirement System (PARS). The District contributes 4% to all eligible employees.

E. Finance Office

The District's finance office consists of a full-time Business Manager. The Business Manager and/or their designee(s) will be available during the audit to assist the firm in the preparation of financial statements by providing information, documentation and explanations. Report preparation, editing and printing shall be the responsibility of the auditor at his/her expense.

IV. PROPOSAL REQUIREMENTS

A. Submission of Proposal and Evaluation Each prospective audit firm shall submit one (1) original written proposal and one (1) electronic copy of the proposal. The proposal will consist of two sections: (1) a technical section, and (2) a sealed dollar cost bid. Failure to do so shall result in automatic rejection of the proposal. Both sections must follow the outline detailed in this RFP. A copy of any contract, retainer letter or other such agreement that the proposer may request the District to execute shall also be attached to the proposal. The District will select the firm best meeting the District's requirements for experience, capability, audit approach, and cost. The District's evaluation will be based on the requirements contained in the proposals, the proposed fees and expenses, and any other factors that the District considers relevant. Preference will be given to bidders who have had experience auditing public libraries under GASB regulations.

B. Technical Proposal

1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the District in conformity with the requirements of the RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal shall demonstrate the qualifications of the firm and of the particular staff to be assigned to this agreement. It shall also specify an audit approach that will meet the RFP requirements. There shall be no dollar units or total costs included in the technical proposal document.

2. Independence The firm shall provide an affirmative statement that it is independent of the District as defined by generally accepted auditing standards.

3. License to Practice in California. A certified statement that the firm and all assigned key professional staff are properly licensed to practice in California shall be included.

4. Firm Qualifications and Experience The proposer shall state the size of the firm, the size of the firm's governmental audit staff, the location of the offices from which the work on the engagement is to be performed and the number and nature of the professional staff to be employed in the engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis. The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

5. Qualifications and Experience of Partners, Supervisors, and Staff The firm shall identify the principal supervisory and management staff including engagement partners, managers, other supervisors, and specialists who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in California. The firm shall also provide information on the government auditing experience and other professional experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. The firm shall provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education of the specific staff assigned to this engagement. The firm also shall indicate how the quality of staff over the term of the agreement will be assured. Audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience. However, the District retains the right to approve or reject replacements.

6. Similar Engagements with Other Government Entities For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. The District reserves the right to make appropriate inquiries.

7. Specific Audit Approach

The proposal shall set forth a work plan, including an explanation of the audit methodology to be followed. In developing the work plan, reference should be made to such sources of information as the District's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems. Proposers will be required to provide the following information on their audit approach:

- Proposed segmentation of the engagement;
- Level of staff and number of hours to be assigned to each proposed segment of the engagement;
- Sample size and extent to which statistical sampling is to be used in the engagement;
- Type and extent of analytical procedures to be used in the engagement;
- Approach to be taken to gain and document an understanding of the District's internal control structure; and
- Approach to be taken in drawing audit samples for purposes of tests and compliance.

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the District.

C. Sealed Dollar-Cost Bid

1. Total All-Inclusive Maximum Price The sealed dollar-cost bid shall contain all pricing information relative to performing the audit engagement as described in the request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

Projection for annual fees for the next 2 years should also be included in the section. However, the District recognizes that such projections may be subject to change by either party.

The District will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar-cost bid. Such costs shall not be included in the proposal.

The first page of the sealed dollar-cost bid shall include the following information:

- Name of firm
- Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with the District;
- A total all-inclusive maximum price for the FY 2022 engagement.

2. Rates by Partner, Specialist, Supervisory and Staff Level. Times and Hours Anticipated for Each

The second page of this sealed dollar-cost bid shall include a schedule of professional fees and expenses presented in the format provided in the

attachment (Appendix C) that supports the total all-inclusive maximum price. Estimated out of pocket expenses to be reimbursed shall be presented on the second page of the sealed bid in the format provided in the attachment (Appendix C). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

3. Rate for Additional Professional Services

The District may solicit additional services outside the range of this audit. Any such additional work agreed to between the District and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar-cost bid.

APPENDICES

- A. Proposer Guarantees
- B. Proposer Warranties
- C. Schedules of Professional Fees and Expenses
- D. Certifications and Other Terms/Conditions
- E. Proposal Cover Sheet

APPENDIX A PROPOSER GUARANTEES

I. The proposer certifies that his/her organization can and will provide and make available, as a minimum, all services set forth in Section II, Scope of Work; and that all provisions of this proposal, including all appendices, attachments or amendments hereto, shall be incorporated by reference in any award and in any subsequent contact between the proposer and the District.

Signature: _____

Name: _____

Title: _____

Date: _____

Attested as to Form:

Signature: _____

Name: _____

Title: _____

Date: _____

**APPENDIX B
PROPOSER WARRANTIES**

I. Proposer warrants that he/she is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof. A copy of all errors and omissions insurance policies, including all declaration pages thereto, shall be included with this proposal.

II. Proposer warrants that he/she will not delegate or subcontract his/her responsibilities under this agreement without prior express written permission of the District.

III. Proposer warrants that all information provided by him/her in connection with this proposal is true and accurate.

Signature: _____

Name: _____

Title: _____

Date: _____

Attested as to Form:

Signature: _____

Name: _____

Title: _____

Date: _____

APPENDIX C
SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF FY 2022 THRU FY 2023 FINANCIAL STATEMENTS
(Complete this form for each of the two (2) fiscal years)

	Hours	Hourly Rate	Total
Partners			
Managers			
Supervisory Staff			
Professional Staff			
Clerical/Support Staff			
Other			
TOTAL (all inclusive for Fiscal Year 2022-2023 audit)			

Note: The hourly rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

APPENDIX D
CERTIFICATION AND OTHER TERMS/CONDITIONS

1. The signing individual certifies that he/she is authorized to contract on behalf of the organization offering this proposal.
2. The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
3. When delivering services under an approved contract, the contractor shall work under the broad supervision of District staff.
4. The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
5. The signing individual certifies that he/she has read and understands all of the information in this Request for Proposal.
6. The signing individual certifies that his/her organization, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state or local government.
7. Unless otherwise deleted or modified by mutual agreement between the District and the contractor, all general provisions contained on the proposal (Sections II Scope of Work) shall be incorporated into the contract.
8. The District reserves the right to negotiate a best and final offer with the applicant selected.
9. Payments shall be made on a cost reimbursement basis (no advances). Invoices shall detail expenses based on the line items in Appendix C. Generally, the District will pay invoices within 30 days of receipts unless questions arise as to the appropriateness of an expense.
10. All information received by the contractor during the course of the contract period is considered confidential and shall be protected to the utmost ability of the contractor. The contract shall include more specific language on this issue.
11. The contract awarded under this RFP shall be subject to and interpreted under the laws and jurisdiction of the State of California and Orange County.

Signature: _____ Date: _____
(Signed certification/conditions to be returned with the proposal)

**APPENDIX E
PROPOSAL COVER SHEET**

Firm/Company Name: _____

Contact Person: _____

Title: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Federal Tax ID Number: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize the Business Manager to attend the 2024 Annual California Society of Municipal Finance Officers Conference in Anaheim, California, January 30-February 2, 2024.**

DATE: September 25, 2023

BACKGROUND

The California Society of Municipal Finance Officers (CSMFO) Conference is a significant annual event that brings together finance professionals, government officials, and industry experts from across the state. This report provides an overview of the preparations and key details for the upcoming CSMFO Conference. The conference theme for this year is May the Magic of Finance Be with You. It aims to address the current challenges and opportunities in municipal finance.

The primary objectives of the CSMFO Conference include:

- Professional Development: Providing attendees with valuable insights, knowledge, and tools to enhance their skills and competencies in municipal finance.
- Networking: Facilitating networking opportunities for attendees to connect with peers, industry professionals, and potential collaborators.
- Knowledge Sharing: Fostering the exchange of best practices, innovative ideas, and experiences in municipal finance.
- Policy Discussions: Engaging in discussions on relevant policy issues and their impact on municipal finance in California.

Registration for the conference opens in Fall 2023 with an early bird registration rate of \$800 for non-member government attendees.

This year's conference agenda included a variety of sessions, workshops, and keynote presentations covering topics such as:

- Are You Challenged by GASB, Part 1 & 2
- Best Practices in Budgeting
- California's Budget Condition and Fiscal outlook
- Developing Strategies for Financial Resiliency in Uncertain Times
- Finding New Ways to do the Same Work with Fewer People

- Focus on Fees – How Long Beach Responded to the Spotlight
- Leading, Learning, and Growing the Team for Tomorrow
- Maintenance Services Funding
- Public Speaking for Finance Folks
- Your Remote Work Policy – Critical Now More than Ever

The California Society of Municipal Finance Officers Conference is a significant event for finance professionals and government officials in California. It offers a platform for learning, networking, and discussing critical issues in municipal finance. We look forward to a successful and enriching conference. It is recommended the Business Manager the 2024 CSMFO Conference.

Estimated Fiscal Impact: \$1,000 from the General Fund

RECOMMENDATIONS

1. Motion to authorize the Business Manager to attend the 2024 Annual California Society of Municipal Finance Officers Conference in Anaheim, California, January 30-February 2, 2024; and
2. Roll call vote.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize the Library Director and Assistant Library Director to Attend the Future of Libraries Conference at San Francisco Public Library, October 3, 2023.**

DATE: September 25, 2023

BACKGROUND

The theme for this year's Future of Libraries Conference is Enhancing User Experiences. The one day conference will include the following discussions:

- Artificial Intelligence and the Library: The Current Landscape
- Navigating First Amendment Audits
- Strategies for Successful Programming
- Price is Right: Negotiating Prices to Reduce Performer and Speaker Rates
- Responding to Hate: Lessons Learned about LGBTQIA+ Programming
- Policy Enforcement Through an Equity Lens

The event will offer participants opportunities connect with other library professionals, fostering a sense of community among attendees while encouraging collaboration and the creation of a support network.

Estimated Fiscal Impact: \$500 per person from the General Fund

RECOMMENDATIONS

1. Motion to authorize the Library Director and Assistant Library Director to Attend the Future of Libraries Conference in San Francisco, October 3, 2023; and
2. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization for the Executive Assistant to Attend the California Special District Association (CSDA) Board Secretary/Clerk Conference in Monterey, California, November 6-8, 2023.**

DATE: September 25, 2023

BACKGROUND

The California Special District Association (CSDA) Board Secretary/Clerk Conference will be held in Monterey, California from November 6-8, 2023. The expense will be drawn from the General Fund.

The conference will provide the Executive Assistant, Lina Nguyen, with an introduction to the operations and management of a special district while gaining knowledge about the roles and responsibilities of her position. Upon completion of the conference, Miss Nguyen will earn the Board Secretary/Clerk Certificate and attendance will qualify the District for Special District Risk Management Authority Credit Incentive Points. Additionally, Miss Nguyen will also participate in the preconference workshop - Tips for Managing the Records Retention Lifecycle.

The First-Time Attendees track will include the following sessions:

- Board Secretary/Clerk Foundations
- Staying in Compliance
- Advanced Training in the California Public Records Act
- Best Practices for Taking & Processing Meeting Minutes
- Website Compliance 101: Everything Board Secretaries Need to Know
- Understanding Board Member and District Liability Issues

Merlyna Valetine, an educator for over thirty years, will be the opening keynote speaker for this year conference.

Attachment A is a copy of the conference program.

RECOMMENDATIONS

1. Motion to Authorize the Executive Assistant to attend the California Special District Association (CSDA) Board Secretary/Clerk Conference in Monterey, California, November 6-8, 2023.
2. Roll call vote.

SCHEDULE Overview

8:00 a.m.	Pre-Conference Workshop Registration		
9:00 a.m. - 4:00 p.m.	Pre-Conference Workshops: <ul style="list-style-type: none"> NEW! Tips for Managing the Records Retention Lifecycle* OR NEW! How to Get Started with a Diversity, Equity, Inclusion and Belonging Program* 		
4:15 - 5:15 p.m.	CSDA Benefits Trivia <i>(optional)</i>		
5:30 - 7:30 p.m.	Registration and Opening Reception		
Tuesday, November 7, 2023			
	First-Time Attendees	Advanced: Returning Attendees	
7:30 - 8:30 a.m.	Registration		
8:30 - 9:45 a.m.	Opening Keynote "Change Chose Me...Now What?" <i>(All attendees)</i>		
9:45 - 10:15 a.m.	Break and Networking with the Exhibitors		
10:15 a.m. - 12:15 p.m.	First-Time: Board Secretary/Clerk Foundations	Advanced: NEW! FPPC Form 700 and Conflicts of Interest	Advanced: NEW! 'Not My Job' is Not Acceptable: Public Agency Customer Service
12:15 - 1:15 p.m.	Networking Luncheon <i>(All attendees)</i>		
1:30 - 2:45 p.m.	First-Time Attendees: Staying in Compliance <i>(part one)</i>	Advanced: NEW! Get Reacquainted with the Public Records Act and Recent Updates	Advanced: NEW! Where Do I Begin? Building a Strong Data Backup Strategy Step by Step
2:45 - 3:15 p.m.	Break, Networking with the Exhibitors		
3:30 - 5:00 p.m.	First-Time: Advanced Training in the California Public Records Act	Advanced: NEW! Project Management Best Practices: The Key to On-Time and Under-Budget	Advanced: NEW! When the Gavel Strikes: Tips for Efficient and Effective Board Meetings
5:30 - 7:30 p.m.	Reception <i>(All Attendees)</i>		
Wednesday, November 8, 2023			
8:30 - 10:00 a.m.	First-Time: Staying in Compliance <i>(part two)</i>	Advanced: NEW! Recent Legislative Updates to the Brown Act, the Public Records Act, and More	Advanced: NEW! Using Marketing Techniques to Attract and Retain Employees
10:00 - 10:30 a.m.	Break, Networking with the Exhibitors		
10:30 a.m. - 12:00 p.m.	First-Time: Best Practices for Taking & Processing Meeting Minutes	Advanced: NEW! Elections Update: The Status of the California Voting Rights Act	Advanced: NEW! Write for Effortless Reading, Even in Government
12:00 - 1:00 p.m.	Networking Luncheon <i>(All Attendees)</i>		
1:15 - 2:30 p.m.	First-Time: Website Compliance 101: Everything Board Secretaries Need to Know	Advanced: NEW! The Brown Act in a Modern World	Advanced: NEW! Challenging Situations for Board Secretaries and Clerks
2:30 - 2:45 p.m.	Break		
2:45 - 4:00 p.m.	First-Time: Understanding Board Member & District Liability Issues	Advanced: NEW! Your Board Member Resigned . . . Now What?	Advanced: NEW! Practicing Emotional Intelligence

*optional/additional fee, includes lunch

DETAILED SCHEDULE

MONDAY: NOVEMBER 6, 2023
9:00 A.M.– 4:00 P.M.

**Pre-conference Workshops: \$250 CSDA Members,
\$375 Non-members** (*Optional/Additional Fee also includes
lunch – limited space – register early!)

Pre-Conference Workshop

How to Get Started with a DEIB Program*

CPS HR Consulting

This course will provide a comprehensive approach to identifying key components of a well-versed and robust diversity, equity, inclusion and belonging (DEIB) program. Participants will learn how to develop and implement a sustainable program to support diversity, promote a positive culture of inclusion, raise awareness, and diversify collaboration in their workforce.

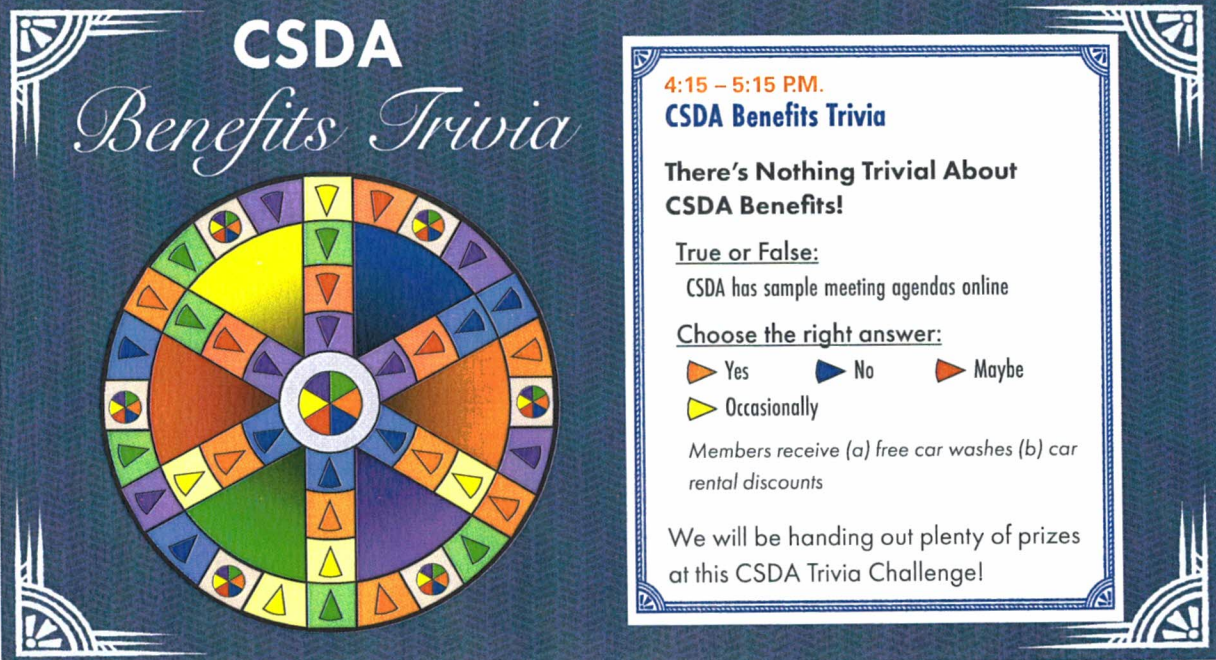


Pre-Conference Workshop

Tips for Managing the Records Retention Lifecycle*

Best Best & Krieger LLP

There are specific events that can trigger a record's movement to the next phase of the records lifecycle and help to define retention needs and requirements. Examples of these events can include, but are not limited to, expiration of a contract, termination of employment, completion of an audit, and settlement of a legal matter. These events help in determining the value the record continues to bring to the agency, and when to consider the matter "closed" for retention purposes as the value diminishes. Join us to learn about these triggers and how to handle them when they arise.



CSDA
Benefits Trivia

4:15 – 5:15 P.M.
CSDA Benefits Trivia

There's Nothing Trivial About CSDA Benefits!

True or False:
CSDA has sample meeting agendas online

Choose the right answer:
▶ Yes ▶ No ▶ Maybe
▶ Occasionally

Members receive (a) free car washes (b) car rental discounts

We will be handing out plenty of prizes at this CSDA Trivia Challenge!

TUESDAY: NOVEMBER 7, 2023
8:30 – 9:45 A.M.

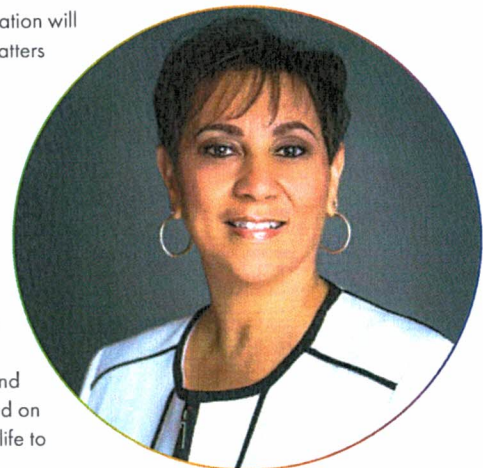
Opening Keynote:

“Change Chose Me...Now What?”

Merlyna Valetine

Staying positive in tough times means learning to embrace change. Merlyna’s presentation will teach you that life is more than just what happens to you. How you respond is what matters most. Merlyna teaches you how to live a purposeful life, believe in yourself, embrace change, and succeed in life.

As a well-respected educator for over thirty years, Merlyna Valentine received numerous awards as a teacher, principal, and executive director in a highly successful school district. Her transformational leadership as a school principal resulted in her school being recognized as a “Top Gains” school. Against overwhelming odds, Merlyna Valentine overcame a medical tragedy and thrives in her new life. She has learned some valuable lessons since August 2007, when her life as she knew it was forever changed and she experienced the closest call to death imaginable. Instead of focusing on what happened and what’s missing from her new life as a quad amputee, she chooses to embrace this new path with a grateful heart and positive attitude. Her powerful story of perseverance, courage, and hope was featured on the Today Show and in Ebony magazine. Her message inspires her audiences to live life to the fullest and succeed beyond expectations.



SCHEDULED BREAKOUTS
FIRST-TIME ATTENDEES

First-time attendees must complete all scheduled first-time attendee sessions in order to receive their certificate at the conclusion of the conference.

Board Secretary/Clerk Foundations

David Aranda, CSDM

The board secretary in a special district plays a multifaceted role that is also one of the most highly visible in the district. Board members, the public, and staff turn to the board secretary as a resource for information and assistance. The board secretary must ensure the district's compliance with extensive legal requirements, handle contentious situations, respond to the needs of board members and the public, document board activities and decisions, and meet multiple deadlines. Start your first-time attendee journey here and together we'll explore the job description and role of the clerk, as well as policies and procedures needed for your district to effectively serve its community.

Staying in Compliance

Atkinson, Andelson, Loya, Ruud & Romo

As times change, so does the need to re-interpret and review the laws governing special districts. This session covers crucial areas of the law as they relate to all types of special districts. Those areas include general compliance, answering specific questions about items such as communications through email, special meetings, economic conflicts of interest, and much more.

Advanced Training in the California Public Records Act

Best Best & Krieger LLP

If you are involved with a special district, you need to understand the scope and application of the California Public Records Act (CPRA) to your agency's records, including best practices for records retention as well as responding to public records requests. This training is primarily intended for public agency personnel who have some knowledge of and experience with the CPRA, and who are seeking to expand their understanding of the law. We will cover key aspects of the CPRA, including when an applicable exemption may give an agency the right to not disclose a particular record or portion of a record. The presenters will use case studies to take you through the entire process from the initial records request to response options. There will also be updates on recent developments in the interpretation and application of the CPRA.

Best Practices for Taking & Processing Meeting Minutes

Best Best & Krieger LLP

"I Want It On The Record!" Every clerk dreads hearing those words when taking meeting minutes and clerking a Board of Director's Meeting. In this fast-paced and fun session, learn best practices for taking and processing minutes according to Robert's Rules of Order, and how the clerk can intervene when essential content is missing from the motion. We'll also cover what should and should not be included in minutes (Hint: Not everything is important) and lastly, how to handle those loquacious Board Members who want every word ever spoken to be recorded for posterity. Note that this session does not cover the mental task of listening and scribing minutes, but rather, it describes problems that the presenter has encountered in her three decades of working as a Municipal Clerk and training other Clerks throughout California, Oregon and Alaska.

Website Compliance 101: Everything Board Secretaries Need to Know

Streamline, Cole Huber LLP

SB 929, AB 434, AB 2257, SB 272, oh my! The list goes on and on. With so many requirements for special districts, staying compliant can be a bear. Not to worry—in this session, the speakers will walk you through everything you need to know to stay compliant in California. You'll leave with a checklist and learn where to go if you need more information or have questions.

Understanding Board Member and District Liability Issues

Best Best & Krieger LLP

Having a complete understanding of the potential liability issues in your district can prevent problems in the future and even assist with efficiency and communication protocols. This webinar is a discussion of the legal role of the board in the management and operation of a public agency, and the role of individual board members acting within the course and scope of their official duties.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Fund Request for the 2023 Staff Appreciation and Recognition**

DATE: September 25, 2023

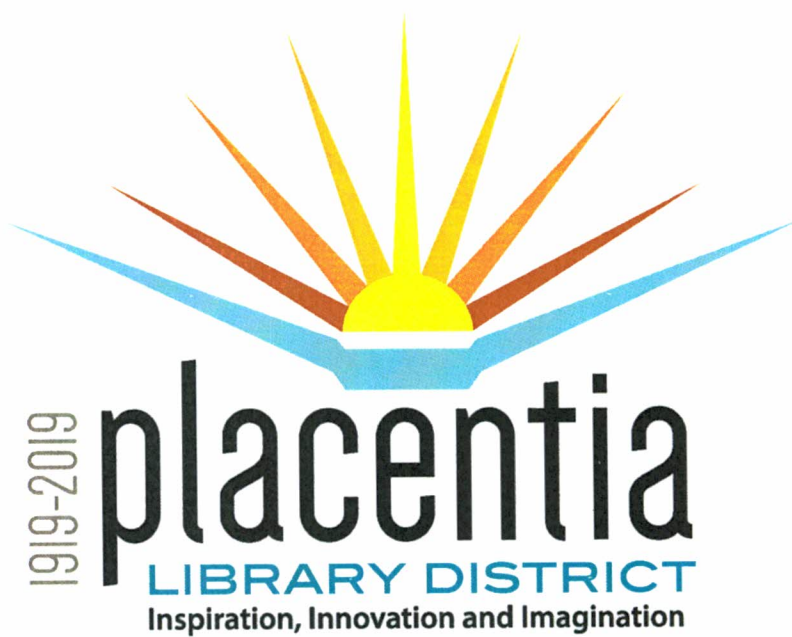
BACKGROUND

The 2023 Staff Appreciation and Recognition Dinner will be a Murder Mystery Dinner Show. The Library Director requests \$4,000 towards the function to cover the cost of the show - \$82.95 per person plus taxes/fees for the customized show, meal and service. Additionally, the funds will also cover the employee of the year related costs.

The show will be held on Sunday, November 12, 2023 @ 6pm at the Hotel Lulu in Anaheim.

RECOMMENDATIONS

1. Motion to approve the request for \$4,000 to be used for the annual Staff Appreciation and Recognition event; and,
2. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Introduction and First Reading of Policy 2022 – Employee of the Year Benefits.

DATE: September 25, 2023

BACKGROUND

The Employee of the Year award began in 2014, recognizing an outstanding staff member who goes the extra mile. There are many ways in which an employee may contribute above and beyond what is expected. This may include a suggestion or action approved and implemented by management that improves an established process, improves service to the community, and/or when an employee goes above and beyond in their regular work assignment or a special project. The proposed Policy 2022 provides an outline of the benefits the Employee of the Year will receive and the District's commitment to recognizing outstanding contributions from its employees.

DISCUSSION

The criteria for the Employee of the Year nominations are:

- Job Knowledge
- Quality of Work
- Productivity
- Teamwork
- Adaptability/Flexibility
- Communication Skills
- Initiative
- Quality of Service/Service Standards
- Leadership
- Inclusivity
- Positive Attitude

Employees of the Placentia Library District are encouraged to nominate staff members in recognition of outstanding service to our patrons and coworkers. The program recognizes employees for outstanding accomplishments and/or contributions to the Library's mission and is open to all District employees. A Review Committee consisting of two trustees and the Library

Directors are tasked with reviewing all nominations and determining the “Employee of the Year.” The employee will be announced at the annual Staff Appreciation & Recognition event.

The Employee of the Year receives an engraved plaque, parking space for one year, and \$500 from the Placentia Library Friends Foundation. In lieu of the financial reward, it is recommended the employee receives two days off, dates to be determined by the employee.

Giving the Employee of the Year extra time off is a meaningful gesture that can provide several benefits for both the employee and the District, including but not limited to:

1. Tangible expression of gratitude and appreciation for the outstanding contributions, dedication, and hard work demonstrated by the Employee of the Year. It acknowledges their exceptional efforts and the value they bring to the company.
2. Motivate other employees to strive for excellence. It sets a positive example and encourages a culture of high performance and commitment throughout the organization.
3. Promotes a healthy work-life balance. It allows the Employee of the Year to recharge, spend quality time with loved ones, and rejuvenate, which can ultimately lead to increased job satisfaction and better overall well-being.
4. Help mitigate burnout risks by providing a necessary break from work-related pressures.
5. Can lead to increased productivity upon the employee's return. A well-rested and motivated employee is more likely to bring fresh ideas, enthusiasm, and energy to their work, ultimately benefiting the company's bottom line.
6. Fosters a sense of belonging and engagement within the workforce. It reinforces the idea that individual achievements are recognized and celebrated.

Attachment A is the proposed Policy 2022 – Employee of the Year Benefits

RECOMMENDATIONS

1. Motion to approve Policy 2022 - Employee of the Year Benefits as a First Reading; and
2. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Employee of the Year Benefits
POLICY NUMBER: 2022

2022.1 At Placentia Library District, we value and appreciate the hard work, dedication, and exceptional contributions of our employees. To recognize and reward outstanding performance, the Employee of the Year program was established in 2014.

2022.2 The Employee of the Year will be selected on the following criteria:

Job Knowledge: Understands present job responsibilities and related work; demonstrates skills and abilities necessary for full job performance; comprehends all phases of the job, including the use of technology, materials and tools.

Quality of Work: Accurately, neatly and effectively completes work; produces work that is comprehensive in scope, complete in details and accurate in content.

Productivity: Produces high volume of work; plans, organizes and meets deadlines.

Teamwork: Actions make clear that we are one team. Serves both the District and team by being committed to achieving all goals of the organization. Willingly cooperates with others to achieve department and District goals.

Adaptability/Flexibility: Adheres to work schedule. Alters activities to adapt with demands of new situations; listens attentively and openly to the ideas, problems and suggestions of others. Makes suggestions for change that enhance individual, unit and operations performance.

Communication Skills: Shares and provides relevant, timely, and accurate information; expresses ideas clearly in written and oral form; follows oral and written directions. Directs feedback to supervisor.

Initiative: Exercises judgment and independent actions within limits of authority and responsibility; seeks additional responsibilities; voluntarily starts projects; is self-starting and proactive. Identifies areas of process improvement.

Quality of Service/Service Standards: Delivers exceptional service in person, on the phone and in written correspondence including email.

Leadership: Creates an environment that fosters respect, integrity, fairness and professionalism. Demonstrates District values and is committed to the District's mission. Is open to suggestions from employees and supervisors.

Inclusivity: Provides an environment where all voices are heard respectfully and all individuals are able to participate in their full capability in performing work responsibilities in the unit.

Positive Attitude: Possesses a positive and professional attitude, especially during challenging time.

2022.3 The Employee of the Year will receive the following benefits:

- Full- Time Employees: Sixteen (16) hours paid time off to be used in eight (8) hour increments and must used within one year of being selected as the Employee of the Year. For example, if employee is awarded this honor on September 25, 2023, the employee must use these 16 hours by no later than September 24, 2023. If the time is not used within a year, the time will be forfeited.
- Part-Time Employees (working 20 hours per week): Eight (8) hours paid time off to be used in four (4) hour increments and must used within on year of being selected the Employee of the Year. Same example as for full-time employees applies to part-time employees.
- Employee of the Year Parking Space for one year.
- Employee of the Year engraved plaque.

2022.4 The Employee of the Year will be announced and celebrated during the Staff Appreciation & Recognition Dinner. All employees are encouraged to attend and show their support for their colleague.

2022.5 This policy will apply to regular full-time and part-time employees in all classifications. Substitutes/On-Call employees are not eligible.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adopt Resolution 2023-06: A Resolution to Oppose Initiative 21-0042A1 – Limiting the Ability of Voters and State and Local Governments to Raise Revenues for Government Services.**

DATE: September 25, 2023

BACKGROUND

The “Taxpayer Protection and Government Accountability Act,” a statewide initiative measure to amend the California Constitution sponsored by the California Business Roundtable (“CBRT”), will limit the ability of the state and local governments to enact, modify, or expand taxes, assessments, fees, and property-related charges since the passage of Proposition 218 (1996) and Proposition 26 (2010). If enacted, public agencies would face a drastic rise in litigation that could severely restrict their ability to meet essential services and infrastructure needs.

Ballot Initiative 21-0042A1 would result in the loss of billions of dollars annually in critical state and local funding, restricting the ability of local agencies and the State of California to fund services and infrastructure by:

- Adopting new and stricter rules for raising taxes, fees, assessments, and property-related fees.
- Amending the State Constitution, including portions of Propositions 13, 218, and 26 among other provisions, to the advantage of the initiative’s proponents and plaintiffs; creating new grounds to challenge these funding sources and disrupting fiscal certainty.
- Restricting the ability of local governments to issue fines and penalties to corporations and property owners that violate local environmental, water quality, public health, public safety, fair housing, nuisance and other laws and ordinances.

The initiative includes provisions that would retroactively void *all* state and local taxes or fees adopted after January 1, 2022 if they did not align with the provisions of this initiative. This may also affect indexed fees that adjust over time for inflation or other factors. Effectively, it would allow voters throughout California to invalidate the prior actions of local voters, undermining local control and voter-approved decisions about investments needed in their communities.

On February 1, 2023, California Secretary of State Shirley Weber issued a memo to all county clerks/registrar of voters announcing that proponents of Initiative 21-0042A1, or Initiative 1935 as now numbered by the Secretary of State, had filed the necessary number of valid signatures to make it eligible for the November 5, 2024 General Election ballot. Proponents now have until June 27, 2024 to consider withdrawing the initiative before the Secretary of State officially certifies it for the

ballot.

The California Special District Association has joined a coalition of local government leaders in adopting an Oppose position on Initiative 21-0042A1.

Attachment A is Resolution 2023-06

Attachment B is the “Stop the Corporate Loopholes Scheme” sheet

Attachment C is the Fiscal and Program Effects of Initiative 21-0042A1 on Local Governments from California City Finance.

Attachment D is a Summary Initiative 21-0042A1 dated January 21, 2022.

Attachment E is a letter from Bell, McAndrews & Hiltachk, LLP dated January 4, 2022.

Attachment F is Initiative 21-0042A1.

RECOMMENDATIONS

1. Motion to adopt Resolution 2023-06: A Resolution to Oppose Initiative 21-0042A1, Limiting the Ability of Voters and State and Local Governments to Raise Revenues for Government Services; and

2. Roll call vote.

RESOLUTION TO OPPOSE INITIATIVE 21-0042A1

WHEREAS, an association representing California's wealthiest corporations and developers is spending millions to push a deceptive proposition aimed for the November 2024 statewide ballot; and

WHEREAS, the proposed proposition, Initiative 21-0042A1, has received the official title: "LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT"; and

WHEREAS, the measure includes provisions that would make it more difficult for local voters to pass measures needed to fund local services and infrastructure, and would limit voter input by prohibiting local advisory measures where voters provide direction on how they want their local tax dollars spent; and

WHEREAS, the measure exposes taxpayers to new costly litigation, limits the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure; and

WHEREAS, the measure severely restricts state and local officials' ability to protect our environment, public health and safety, and our neighborhoods against those who violate the law; and

WHEREAS, the measure creates new constitutional loopholes that would allow corporations to pay less than their fair share for the impacts they impose on our communities, including local infrastructure, our environment, water quality, air quality, and natural resources; and

WHEREAS, the measure threatens billions of dollars currently dedicated to state and local services, and could force cuts to children's, teens, adults, and family programs for the Placentia Library District, as well as public schools, fire and emergency response, law enforcement, public health, parks, libraries, affordable housing, services to address homelessness, mental health services, and more; and

WHEREAS, the measure would also reduce funding for critical infrastructure like streets and roads, public transportation, ports, drinking water, sanitation, utilities, and more.

THEREFORE, BE IT RESOLVED that the Placentia Library District opposes Initiative 21-0042A1;

BE IT FURTHER RESOLVED, that the Placentia Library District will join the No on Initiative 21-0042A1 coalition, a growing coalition of public safety, labor, local government, infrastructure advocates, and other organizations throughout the state.

We direct staff to email a copy of this adopted resolution to the California Special Districts Association at advocacy@csda.net.

PASSED, APPROVED, AND ADOPTED this day 25th of September 2023.

Stop the Corporate Loopholes Scheme

Deceptive Proposition Allows Major Corporations to Avoid Paying their Fair Share and Evade Enforcement when they Violate Environmental, Health & Safety Laws

An association representing California's wealthiest corporations — including oil, insurance, banks and drug companies — is behind a deceptive proposition aimed for the November 2022 statewide ballot. Their measure would create major new loopholes that allow corporations to avoid paying their fair share for the impacts they have on our communities; while also allowing corporations to evade enforcement when they violate environmental, health, safety and other state and local laws. Here's why a broad coalition of local governments, labor and public safety leaders, infrastructure advocates, and businesses **oppose** the Corporate Loophole Scheme:

Gives Wealthy Corporations a Major Loophole to Avoid Paying their Fair Share - Forcing Local Residents and Taxpayers to Pay More

- The measure creates new constitutional loopholes that **allow corporations to pay far less than their fair share for the impacts they have on our communities**, including local infrastructure, our environment, water quality, air quality, and natural resources – shifting the burden and making individual taxpayers pay more.

Allows Corporations to Dodge Enforcement When They Violate Environmental, Health, Public Safety and Other Laws

- The deceptive scheme creates new loopholes that makes it much more difficult for state and local regulators to issue fines and levies on corporations that violate laws intended to protect our environment, public health and safety, and our neighborhoods.

Jeopardizes Vital Local and State Services

- This far-reaching measure **puts at risk billions of dollars currently dedicated to critical state and local services**.
- It could **force cuts** to public schools, fire and emergency response, law enforcement, public health, parks, libraries, affordable housing, services to support homeless residents, mental health services and more.
- It would also **reduce funding for critical infrastructure** like streets and roads, public transportation, drinking water, new schools, sanitation, utilities and more.

Opens the Door for Frivolous Lawsuits, Bureaucracy and Red Tape that Will Cost Taxpayers and Hurt Our Communities

- The measure will encourage **frivolous lawsuits, bureaucracy and red tape that will cost local taxpayers millions** — while significantly **delaying and stopping investments in infrastructure and vital services**.

Undermines Voter Rights, Transparency, and Accountability

- This misleading measure changes our constitution to make it more difficult for local voters to pass measures needed to fund local services and local infrastructure.
- It also includes a hidden provision that **would retroactively cancel measures that were passed by local voters** — effectively undermining the rights of voters to decide for themselves what their communities need.
- It would **limit voter input** by prohibiting local advisory measures, where voters provide direction to politicians on how they want their local tax dollars spent.

Fiscal and Program Effects of Initiative 21-0042A1 on Local Governments

If Initiative 21-0042A1 is placed on the ballot and passed by voters, it will result in:

- Billions of local government fee and charge revenues placed at heightened legal peril. Related public service reductions across virtually every aspect of city, county, special district, and school services especially for transportation, and public facility use.
- Hundreds of millions of dollars of annual revenues from dozens of tax and bond measures approved by voters between January 1, 2022 and November 9, 2022 subject to additional voter approval if not in compliance with the initiative.
- Indeterminable legal and administrative burdens and costs on local government from new and more empowered legal challenges, and bureaucratic cost tracking requirements.
- The delay and deterrence of municipal annexations and associated impacts on housing and commercial development.
- Service and infrastructure impacts including in fire and emergency response, law enforcement, public health, drinking water, sewer sanitation, parks, libraries, public schools, affordable housing, homelessness prevention and mental health services.

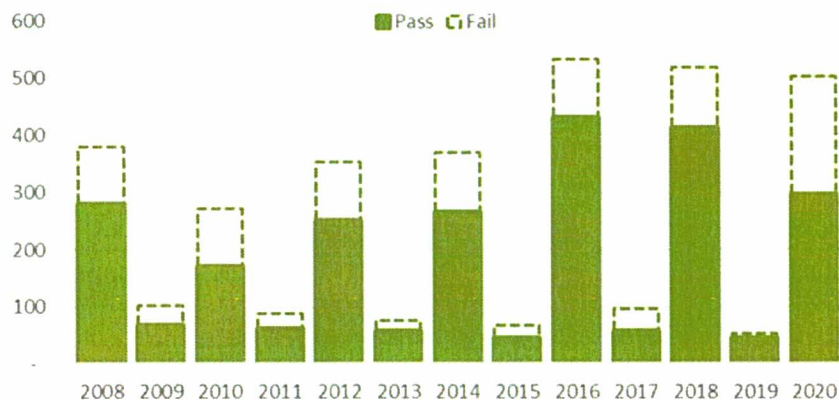
1. Local Government Taxes and Services Threatened

With regard to taxes, Initiative 21-0042A1:

- Prohibits advisory, non-binding measures as to use of tax proceeds on the same ballot.
 - Voters may be less informed and more likely to vote against measures.
- Eliminates the ability of special tax measures proposed by citizen initiative to be enacted by majority voter approval (*Upland*).
 - Because the case law regarding citizen initiative special taxes approved by majority vote (*Upland*) is so recent, it is unknown how common these sorts of measures might be in the future. This initiative would prohibit such measures after the effective date of the initiative. Any such measures adopted after January 1, 2022 through November 8, 2022 would be void after November 9, 2023.
- Requires that tax measures include a specific duration of time that the tax will be imposed. This seems to require that all tax increases or extensions contain a sunset (end date).
 - This would require additional tax measures to extend previously approved taxes at additional cost to taxpayers.
- Requires that a tax or bond measure adopted after January 1, 2022 and before the effective date of the initiative (November 9, 2022) that was not adopted in accordance with the measure be readopted in compliance with the measure or will be void twelve months after the effective date of the initiative (November 9, 2023).
 - If past election patterns are an indication, dozens of tax and bond measures approving hundreds of millions of annual revenues may not be in compliance and would be subject to reenactment. Most will be taxes without a specific end date. Because there is no regularly scheduled election within the 12 months following the effective date of the initiative, measures not in compliance would need to be placed on a special election ballot for approval before November 9, 2023 or the tax will be void after that date. General tax measures would require declaration of emergency and unanimous vote of the governing board.

- Requires voter approval to expand an existing tax to new territory (annexations). This would require additional tax measures and would deter annexations and land development in cities.
 - If a tax is "extended" to an annexed area without a vote after January 1, 2022, it will be void 12 months later until brought into compliance. Because there is no regularly scheduled election within the 12 months following the effective date of the initiative, such extensions for general taxes would, under current law, each require unanimous vote of the agency board to be placed on a special election ballot or would be void after November 9, 2023.

Local Tax and Bond Measures - California
 Cities, Counties, Special Districts, Schools



1.a. Number of Measures and Value of Local Taxes at Risk¹

In 2020, voters in California approved 293 local tax and bond measures for cities, counties, special districts and schools (95 in March and 198 in November). The approved measures enacted \$3.85 billion in new annual taxes including \$1.3 billion for cities, \$302 million for counties, \$208 million for special districts (fire, wastewater, open space and transit districts), and \$2.037 billion for schools (including for school bonds).

Most tax measures go to the ballot during a presidential or gubernatorial primary or general election in an even year. However, some tax measures are decided at other times. During 2019, there were 45 approved tax and bond measures (24 city, 14 special district, 7 school) adopting \$154.0 million in new annual taxes (\$124.0 million city, \$10.5 million special district and \$19.2 million school).

Most tax and bond measures comply with the new rules in Initiative 21-0042Amdt#1 except:

- Dozens of taxes would require end dates. This would require additional measures in future years to extend the taxes further. Very few extensions of existing local taxes fail.
- Majority vote general tax measures could not be accompanied on the same ballot with an advisory, non-binding measure as to use of tax proceeds.
- Special taxes placed on the ballot via citizen initiative would require two-thirds voter approval.

Bond measures have fixed terms. Historically, about 20 percent of other tax measures have included specific durations (i.e. sunsets). Advisory measures as to use of revenues are uncommon. I do not expect the provisions of 21-0042A1 to have any substantial effect on passage rates. However, some 2022 approved measures would likely have to put back on the ballot.

Based on history, a reasonable estimate of the annualized tax revenues estimated to be approved by

¹ Source: Compilation and summary of data from County elections offices.

voters in 2022 and placed at risk by this initiative is at least **\$1.5 billion, including \$1.0 billion from cities and \$500 million from counties and special districts.**²

1.b. Additional Costs and Public Service Effects of the Tax Provisions

In addition to service delays and disruption due to new tax revenues placed at greater legal risk, there will be substantial additional costs for legal defense. The deterrence of taxes for annexations will delay and deter municipal annexations.

2. “Exempt Charges” (fees and charges that are not taxes) and Services Threatened

With regard to fees and charges adopted after January 1, 2022, Initiative 21-0042A1:

- Subjects new fees and charges for a product or service to a new "actual cost" test defined as "(i) the minimum amount necessary to reimburse the government for the cost of providing the service to the payor, and (ii) where the amount charged is not used by the government for any purpose other than reimbursing that cost. In addition, subjects these same charges to a new, undefined, "reasonable" standard.
- Subjects fees and charges for entrance to local government property; and rental and sale of local government property to a new, undefined, "reasonable" test.
- Subjects a challenged fee or charge to new, higher burdens of proof if legally challenged.
- Prohibits a levy, charge or exaction regulating or related to vehicle miles traveled, imposed as a condition of property development or occupancy.

2.a. Value on New Local Government Fees and Charges at Risk³

Virtually every city, county, and special district must regularly (e.g., annually) adopt increases to fee rates and charges and revise rate schedules to accommodate new users and activities. Most of these would be subject to new standards and limitations under threat of legal challenge. Based on the current volume of fees and charges imposed by local agencies and increases in those fees simply to accommodate inflation, the amount of local government fee and charge revenue placed at risk is about **\$1 billion per year including those adopted since January 1, 2022. Of this \$1 billion, about \$570 million is for special districts, \$450 million is cities, and \$260 million is counties.**⁴

Major examples of affected fees and charges are:

1. Nuisance abatement charges - such as for weed, rubbish and general nuisance abatement to fund community safety, code enforcement, and neighborhood cleanup programs.
2. Commercial franchise fees.
3. Emergency response fees - such as in connection with DUI.
4. Advanced Life Support (ALS) transport charges.
5. Document processing and duplication fees.
6. Transit fees, tolls, parking fees, public airport and harbor use fees.
7. Facility use charges, fees for parks and recreation services, garbage disposal tipping fees.

In addition to fees and charges, the measure puts fines and penalties assessed for the violation of state and

² This does not include citizen initiative special tax approved by majority but not two-thirds. Because this approach is new, the number of these measures and amount of revenue involved cannot be estimated.

³ Source: California State Controller Annual Reports of Financial Transactions concerning cities, counties and special districts, summarized with an assumed growth due to fee rate increases (not population) of 2 percent annually.

⁴ School fees are also affected but the amount is negligible by comparison.

local law at risk, making them taxes subject to voter approval under certain circumstances.

2.b. Additional Costs and Public Service Effects of the Fee/Charge Provisions

In addition to service delays and disruptions due to fee and charge revenues placed at greater legal risk, there would be substantial additional costs for legal defense. The risk to fees and charges will make infrastructure financing more difficult and will deter new residential and commercial development.

mc

The Taxpayer Protection and Government Accountability Act
Initiative No. 21-0042A1
January 21, 2022

Summary: The measure limits the voters' input, adopts new and stricter rules for raising taxes and fees, and makes it more difficult to hold state and local law violators accountable.

Limiting Voter Authority and Accountability

- Limits voter input. Prohibits local voters from providing direction on how local tax dollars should be spent by prohibiting local advisory measures.
- Invalidates Upland decision that allows majority of local voters to pass special taxes. Taxes proposed by the Initiative are subject to the same rules as taxes placed on the ballot by a city council. All measures passed between January 2022 and November 2022 would be invalidated unless reenacted within 12 months.

Restricting Local Fee Authority to Provide Local Services

- Franchise fees. Sets new standard for fees and charges paid for the use of local and state government property. The standard may significantly restrict the amount oil companies, utilities, gas companies, railroads, garbage companies, cable companies, and other corporations pay for the use of local public property. Rental and sale of local government property must be "reasonable" which must be proved by "clear and convincing evidence."
- Except for licensing and other regulatory fees, fees and charges may not exceed the "actual cost" of providing the product or service for which the fee is charged. "Actual cost" is the "minimum amount necessary." The burden to prove the fee or charge does not exceed "actual cost" is changed to "clear and convincing" evidence.

Restricting Authority of State and Local Governments to Issue Fines and Penalties for Violations of Law.

- Requires voter approval of fines, penalties, and levies for corporations and property owners that violate state and local laws unless a new, undefined adjudicatory process is used to impose the fines and penalties.

Restricting Local Tax Authority to Provide Local Services

- Expanding existing taxes (e.g., UUT, use tax, TOT) to new territory (e.g., annexation) or expanding the base (e.g., new utility service) requires voter approval.
- City charters may not be amended to include a tax or fee.
- New taxes can be imposed only for a specific time period.
- Taxes adopted after January 1, 2022, that do not comply with the new rules, are void unless reenacted.
- All state taxes require majority voter approval.
- Prohibits any surcharge on property tax rate and allocation of property tax to state.

Other Changes

- No fee or charge or exaction regulating vehicle miles traveled can be imposed as a condition of property development or occupancy.

BELL, McANDREWS & HILTACHK, LLP

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21-0042 Amdt. # 1

January 4, 2022

RECEIVED

JAN 04 2022

INITIATIVE COORDINATOR
ATTORNEY GENERAL'S OFFICE

Anabel Renteria
Initiative Coordinator
Office of the Attorney General
State of California
PO Box 994255
Sacramento, CA 94244-25550

Re: Initiative 21-0042 - Amendment Number One

Dear Initiative Coordinator:

Pursuant to subdivision (b) of Section 9002 of the Elections Code, enclosed please find Amendment #1 to Initiative No. 21-0042 "The Taxpayer Protection and Government Accountability Act." The amendments are reasonably germane to the theme, purpose or subject of the initiative measure as originally proposed.

I am the proponent of the measure and request that the Attorney General prepare a circulating title and summary of the measure as provided by law, using the amended language.

Thank you for your time and attention processing my request.

Sincerely,



Thomas W. Hiltachk

The Taxpayer Protection and Government Accountability Act

[Deleted codified text is denoted in ~~strikeout~~. Added codified text is denoted by *italics and underline*.]

Section 1. Title

This Act shall be known, and may be cited as, the Taxpayer Protection and Government Accountability Act.

Section 2. Findings and Declarations

(a) Californians are overtaxed. We pay the nation's highest state income tax, sales tax, and gasoline tax. According to the U.S. Census Bureau, California's combined state and local tax burden is the highest in the nation. Despite this, and despite two consecutive years of obscene revenue surpluses, state politicians in 2021 alone introduced legislation to raise more than \$234 billion in new and higher taxes and fees.

(b) Taxes are only part of the reason for California's rising cost-of-living crisis. Californians pay billions more in hidden "fees" passed through to consumers in the price they pay for products, services, food, fuel, utilities and housing. Since 2010, government revenue from state and local "fees" has more than doubled.

(c) California's high cost of living not only contributes to the state's skyrocketing rates of poverty and homelessness, they are the pushing working families and job-providing businesses out of the state. The most recent Census showed that California's population dropped for the first time in history, costing us a seat in Congress. In the past four years, nearly 300 major corporations relocated to other states, not counting thousands more small businesses that were forced to move, sell or close.

(d) California voters have tried repeatedly, at great expense, to assert control over whether and how taxes and fees are raised. We have enacted a series of measures to make taxes more predictable, to limit what passes as a "fee," to require voter approval, and to guarantee transparency and accountability. These measures include Proposition 13 (1978), Proposition 62 (1986), Proposition 218 (1996), and Proposition 26 (2010).

(e) Contrary to the voters' intent, these measures that were designed to control taxes, spending and accountability, have been weakened and hamstrung by the Legislature, government lawyers, and the courts, making it necessary to pass yet another initiative to close loopholes and reverse hostile court decisions.

Section 3. Statement of Purpose

(a) In enacting this measure, the voters reassert their right to a voice and a vote on new and higher taxes by requiring any new or higher tax to be put before voters for approval. Voters also intend that all fees and other charges are passed or rejected by the voters themselves or a governing body elected by voters and not unelected and unaccountable bureaucrats.

(b) Furthermore, the purpose and intent of the voters in enacting this measure is to increase transparency and accountability over higher taxes and charges by requiring any tax measure placed on the ballot—

either at the state or local level—to clearly state the type and rate of any tax, how long it will be in effect, and the use of the revenue generated by the tax.

(c) Furthermore, the purpose and intent of the voters in enacting this measure is to clarify that any new or increased form of state government revenue, by any name or manner of extraction paid directly or indirectly by Californians, shall be authorized only by a vote of the Legislature and signature of the Governor to ensure that the purposes for such charges are broadly supported and transparently debated.

(d) Furthermore, the purpose and intent of the voters in enacting this measure is also to ensure that taxpayers have the right and ability to effectively balance new or increased taxes and other charges with the rapidly increasing costs Californians are already paying for housing, food, childcare, gasoline, energy, healthcare, education, and other basic costs of living, and to further protect the existing constitutional limit on property taxes and ensure that the revenue from such taxes remains local, without changing or superseding existing constitutional provisions contained in Section 1(c) of Article XIII A.

(e) In enacting this measure, the voters also additionally intend to reverse loopholes in the legislative two-thirds vote and voter approval requirements for government revenue increases created by the courts including, but not limited to, *Cannabis Coalition v. City of Upland*, *Chamber of Commerce v. Air Resources Board*, *Schmeer v. Los Angeles County*, *Johnson v. County of Mendocino*, *Citizens Assn. of Sunset Beach v. Orange County Local Agency Formation Commission*, and *Wilde v. City of Dunsmuir*.

Section 4. Section 3 of Article XIII A of the California Constitution is amended to read:

Sec. 3(a) Every levy, charge, or exaction of any kind imposed by state law is either a tax or an exempt charge.

(b)(1) (a) Any change in state statute law which results in any taxpayer paying a new or higher tax must be imposed by an act passed by not less than two-thirds of all members elected to each of the two houses of the Legislature, and submitted to the electorate and approved by a majority vote, except that no new ad valorem taxes on real property, or sales or transaction taxes on the sales of real property, may be imposed. Each Act shall include:

(A) A specific duration of time that the tax will be imposed and an estimate of the annual amount expected to be derived from the tax.

(B) A specific and legally binding and enforceable limitation on how the revenue from the tax can be spent. If the revenue from the tax can be spent for unrestricted general revenue purposes, then a statement that the tax revenue can be spent for "unrestricted general revenue purposes" shall be included in a separate, stand-alone section. Any proposed change to the use of the revenue from the tax shall be adopted by a separate act that is passed by not less than two-thirds of all members elected to each of the two houses of the Legislature and submitted to the electorate and approved by a majority vote.

(2) The title and summary and ballot label or question required for a measure pursuant to the Elections Code shall, for each measure providing for the imposition of a tax, including a measure proposed by an elector pursuant to Article II, include:

(A) The type and amount or rate of the tax;

(B) The duration of the tax; and

(C) The use of the revenue derived from the tax.

(c) Any change in state law which results in any taxpayer paying a new or higher exempt charge must be imposed by an act passed by each of the two houses of the Legislature. Each act shall specify the type of exempt charge as provided in subdivision (e), and the amount or rate of the exempt charge to be imposed.

(d) ~~(b)~~ As used in this section and in Section 9 of Article II, "tax" means every ~~any~~ levy, charge, or exaction of any kind imposed by the State state law that is not an exempt charge, except the following:

(e) As used in this section, "exempt charge" means only the following:

~~(1) a charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the State of conferring the benefit or granting the privilege to the payor.~~

(1) ~~(2)~~ A reasonable charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable actual costs to the State of providing the service or product to the payor.

(2) ~~(3)~~ A charge imposed for the reasonable regulatory costs to the State incident to issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.

(3) A levy, charge, or exaction collected from local units of government, health care providers or health care service plans that is primarily used by the State of California for the purposes of increasing reimbursement rates or payments under the Medi-Cal program, and the revenues of which are primarily used to finance the non-federal portion of Medi-Cal medical assistance expenditures.

(4) A reasonable charge imposed for entrance to or use of state property, or the purchase, rental, or lease of state property, except charges governed by Section 15 of Article XI.

(5) A fine, or penalty, ~~or other monetary charge~~ including any applicable interest for nonpayment thereof, imposed by the judicial branch of government or the State, as a result of a state administrative enforcement agency pursuant to adjudicatory due process, to punish a violation of law.

(6) A levy, charge, assessment, or exaction collected for the promotion of California tourism pursuant to Chapter 1 (commencing with Section 13995) of Part 4.7 of Division 3 of Title 2 of the Government Code.

(f) ~~(e)~~ Any tax or exempt charge adopted after January 1, ~~2010~~ 2022, but prior to the effective date of this act, that was not adopted in compliance with the requirements of this section is void 12 months after the effective date of this act unless the tax or exempt charge is reenacted by the Legislature and signed into law by the Governor in compliance with the requirements of this section.

(g) ~~(1) (d)~~ The State bears the burden of proving by a preponderance of the clear and convincing evidence that a levy, charge, or other exaction is an exempt charge and not a tax. The State bears the burden of proving by clear and convincing evidence that the amount of the exempt charge is reasonable and that the amount charged does not exceed the actual cost of providing the service or product to the payor. ~~that the amount is no more than necessary to cover the reasonable costs of the governmental activity and~~

that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity

(2) The retention of revenue by, or the payment to, a non-governmental entity of a levy, charge, or exaction of any kind imposed by state law, shall not be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

(3) The characterization of a levy, charge, or exaction of any kind as being voluntary, or paid in exchange for a benefit, privilege, allowance, authorization, or asset, shall not be a factor in determining whether the levy, charge, or exaction is a tax or an exempt charge.

(4) The use of revenue derived from the levy, charge or exaction shall be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

(h) As used in this section:

(1) "Actual cost" of providing a service or product means: (i) the minimum amount necessary to reimburse the government for the cost of providing the service or product to the payor, and (ii) where the amount charged is not used by the government for any purpose other than reimbursing that cost. In computing "actual cost" the maximum amount that may be imposed is the actual cost less all other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds received to provide such service or product.

(2) "Extend" includes, but is not limited to, doing any of the following with respect to a tax or exempt charge: lengthening its duration, delaying or eliminating its expiration, expanding its application to a new territory or class of payor, or expanding the base to which its rate is applied.

(3) "Impose" means adopt, enact, reenact, create, establish, collect, increase or extend.

(4) "State law" includes, but is not limited to, any state statute, state regulation, state executive order, state resolution, state ruling, state opinion letter, or other legal authority or interpretation adopted, enacted, enforced, issued, or implemented by the legislative or executive branches of state government. "State law" does not include actions taken by the Regents of the University of California, Trustees of the California State University, or the Board of Governors of the California Community Colleges.

Section 5. Section 1 of Article XIII C of the California Constitution is amended, to read:

Sec. 1. Definitions. As used in this article:

(a) "Actual cost" of providing a service or product means: (i) the minimum amount necessary to reimburse the government for the cost of providing the service or product to the payor, and (ii) where the amount charged is not used by the government for any purpose other than reimbursing that cost. In computing "actual cost" the maximum amount that may be imposed is the actual cost less all other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds received to provide such service or product.

(b) "Extend" includes, but is not limited to, doing any of the following with respect to a tax, exempt charge, or Article XIII D assessment, fee, or charge: lengthening its duration, delaying or eliminating its expiration, expanding its application to a new territory or class of payor, or expanding the base to which its rate is applied.

~~(c) (a)~~ "General tax" means any tax imposed for general governmental purposes.

~~(d)~~ "Impose" means adopt, enact, reenact, create, establish, collect, increase, or extend.

~~(e) (b)~~ "Local government" means any county, city, city and county, including a charter city or county, any special district, or any other local or regional governmental entity, or an elector pursuant to Article II or the initiative power provided by a charter or statute.

~~(f)~~ "Local law" includes, but is not limited to, any ordinance, resolution, regulation, ruling, opinion letter, or other legal authority or interpretation adopted, enacted, enforced, issued, or implemented by a local government.

~~(g) (e)~~ "Special district" means an agency of the State, formed pursuant to general law or a special act, for the local performance of governmental or proprietary functions with limited geographic boundaries including, but not limited to, school districts and redevelopment agencies.

~~(h) (d)~~ "Special tax" means any tax imposed for specific purposes, including a tax imposed for specific purposes, which is placed into a general fund.

~~(i) (e)~~ As used in this article, and in Section 9 of Article II, "tax" means every any-levy, charge, or exaction of any kind, imposed by a local government law that is not an exempt charge., ~~except the following:~~

~~(i)~~ As used in this section, "exempt charge" means only the following:

~~(1)~~ A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.

~~(1) (2)~~ A reasonable charge imposed for a specific local government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable actual costs to the local government of providing the service or product.

~~(2) (3)~~ A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.

~~(3) (4)~~ A reasonable charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.

~~(4) (5)~~ A fine, or penalty, or other monetary charge including any applicable interest for nonpayment thereof, imposed by the judicial branch of government or a local government administrative enforcement agency pursuant to adjudicatory due process, as a result of to punish a violation of law.

~~(5) (6)~~ A charge imposed as a condition of property development. No levy, charge, or exaction regulating or related to vehicle miles traveled may be imposed as a condition of property development or occupancy.

~~(6) (7)~~ An Assessments and property-related fees assessment, fee, or charge imposed in accordance with the provisions of subject to Article XIII D, or an assessment imposed upon a business in a tourism marketing district, a parking and business improvement area, or a property and business improvement district.

(7) A charge imposed for a specific health care service provided directly to the payor and that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the health care service. As used in this paragraph, a "health care service" means a service licensed or exempt from licensure by the state pursuant to Chapters 1, 1.3, or 2 of Division 2 of the Health and Safety Code.

The local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity.

Section 6. Section 2 of Article XIII C of the California Constitution is amended to read:

Sec. 2. Local Government Tax Limitation. Notwithstanding any other provision of this Constitution:

(a) Every levy, charge, or exaction of any kind imposed by local law is either a tax or an exempt charge. All taxes imposed by any local government shall be deemed to be either general taxes or special taxes. Special purpose districts or agencies, including school districts, shall have no power to levy general taxes.

(b) No local law government, whether proposed by the governing body or by an elector, may impose, extend, or increase any general tax unless and until that tax is submitted to the electorate and approved by a majority vote. A general tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved. The election required by this subdivision shall be consolidated with a regularly scheduled general election for members of the governing body of the local government, except in cases of emergency declared by a unanimous vote of the governing body.

~~(c) Any general tax imposed, extended, or increased, without voter approval, by any local government on or after January 1, 1995, and prior to the effective date of this article, shall continue to be imposed only if approved by a majority vote of the voters voting in an election on the issue of the imposition, which election shall be held within two years of the effective date of this article and in compliance with subdivision (b).~~ (d) No local law government, whether proposed by the governing body or by an elector, may impose, extend, or increase any special tax unless and until that tax is submitted to the electorate and approved by a two-thirds vote. A special tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved.

(d) The title and summary and ballot label or question required for a measure pursuant to the Elections Code shall, for each measure providing for the imposition of a tax, include:

(1) The type and amount or rate of the tax;

(2) the duration of the tax; and

(3) The use of the revenue derived from the tax. If the proposed tax is a general tax, the phrase "for general government use" shall be required, and no advisory measure may appear on the same ballot that would indicate that the revenue from the general tax will, could, or should be used for a specific purpose.

(e) Only the governing body of a local government, other than an elector pursuant to Article II or the initiative power provided by a charter or statute, shall have the authority to impose any exempt charge. The governing body shall impose an exempt charge by an ordinance specifying the type of exempt charge

as provided in Section 1(j) and the amount or rate of the exempt charge to be imposed, and passed by the governing body. This subdivision shall not apply to charges specified in paragraph (7) of subdivision (j) of Section 1.

(f) No amendment to a Charter which provides for the imposition, extension, or increase of a tax or exempt charge shall be submitted to or approved by the electors, nor shall any such amendment to a Charter hereafter submitted to or approved by the electors become effective for any purpose.

(g) Any tax or exempt charge adopted after January 1, 2022, but prior to the effective date of this act, that was not adopted in compliance with the requirements of this section is void 12 months after the effective date of this act unless the tax or exempt charge is reenacted in compliance with the requirements of this section.

(h)(1) The local government bears the burden of proving by clear and convincing evidence that a levy, charge or exaction is an exempt charge and not a tax. The local government bears the burden of proving by clear and convincing evidence that the amount of the exempt charge is reasonable and that the amount charged does not exceed the actual cost of providing the service or product to the payor.

(2) The retention of revenue by, or the payment to, a non-governmental entity of a levy, charge, or exaction of any kind imposed by a local law, shall not be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

(3) The characterization of a levy, charge, or exaction of any kind imposed by a local law as being paid in exchange for a benefit, privilege, allowance, authorization, or asset, shall not be factors in determining whether the levy, charge, or exaction is a tax or an exempt charge.

(4) The use of revenue derived from the levy, charge or exaction shall be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

Section 7. Section 3 of Article XIII D of the California Constitution is amended, to read:

Sec. 3. Property Taxes, Assessments, Fees and Charges Limited

(a) No tax, assessment, fee, or charge, or surcharge, including a surcharge based on the value of property, shall be assessed ~~by any agency~~ upon any parcel of property or upon any person as an incident of property ownership except:

(1) The ad valorem property tax ~~imposed pursuant to~~ described in Section 1(a) of Article XIII and Section 1(a) of Article XIII A, and described and enacted pursuant to the voter approval requirement in Section 1(b) of Article XIII A.

(2) Any special non-ad valorem tax receiving a two-thirds vote of qualified electors pursuant to Section 4 of Article XIII A, or after receiving a two-thirds vote of those authorized to vote in a community facilities district by the Legislature pursuant to statute as it existed on December 31, 2021.

(3) Assessments as provided by this article.

(4) Fees or charges for property related services as provided by this article.

(b) For purposes of this article, fees for the provision of electrical or gas service shall not be deemed charges or fees imposed as an incident of property ownership.

Section 8. Sections 1 and 14 of Article XIII are amended to read:

Sec. 1 Unless otherwise provided by this Constitution or the laws of the United States:

(a) All property is taxable and shall be assessed at the same percentage of fair market value. When a value standard other than fair market value is prescribed by this Constitution or by statute authorized by this Constitution, the same percentage shall be applied to determine the assessed value. The value to which the percentage is applied, whether it be the fair market value or not, shall be known for property tax purposes as the full value.

(b) All property so assessed shall be taxed in proportion to its full value.

(c) All proceeds from the taxation of property shall be apportioned according to law to the districts within the counties.

Sec. 14. All property taxed by state or local government shall be assessed in the county, city, and district in which it is situated. Notwithstanding any other provision of law, such state or local property taxes shall be apportioned according to law to the districts within the counties.

Section 9. General Provisions

A. This Act shall be liberally construed in order to effectuate its purposes.

B. (1) In the event that this initiative measure and another initiative measure or measures relating to state or local requirements for the imposition, adoption, creation, or establishment of taxes, charges, and other revenue measures shall appear on the same statewide election ballot, the other initiative measure or measures shall be deemed to be in conflict with this measure. In the event that this initiative measure receives a greater number of affirmative votes, the provisions of this measure shall prevail in their entirety, and the provisions of the other initiative measure or measures shall be null and void.

(2) In furtherance of this provision, the voters hereby declare that this measure conflicts with the provisions of the "Housing Affordability and Tax Cut Act of 2022" and "The Tax Cut and Housing Affordability Act," both of which would impose a new state property tax (called a "surcharge") on certain real property, and where the revenue derived from the tax is provided to the State, rather than retained in the county in which the property is situated and for the use of the county and cities and districts within the county, in direct violation of the provisions of this initiative.

(3) If this initiative measure is approved by the voters, but superseded in whole or in part by any other conflicting initiative measure approved by the voters at the same election, and such conflicting initiative is later held invalid, this measure shall be self-executing and given full force and effect.

C. The provisions of this Act are severable. If any portion, section, subdivision, paragraph, clause, sentence, phrase, word, or application of this Act is for any reason held to be invalid by a decision of any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this Act. The People of the State of California hereby declare that they would have adopted this Act and each and every portion, section, subdivision, paragraph, clause, sentence, phrase, word, and application not

declared invalid or unconstitutional without regard to whether any portion of this Act or application thereof would be subsequently declared invalid.

D. If this Act is approved by the voters of the State of California and thereafter subjected to a legal challenge alleging a violation of state or federal law, and both the Governor and Attorney General refuse to defend this Act, then the following actions shall be taken:

(1) Notwithstanding anything to the contrary contained in Chapter 6 of Part 2 of Division 3 of Title 2 of the Government Code or any other law, the Attorney General shall appoint independent counsel to faithfully and vigorously defend this Act on behalf of the State of California.

(2) Before appointing or thereafter substituting independent counsel, the Attorney General shall exercise due diligence in determining the qualifications of independent counsel and shall obtain written affirmation from independent counsel that independent counsel will faithfully and vigorously defend this Act. The written affirmation shall be made publicly available upon request.

(3) A continuous appropriation is hereby made from the General Fund to the Controller, without regard to fiscal years, in an amount necessary to cover the costs of retaining independent counsel to faithfully and vigorously defend this Act on behalf of the State of California.

(4) Nothing in this section shall prohibit the proponents of this Act, or a bona fide taxpayers association, from intervening to defend this Act.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss Letter of Support for Assembly Constitutional Amendment 13 (ACA 13) and Authorize President Carline to sign on behalf of the Placentia Library District.**

DATE: September 25, 2023

BACKGROUND

The Assembly Constitutional Amendment 13 (ACA 13) stands out as a top priority to protect the fiscal and operational stability of public agencies. For example, if passed into law, ACA13 would require the California Special District Association-opposed Initiative #1935 to pass by the same two-thirds threshold it looks to impose on future generations of voters.

Initiative #1935, would have severe impacts on the ability of special districts to serve their communities. Over 100 special districts have passed resolution in opposition to this initiative eligible for the November 2024 ballot because it would retroactively invalidate the actions of local electorates and invite costly lawsuits taxpayers would be forced to defend.

ACA 13 would retain the majority for passage of state and local initiatives. ACA 13 will require proposed initiatives that seek to increase vote thresholds on future state and local measures to pass with that same proportional higher vote threshold. ACA 13 would also preserve the right of local agencies to place advisory questions on the ballot to ask voters their opinion on issues.

If ACA 13 is approved by two-thirds of the California Legislature, California voters would be asked to decide whether an initiative constitutional amendment containing provisions that increase vote thresholds should be required to attain the same proportion of votes in favor of the amendment that the proposed increased vote thresholds would demand. If an initiative constitutional amendment includes a provision that would impose a supermajority (e.g., three-fifths, two-thirds, four-fifths, etc.) voter approval threshold, then that initiative would be required to gain the approval of the same super majority (three-fifths, two-thirds, four-fifths, etc.; whatever threshold the initiative proposes) of California voters in order to pass if the initiative constitutional amendment includes provisions that impose a supermajority vote threshold and fails to gain the corresponding supermajority of voters in support of the underlying amendment, the initiative constitutional amendment would not be considered approved, thereby failing in its entirety.

Because ACA 13 protects the democratic process in local communities by ensuring that a simple majority of statewide voters cannot restrict the will of a supermajority of voters in a local community, CSDA adopted its support position is also encouraging its members to submit letters of support.

Attachment A is the Letter of Support.

Attachment B is the CalMatters article.

RECOMMENDATIONS

1. Motion to authorize President Carline to sign the Letter of support for ACA 13, on behalf of the Placentia Library District; and
2. Roll call vote.

September 25, 2023

The Honorable Christopher Ward
California State Assembly
1021 O Street, Suite 6350
Sacramento, CA 95814

RE: Assembly Constitutional Amendment 13 (Ward) – Support [As Amended August 17, 2023]

Dear Assembly Member Ward:

The Placentia Library District is pleased to support your Assembly Constitutional Amendment 13, related to protecting the majority vote. The Placentia Library District was formed on September 2, 1919 and is one of 11 independent library districts in California. In 2019, the District celebrated 100 years of service to its community of 51,274 including residents from neighboring cities in Orange County. The District offers literacy services, storytime for babies, toddlers and families, STEAM program through its makerspace, non-book items for checkout (state park passes, drones, ukulele, sewing machines, laptops and hot spots, bounce house, etc.), passport services, access to computers and wi-fi, and many quality of life events and activities for our Placentia community. Future services include bookmobile, visiting underserved neighborhoods and expansion of library space through the addition of an outdoor learning experience area.

Under current law, an initiative constitutional amendment that proposes to amend the California Constitution requires a simple majority of voters casting votes in favor of the measure for the amendment to be approved. Notably, this simple majority requirement is irrespective of any of the provisions contained within the proposed constitutional amendment; should the text of the proposed constitutional amendment contain provisions that would otherwise require voter thresholds in excess of a simple majority in the future, those increased vote thresholds may nonetheless be imposed with a simple majority of voters. Phrased another way, this allows a simple majority of voters to insert a three-fifths, two-thirds, four-fifths, or higher vote threshold into the California Constitution, even without the corresponding level of support in terms of votes cast in favor of the original amendment proposal.

ACA 13 would propose to California voters a solution to this problem with the initiative process: if placed on the ballot by the California Legislature, California voters would be asked to decide whether an initiative constitutional amendment containing provisions that increase vote thresholds should be required to attain the same proportion of votes in favor of the amendment that the proposed increased vote thresholds would demand. In this way, ACA 13 would ensure that a proposal cannot impose vote thresholds on our communities and our State that exceed the level of support for imposing such thresholds.

ACA 13 protects the democratic process in local communities by ensuring that a simple majority of statewide voters cannot restrict the will of a supermajority of voters in a local community. For these reasons, the Placentia Library District is pleased to support Assembly Constitutional Amendment 13. Please feel free to contact me with any questions

Sincerely,

Gayle Carline
Board President

CC: The Honorable Assemblyman Phillip Chen
The Honorable Senator Josh Newman
Marcus Detwiler, Legislative Representative, California Special Districts Association
[advocacy@cdda.net]

Why a Colorado ambulance company wants to limit California taxes



BY ALEXEI KOSEFFAUGUST 24, 2023



An ambulance owned by the private company American Medical Response at Natividad Hospital in Salinas. Photo by Vern Fisher, Monterey Herald via Bay Area News Group

IN SUMMARY

American Medical Response has poured more than \$3 million into a November 2024 initiative to raise requirements for levying taxes and fees. The company says it's looking out for patients, but local officials say it's about the money.

A feud between private ambulance companies and local fire departments, with millions of dollars in profits on the line, underpins another battle about a ballot measure to restrict taxation in California that looms over the end of the legislative session.

American Medical Response, the Colorado-based corporation also known as AMR that reigns in the medical transportation services industry, has poured more than \$3 million into the November 2024 initiative that would increase the requirements for implementing taxes, fees and other government charges — the single largest donor so far outside of its sponsor, the California Business Roundtable.

The contributions from AMR stand out especially in a campaign that has otherwise primarily garnered backing from real estate interests. Spokesperson Jason Sorrick said the company wants to stop fire departments from charging paramedics for the fire engines that respond to medical calls alongside them — fees that Sorrick said can add more than \$1,000 to a patient’s ambulance bill and amount to taxing them again for a taxpayer-funded service.

“These charges prevent us from increasing wages and improving benefits for our paramedics and EMTs. They also limit our ability to improve or enhance our services because the revenue we are collecting is going to cover fire department overhead that has already been covered by taxpayers,” Sorrick said in a statement. “The intent is to let the voter, and thus the patient, decide if this practice is acceptable.”

Opponents say the fire departments that back up paramedics on these calls are providing a supplemental service, so eliminating their fees would shift the cost to taxpayers, boosting the profits of AMR and its peers. Some speculate that, in a sector where private companies regularly square off against emergency services agencies for lucrative exclusive contracts to

provide ambulance rides in a community, AMR sees an advantage in limiting the ability of its public competitors to fund operations.

“It is painful to imagine why an out-of-state company with a mission to make a difference by caring for people in need would contribute millions of dollars-worth of its profits toward an initiative that will undermine publicly-provided emergency services to our communities,” Neil McCormick, chief executive officer of the California Special Districts Association, said in a statement.

Tax debate déjà vu

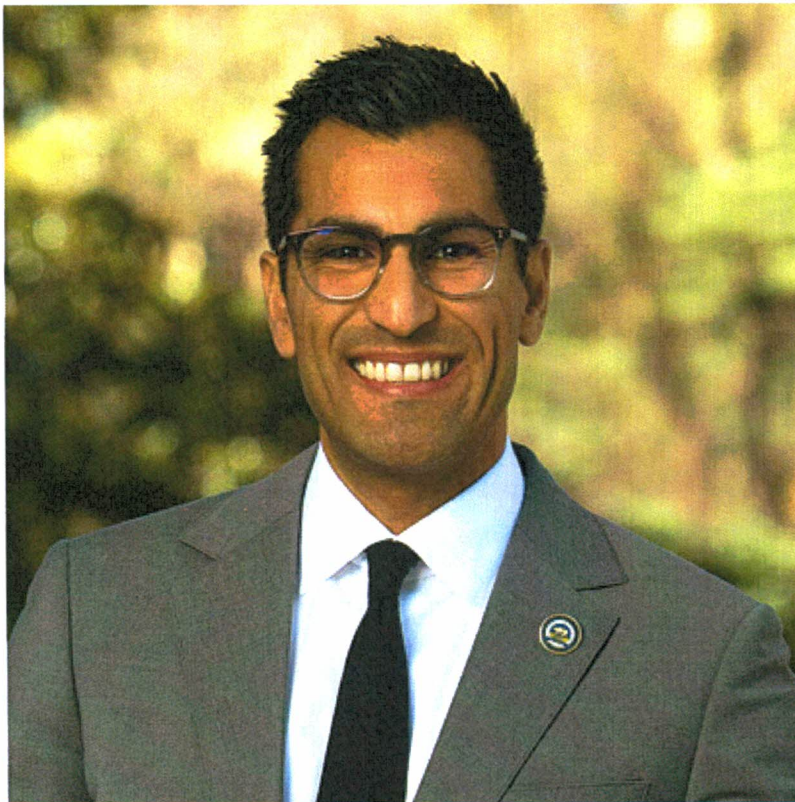
The California Business Roundtable initiative, dubbed the [Taxpayer Protection and Government Accountability Act](#), secured its eligibility for the November 2024 ballot in February, but it suddenly threatens to become a central focus of the final stretch of the legislative session, which ends on Sept. 14.

A [proposed ballot measure](#) introduced last week with the backing of Assembly Speaker [Robert Rivas](#), a Salinas Democrat, would flip the initiative’s own higher standards against it, requiring that changes to the threshold for approving state and local taxes pass by that same margin. That would mean the California Business Roundtable initiative would need to secure two-thirds support from the electorate, rather than a simple majority, a high hurdle for a statewide measure.

If the Legislature rushes this counterproposal through by the end of session, it could appear on the March ballot, before voters weigh in on the California Business Roundtable initiative. It advanced out of its first committee on Wednesday, and would need to pass by two-thirds in both chambers in the next month.

“Clearly there’s a pattern of people trying to use the initiative process to change the rules of the game for their own interests and I would just like things to be implemented fairly,” said Assemblymember [Chris Ward](#), the San Diego Democrat who is carrying the legislative measure. “It just made all the sense in the world to me to say, ‘Look, if you’re going to try to move the goalpost, then you should have the same proportion of voters agree with you.’”

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ROBERT RIVAS

State Assembly, District 29 (Salinas)

[Expand for more about this legislator](#)

The situation is reminiscent of 2018, when the California Business Roundtable sponsored another initiative, funded largely by soda companies, that would have raised the threshold for passing local taxes. That proposal was pulled from the ballot [after a last-minute deal](#) with the

Legislature to prohibit cities and counties from passing new soda taxes for more than a decade.

For now, lawmakers and other opponents of the proposed tax restrictions are brushing off any notion of negotiations this time around. But they seem perplexed by what the initiative's major funders are after.

Carolyn Coleman, executive director of the League of California Cities, said she was unsure why companies who do business with their communities would want to restrict the tax revenue they need to pay for those services. She compared it to “biting the hand that feeds them.”

“A measure that makes it harder for cities to have the resources to do what is necessary and important to serve their residents, to have a service provider like AMR contribute to that is sort of surprising to us,” Coleman said.

What supporters want

AMR made three contributions to the initiative committee in spring 2022, totaling \$3.1 million, or about a fifth of all money raised since it launched in late 2021, [according to campaign finance records](#). The ambulance company sent another \$500,000 to the California Business Roundtable's political action committee — which has put about \$6.4 million into its initiative campaign so far — during that time.

Meanwhile, contributions from investment companies, developers, property managers and builders make up nearly 40% of the \$16.5 million raised by the campaign — and more than 90% of the \$12.8 million donated to the California Business Roundtable's committee since 2021.

Los Angeles-based Kilroy Realty, Santa Monica-based Douglas Emmett and Irvine-based Western National Group — the largest of the initiative’s real estate-affiliated donors — declined to comment or did not respond to questions about why they supported the effort. But property development and ownership are a frequent target of taxes, fees and assessments to fund public services and programs, [especially by local governments](#).

Proponents of the California Business Roundtable initiative say they are cracking down on loopholes created by legislators and court rulings that weakened earlier voter-approved tax accountability measures.

“Alarming, a large segment of California’s small business community, including those who rent commercial space, are contemplating leaving the state, with many others struggling to stay afloat,” Hector Barajas, a spokesperson for the campaign, said in a statement. “California’s surging taxes and fees are a primary cause of the soaring cost of living, casting a dark shadow over all sectors in California, and housing is at the center of this impact.”

The measure would introduce a sweeping set of changes that [make it more challenging to raise taxes in California](#), including a requirement for the Legislature to put any new or higher tax before voters for approval and another increasing the margin to pass a voter-initiated special tax at the local level, to two-thirds from a simple majority.

But perhaps the most significant provision — one that could upend the operation of California government at every level — would reclassify some fees and other charges that fund public services and programs as taxes. This would prohibit administrative agencies from setting these levies, requiring the Legislature or local governments to turn to the voters to adjust them.

Fees currently must not exceed the “reasonable costs” to the government of providing a service. The initiative would change that standard to “actual costs,” defined as the “minimum amount necessary to reimburse the government.” It would also raise the legal standard for the government to prove a levy represents that actual cost — which opponents fear would invite a wave of legal challenges to reclassify administrative charges as taxes that need two-thirds voter approval.

“Imagine asking voters to take up the various governmental charges for regulatory costs, licenses, permits, fines, and more on the ballot with a two-thirds vote,” McCormick of the special districts association said in his statement. “It could grind basic government functions to a halt.”

Local clashes may portend the future

A legal showdown over who controls medical transportation in Sonoma County highlights the potential stakes of this initiative for AMR and its rivals.

In California, emergency medical services operate through the counties, which must designate a local agency to manage their program. Those agencies are responsible for determining coverage areas for ambulance services and then awarding the contracts — which sometimes go to public entities, such as the county fire department, and sometimes to private companies, such as AMR. These providers then bill patients’ insurers for the ambulance rides.



An American Medical Response ambulance responds to a call in San Francisco on May 22, 2023. Photo by Jeff Chiu, AP Photo

The state's \$2 billion ambulance services industry is divided into 337 zones, [according to the California Ambulance Association](#), about two-thirds of which are served by 170 private companies. The contracts — which generally guarantee exclusivity — can be lucrative and highly competitive.

Local fire officials in some areas have [begun making moves](#) for service zones long served by AMR, setting up intense and litigious battles over tens of millions of dollars in annual revenues. Santa Barbara County, where AMR has been the ambulance services provider for more than half a century, held its first ever public bidding process for the contract last year. Though [AMR won the bid](#), the losing county fire department mounted multiple unsuccessful challenges, and the county board of

supervisors [ultimately voted in June](#) to create a new system that splits the contract into three levels of care, each with its own provider.

In Sonoma County, officials [awarded an exclusive ambulance contract](#) to the county fire district in June, after three decades with AMR. The company sued, alleging that the bidding process was [tainted by conflict of interest](#) and that the fee schedule laid out by the fire district amounted to an illegal tax. AMR contends that the fire district would [retain an excessive “profit”](#) from its rates, more than its “reasonable costs” of providing the service, which should be considered a tax that needs to obtain two-thirds voter approval.

McCormick of the special districts association said this is already a challenging standard for emergency services agencies dealing with the volatile price of labor and materials. Tightening it even further to “actual costs” would be “unreasonable if not impossible,” he said, advantaging private ambulance companies who have freedom to set their fee levels.

“When it comes to emergency response and the safety of our families, what exactly is the minimum amount necessary?” McCormick asked in his statement. “These difficult, multi-faceted decisions are best assessed and determined through locally accountable boards, not through more lawyers in our court system.”

Sorrick, the AMR spokesperson, said the stricter standard for setting service charges will force government agencies to more transparently account for what they are paying for.

“This avoids double or triple charging for a service and prevents using profits generated from the fee to cover unrelated services or costs,” he said in his statement.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Orange County Council of Governments (OCCOG) Updates from Secretary Dahl

DATE: September 25, 2023

BACKGROUND

Secretary Dahl will provide an update on the OCCOG meeting.

Attachment A is the Agenda for the August 24, 2023 meeting.

Attachment B are the minutes for the June 29, 2023 meeting.

Attachment C are the minutes for the June 22, 2023 meeting.



Orange County Council of Governments

AGENDA

Orange County Council of Governments
Board of Directors Meeting

August 24, 2023 at 10:30 AM

As set forth in Orange County Council of Governments Bylaws and Joint Powers Agreement - the Orange County Council of Governments is a voluntary agency established to serve as a sub- regional organization to the Southern California Association of Governments representing Orange County on mandated and non-mandated regional planning activities, to provide a vehicle for Members to engage cooperatively on such activities, and to conduct studies and projects designed to improve and coordinate common governmental responsibilities and services on an area-wide and regional basis.

Los Olivos Community Center
101 Alfonso Dr. Irvine, CA 92618
1 669 900 6833 Meeting ID Number: 864 9259 5650
Password: 004766 - 10:30 a.m. to 12:30 p.m.

NOTICE

Pursuant to Government Code Section 54953(b), this Regular Board Meeting includes teleconference participation by:

District 19 – Director Leon - 200 S Anaheim Blvd, Anaheim, CA 92805

District 16 – Director Amezcua - 20 Civic Center Plaza, Room 813, Santa Ana, CA 92701

Board Members (Voting)

District 13 Chair Wendy Bucknum

County of Orange SCAG Representative Vice Chair Don Wagner

District 12 John Gabbard

District 14 Tammy Kim

District 15 Lauren Kleiman

District 16 Valerie Amezcua

District 17 Jon Dumitru

District 18 Marshall Goodman

District 19 Ashleigh Aitken

District 20 Joe Kalmick

District 21 Art Brown

District 22 Marty Simonoff

District 64 Casey McKeon

Cities-at-Large Rose Espinoza

Independent Special Districts of Orange County (ISDOC) Mike Schaefer

Orange County Sanitary District (OCSD) David Shawver

Orange County Transportation Authority (OCTA) Brian Goodell

South Coast Air Quality Management District (SCAQMD) Carlos Rodriguez

Transportation Corridor Agency (TCA) Scott Voigts

Ex-Officio Members (Non-Voting)

Anaheim Resort Transportation (ART) Diana Kotler

Association of California Cities, Orange County (ACC-OC) Kris Murray

Business Community (OCBC) Jennifer Bullard



Orange County Council of Governments

AGENDA

Orange County Council of Governments
Board of Directors Meeting

August 24, 2023 at 10:30 AM

Caltrans District 12 Lan Zhou

Orange Co. Local Agency Formation Commission (OC-LAFCO) Carolyn Emery

Non-Profit Housing Community Helen O'Sullivan

League of California Cities Erin Sasse

Private Sector Adam Wood

University Community Amanda Hughes

Orange County Hispanic Chamber of Commerce Eddie Marquez

Vacant County-at-Large

Agenda Descriptions

The agenda descriptions are intended to provide members of the public a general summary of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Board of Directors may take any action deemed to be appropriate and is not limited by the notice of the recommended action.

Public Comments on Agenda Items

Members of the public wishing to address the Board of Directors regarding any item appearing on the agenda may do so by completing a Speaker Card and submitting it to the Clerk of the Board. Speakers will be recognized by the Chair at the time the agenda item is considered. A speaker's comments shall be limited to three minutes.

Public Availability of Agenda Materials

All documents relative to the items referenced in this agenda are available for public inspection at www.occog.com

Accessibility

Any person with a disability requiring a modification or accommodation in order to participate in this meeting should contact the Clerk of the Board at (949) 357-3342, no less than three business days prior to this meeting to enable the Orange County Council of Governments to make reasonable arrangements to assure accessibility to this meeting.

Call to Order

Roll Call

Pledge of Allegiance

Public Comments

Members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors; however, action may not be taken on matters that are not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per speaker, unless different time limits are set by the Chairman, subject to the approval of the Board of Directors.



AGENDA

Orange County Council of Governments
Board of Directors Meeting

August 24, 2023 at 10:30 AM

1. Closed Session

Fred Galante, General Counsel

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION.

Pursuant to Paragraph (1) of Subdivision (d) of Government Code Section 54956.9:

OCCOG, et al. vs. Gustavo Velasquez, California Dept. of Housing and Community Development
(2nd Appellate Dist. Case No. B317856; Superior Court Case No. 21STCP01970)

Consent Calendar (Item Nos. 2 -4)

All matters listed under the Consent Calendar are routine and will be enacted by one vote without separate discussion unless Members of the Board, the public, or staff request specific items be removed for separate action or discussion.

2. Approval of Meeting Minutes for June 22, 2023, Regular Meeting and June 29, 2023, Special Meeting

Kathryn Morrison, OCCOG Clerk of the Board

Recommended Action: *Receive and file the minutes as amended or presented.*

3. OCCOG Financial Reports for June and July 2023

Steven Dobrenen, OCCOG Treasurer

Recommended Action: *Approve the OCCOG Financial Reports for June and July 2023.*

4. Approval of Bank Resolution 2023-002 for changing signatories on bank accounts

Steven Dobrenen, OCCOG Treasurer

Recommended Action: *Approval of bank resolution 2023-002 for changing signatories on bank accounts.*

Action Items

5. Legislative Update

Wendy Strack, Legislative Consultant

Recommended Action: That the OCCOG Board of Directors adopt the following positions on legislation: Support AB 744 and SB 617.

6. Approval of Agreement with Pictometry to extend Orange County Data Acquisition Partnership (OCDAP) Cycle 1 Pictometry Connect online platform

Deborah Diep, Center for Demographic Research



AGENDA

August 24, 2023 at 10:30 AM

Recommended Action: *Approve and authorize OCCOG Executive Director to execute Agreement with Pictometry to extend the Orange County Data Acquisition Partnership (OCDAP) Cycle 1 Pictometry Connect online platform through December 31, 2023.*

7. **Approval of New Contract with IBIS Consulting, LLC for REAP Project Management Services**
Marnie O'Brien Primmer, Executive Director

Recommended Action: *Approve new contract with Ibis Consulting, LLC for REAP project management services in an amount not to exceed \$8000/ month. Project management services included in this contract will be funded entirely with REAP dollars and will not impact OCCOG's Board-approved operational budget. The term of the contract will go through June 2026.*

8. **Authorization to Update OCCOG's REAP 1.0 Scope of Work Authorization Form and Memorandum of Understanding**
Marnie O'Brien Primmer, Executive Director

Recommended Action: *Authorize OCCOG Executive Director to modify the Regional Early Action planning Grant (REAP) Scope of Work Authorization Form (SAF) and Memorandum of Understanding (MOU) with SCAG to reflect an extension for Task 1.2.3 to a completion date of February 14, 2024. Additionally, authorize the adjustment of task and project totals as-needed to expend all funds by the extended deadline.*

9. **Authorization to Pursue FY 2024 EPA Brownfield Grant Funding**
Marnie O'Brien Primmer, OCCOG Executive Director

Recommended Action: Authorize OCCOG Executive Director to procure Grant Writing and Implementation Services related to the 2024 EPA Brownfield Grant funding opportunity of up to \$1.5M to support OCCOG jurisdictions rezoning efforts. Authorize the OCCOG Executive Committee to release procurement documents, select successful consultant, and approve grant application submittal, as needed based on program deadlines.

OCCOG Leadership Reports

10. **Chair's Report**
Wendy Bucknum, OCCOG Chair
11. **Executive Director's Report**
Marnie O'Brien Primmer, OCCOG Executive Director

Presentations

12. **Presentation of REAP 1.0 Work Products**
Kendra Chandler, ULI



AGENDA

Orange County Council of Governments
Board of Directors Meeting

August 24, 2023 at 10:30 AM

Recommended Action: *Receive and File.*

Brief Reports

This section is set aside for brief reports or presentations from listed agencies. Speakers are requested to keep their comments brief. Any speaker wishing to provide a more detailed discussion should request the discussion be placed on the agenda at a future meeting.

- **OCCOG Technical Advisory Committee**
Justin Equina, Technical Advisory Committee Chair
- **Southern California Association of Governments**
Sarah Patterson, Manager of Government Affairs, SCAG
- **South Coast Air Quality Management District**
Carlos Rodriquez, OCCOG Director; Debra Ashby, Senior Public Information Specialist SCAQMD;
Link to August edition of SCAQMD Advisor Newsletter:
<http://www.aqmd.gov/home/research/pubs-docs-reports/newsletters/current-edition>
- **Board Member Reports**
- **Member Agency Reports**
- **Staff Member Reports**

Future Agenda Items

Adjournment of Regular Meeting

The next OCCOG Regular Meeting will be on September 28, 2023 at the Quail Hill Community Center.



Orange County Council of Governments

MINUTES

Orange County Council of Governments
Board of Directors Regular Meeting

Special Meeting - June 29, 2023 | 11:00 a.m.

Call to Order

Chair Bucknum called the Special Meeting of the Orange County Council of Governments to order at 11:03 a.m. on Thursday, June 29, 2023, via Zoom; at 1 669 900 6833, Meeting ID Number: 850 6019 3848, passcode 170147.

NOTICE

Pursuant to Government Code Section 54953(b), this Special Meeting of the Board of Directors includes teleconference participation by:

Vice Chair Don Wagner – 400 W. Civic Center Drive, Santa Ana, CA 92701
 District 16 – Valerie Amezcua – Santa Ana City Hall - 20 Civic Center Plaza, Santa Ana CA 92701
 District 18 – Marshall Goodman – Doubletree - 7000 Beach Blvd, Buena Park, CA 90620
 District 19 – Carlos Leon – Anaheim City Hall - 200 S. Anaheim Blvd, Anaheim, CA 92805
 District 20 – Joe Kalmick – Seal Beach City Hall - 211 8th St. Seal Beach, CA 90740
 District 21 – Art Brown – Buena Park City Hall – 6650 Beach Blvd. Buena Park, CA 90622-5009
 District 22 – Marty Simonoff – Brea City Hall - 1 Civic Center Cir, Brea, CA 92821
 Cities-at-Large – Rose Espinoza – La Habra City Hall - 110 E. La Habra Blvd., La Habra CA 90631
 OCSD – David Shawver – Stanton City Hall - 7800 Katella Ave, Stanton, CA 90680
 SCAQMD – Carlos Rodriguez – Yorba Linda Public Library – 4852 Lakeview Ave. Yorba Linda, CA 92886

Board Members Present

District 13 Chair Wendy Bucknum

County of Orange SCAG Representative Vice Chair Don Wagner

District 12 John Gabbard

District 16 Valerie Amezcua

District 18 Marshall Goodman

District 19 Carlos Leon (Alternate)

District 20 Joe Kalmick

District 21 Art Brown

District 22 Marty Simonoff

Cities-at-Large Rose Espinoza

Independent Special Districts of Orange County (ISDOC) Mike Scheafer

Orange County Sanitary District (OCSD) David Shawver

South Coast Air Quality Management District (SCAQMD) Carlos Rodriguez

Transportation Corridor Agency (TCA) Scott Voigts

Business Community (OCBC) (Ex-Officio) Jennifer Bullard

Private Sector (Ex-Officio) Adam Wood

Caltrans District 12 (Ex-Officio) Chris Flynn on behalf of Ryan Chamberlain

Hispanic Chamber of Commerce Eddie Marquez

League of California Cities, Orange County, (LOCC-OC) (Ex-Officio) Connor Medina



MINUTES

Orange County Council of Governments
Board of Directors Regular Meeting

Orange County Council of Governments

Special Meeting - June 29, 2023 | 11:00 a.m.

Board Members Absent

District 14 Tammy Kim

District 15 Lauren Kleiman

District 17 Jon Dumitru

District 64 Casey McKeon

Orange County Transportation Authority (OCTA) Brian Goodell

Anaheim Resort Transportation (ART) (Ex-Officio) Diana Kotler

Non-Profit Housing Community (Ex-Officio) Helen O’Sullivan

Association of California Cities, Orange County (ACC-OC) (Ex- Officio) Kris Murray

University Community Amanda Walsh

Board Vacancies

Health Care/Hospital Industry (Ex-Officio)

Staff Present

Marnie O’Brien Primmer, Executive Director

Fred Galante, General Counsel

Lisa Telles, Consultant

Kathryn Morrison, Clerk of the Board

Pledge of Allegiance Director Art Brown

Public Comments None

Quorum Present

(Chair) Bucknum (Vice Chair) Don Wagner, John Gabbard, Valerie Amezcua, Marshall Goodman, Carlos Leon (Alternate), Joe Kalmick, Art Brown, Ward Smith, Rose Espinoza, Mark Monin, David Shawver, Carlos Rodriguez, Scott Voigts

DW = D. Wagner	JG = J. Gabbard	WB=W. Bucknum	TK= T. Kim	LK= L. Kleiman
VA= V. Amezcua	JD= J. Dumitru	MG = M. Goodman	JK= J. Kalmick	AB = A. Brown
MS = M. Simonoff	CM = C. McKeon	RE = R. Espinoza	MS = M. Scheafer	DS = D. Shawver
	BG = B. Goodell	CR = C. Rodriguez	SV = S. Voigts	

Legend: Y=YES, N=NO, C=CONFLICT, ABS=ABSTAIN, A=ABSENT, P=PRE



MINUTES

Orange County Council of Governments
Board of Directors Regular Meeting

Special Meeting - June 29, 2023 | 11:00 a.m.

1. Closed Session

Fred Galante, General Counsel

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code section 54957

Title: OCCOG Executive Director

Following adjournment of the closed session, General Counsel Fred Galante reported out that the Board met in closed session on the item as described on the closed session portion of the agenda, discussed the item, and unanimously provided a very positive review of the Executive Director.

Consent Calendar (Item Nos. 2 - 8)

All matters listed under the Consent Calendar are routine and will be enacted by one vote without separate discussion unless Members of the Board, the public, or staff request specific items be removed for separate action or discussion.

2. Approval of Meeting Minutes for June 22, 2023, Regular Meeting

Kathryn Morrison, OCCOG Clerk of the Board

Recommended Action: *Receive and file the minutes as amended or presented.*

3. OCCOG Financial Reports for June and July 2023

Steven Dobrenen, OCCOG Treasurer

Recommended Action: *Approve the OCCOG Financial Reports for June and July of 2023.*

4. Amendment No. 1 to Memorandum of Understanding with SCAG for Regional Early Action Planning (REAP) 1.0 Grant Partnerships and Outreach

Marnie O'Brien Primmer, Executive Director

Recommended Action: *Approve Amendment No. 1 to Memorandum of Understanding with SCAG for REAP 1.0 Grant Partnerships and Outreach.*

5. Legislative Update

Marnie O'Brien Primmer, Executive Director

Recommended Action: *Take position legislation as recommended by staff.*

At its regular Board Meeting on June 22, the OCCOG Board heard a report and discussed five bills. The Board voted to take the following positions at a special Board Meeting held on June 29, 2023:



MINUTES

Orange County Council of Governments
Board of Directors Regular Meeting

Special Meeting - June 29, 2023 | 11:00 a.m.

AB 6 (Friedman) – Oppose

This bill would require the State Air Resources Board, after January 1, 2024, and not later than September 30, 2026, to establish additional greenhouse gas reduction targets for 2035 and 2045.

AB 7 (Friedman) – Oppose

On or after January 1, 2025, this bill would require the Transportation Agency, the Department of Transportation, and the California Transportation Commission to incorporate specified principles into their processes for project development, selection, and implementation.

AB 701 (Villapudua) – Support

SB 701 adds fentanyl to current law that imposes additional term upon, and authorize a fine upon a person who is convicted of a violation of, or of a conspiracy to violate, specified provisions of law with respect to a substance containing heroin, cocaine base, and cocaine if the substance exceeds a specified weight.

AB 976 (Ting) – Oppose

This bill would prohibit a local agency from imposing an owner-occupancy requirement on any accessory dwelling unit.

SB 229 (Umberg) – Support

SB 229 would require a local agency that has received a notification of violation regarding disposal of surplus land from Department of Housing and Community Development to hold an open and public session to review and consider the substance of the notice of violation. The bill requires the local agency governing body to provide prescribed notice no later than 14 days before the public session.

6. OCCOG Budget for Fiscal Year 2023-24

Marnie O'Brien Primmer, Executive Director

Recommended Action: *Approve the FY 2023-24 Budget as presented or amended.*

Marnie O'Brien Primmer, Executive Director

7. OCCOG Work Plan for Fiscal Year 2023-24

Marnie O'Brien Primmer, Executive Director

Recommended Action: *Approve the OCCOG Work Plan for Fiscal Year 2023-24 as presented or amended.*



MINUTES

Orange County Council of Governments
Board of Directors Regular Meeting

Special Meeting - June 29, 2023 | 11:00 a.m.

The OCCOG Board voted unanimously to approve OCCOG's Fiscal Year 2023-24 Budget and Workplan. The budget and work plan align with the goals identified in the Three-Year Strategic Plan approved in June 2022. The budget includes adequate resources to oversee and execute the remainder of the Regional Early Action Planning Grant (REAP) Subregional Partners Program (SRP) 1.0 program while ramping up the REAP 2.0 SRP grant projects. The budget does not include a change to the dues structure. The increase approved by the Board for FY 2022-23 is adequate to fund the operational activities of the OCCOG in FY 2023-24.

Major initiatives and ongoing projects included in the FY 2023-24 Workplan include:

- 2024 Annual Conference
- Orange County Data Acquisition Partnershi9p (OCDAP)
- Regional Early Action Planning Grant (REAP) and REAP 2021 Program Management
- Support for OCCOG Member regional leadership and engagement
- Regional collaboration
- Advocacy and Legislative Analysis
- Communications

8. Approval of OCCOG REAP 2.0 Application

Marnie O'Brien Primmer, Executive Director

Recommended Action: *Approve OCCOG REAP 2.0 application as presented or amended.*

The OCCOG Board approved for submittal to SCAG OCCOG's Regional Early Action Planning Grant (REAP) 2021 Subregional Partnership (SRP) Program (aka REAP 2.0) at the June Special Board Meeting. Once SCAG accepts the application and an MOU is signed, OCCOG will be receiving \$3,115,000 to fund the following projects that meet the requirements of the REAP 2.0 grant:

- On-Call Services Bench and Housing -related Technical Assistance
- Technology Tools and Outreach to support Affirmatively Furthering Fair Housing (AFFH), Vehicle Miles Traveled (VMT) reduction and Infill Development.
- Missing Middle Pre-Reviewed Plans.
- Funding for an Affordable Housing Project Database that will be developed by the Orange County Housing Finance Trust.

All OCCOG jurisdictions will have access to the full program of projects funded with REAP 2.0. The approach is to offer a menu of options that are available, not mandatory participation. The programs are designed to assist members in meeting the requirements of state housing law by offering an array of technical assistance, staff augmentation, and expertise, and removing the burden of implementation when possible. Funds are scheduled to be available in September 2023.



MINUTES

Orange County Council of Governments
Board of Directors Regular Meeting

Special Meeting - June 29, 2023 | 11:00 a.m.

It was moved by Director Voigts and seconded by Director Amezcua, all in favor to approve consent calendar items 2-8.

WB	DW	JG	TK	LK	VA	JD	MG	CL	JK	AB	MS	RE	MS	DS	BG	CR	SV
Y	Y	Y	A	A	Y	A	Y	Y	Y	Y	Y	Y	Y	Y	A	Y	Y

Action Items

9. Approve Contract Amendments for OCCOG Consultant Resources

Marnie O'Brien Primmer, Executive Director

Recommended Action: *Approve one-year contract extensions without rate increases for 38 Alpha and Lisa Telles, approve one-year contract amendment with a rate increase for AJ Design (\$500/mo. Increase). The approval includes authorizing the Executive Director to execute the documents and approve revisions consistent with this approval, subject to the General Counsel's approval as to form.*

10. Approve extended Task Order completion dates for OCCOG REAP Consultants

Marnie O'Brien Primmer, Executive Director

Recommended Action: *Approve new task Order completion date of September 30, 2023, for all REAP 1.0 Consultants, consistent with the updated Board-approved MOU between OCCOG and SCAG. The approval includes authorizing the Executive Director to execute the documents and approve revisions consistent with this approval, subject to the General Counsel's approval as to form.*

11. Approve new contract for Treasurer Services for Steven Dobrenen, CPA

Marnie O'Brien Primmer, Executive Director

Recommended Action: *Approve an initial Contract at an hourly rate of \$70.00 for an amount not to exceed \$18,000 for accounting, bookkeeping, and Treasurer services with Steven Dobrenen, CPA. The approval includes authorizing the Executive Director to execute the documents and approve revisions consistent with this approval, subject to the General Counsel's approval as to form.*

It was moved by Director Brown and seconded by Vice Chair Wagner, all in favor to approve action items 9-11.

WB	DW	JG	TK	LK	VA	JD	MG	CL	JK	AB	MS	RE	MS	DS	BG	CR	SV
Y	Y	Y	A	A	Y	A	Y	Y	Y	Y	Y	Y	Y	Y	A	Y	Y



MINUTES

Orange County Council of Governments
Board of Directors Regular Meeting

Special Meeting - June 29, 2023 | 11:00 a.m.

12. 2024 OCCOG Annual Conference Date and Location

Marnie O'Brien Primmer, Executive Director

Recommended Action: *Provide direction to staff for selection of Annual Conference date and location.*

The Board reviewed four venue options for OCCOG's 2024 Annual Conference and chose to hold the event at the Richard Nixon Presidential Library and Museum due to the cost and success of the event's success at this location in 2023. The 2024 Annual Conference will take place on March 28, 2024, 9 a.m. – 1:30 p.m. The theme will be announced in August.

It was moved by Director Voigts and seconded by Director Shawver, all in favor to move the item with the March 28, 2024, if there is an issue with the date then the OCCOG staff will work to find a different date.

WB	DW	JG	TK	LK	VA	JD	MG	CL	JK	AB	MS	RE	MS	DS	BG	CR	SV
Y	Y	Y	A	A	Y	A	Y	Y	Y	Y	Y	Y	Y	Y	A	Y	Y

Future Agenda Items

Adjournment of Regular Meeting

The June OCCOG Special Meeting was adjourned at 11:45 PM.

The next OCCOG Regular Meeting will be on August 24, 2023, at the Los Olivos Community Center.



Orange County Council of Governments

MINUTES

Orange County Council of Governments
Board of Directors Regular Meeting

Thursday, June 22, 2023 | 10:30 a.m.

Call to Order

Chair Bucknum called the Regular Meeting of the Orange County Council of Governments to order at 10:32 a.m. on Thursday, June 22, 2023, via Zoom; at 1 669 900 6833, Meeting ID Number: 864 9259 5650, passcode 004766.

Board Members Present

District 13 Chair Wendy Bucknum
County of Orange SCAG Representative Vice Chair Don Wagner
District 12 John Gabbard
District 14 Tammy Kim
District 17 Jon Dumitru
District 20 Joe Kalmick
District 21 Art Brown
District 22 Ward Smith (Alternate)
Cities-at-Large Rose Espinoza
Independent Special Districts of Orange County (ISDOC) Mark Monin (Alternate)
Orange County Sanitary District (OCSD) David Shawver
South Coast Air Quality Management District (SCAQMD) Carlos Rodriguez
Transportation Corridor Agency (TCA) Scott Voigts
Business Community (OCBC) (Ex-Officio) Jennifer Bullard
Private Sector (Ex-Officio) Adam Wood
Caltrans District 12 (Ex-Officio) Chris Flynn on behalf of Ryan Chamberlain
Orange Co. Local Agency Formation Commission (OC-LAFCO) (Ex-Officio) Luis Tapia (Alternate)
Hispanic Chamber of Commerce Eddie Marquez
League of California Cities, Orange County, (LOCC-OC) (Ex-Officio) Connor Medina

Board Members Absent

District 15 Lauren Kleiman
District 16 Valerie Amezcuca
District 18 Marshall Goodman
District 19 Ashleigh Aitken
District 64 Casey McKeon
Orange County Transportation Authority (OCTA) Brian Goodell
Anaheim Resort Transportation (ART) (Ex-Officio) Diana Kotler
Non-Profit Housing Community (Ex-Officio) Helen O'Sullivan
Association of California Cities, Orange County (ACC-OC) (Ex-Officio) Kris Murray

University Community Amanda Walsh

Board Vacancies

Health Care/Hospital Industry (Ex-Officio)



MINUTES

Orange County Council of Governments
Board of Directors Regular Meeting

Thursday, June 22, 2023 | 10:30 a.m.

Staff Present

Marnie O'Brien Primmer, Executive Director
Fred Galante, General Counsel
Lisa Telles, Consultant
Kathryn Morrison, Clerk of the Board

Others Present

Justin Equina, TAC Chair
Deborah Diep, Center for Demographic Research Director
Sarah Patterson, Manager of Regional Services

Pledge of Allegiance Director Jon Dumitru

Public Comments None

Quorum Present

(Chair) Bucknum (Vice Chair) Don Wagner, Tammy Kim, John Gabbard, Joe Kalmick, Art Brown, Ward Smith, Rose Espinoza, Mark Monin, David Shawver, Carlos Rodriguez, Scott Voigts

Oaths of Office

Fred Galante, General Counsel
o **Council Member John Gabbard**

Council Member, John Gabbard was sworn in to represent SCAG District 12 on the OCCOG Board of Directors. District 12 includes the City of Dana Point.

DW = D. Wagner	JG = J. Gabbard	WB=W. Bucknum	TK= T. Kim	LK= L. Kleiman
VA= V. Amezcua	JD= J. Dumitru	MG = M. Goodman	JK= J. Kalmick	AB = A. Brown
MS = M. Simonoff	CM = C. McKeon	RE = R. Espinoza	MS = M. Scheafer	DS = D. Shawver
	BG = B. Goodell	CR = C. Rodriguez	SV = S. Voigts	

Legend: Y=YES, N=NO, C=CONFLICT, ABS=ABSTAIN, A=ABSENT, P=PRE

1. Closed Session

Fred Galante, General Counsel

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION.

Pursuant to Paragraph (1) of Subdivision (d) of Government Code Section 54956.9:
OCCOG, et al. vs. Gustavo Velasquez, California Dept. of Housing and Community Development (2nd Appellate Dist. Case No. B317856; Superior Court Case No. 21STCP01970)

The OCCOG Board received an update on the case and no further reportable action was taken.



MINUTES

Orange County Council of Governments
Board of Directors Regular Meeting

Thursday, June 22, 2023 | 10:30 a.m.

Consent Calendar (Item Nos. 2 - 4)

All matters listed under the Consent Calendar are routine and will be enacted by one vote without separate discussion unless Members of the Board, the public, or staff request specific items be removed for separate action or discussion.

2. Approval of Meeting Minutes for June 22, 2023, Regular Meeting

Kathryn Morrison, OCCOG Clerk of the Board

Recommended Action: *Receive and file the minutes as amended or presented.*

3. OCCOG Financial Reports for June and July 2023

Steven Dobrenen, OCCOG Treasurer

Recommended Action: *Approve the OCCOG Financial Reports for June and July of 2023.*

4. Amendment No. 1 to Memorandum of Understanding with SCAG for Regional Early Action Planning (REAP) 1.0 Grant Partnerships and Outreach

Marnie O'Brien Primmer, Executive Director

Recommended Action: *Approve Amendment No. 1 to Memorandum of Understanding with SCAG for REAP 1.0 Grant Partnerships and Outreach.*

Due to lack of quorum consent calendar items 2-4 were not voted on.

Action Items

5. Legislative Update

Marnie O'Brien Primmer, Executive Director

Recommended Action: *Take position legislation as recommended by staff.*

Marnie O'Brien Primmer, Executive Director, provided an update on legislation: Support AB 701, SB 229 and Oppose AB 6, AB 7, AB 976.

Due to a lack of quorum Item 5 was not voted on.

6. OCCOG Budget for Fiscal Year 2023-24

Marnie O'Brien Primmer, Executive Director

Recommended Action: *Approve the FY 2023-24 Budget as presented or amended.*

Marnie O'Brien Primmer, Executive Director



MINUTES

Orange County Council of Governments
Board of Directors Regular Meeting

Thursday, June 22, 2023 | 10:30 a.m.

Marnie provided an overview of the budget for the fiscal year 2023-24. Due to a lack of quorum Item 6 was not voted on.

7. OCCOG Work Plan for Fiscal Year 2023-24

Marnie O'Brien Primmer, Executive Director

Recommended Action: *Approve the OCCOG Work Plan for Fiscal Year 2023-24 as presented or amended.*

Marnie provided an overview of the Work Plan for Fiscal Year 2023-24. Due to a lack of quorum Item 7 was not voted on.

8. Approval of OCCOG REAP 2.0 Application

Marnie O'Brien Primmer, Executive Director

Recommended Action: *Approve OCCOG REAP 2.0 application as presented or amended.*

SCAG granted us an extension for \$3.15 million, the deadline of June 30, 2023, and lack of quorum brings a challenge to meet the deadline. Marnie provided an outline of the 2.0 application and process. Adam Eliason provided an update from the OCHFT and how the REAP process applies to housing. Due to lack of quorum Item 8 was not voted on.

9. 2024 OCCOG Annual Conference Date and Location

Marnie O'Brien Primmer, Executive Director

Recommended Action: *Approve Annual Conference Date and Location.*

Due to a lack of quorum this item did not voted on.

OCCOG Leadership Reports

10. Chair's Report

Don Wagner, OCCOG Vice Chair

11. Executive Director's Report

Marnie O'Brien Primmer, OCCOG Executive Director

Brief Reports

This section is set aside for brief reports or presentations from listed agencies. Speakers are requested to keep their comments brief. Any speaker wishing to provide a more detailed discussion should request the discussion be placed on the agenda at a future meeting.



Orange County Council of Governments

MINUTES

Orange County Council of Governments
Board of Directors Regular Meeting

Thursday, June 22, 2023 | 10:30 a.m.

- **OCCOG Technical Advisory Committee**

Justin Equina, Technical Advisory Committee Chair

TAC Chair provided a brief update on call bench services status updates REAP 1.0 and model ordinances on SB9 and ADU's. SCAG is in the process of evaluating and comparing the development review pattern to see if it's better performing. We should hear back early this fall and there are two listening sessions today.

- **Southern California Association of Governments**

Sarah Patterson, Manager of Government Affairs, SCAG

- **South Coast Air Quality Management District**

Debra Ashby, Senior Public Information Specialist SCAQMD;

- Debra Ashby announced SCAQMD's Voucher Incentive Program for On-Road Heavy-Duty Vehicles for companies with fleets of 10 or fewer. For information visit: <http://www.aqmd.gov/home/programs/business/business-detail?title=voucher-incentive-program&parent=vehicle-engine-upgrades>

- **Board Member Reports**

- **Connor Medina** announced his new role at the California League of Cities.

- **Member Agency Reports**

- **Staff Member Reports**

Future Agenda Items

Adjournment of Regular Meeting

The June OCCOG Board of Directors was adjourned at 12:07 PM.

The next OCCOG Regular Meeting will be on August 24, 2023, at the Los Olivos Community Center.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

**SUBJECT: Independent Special Districts of Orange County (ISDOC) Updates from
Trustee Nelson**

DATE: September 25, 2023

BACKGROUND

Trustee Nelson will provide an update on the ISDOC meeting.

Attachment A is the Agenda for the June 22, 2023 meeting.



Independent Special Districts of Orange County

Quarterly Meeting

Thursday, June 22, 2023

11:30 a.m. to 1:00 p.m.

Mailing Address

P.O. Box 20895
Fountain Valley, CA 92728

Meeting Location

MWDOC/OCWD
18700 Ward Street
Fountain Valley, CA 92708

(714) 963-3058
(714) 964-5930 fax

<https://isdoc.specialdistrict.org/>

<https://us06web.zoom.us/j/84112558925>

Dial by your location

669 444 9171 US (San Jose)

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: 841 1255 8925

Executive Committee

President

Hon. Greg Mills
Serrano Water District

1st Vice President

Hon. Bob McVicker
*Municipal Water District
Orange County*

2nd Vice President Hon.

Paul Mesmer
*Surfside Colony Community
Services District*

3rd Vice President

Hon. Scott Nelson
Placentia Library District

Secretary

Vacant

Treasurer

Hon. Sandra Jacobs
Santa Margarita Water District

Immediate Past President

Hon. Mark Monin
El Toro Water District

Staff Administration

Heather Baez

*Municipal Water District of Orange
County*

Tina Dubuque

*Municipal Water District of Orange
County*

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Introductions
- IV. Program
 - Policy Changes Impacting Special Districts**
 - Kyle Packham
CSDA Advocacy and Public Affairs Director
California Special Districts Association
- V. Member District Spotlight: Serrano Water District
- VI. Associate Member Spotlight: Duran Kinst Strategies
- VII. Reports
 - a. Executive Committee Report – Greg Mills
 - b. Treasurer's Report – Sandra Jacobs
 - c. LAFCO Report – Jim Fisler
- VIII. New Business
- IX. Announcements
- X. Adjourn

Next ISDOC Quarterly Meeting: Thursday, September 28, 2023

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

**SUBJECT: Local Agency Formation Commission of Orange County (LAFCO) Updates
from Trustee Beverage**

DATE: September 25, 2023

BACKGROUND

Trustee Beverage will provide an update on the LAFCO meeting.

Attachment A is the Special Districts Dialogue for September 2023.

The Special Districts Dialogue

Volume 2, Number 3, September 2023



Douglass Davert
Chair

(714) 318-9550

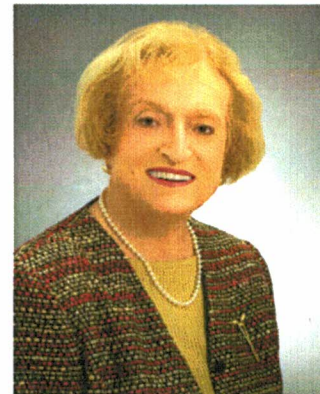
DougDavert@ca.rr.com



James R. Fisler
Commissioner

(714) 423-4351

Jim@JimFisler.com



Kathryn Freshley
Alternate

(949) 632-2653

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Honorable Special District Members, the [Orange County Local Agency Formation Commission](#) (the Commission, OC LAFCO) held meetings on [June 14](#) and [August 9](#), 2023. The Commission's **next meeting is Wednesday, September 13, starting at 8:15 a.m.** in the County Administration North (CAN) First Floor Multipurpose Room 101, at 400 W. Civic Center Drive, Santa Ana, CA 92701. During the last quarter, OC LAFCO's activities relevant to special districts included:

- [Fiscal Year 2022-2023 Year-End Report](#) – At its August 9th meeting, the Commission received a report of staff's FY 22/23 accomplishments, including work completed on OC LAFCO's mandates -- conducting MSRs, sphere reviews and updates, and processing applications -- and progress on the Commission's four Strategic Plan Goals – OC LAFCO: 1) is fully staffed and trained; 2) implemented MSR process improvements,

including using consultant services, allowing the completion of MSRs within a planned cycle; 3) adopted guidelines to facilitate proactive legislative efforts; and, 4) developed communication documents for increased outreach to local agencies, legislators, and other OC LAFCO constituents. At the Commission's direction, OC LAFCO's newsletter, "The Pulse," will be sent to all City and Special District Clerks for distribution to all Council/Board members, City Managers, and Special District General Managers.

- **4th Cycle MSR Schedule** – The MSRs for the **West** and **Southwest** Regions were reviewed and approved by the Commission at their August 9th meeting. Upcoming Special District MSRs for FY 2023-24 include: OC Water District and OC Vector Control District (both in progress), and districts in the Central and Southeast Regions.
- **OC LAFCO Fiscal Indicators & Website Refresh**
– Staff **presented** (at OC LAFCO's May 10th meeting) an updated Fiscal Indicators Program, intended to provide a general indication of an agency's fiscal health and to flag trends that may warrant added evaluation. The new program will use indicators established for cities by the CA State Auditor for all LAFCO agencies. Staff plans to include the updated indicators with the **OCLAFCO.org** refresh to be completed by end of 2023.
- **OC LAFCO 2023 Calendar** lists meetings, office closures, and the **CALAFCO Annual Conference**.

OC LAFCO Info to Know – Acronym of the Quarter: "CALAFCO"

– California Association of Local Agency Formation Commissions, a nonprofit association that represents and supports the work of LAFCOs statewide.