

**AGENDA**

**SPECIAL MEETING**

**PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES**

**February 13, 1995**

**4:30 P.M.**

**Library Conference Room**

*AGENDA DESCRIPTIONS: The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The 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.*

4:27 p.m. 1. Roll Call. Administrative Assistant

2. Adoption of Agenda. *Evan | memo*

*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

3. Minutes of the January 16, 1995, Regular Meeting. *Shel | Evan*

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications.

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

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

*In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the 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 by Government Code Section 54954.2(b).*

**CLAIMS**

- 7. Current Claims. (Approve)

Current Claims of \$6,460.13.

**FINANCIAL REPORT**

*Roy / Strick*

- 8. Financial Reports for January, 1995. (Receive & File)

**CONTINUING BUSINESS**

- 9. FY94-95 Budget

Presentation: Library Director

Recommendation: Adopt Resolution 95-1 and give direction on the issues presented.

Review of status of the Orange County Investment Pool Bankruptcy process and the information received from Orange County Offices and Officials and the Special District representative on the Bankruptcy Court Investors Committee.

Pursuant to California Government Code Section 54956.9 a closed session will be held to discuss whether the District, based on existing facts and circumstances, needs to initiate litigation as a result of the Orange County Investment Pool Bankruptcy filing.

Adoption of Resolution 95- 1 requesting that the Orange County Board of Supervisors develops a plan that ensures the immediate availability of the Districts remaining cash in the Orange County Investment Pool (77% of its adjusted and corrected fund balance as of December 6, 1994 and any interest due), and a repayment plan that ensures the availability of the remaining 23%, with accrued -interest, at a reasonable future date.

*al / Roy -  
read by  
Strick / Roy*

**NEW BUSINESS**

- 10. Collection Agency Contract Renewal.

Presentation: Library Director and Circulation Supervisor

Recommendation: { Purchase 500 collection service accounts from Weldon and Associates at \$3,710 to be paid over a three month period; and authorize payment of first installment of \$1,510.00 to be paid from the General Fund Petty Cash checking account.

*Strick / Roy*

11. Revision of Fines and Fees Schedule

Presentation: Library Director

Recommendation: *Slk/Mon* Amend the Fines and Fees Policy to include a charge of \$15.00 per account for accounts reported to the collection agency;

2. Amend the Fines and Fees Policy to increase the returned check charge fee from \$10.00 per check to ~~\$15.00~~ per check if paid within 30 days from the date of notification of the check issuer by the District, with an additional \$100.00 added at the end of 30 days if the check is unreturned and the account reported to the collection agency.

*100 or 3x amt of check unless in funds*

3. Delete fax sending and receiving from list of Special Services. *or 3x the amount of the check unless in funds*

*Ray / Rob*

*Don, Mark, Eric, Steve, etc*

ADJOURNMENT

12. Agenda Preparation for February 21, 1995, Regular Meeting.

13. Review of Action Items.

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

14. Adjourn

*5:20 pm*

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the February 13, 1995, Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, February 9, 1995.

*Charlene Dumitru*

## CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Feb 27 (Mon)	LVA Placentia Board Meeting, 6:30 P.M. (Dinsmore)
Mar 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Mar 11 (Sat)	Trustee Workshop, Newport Beach Public Library, 9:00 A.M. - 4:00 P.M.
Mar 20 (Mon)	Library Board Meeting, 7:30 P.M.
Mar 23-25	Public Library Association Annual Seminars, Chicago.
Apr 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Apr 9-15	National Library Week: Libraries Change Lives.
Apr 17 (Mon)	Library Board Meeting, 7:30 P.M.
May 1 (Mon)	California Special Districts Association Legislative Day, Sacramento
May 1 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
May 4 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
May 15 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jun 19 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 22-29	American Library Association Annual Conference, Chicago
Jul 17 (Mon)	Library Board Meeting, 7:30 P.M.
Aug 21 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 5 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 7 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
Sep 18 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 19-22	California Special Districts Association Annual Conference, Huntington Beach
Oct 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Oct 16 (Mon)	Library Board Meeting, 7:30 P.M.
Nov 2 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
Nov 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Nov 20 (Mon)	Library Board Meeting, 7:30 P.M.
Dec 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 18 (Mon)	Library Board Meeting, 7:30 P.M.
January 19-25	American Library Association Midwinter Meeting, San Antonio.
Mar 26-30	Public Library Association National Conference, Portland.

1994 pocket

OBLIGATIONS BY LAW

§ 1719

Collateral References:  
Witkin Summary (9th ed) Sales § 316.  
Cal Jur 3d Franchise, Distribution, and Dealership Contracts § 5.

§ 1719. Failure to pay amount of dishonored check; Treble damages

(a) Notwithstanding any penal sanctions which may apply, any person who makes, utters, draws, or delivers any check, or draft, or order upon any bank or depository, or person, or firm, or corporation, for the payment of money, which refuses to honor the same for lack of funds or credit to pay, or because the maker has no account with the drawee; or because the maker instructed the drawee to stop payment, and who fails to pay the same amount in cash to the payee within 30 days following a written demand therefor informing the maker of the provisions of this section, mailed to the maker by certified mail, shall be liable to the payee, in addition to the amount owing upon that check or draft or order, for damages of treble the amount so owing, but in no case less than one hundred dollars (\$100), and in no case more than five hundred dollars (\$500), plus the costs of mailing the written demand for payment. However, there shall be no cause of action under this section if a maker stops payment in order to resolve a good faith dispute with the payee. The payee is entitled to the damages only upon proving by clear and convincing evidence that there was no good faith dispute, as defined in subdivision (b).

(b) For purposes of this section, in the case of a stop payment the existence of a "good faith dispute" shall be determined by the trier of fact. A "good faith dispute" is one in which the court finds that the maker had a reasonable belief of his or her legal entitlement to withhold payment. Grounds to such entitlement include, but are not limited to, the following: services were not rendered, goods were not delivered, goods or services purchased are faulty, not as promised, or otherwise unsatisfactory, or there was an overcharge.

(c) In the case of a stop payment, the notice to the maker required by this section shall be in substantially the following form:

NOTICE

To: \_\_\_\_\_  
(name of maker)

\_\_\_\_\_ is the payee of a check you wrote  
(name of payee)

for \$ \_\_\_\_\_  
(amount) . The check was not paid because

you stopped payment, and the payee demands payment. You may have a good faith dispute as to whether you owe the full amount. If you do not have a good faith dispute with the payee and fail to pay the payee



## BANKING

accounts, comparing services, interest rates and costs. Consumer Action's publications are free; send a self-addressed, stamped, business-size envelope with \$2 postage to Consumer Action, 116 New Montgomery Street, Suite 233, San Francisco, CA 94105. Consumer Action also has a "Credit and Finance Project," to provide banking information to people with disabilities, communities of color and low-income, immigrant, senior and limited-English-speaking consumers. Write to Consumer Action or call (415) 777-9648 to find out more about the "Credit and Finance Project."

## CHECKS

The variety of checks and checking accounts is so vast that you have many choices. Be aware of the following rules that affect your writing and cashing of checks.

### Check Holds

You can withdraw money deposited from government checks, cashier's checks and money orders the day after you deposit them.

Under the federal Expedited Funds Act, local checks payable through the Federal Reserve's check-clearing system for commercial banking check-clearing systems, cannot be held more than two business days, and nonlocal checks more than five business days. A local check is one written on Northern California (and parts of Nevada) financial institutions for people living in Northern California. A local check is one written on Southern California (and Las Vegas area and Arizona) financial institutions for people living in Southern California. All others are nonlocal checks. For example, a local check deposited on Monday will be available for withdrawal on Wednesday. A nonlocal check will be available for withdrawal the following Monday. Even though many banks are open on Saturdays, Federal Reserve business days are Monday through Friday.

In the following situations, holds are seven business days for local checks and 11 business days for nonlocal checks:

- new accounts fewer than 30-days old
- accounts often overdrawn
- checks over \$5,000
- re-deposited bounced checks, and
- checks the bank has reasonable cause to believe will be uncollectible.

### Money Market Checking Accounts

Money market accounts are not the same as bank, savings and loan or credit union accounts. The instruments used to spend the funds are not checks, but share drafts. Money market accounts are not insured or regulated by the federal government, and are therefore not subject to the Expedited Funds Act described above.

### Bounced Checks

Checks bounce usually for one of three reasons:

- insufficient funds in the account
- no bank account exists (usually the account has been closed), or
- the person who wrote the check ordered a stop payment.

If a check you receive bounces, California law gives you the right to collect the amount of the check plus additional "punitive" damages—damages meant to punish. Send a demand letter, by certified mail, giving the check-maker 30 days to make good on the check. Make it clear that if he fails to do so, you intend to take him to Small Claims Court and ask the judge to award you triple damages. Civil Code § 1719.

Note [Law Library]

## BANKING

Once you're in court, the judge can award you the amount of the check plus triple damages as follows:

- In general, you are entitled to three times the amount of the check.
- In no case will the court award you more than \$100.
- In no case will the court award you more than \$500.
- If the check is for \$25, the judge will award you the minimum \$100 plus the \$25.
- If the check is for \$150, the judge will award you three times the \$150, or \$450, plus the original \$150, for a total of \$600. If the check is for \$500, the judge will award you the maximum penalty of \$500 plus the original \$500, for a total of \$1,000.
- If a check you write bounces, no law limits the amount that a financial institution can charge you. California banks assess a fee on average of \$12, with the general range between \$8 and \$15. You may take comfort in knowing that California's averages is much lower than most states, where the typical fee charged for a bounced check is close to \$25.

### Stopping Payment on a Check

You can usually stop payment on a check that hasn't been cashed simply by calling your financial institution. Some banks, however, require a written request, which you can deliver in person. Banks charge \$5 to \$10 to stop payment on a check. Some stop-payment orders last only six months; if you are concerned that the person to whom you wrote the check will try to cash it more than six months from when you first stop payment, you may have to pay another \$5 or \$10 for a second stop-payment order. Once a stop-payment order goes into effect, your bank won't honor the check when it's presented for payment.

In general, you can legally stop payment on a check if:

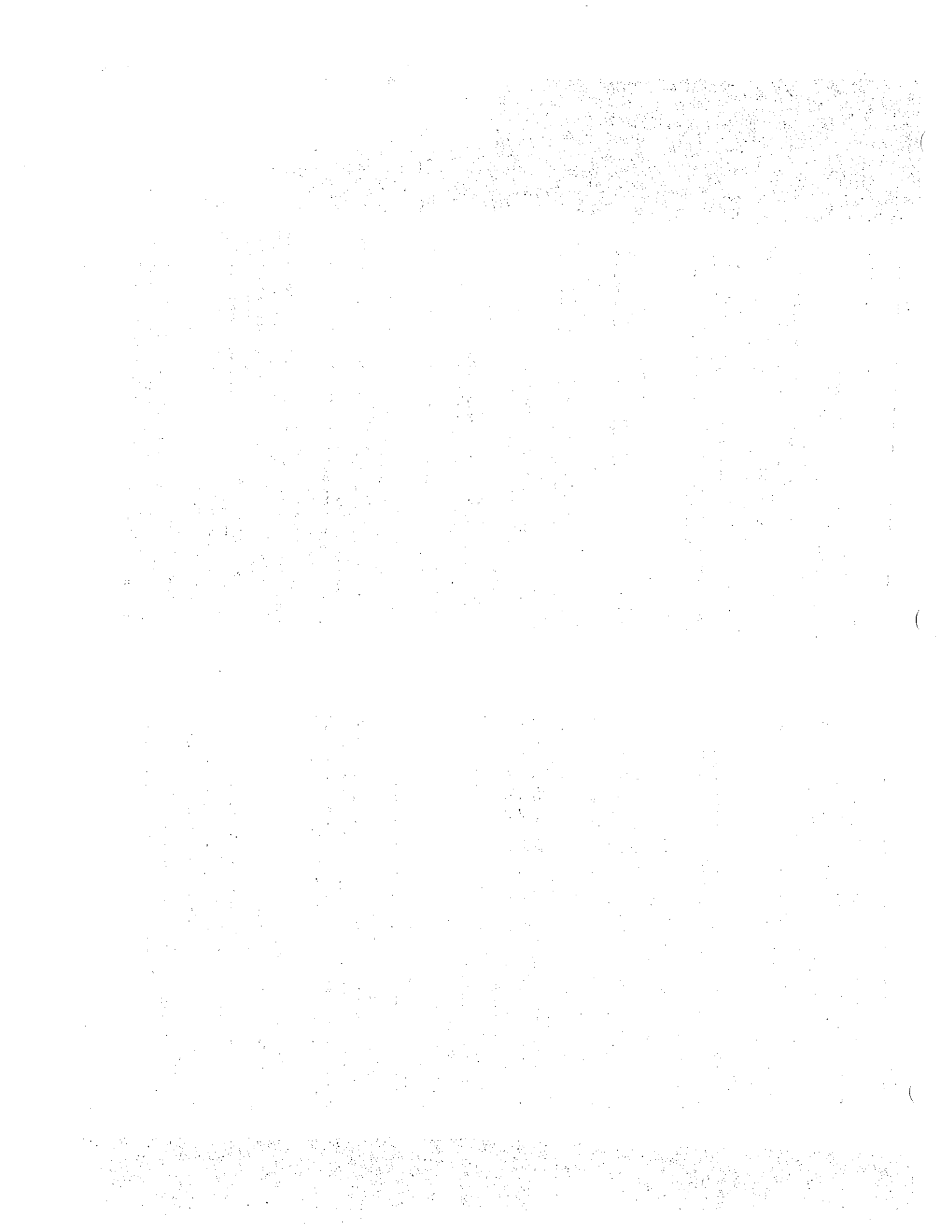
- You have the merchant's consent, such as when a check gets lost in the mail and you write a replacement.
- You have an honest dispute over a purchase. A merchant who believes it's right, however, may pursue legal remedies, including suing you.
- A purchase includes a "three-day cooling-off period" and three days have not yet elapsed.
- You clearly didn't get what you paid for. Again, a merchant may dispute this and sue you.
- A merchant deceived you.
- You were seriously confused or under real duress when you wrote the check.
- In general, you don't have the right to stop payment on a check if:

- You simply change your mind about a purchase. Once you hand over a check, the merchant is entitled to be paid.
- It will look like you never intended to honor the check; if a crime to write a check you don't intend to honor.

If you stop payment without explanation—especially if you don't return the merchant—the seller will likely assume you intended a rip-off. You may face criminal charges as well as a civil lawsuit. Whether you are returning a product or have already received a service that can't be returned (you ate a meal or had repair work done), always write a short, polite letter to the merchant explaining why you stopped payment on the check. Be sure to date the letter and keep a photocopy. If the merchant sees you, you'll want evidence that you communicated your reasons for stopping payment in writing.

### Endorsed Checks

When you cash or deposit a check made payable to you, you are normally required to endorse it (sign your name) on the back of the check. This endorsement identifies you as the correct recipient of the check. This endorsement also means you





1995 pocket [In Library]

§ 1001.64

(c) Full payment of the collection fee, if any, specified in Section 1001.65.  
Added Stats 1985 ch 1059 § 1.

PENAL CODE

§ 1001.65. Check collection fee; Check writing education class  
(a) A district attorney may collect a fee if his or her office collects and processes a bad check. The amount of the fee shall not exceed twenty-five dollars (\$25) for each bad check in addition to the actual amount of any bank charges incurred by the victim as a result of the offense.

(b) Notwithstanding subdivision (a), if a bad check case is not referred to a diversion program pursuant to this chapter, the court may impose a bad check collection fee for the collection and processing of a bad check by the district attorney of not more than twenty-five dollars (\$25) for each bad check in addition to the actual amount of any bank charges incurred by the victim as a result of the offense, not to exceed one thousand dollars (\$1,000) in the aggregate. The court also may, as a condition of probation, require a defendant to participate in and successfully complete a check writing education class. If so required, the court shall make inquiry into the financial condition of the defendant and, upon a finding that the defendant is able in whole or part to pay the expense of the education class, the court may order him or her to pay for all or part of that expense.

(c) If the district attorney elects to collect any fee for bank charges incurred by the victim pursuant to this section, that fee shall be paid to the victim for any bank fees that the victim may have been assessed. In no event shall reimbursement of a bank charge to the victim pursuant to subdivision (a) or (b) exceed ten dollars (\$10) per check.

Added Stats 1985 ch 1059 § 1. Amended Stats 1988 ch 1036 sec 2. Amended Stats 1992 ch 251 § 1. (AB 3268). Amended Stats 1993 ch 589 § 120 (AD 2211).  
Amendment:  
1988 Amendment: (f) Designated the former section to be subd (a); (c) added subd (b).  
1992 Amendment: Added (3) "in addition to the actual amount of any bank charges incurred by the victim as a result of the offense" after "each bad check" in the second sentence of subd (a); and (2) added subd (c).

§ 1001.66. Admission of guilt not required

At no time shall a defendant be required to make an admission of guilt as a prerequisite for placement in a precomplaint diversion program.  
Added Stats 1985 ch 1059 § 1.

§ 1001.67. Inadmissibility of evidence

No statement, or information procured therefrom, made by the defendant in connection with the determination of his or her eligibility for diversion, and no statement, or information procured therefrom, made by the defendant, subsequent to the granting of diversion or while participating in the program, and no information contained in any report made with respect thereto, and no statement or other information concerning the defendant's participation in the program shall be admissible in any action or proceeding.  
Added Stats 1985 ch 1059 § 1.

PENAL CODE

CHAPTER 2.9B

Parental Diversion

[Added Stats 1988 ch 1256 sec 3, effective September 23, 1988.]  
Editor's Note—For report to Legislature on control of criminal street gang activity, see 1988 Note following Pen C § 184.20.

Section

1001.70. Review and approval of diversion program by local prosecutor; "Pretrial diversion"

1001.71. Application of chapter

1001.72. Investigation and recommendation of diversion by probation department; Inadmissibility of information in subsequent proceedings

1001.73. Hearing on diversion recommendation

1001.74. Reinstitution of criminal proceedings

1001.75. Successful completion of diversion program; Arrest record

Collateral References:

Witkin & Epstein, Criminal Law (2d ed) § 2229.

Review of Selected 1988 Legislation. 20 Pacific LJ 543.

§ 1001.70. Review and approval of diversion program by local prosecutor; "Pretrial diversion"

(a) Every local prosecutor with jurisdiction to prosecute violations of Section 272 shall review annually any diversion program established pursuant to this chapter, and no program shall commence or continue without the approval of the local prosecutor. No person shall be diverted under a program unless it has been approved by the local prosecutor. Nothing in this subdivision shall authorize the prosecutor to determine whether a particular defendant shall be diverted.

(b) As used in this chapter, "pretrial diversion" means the procedure of postponing prosecution either temporarily or permanently at any point in the judicial process from the point at which the accused is charged until adjudication.

Added Stats 1988 ch 1256 sec 3, effective September 23, 1988.

§ 1001.71. Application of chapter

This chapter shall apply whenever a case is before any court upon an accusatory pleading alleging a parent or legal guardian to have violated Section 272 with respect to his or her minor child, and all of the following apply to the defendant:

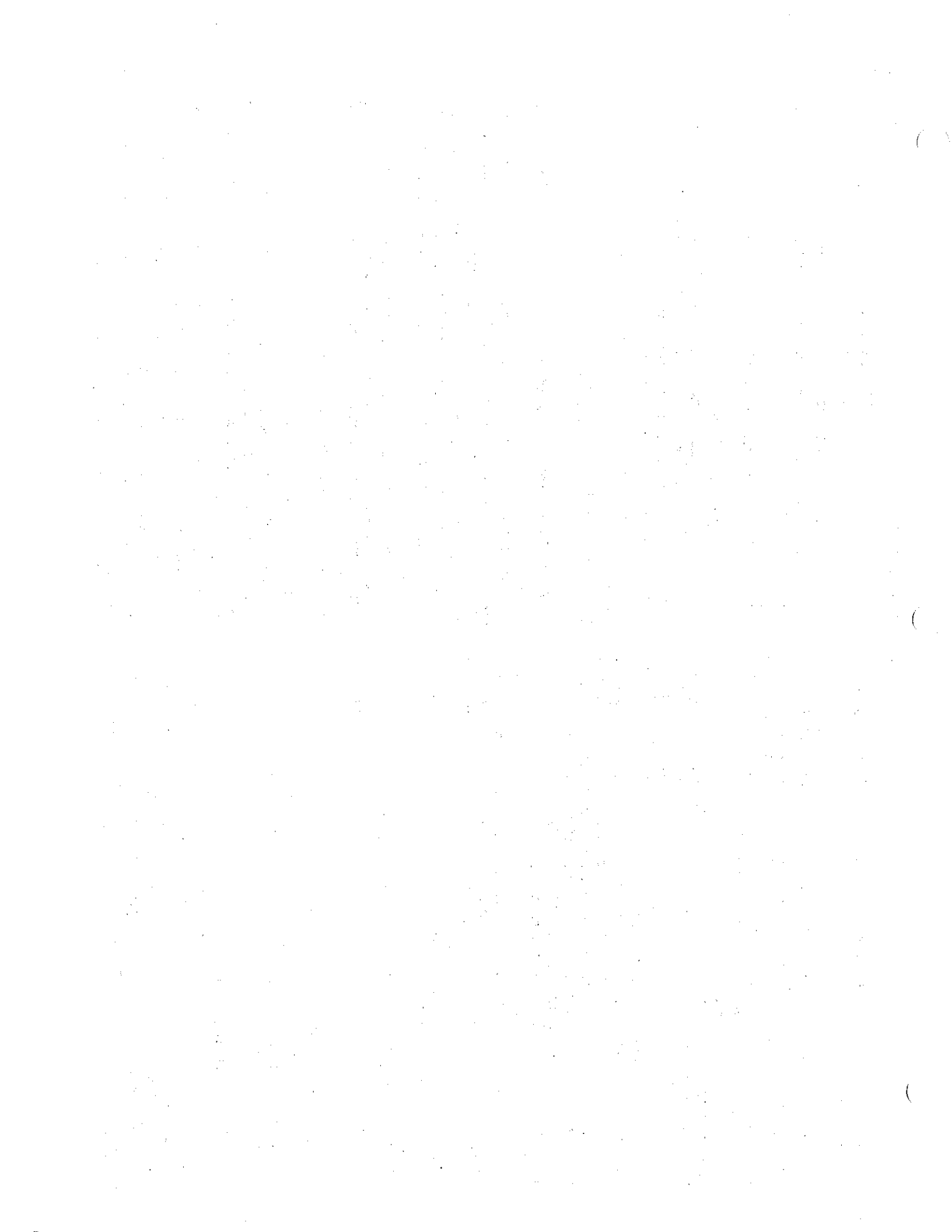
(a) The defendant's record does not indicate that probation or parole has ever been revoked without thereafter being completed.

(b) The defendant's record does not indicate that he or she has previously been diverted pursuant to this chapter.

Added Stats 1988 ch 1256 sec 3, effective September 23, 1988. Amended Stats 1989 ch 144 sec 2.

Amendment:

1989 Amendment: Deleted "subdivision (a) or (b) of" before "Section" in the introductory clause.



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
JANUARY 16, 1995**

- CALL TO ORDER**                   The Regular Meeting of the Placentia Library District Board of Trustees was called to order on January 16, 1995 at 7:32 P.M. by President Margaret Dinsmore.
- ROLL CALL**                       **Members Present:** President Margaret Dinsmore; Secretary Sandra Stark; Trustees Ray Evans, Robin Masters, and Al Shkoler; and Library Director Elizabeth Minter.
- Members Absent:** None
- Others Present:** Principal Librarian Suad Ammar; and Administrative Assistant Charlene Dumitru.
- ADOPTION OF AGENDA**               It was moved by Trustee Evans, seconded by Trustee Shkoler to adopt the Agenda as presented.
- AYES:**           Dinsmore, Stark, Evans, Masters, Shkoler
- NOES:**           None
- ABSTAIN:**       None
- ABSENT:**       None
- MINUTES**                         It was moved by Trustee Shkoler, seconded by Trustee Evans that the Minutes of the Regular Meeting of the Board of Trustees of December 19, 1994, be approved as presented.
- AYES:**           Dinsmore, Stark, Evans, Masters, Shkoler
- NOES:**           None
- ABSTAIN:**       None
- ABSENT:**       None
- ORAL COMMUNICATIONS**       No members of the public requested to address the Board at this time.
- BOARD PRESIDENT'S REPORT**   President Dinsmore referred to the letter from Independent Special Districts of Orange County (ISDOC) included in the Board packet.
- FRIENDS OF THE LIBRARY**       Library Director Minter reminded trustees to complete their ticket sales for the Annual Author's Luncheon.
- President Dinsmore discussed the music selections to be played at the luncheon by pianist Anne Patrick.

**LIBRARY  
FOUNDATION  
REPORT**

Secretary Stark welcomed Trustee Shkoler as a new member of the Foundation Board representing the Board of Trustees.

Secretary Stark also reported that the Foundation is exploring the possibility of raising funds through the sale of personalized tiles for the lobby area of the library which would be installed during the remodeling period.

**CLAIMS**

It was moved by Secretary Stark, seconded by Trustee Evans to approve Agenda Items 8 through 10: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$3,940.65; and Current Claims and Payroll in the amount of \$59,304.36.

AYES: Dinsmore, Stark, Evans, Shkoler, West  
NOES: None  
ABSTAIN: None  
ABSENT: None

**FINANCIAL  
REPORT**

It was moved by Trustee Evans, seconded by Trustee Masters to approve Agenda Items 11 through 15: Financial Reports for December, 1994; Office General Ledger & Check Registers for December, 1994; Overdue Collection Report for December, 1994; Debit Card System Reimbursement Report for December, 1994; and Gifts Report for December, 1994.

AYES: Dinsmore, Stark, Evans, Masters, Shkoler,  
NOES: None  
ABSTAIN: None  
ABSENT: None

**GENERAL  
CONSENT  
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive, file and approve Agenda Items 16 through 21: Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Building Maintenance Report for December, 1994 (Receive & File); Personnel Report for December, 1994 (Receive, File and Ratify Appointments); Volunteer Report for December, 1994 (Receive & File); Circulation Report for December, 1994 (Receive & File); and Review of Status of the LSCA Title II Handicapped Remodeling Project (Receive & File).

AYES: Dinsmore, Stark, Evans, Masters, Shkoler,  
NOES: None  
ABSTAIN: None  
ABSENT: None

**OATH OF OFFICE  
FOR PLACENTIA  
CIVIC CENTER  
AUTHORITY  
COMMISSION**

Library Director Minter administered the Oath of Office for the Placentia Library District Representatives to the Placentia Civic Center Authority Commission to Peggy Dinsmore and Ray Evans.

**FY94-95 BUDGET**

Library Director Minter reported on the status of the Orange County Bankruptcy problem. No Board action was taken.

**AMENDMENT OF  
THE DISTRICT'S  
MONEY PURCHASE  
PENSION FUND**

It was moved by Trustee Shkoler, seconded by Secretary Stark to receive, file and adopt the Amendment to Dun & Bradstreet Pension Services, Inc., Defined Contribution Plan and Trust and to authorize the payment of \$100.00 to Dun & Bradstreet for the preparation and filing of the Amendment documents.

AYES: Dinsmore, Stark, Evans, Masters, Shkoler,  
NOES: None  
ABSTAIN: None  
ABSENT: None

**ELECTION FOR  
SPECIAL DISTRICT  
LAFCO  
REPRESENTATIVE**

It was moved by Trustee Shkoler, seconded by Trustee Evans to appoint Peggy Dinsmore as voting delegate to the Independent Special Districts Selection Committee.

AYES: Dinsmore, Stark, Evans, Masters, Shkoler,  
NOES: None  
ABSTAIN: None  
ABSENT: None

It was moved by President Dinsmore, seconded by Secretary Stark to appoint Trustee Shkoler as alternate delegate to the Independent Special Districts Selection Committee.

AYES: Dinsmore, Stark, Evans, Masters, Shkoler,  
NOES: None  
ABSTAIN: None  
ABSENT: None

It was moved by Trustee Shkoler, seconded by Trustee Evans that the District order of preference to vote for Local Agency Formation Commission of Orange County (LAFCO) delegate will be first, Dr. Robert J. Huntley; second Mr. Mark A. Sloate; and third, Mr. James V. Evans.

AYES: Dinsmore, Stark, Evans, Masters, Shkoler,  
NOES: None  
ABSTAIN: None  
ABSENT: None

**STAFF REPORTS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 26 through 32: Acquisitions Report for December, 1994; Program Report for Month of December, 1994; Children's Services Report for Month of December, 1994; Publicity Materials produced for the Month of December, 1994; Placentia Library Literacy Services Report for Month of December, 1994; Families for Literacy Project Report for the Month of December, 1994; and Placentia Pride Committee Report for Month of December, 1994.

AYES:	Dinsmore, Stark, Evans, Masters, Shkoler
NOES:	None
ABSENT:	None
ABSTAIN:	None

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 8:56 P.M.

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Sandra M. Stark, Secretary

PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll  
 January 16, 1995

TYPE	REPORT NUMBER	AMOUNT
Immediately	<del>3229</del>	<del>1,307.73</del>
Subtotal for Immediately		0.00
Regular	3237	4,217.62
	3238	2,242.51
Subtotal for Regular		6,460.13
TOTAL CURRENT CLAIMS		6,460.13
Payroll		0.00
Subtotal for Payroll		0.00
	TOTAL	6,460.13

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Jan. 25, 1995		2700	00		929.82		
N01860 Reaan Electric 379 E. 20th Street Costa Mesa, CA 92627	January 1995		1400	00		270.00		
N03645 CareAmerica 6300 Canoga Avenue Woodland Hills, CA 91367	February 1995		0300	00		2,402.46		
N03646 Vislon Service Plan Attn Stefanie Gunnels P.O. Box 45210 San Francisco, CA 94145-5210	January 24, 1995		0300	00		138.30		
N03648 Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	N03648 Jan 28, 1995		1800	00		24.95		
N03649 Staples Dept.91 -2504992996 P.O. Box 182378 Columbus, OH 43218-2378	N03649 Jan 26, 1995		1800	00		310.68		
N03655 Spicers Paper 1298 N. Bluegum Street Anahelm, CA 92805	N03655 Jan. 18, 1995		1800	00		141.41		

The claims listed above (totaling \$ 4,217.62) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_ COUNTERSIGNED BY \_\_\_\_\_ ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/13/95  
REPORT NO 3238

Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03659 Southern California Water 130 N. Bradford Avenue Placentia, CA 92670	Jan 30, 1995		2700	00		85.22		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Feb. 9, 1995 528-1906 ✓		0700	00		126.50		
	Jan. 17, 1995 528-8236 ✓		0700	01		19.31		
	Jan 4, 1995 524-9784		0700	01		190.47		
	Jan 7, 1995 253-0470		0700	01		264.15		
	Jan 19, 1995 996-2865		0700	01		23.62		
	Jan 4, 1995 524-8408 ✓		0700	08		26.30		
	Jan 17, 1995 528-6022		0700	08		<u>16.51</u> 666.86		
N0503A AT&T P.O. Box 10192 Van Nuys, CA 91410-0192	Jan 16, 1995		0700	00		14.43		
	Jan 16, 1995		0700	00		1.90		
	Jan 16, 1995		0700	00		<u>6.57</u> 22.90		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	N06555 Jan 22, 1995		0300	00		381.08		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92670	N06785 Feb. 6, 1995		1400	00		950.00		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92798	Jan 26, 1995 19950126		1900	00		136.45		

The claims listed above (totaling \$ 2,242.51) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_

Page Total

2,242.51

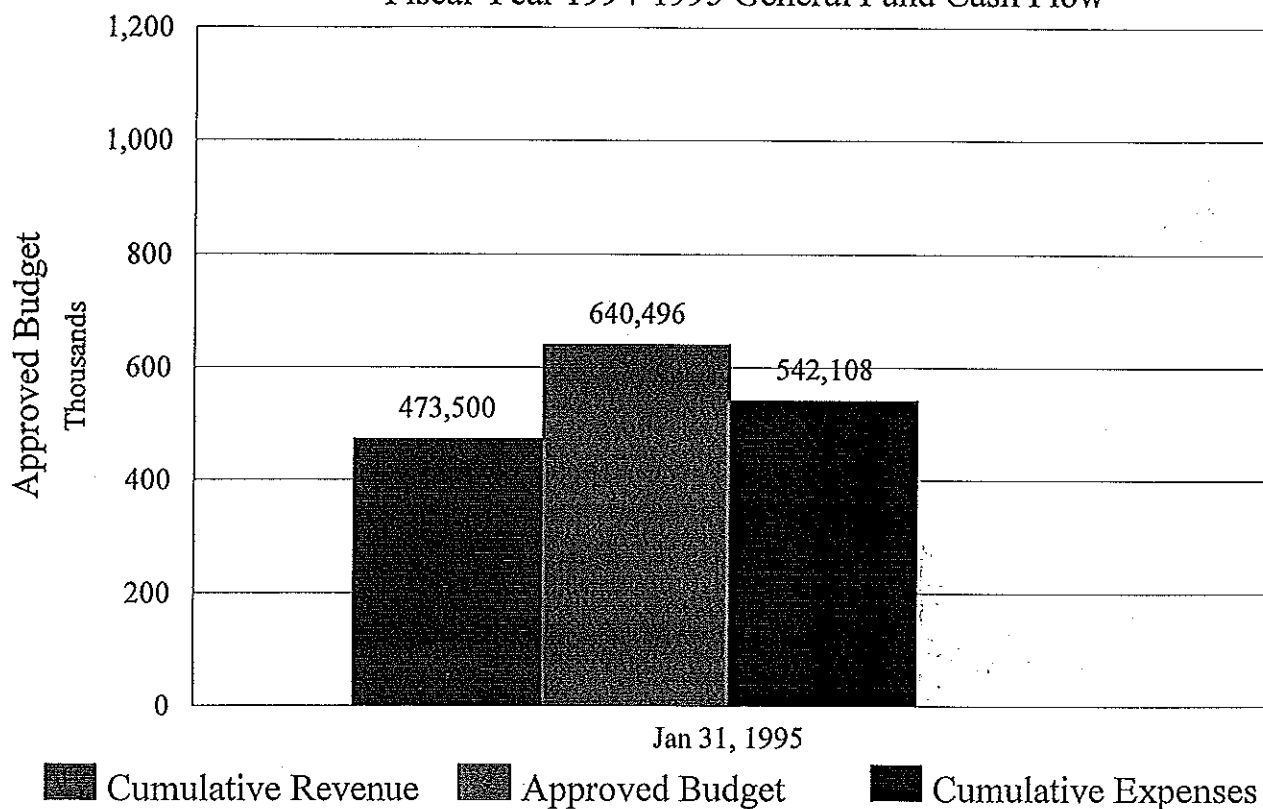


Placentia Library District  
Fund Balance Report  
Fiscal Year 1994-1995  
February 21, 1995

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	<u>Maj Equip/Struc</u>	<u>Auto Replac</u>	<u>Bond Redempt</u>	<u>General Fund</u>	<u>Sick Lv Payoff</u>	<u>ALL FUNDS</u>	<u>EXCL GEN FUND</u>
Jun 30, 1994	103,127.76	56,387.39	291,157.38	368,800.80	7,234.80	826,708.13	457,907.33
Jul 31, 1994	102,300.76	56,387.39	291,157.38	322,354.37	7,234.80	779,434.70	457,080.33
Aug 31, 1994	97,677.22	56,387.39	291,157.38	237,226.00	7,234.80	689,682.79	452,456.79
Sep 30, 1994	103,141.36	57,423.96	260,612.69	220,994.61	7,367.79	649,540.41	428,545.80
Oct 31, 1994	102,398.96	57,423.96	260,612.69	150,265.21	7,367.79	578,068.61	427,803.40
Nov 30, 1994	102,748.96	57,423.96	260,612.69	140,726.62	7,367.79	568,880.02	428,153.40
Dec 31, 1994	102,748.96	57,423.96	260,612.69	173,593.27	7,367.79	601,746.67	428,153.40
Jan 31, 1995	102,748.96	57,423.96	260,612.69	178,501.32	7,367.79	606,654.72	428,153.40
Feb 28, 1995						0.00	0.00
Mar 31, 1995						0.00	0.00
Apr 30, 1995						0.00	0.00
May 31, 1995						0.00	0.00
Jun 30, 1995						0.00	0.00
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
General Reserves	47,000.00	29,860.00	204,099.00	379,131.00	0.00	660,090.00	280,959.00

# PLACENTIA LIBRARY DISTRICT

Fiscal Year 1994-1995 General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
February 21, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 JAN 1995	FY1993-94 JAN 1994	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	370,464.20	363,831.99	86,291.41	66,194.39	52.92%
6210-01	Public Utility	24,500.00	73.14	0.00	73.14	0.00	0.30%
6210-04	Teeter Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	724,500.00	370,537.34	363,831.99	86,364.55	66,194.39	51.14%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	44,327.82	46,171.24	4,625.93	3,097.69	88.66%
6230-00	Prop. Taxes - Prior Secured	50,000.00	(289.26)	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	7,532.49	9,463.11	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	6,574.25	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	0.00	66,022.50	0.00	66,022.50	
6230-10	Release of Impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	50,000.00	7,263.23	82,059.86	0.00	66,022.50	14.53%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	0.00	378.37	0.00	378.37	0.00	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	2,500.00	0.00	2,158.05	0.00	0.00	
6280-00	Property taxes current supplemental	30,000.00	1,908.66	6,326.66	0.00	1,972.02	6.36%
6280-01	Final supplemental for prior years	0.00	198.22	979.06	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	30,000.00	2,016.88	7,305.72	0.00	1,972.02	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	3,750.00	2,312.00	3,644.24	624.42	0.00	61.65%
	TOTAL TAXES	860,750.00	426,835.64	505,171.10	91,993.27	137,286.60	49.59%
6610-00	Interest	25,000.00	6,722.46	13,712.20	0.00	0.00	26.89%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	6,722.46	13,712.20	0.00	0.00	26.89%
6690	STATE - HOMEOWNER PROP TAX RELIEF	14,000.00	7,326.01	6,996.40	5,128.20	4,897.47	52.33%
6970-00	State - ILL & Direct Loan Reimbursement	40,000.00	8,043.93	24,408.76	0.00	0.00	20.11%
6970-01	State - CA Foundation Funds	13,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	22,000.00	11,500.00	11,500.00	0.00	0.00	52.27%
6970-04	State - Dept of Education 321 Grant	0.00	3,294.00	0.00	0.00	0.00	
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	85,000.00	22,837.93	35,908.76	0.00	0.00	26.87%
7670-00	LOCAL REVENUE	36,500.00	10,540.28	18,297.43	0.00	2,221.75	28.88%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	(762.13)	(7,193.70)	(762.13)	1,183.54	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	76,743.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,097,993.00	473,500.19	572,892.19	96,359.34	145,589.36	43.12%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 21, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 JAN 1995	FY1993-94 JAN 1994	FY94 YTD % OF BUD
0100	Salaries & Wages	499,767.00	322,946.00	343,686.10	35,364.00	36,600.00	64.62%
0200	Retirement	76,894.00	24,705.36	73,843.89	2,705.34	51,396.89	32.13%
	Health Insurance/Care America	24,466.00	9,866.44	15,642.27	1,142.68	1,603.86	40.33%
	Long Term Disability	2,730.00	1,453.69	502.79	415.34	195.83	
	Vision Service Plan	1,615.00	664.99	1,038.49	0.00	0.00	41.18%
	Dental	4,696.00	2,313.70	3,368.94	381.08	482.27	49.27%
0300	Total Employee Insurance	33,507.00	14,298.82	20,552.49	1,939.10	2,281.96	42.67%
0310	Unemployment Insurance	2,500.00	324.46	2,463.40	0.00	14.09	0.00%
0350	Workers Compensation - General	7,750.00	1,932.00	945.32	966.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,418.00	364,206.64	441,491.20	40,974.44	90,292.94	58.70%
0700-00	Communications - Telephone	3,500.00	1,046.76	2,108.19	337.54	202.72	29.91%
0700-01	Communications - Modem/Fax	0.00	1,352.56		313.34		
0700-02	Communications - Internet/Database	0.00	396.05		54.18		
0700-05	Communications - Computer	5,100.00	2,714.34	3,674.05	423.82	847.64	
0700-07	Communications - 321 Grant	0.00	3.54		3.54		
0700-08	Communications - Adult Literacy	950.00	354.49	337.45	205.13	0.00	37.31%
	Total Communications	9,550.00	5,867.74	6,119.69	1,337.55	1,050.36	61.44%
0900-00	Food - General Fund	100.00	147.33	0.00	127.53	0.00	147.53%
0900-07	Food - 321 Grant	0.00	0.00		0.00		
0900-08	Food - Adult Literacy	0.00	30.43		0.00		
090-009	Food - Family Literacy	0.00	6.99	91.76	0.00	65.56	184.75%
	Total Food	100.00	184.75	91.76	127.53	65.56	
1000-00	Household Expense	4,500.00	1,785.95	1,790.49	1,016.08	0.00	39.69%
1100-00	Insurance	18,500.00	0.00	1,796.25	0.00	0.00	0.00%
1300-00	Maintenance of Equipment - General Fund	7,500.00	4,386.03	5,413.98	1,447.42	1,034.51	58.48%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00		0.00		
1300-08	Maintenance of Equipment - Adult Literacy	0.00	969.00		0.00		
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00		0.00		
	Total Maintenance of Equipment	7,500.00	5,355.03	5,413.98	1,447.42	1,034.51	0.58

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 21, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 JAN 1995	FY1993-94 JAN 1994	FY94 YTD % OF BUD
	HVAC	3,600.00	821.94	761.52	234.84	234.84	22.83%
	Carpet Cleaning	3,500.00	800.00	0.00	0.00	0.00	22.86%
	Groundskeeping, City of Placentia	22,000.00	11,231.90	12,963.20	5,506.07	5,506.07	51.05%
	Plumbing	750.00	0.00	0.00	0.00	0.00	0.00%
	Electrical	1,500.00	2,251.71	810.22	580.00	290.36	150.11%
	Cleaning Service	11,700.00	6,650.00	6,933.04	1,900.00	1,900.00	56.84%
	Locksmith	300.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	3,078.48	311.00	953.00	0.00	615.70%
1400-00	Total Maintenance of Building & Grounds	43,850.00	24,834.03	21,778.98	7,931.27	7,931.27	56.63%
1600-00	Memberships - General Fund	3,000.00	1,915.00	2,360.00	974.00	1,565.00	63.83%
1600-07	Memberships - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	0.00	135.00	0.00	0.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	3,000.00	2,050.00	2,360.00	974.00	1,565.00	68.33%
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	2,415.00	0.00	2,415.00	
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	0.00	2,415.00	0.00	2,415.00	
1800-00	Library Supplies	6,500.00	3,123.33	1,610.09	1,540.12	393.40	48.05%
	Printing	9,000.00	5,295.72	6,796.82	1,825.39	1,996.89	58.84%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,000.00	744.67	180.00	512.22	180.00	74.47%
	Paper	900.00	440.85	632.21	141.08	141.08	48.98%
	Drinking Water Service	325.00	174.65	174.65	49.90	24.95	53.74%
	Other Office Supplies	5,500.00	4,084.70	3,027.74	850.88	901.41	74.27%
	Total Office Supply Expense - General Fund	23,225.00	13,863.92	12,421.51	4,778.51	3,637.73	59.69%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	1,903.48	2,621.56	496.25	0.00	67.98%
	Publications	0.00	1,582.86	0.00	59.70	0.00	
	Paper	50.00	0.00	12.31	0.00	0.00	0.00%
	Other Office Supplies	1,800.00	173.48	176.43	44.91	0.00	9.64%
	Total Adult Literacy Office Supply Expense	4,650.00	3,659.82	2,810.30	600.86	35.50	78.71%
1800-09	Family Literacy Supply Expense	4,800.00	1,750.15	290.97	231.06	428.83	36.46%
	Total Office Expense	32,675.00	19,273.89	15,522.78	5,610.43	4,102.06	58.99%

PLACENTIA LIBRARY DISTRICT  
 EXPENDITURE REPORT FOR FUND 5071  
 (Prepared from the Orange County Auditor's Report)  
 February 21, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 JAN 1995	FY1993-94 JAN 1994	FY94 YTD % OF BUD
1803-00	Postage Expense - General Fund	2,000.00	975.88	(239.95)	150.31	94.69	48.79%
1803-04	Postage Expense - LSCA II Grant	0.00	19.95		0.00		
1803-08	Postage Expense - Adult Literacy	700.00	67.86	479.69	0.00	87.00	9.69%
1803-09	Postage Expense - Family Literacy	0.00	114.84	225.00	31.32	225.00	
	Total Postage Expense	2,700.00	1,178.53	464.74	181.63	406.69	43.65%
	Care Resources (Employee Assistance)	650.00	105.00	210.00	105.00	0.00	16.15%
	Pension Contribution & Operating Expenses	5,500.00	4,168.18	3,809.20	0.00	400.00	75.79%
	Anahelm Library Automated System	40,000.00	647.83	80.00	0.00	0.00	1.62%
	Clipping Service	375.00	228.97	226.97	65.42	65.42	61.06%
	Tax Collection Services & Fees by Orange County	250.00	138.85	226.13	0.00	0.00	55.54%
	Advertising	400.00	47.97	97.50	0.00	97.50	11.99%
	Medical Exams	525.00	285.00	416.50	0.00	40.50	54.29%
	Collection Services - Accounts Receivable	500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	3,200.00	3,005.00	3,200.00	55.00	250.00	93.91%
	Payroll Preparation	2,800.00	1,514.82	3,030.99	639.05	0.00	54.10%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	0.00%
	Other	8,000.00	1,345.04	2,084.00	403.25	245.97	16.81%
1900-00	Total Specialized Services - General Fund	75,200.00	11,486.66	13,381.29	1,267.72	1,099.39	15.27%
1900-01	Specialized Services - LSCA II Grant	0.00	10,574.71	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,200.00	1,705.75		0.00		142.15%
1900-09	Specialized Services - Family Literacy	1,200.00	95.00	0.00	0.00	0.00	7.92%
1900-18	Tax Collection Services & Fees by Orange County	2,500.00	1,038.09	1,104.23	228.42	338.29	41.52%
	Total Specialized Services	80,100.00	24,900.21	14,485.52	1,496.14	1,437.68	31.09%
2000-00	Legal Notices - General Fund	700.00	0.00	110.88	0.00	40.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00		0.00		
	Total Legal Notices	700.00	0.00	110.88	0.00	40.00	0.00%
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	

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 Page 6 of 7



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 21, 1995

OBJECT CODE	DESCRIPTION	FY1994-95 BUDGETED	FY1994-95 YTD	FY1993-94 YTD	FY1994-95 JAN 1995	FY1993-94 JAN 1994	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	7.00	0.00	7.00	0.00	7.00%
2400-01	Special Department Expense- Books	110,500.00	29,544.99	15,548.64	15,672.44	4,161.92	26.74%
2400-02	Special Department Expense - Video	11,000.00	0.00	0.00	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	0.00	5,622.38	0.00	0.00	0.00	0.00%
2400-04	Special Department Expense - Periodicals	15,500.00	8,586.17	7,374.18	3.00	671.63	55.39%
2400-05	Special Department Expense - Audio	13,000.00	0.00	1,180.01	0.00	0.00	0.00%
2400-07	Special Department Expense - 321 Grant	0.00	215.34	0.00	215.34	0.00	0.00%
2400-08	Special Department Expense - Adult Literacy	500.00	1,071.75	104.42	0.00	104.42	143.12%
2400-09	Special Department Expense - Family Literacy	500.00	715.59	0.00	656.28	0.00	30.29%
	Total Special Department Expense	151,100.00	45,763.22	24,207.25	16,554.06	4,937.97	
2600-00	Transportation/Travel - General	0.00	0.00	0.00		0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	7,500.00	2,065.51	2,565.56	49.85	849.32	27.54%
2700-01	Transportation/Travel - Meetings, Staff Local	0.00	752.34	0.00	26.30		
2700-02	Transportation/Travel - Meetings, Board Out of Town	0.00	0.00	0.00	0.00		
2700-03	Transportation/Travel - Meetings, Board Local	0.00	699.00	0.00	0.00		
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00		
2700-07	Transportation/Travel - Meetings, 321 Grant	0.00	1,247.36	0.00	13.00		
2700-08	Transportation/Travel - Meetings - Adult Literacy	850.00	6.00	864.14	0.00	28.00	0.71%
2700-09	Transportation/Travel - Meetings - Family Literacy	750.00	65.00	886.00	0.00	868.00	8.67%
	Total Transportation/Travel - Meetings	9,100.00	4,835.21	4,315.70	89.15	1,745.32	53.13%
	Electricity	58,000.00	33,903.67	34,282.86	11,241.49	12,378.00	58.45%
	Gas	3,075.00	1,207.68	729.93	856.44	446.86	39.27%
	Water	1,925.00	1,379.47	1,081.15	354.03	140.11	71.66%
2800-00	Total Utilities	63,000.00	36,490.82	36,093.94	12,451.96	12,964.97	57.92%
	TOTAL SUPPLIES & SERVICES	462,275.00	172,519.38	97,270.57	49,091.81	1,925.72	37.32%
3700-00	Taxes, Assessments (Sales Tax)	300.00	0.00	24.32	0.00	0.00	0.00%
4000-00	Equipment - General Fund	15,000.00	3,231.65	0.00	1,385.04	0.00	
4000-07	Equipment - General Fund	0.00	0.00	0.00	0.00		
4000-08	Equipment - General Fund	0.00	2,150.05	0.00	0.00		
4000-09	Equipment - General Fund	0.00	0.00	0.00	0.00		
4000-11	Equipment - General Fund	0.00	0.00	0.00	0.00		
	Total Equipment	15,000.00	5,381.70	0.00	1,385.04	0.00	35.88%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	15,000.00	5,381.70	0.00	1,385.04	0.00	35.88%
	TOTAL EXPENSES	1,097,993.00	542,107.72	448,493.15	91,451.29	39,714.17	49.37%



Placentia Library District  
Post-Petition Cash Flow  
February 21, 1995

Date	Item	Revenue	Expenditure	Balance
*Dec 1	Claim by Library Director		3,203.83	(3,203.83)
*Dec 6	Bankruptcy Petition			(3,203.83)
*Dec 7	Claim by Library Director		3,588.73	(6,792.56)
*Dec 8	Homeowners Subvention	2,197.81		(4,594.75)
*Dec 12	Payroll, Claim 3215		22,498.85	(27,093.60)
*Dec 19	Dec Claims Excl. Payroll		28,958.37	(56,051.97)
*Dec 22	Secured Property Tax	164,576.92		108,524.95
*Dec 22	Payroll, Claim 3216		22,498.85	86,026.10
*Dec 27	Secured Property Tax	55,478.67		141,504.77
*Jan 3	Claim by Library Director		3,940.65	137,564.12
*Jan 5	Payroll, Claim 3226		19,034.68	118,529.44
*Jan 10	Homeowners Subvention	5,128.00		123,657.44
*Jan 16	Jan Claims Excl. Payroll		19,837.29	103,820.15
*Jan 18	Secured Property Tax	23,997.85		127,818.00
*Jan 19	Cal Lit Campaign Grant	9,185.00		137,003.00
*Jan 19	Payroll, Claim 3227		19,034.68	117,968.32
*Jan 27	Secured Prior Year Property Tax (impounded)	624.42		118,592.74
*Jan 27	Unsecured Property Tax (impounded)	4,614.37		123,207.11
*Jan 27	Public Utility Tax (impounded)	72.96		123,280.07
*Jan 27	Secured Property Tax (impounded)	62,077.83		185,357.90
*Feb 2	Payroll, Claim 3234		19,034.68	166,323.22
*Feb 8	Public Utility Tax	12,493.87		178,817.09
*Feb 9	Emergency Allocation	41,886.98		220,704.07
*Feb 13	Claims		6,460.13	214,243.94
Feb 14	Supplemental Property Tax	400.00		214,643.94
*Feb 16	Payroll, Claim 3235		19,034.68	195,609.26
Feb 21	Feb Claims		17,500.00	178,109.26
Feb	Local/Misc Revenues	6,000.00		184,109.26
Feb 28	Family Literacy Grant	11,500.00		195,609.26
Feb 28	State Foundation Fund Grant	16,036.00		211,645.26
*Mar 2	Payroll		19,034.68	192,610.58
*Mar 9	Pension Fund Contribution		33,665.86	158,944.72
*Mar 9	Semi-Annual Bond Payment		17,500.00	141,444.72
Mar 13	Supplemental Property Tax	225.00		141,669.72
*Mar 16	Payroll		19,034.68	122,635.04
Mar	Mar Claims		24,000.00	98,635.04
Mar	Insurance		17,000.00	81,635.04
Mar 30	Secured Property Tax	42,000.00		123,635.04
*Mar 30	Payroll		19,034.68	104,600.36
*Apr 13	Payroll		19,034.68	85,565.68
Apr 18	Prior Year Secured Tax	4,000.00		89,565.68
Apr 26	Secured Property Tax	158,000.00		247,565.68
*Apr 27	Payroll		19,034.68	228,531.00
Apr	Apr Claims		24,000.00	204,531.00
May 10	Homeowners Subvention	5,128.00		209,659.00
*May 11	Payroll		19,034.68	190,624.32
May 15	Supplemental Property Tax	2,000.00		192,624.32
May	Anaheim Library		40,000.00	152,624.32
May	May Claims		24,000.00	128,624.32
May 18	Secured Property Tax	82,700.00		211,324.32
*May 25	Payroll		19,034.68	192,289.64
May 25	Utility Tax	12,300.00		204,589.64
Jun 8	Homeowners Subvention	2,197.00		206,786.64
*Jun 8	Payroll		19,034.68	187,751.96
Jun 12	Supplemental Property Tax	270.00		188,021.96
Jun 19	Unsecured Tax			188,021.96
Jun	Jun Claims		24,000.00	164,021.96
Jun 21	Prior Year Unsecured Tax			164,021.96
*Jun 22	Payroll		19,034.68	144,987.28

Feb 13, 1995



RESOLUTION NO. 95-1

A RESOLUTION OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
REQUESTING THE ORANGE COUNTY SUPERVISORS —  
TO ENSURE A RETURN OF 100% OF THE MONIES  
IN THE ORANGE COUNTY INVESTMENT POOL (OCIP)

WHEREAS, the Placentia Library District of Orange County is governed by the California Education Code, Section 19658, which states in part: "*The revenue derived from the [property] tax, together with all money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be paid into the county treasury, to the credit of the library fund of the district in which the tax is collected, subject only to the order of the library trustees of the district.*"; and

WHEREAS, the Placentia Library District of Orange County has followed the requirements of the California Code and deposited all funds with the Orange County Treasury; and

WHEREAS, the Placentia Library District of Orange County has expected the Orange County Treasury to maintain its deposits in the pool with substantial reliance upon the State Government Code with regard to the safety of funds retained within the Orange County Investment Pool; and

WHEREAS, the current financial crisis with the County of Orange is resulting in negative financial consequences to the Placentia Library District of Orange County and other depositors; and

WHEREAS, the current financial crisis with the County of Orange has caused financial exposure and expense to the Placentia Library District of Orange County; now

THEREFORE BE IT RESOLVED, that the Board of Trustees of the Placentia Library District of Orange County hereby requests the Orange County Board of Supervisors to develop a plan that ensures the immediate availability of the Districts remaining cash in the Orange County Investment Pool (77% of its adjusted and corrected fund balance as of December 6, 1994 plus any interest due), and a repayment plan that ensures, with a secured status, the availability of the remaining 23%, with accrued -interest, at a reasonable future date.

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

State of California )  
 ) ss  
County of Orange )

I, Sandra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution as duly and regularly adopted by the Board of Trustees at a Special Meeting hereof held on the thirteenth day of February, 1995.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirteenth day of February, 1995.

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



*Agenda Item 7***BUENA PARK LIBRARY DISTRICT****December 27, 1994**

Mr. Ronald Wenkart  
General Counsel  
Orange County Department  
of Education  
P.O. Box 9050  
Costa Mesa, CA 92628-9050

Dear Mr. Wenkart:

I am writing on behalf of the Buena Park Library District and the Placentia Library District. We are the only independent special district libraries in Orange County. Library Districts are established under Education Code, Chapter 9, 19600-19734 which mandates that funding be paid into the County Treasury. The Orange County Bankruptcy Trustee has requested consolidation of creditors and the two Library Districts legal mandates are comparable to schools. We have no investment options therefore revenues are held in "trust" by the County.

We appreciate your consideration of admitting us to the education creditors pool and will be glad to provide you with any additional information regarding our operations. Both libraries are small operations with annual budgets of \$1.2 and \$1.7 million. Both districts had approximately \$550,000 each in the commingled pool which is used for daily operational expenses. Neither district has bonded indebtedness serviced by the County and neither borrowed money for leverage investment in the pool. The districts have five member elected Board of Trustees with comparable duties to Boards of Education.

The Director of Placentia Library District is Elizabeth Minter, telephone number 714/528-1925, FAX number 714/528-8236. I can be reached at FAX number 714/826-5052 or phone number 714/826-4100.

We look forward to hearing from you.

Sincerely,

Colleen McGregor  
Library Director







# CITY OF BUENA PARK

Office of the City Manager

Kevin O'Rourke

February 3, 1995

Ms. Colleen McGregor, Director  
Buena Park Library District  
7150 La Palma Avenue  
Buena Park, CA 90620

Dear Colleen,

The Mayor and City Council have asked that I forward this information to your attention. They have asked that you share it with your elected members.

We first became aware of the County actions to secure legislation in Sacramento while visiting Sacramento about two weeks ago. A review of the documents indicated that the legislation is indeed a "mixed bag" of ideas. Many are beneficial and understandable. Others, however, we believe are detrimental to cities, school districts and special districts. I turned this information over to the League of California Cities. The League has now begun a counter lobbying effort in Sacramento. We have hired a lobbyist (Ken Emmanuel) to represent us. He has already in the past week done a lot to counter the efforts of Dennis Carpenter (the County's lobbyist).

I believe it would serve us well to have your agency contact our local state legislators and make it clear that no legislation giving relief to Orange County should be authored by anyone in Sacramento until they have consulted with us.

I hope you will find this information of interest. If you have any questions or would desire to talk about this, please feel free to give me a call.

Sincerely yours,

Kevin O'Rourke  
City Manager

*P.S. THIS REFERS TO THE OCIP CRISIS.*

KO:ch  
Attachment

6650 Beach Boulevard, P. O. Box 5009, Buena Park, California, 90622-5009

(714) 562-3500

Fax (714) 562-3599



Orange County Division  
League of California Cities

HOU  
FOR M...  
M...  
RECEIVED  
JAN 30 1995  
CITY MANAGER

# Memorandum

**To:** Orange County Mayors, Council  
Members & City Managers

**Date:** January 27, 1995

**From:** Janet M. Huston  
Executive Director

**Subject:** County "Bootstrap" Legislative  
Package - Follow Up Transmittal

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As promised in today's earlier communication, this memorandum transmits the latest available version of the County's legislative package. Another draft is anticipated later today or tomorrow. We will update you immediately as changes occur. Thank you for responding so quickly to our request for action.

Attachments

4  
Alert to schools  
Pis.



## ORANGE COUNTY DIVISION

### COUNTY LEGISLATIVE PROPOSALS

#### **I. Areas of City Support**

1. Temporarily make all unfunded state mandates options (exempt all crime mandates).
2. Allow payment of less than prevailing wage to workers employed on public works.
3. Request the State to forgive all outstanding debts owed by the County and Cities.
4. Request the State to remit to the County and Cities all outstanding debts.
5. Waive State Commission on Mandate's application process for a finding of "Significant Financial Distress" in Orange County.
6. Proposition 111 (MOE)

#### **II. Potential Areas of City Support**

1. Suspend restrictions for contracting for services.

#### **III. Areas of City Opposition**

1. Other Legislation - Change methodology for calculation of redevelopment mitigation (pass-through) agreements.
2. Temporarily authorize juvenile booking/housing fees.
3. Retain local property and sales tax.
4. Retain increases in Redevelopment Tax Increment.

#### **IV. Areas of Concern/Discussion/Clarification**

1. Return responsibility for property tax administration to State.
2. Eliminate statutory caps on all existing fees.
3. Retention of Orange County Trial Court fines, fees, and forfeitures.

4. Special District Property Tax Revenue. Allow temporary transfer to higher priority programs.
  1. Flood Control.
  2. Harbors, Beaches, and Parks.
  3. Library.
5. Restricted State Subventions. Allow temporary transfer to higher priority programs.
  1. State Highway Users Tax.
  2. Tobacco Education Funding.
  3. Realignment Sales Tax/VLF Fees.
6. County Reserve and Special Reserve Accounts. Allow transfer to higher priority programs.

***RESERVE***

1. Remittance processing.
2. County automatic fingerprint ID
3. Road
4. Orange County Housing Authority.
5. Fire - Various.
6. Flood.
7. Harbors, Beaches, and Parks.

***SPECIAL RESERVE***

1. Tidelands - Newport
2. Tidelands - Dana Point
3. Road.
4. Building and Safety.
5. Flood.
6. Harbors, Beaches, and Parks.
7. Sheriff Narcotics Program.
8. Jail Commissary.
9. Inmate Welfare.
10. Narcotics, Forfeitures, and Seizure.
11. Motor Vehicle Theft Task Force.
12. Jail Fund.
13. Community Social Program.
14. Off Highway Vehicle Fees.
15. Real Estate Development Program.
16. Court Automation.
17. Clerk/Muni-Court Automation Micrographics.
18. DA Consumer Prosecution.
19. Drainage Improvement Program.
20. Local Parks Trust Fund.
21. Alternate Dispute Resolution.
22. Recorders Fees.
23. Marshals.

7. Enterprise Funds. Allow transfer to higher priority programs.
  1. Airport.
  2. Solid Waste.
8. Suspend statutory caps on all existing fees.
9. Temporarily allow Orange County to charge market rates or a negotiated rate for goods and services provided to other governmental entities.
10. Fund the Local Agency Formation Commission (LAFCO) on a fee for service basis.
11. Allow the County to establish full cost recovery for services provided.
12. Temporarily authorize fee authority for the Orange County Flood Control Program.
13. Allow use of Community Housing Development grants as local match to Federal funding for base closure.

## OTHER

1. Increase Teeter Plan flexibility.
2. Increase flexibility in real estate transactions.
3. Transfer cost of property tax administration for school districts to the State.
4. Temporarily increase reimbursement for supplemental tax collection administrative costs.
5. Expand authorized use of grant funds.
6. Defer new category requirements for Correctional Treatment Centers or have the County jail treatment program excluded from these regulations.
7. Allow Orange County the flexibility to fund services to its W&I 17000 recipients to the extent it is fiscally able.
8. Extend sunset date for General Assistance provisions.
9. Waive Beilenson Hearings.
10. Suspend state programmatic mandates for the AFDC, IHSS & Medicaid programs beyond those required by the federal government.
11. Transfer County responsibility for Severely Emotionally Disturbed Children to the State.
12. Remove mandated for pregnancy testing services: **Note: this item was crossed out.**
13. Transfer responsibility for follow-up treatment in the Child Health Disability Prevention program to the State. **Note: This item was crossed out.**

14. Streamline and simplify the welfare process.
15. Provide temporary relief from County share of AFDC Grants. **Note: This item was crossed out.**
16. Transfer responsibility for child welfare services to the State. **Note: This item was crossed out.**
17. Expand use of electronic court reporting.
18. Transfer responsibility for inpatient State Hospital Bed (Murphy Conversatorship) Clients to the State.
19. Allow juveniles to pay bail instead of going to court on traffic tickets.
20. Temporarily eliminate jury trials for misdemeanors. **Note: This item was crossed out.**
21. Advance State payments, including:
  1. Earthquake Safety and Public Buildings Rehabilitation Bond Act of 1990.
  2. County Correctional Facilities Capital Expenditure and Youth Facilities Bond Act of 1988.
  3. Title IV A and Title IV E of the Social Security Act.
  4. Title IV D.
  5. Hazard Mitigation Grant Program, FEMA DR1005-DR-CA.
  6. Section 406 Hazard Mitigation Grant Program FEMA 1008-DR-CA.
22. Limit the relief from penalties and interest for those filing property tax assessment appeals to only that portion of property tax bill that is reduced.
23. Public construction project insurance. Allow use of wrap-around insurance.
24. Allow taxpayers to prepay property tax at a percentage discount.
25. Temporarily allow County to access all special surcharges imposed on County services for categorical programs.
26. Allow assessment of a survey monument fee.
27. Provide fee authorization for Agricultural Commissioner and Sealer of Weights and Measures Revenue.
28. Temporarily establish new fees for access to electronic information utilized for commercial purposes.
29. Establish a pilot program for Public Defender retainer assessments.
30. Temporarily authorize assessment of jail inmates for medical or dental care.
31. Temporarily allow assessment of attorney fees for administrative and judicial abatement proceedings.
32. Clarify the County Service Area financing law.

33. Enhance flexibility for use of Road funds for match to other grants.
34. Increase statute of limitations for assessment appeal processing.
35. Expand uses of the Roads program mitigation fees.
36. Seek waiver of State matching fund requirements.
  1. Area Agency on Aging
  - HCA
  2. California Childrens' Services (CCS) State Aid
  3. CCS Medi-Cal
  4. CCS Admin
  5. CHDP
  6. EPSDT
  7. Elder Care
  8. High-Risk Infant
  9. Adolescent Family Life
  10. MCH Allocation (Prenatal)
  11. Drug Abuse State Funds
  12. Perinatal Expansion Funds
  13. CSAT Demonstration Grant
  14. Community Primary Prevention
  - SSA
  15. Greater Avenue for Independence (GAIN)
37. Realignment Funding. Maintenance of Effort (MOE)
38. Tobacco Tax (MOE)
39. Trial Court fees, fines, and forfeitures (MOE)

## I. MANDATE RELIEF

### A. MANDATE RELIEF

Background: Hundreds of State mandates impose requirements on many aspects of county government. Many of the state mandates currently in statute result in inefficiencies to counties or inhibit efforts to achieve economies of scale in program delivery. In identifying ways to do business differently, the County of Orange is looking for legislative opportunities that would allow us to manage our resources in the most effective way possible. Our intent is to gain maximum flexibility needed to streamline our programs and provide them at an appropriate level and in a cost efficient manner.

Purpose and Scope: The following identifies areas of mandate relief that if waived or suspended would result in significant cost savings. The areas identified allow more flexibility in the use of formerly restricted funding sources or practices.

Potential Actions: The following proposed actions would require emergency legislation in order to gain the additional flexibility needed. For purposes of this document, the following items should be evaluated as temporary measures and are detailed as follows:

#### GENERAL GOVERNMENT

1. Temporarily make all unfunded state mandates optional (exempt all crime mandates)

Existing provisions of the California Constitution require that whenever the Legislature or any other state agency mandates a new program or higher level of service by any local government, the state shall reimburse the local government for the cost of the program or increased level of service with specified exemptions. Annually, counties and cities are allowed to file claims (called SB 90 claims) with the State for these mandated programs which generally require additional appropriations of the Legislature. Out of the \$38.3 million outstanding SB 90 claims submitted by Orange County (claims that have not been fully paid yet), the State has only reimbursed \$10.7 million.

This proposal would allow Orange County and its cities to temporarily discontinue any program or higher level of service for which SB 90 claims can be submitted unless the State agrees to fund the programs or services in advance.

California Code Section: Government Code 17561

Fiscal Impact: Significant



Suspend restrictions for contracting for services.

The County of Orange is restricted in the types of services that can be privatized. Government Codes restrict the County to contracting with private providers for specific special services only. Temporarily waiving privatization restrictions would allow Orange County to assess, and choose, the most cost effective means of providing required services and provide the most efficient services to its citizens, mutually benefiting the public and private sector.

California Code Section: Government Code 31000

Fiscal Impact: over \$2,000,000

3. Allow payment of less than prevailing wage to workers employed on public works.

The County and cities are required by law to pay prevailing wage to contractors working on public works projects managed by the County or cities. Significant cost savings could result if the County and cities had the ability to conduct a more competitive bidding process that would result from a temporary waiver of the prevailing wage standard. The prevailing wage is currently based on the highest wage paid to trades people. The law should be modified to reflect payment of average (mean or mode) market wages. California is one of the last states that uses the prevailing wage standard.

California Code Section: Labor Code 1771

Fiscal Impact: over \$1 million

4. Increase Teeter Plan flexibility.

Tax Losses Reserve Funds (TLRF) are used to cover losses that may occur in the amount of tax liens as a result of special sales of tax-defaulted property (foreclosures). Counties that elect to have TLRFs are required to have a reserve of 3% of the tax levy. The Revenue and Taxation Code also allows counties to set the reserve account at 50% of the last year's delinquencies if a Board adopts a resolution to that effect by September 1st of any fiscal year. A change in legislation allowing counties to adopt a resolution to set the TLRF at the 50% level at any time during the fiscal year would result in approximately \$20 million of what is considered to be excess TLRF funds (reserves) to be deposited in the General Fund. Further, The TLRF could be reduced to a reserve of 1% with minimal associated risk. This would result in a release of approximately \$31 million of surplus reserves.

This proposal would amend the Revenue and Taxation Code to allow Orange County to adopt a resolution to fund a Tax Losses Reserve Fund at 1% of the tax levy with minimal associated risk and remove the restriction that requires that a designation be made by September 1st of the fiscal year.

California Code Section: Revenue and Taxation Code 4703 & 4703.2(a)

Fiscal Impact: \$22,000,000 to \$31,000,000.

5. Increase flexibility in real estate transactions

A reduction in the procedural requirements associated with selling or leasing County or city property will allow the expedited sale of property owned by the General Fund in the same way that the Orange County Flood Control District can sell surplus land. The County and cities could be protected by a requirement that fair market value be obtained. This could allow the county or city to market and sell/lease land without burdensome bidding procedures.

California Code Section:

Fiscal Impact: Significant

6. Return responsibility for property tax administration to State.

Existing law requires counties to collect and disburse property taxes. In FY 1990-91 a statute was enacted which allocated the total cost of administering the property tax system to all government entities in proportion to the property tax revenues received. In 1992-93 and in 1994-95 a total of \$3.1 billion in property taxes were shifted from counties, special districts and redevelopment agencies to the State and ultimately the schools. In addition to the direct loss of property taxes and the administrative costs that the county used to collect on those funds from the cities, special districts, and redevelopment agencies, the legislature also repealed the law requiring schools to reimburse counties for their administrative costs. In FY 1994-95, counties lost a total of \$135 million in direct property tax administration funding, while the State General Fund has only provided reimbursement of \$25 million. This represents a loss of \$109 million to a system which provides 54% of its \$18 billion annual revenues to the State General Fund.

Currently, Orange County pays 69 percent of the costs of its property tax administration, but receives only 6 percent of the revenue. The County may not be able to effectively administer property tax collections if collection activities are cut back as a result of the bankruptcy.

Because the real beneficiary of the school share of the property tax is the State General Fund, the State has a significant interest in maintaining a viable tax administrative system in Orange County. This proposal then would return the responsibility for property tax administration to the State for a five year period.

California Code Section: Revenue and Taxation Code Section 95

Fiscal Impact: \$13 million

7. Transfer cost of property tax administration for school districts to the State

Current statutes prohibit counties from charging fees to recover all costs. During the 1994/95 budget process, counties were specifically prohibited from charging school districts for the costs of collecting and distributing property taxes to the schools.

This proposal would allow Orange County to transfer the cost of administering property tax for the school districts to the State. If the County is reimbursed for costs related to administering collections for school districts and the collections subject to ERAF, an additional 62% of county property tax administration costs would be recorded.

California Code Section: Revenue & Taxation Code

Funding Impact: \$9,000,000 annually

8. Temporarily increase reimbursement for supplemental tax collection administrative costs

The cost of administering the supplemental tax roll is currently reimbursable up to an amount not to exceed 5% of administration costs. The cost of administering greatly exceeds the 5% cap causing the County to be underfunded by over \$1 million.

This proposal would allow Orange County reimbursement of up to 10% of administration costs associated with processing supplemental tax collections.

California Code Section: Revenue & Taxation Code 75.60

Fiscal Impact: \$1,380,000 annually

9. Eliminate statutory caps on all existing fees

Under current law, various fees are statutorily capped at levels which do not permit full recovery of the cost of services. Counties should be able to recover the full cost of providing any service from any recipient, whether a person, another government agency, or any other entity. This would include fees for services ranging from county counsel, tax collector, service of process by sheriffs, Agricultural Commissioners inspections, etc. This proposal would temporarily eliminate all statutory caps on existing fees.

California Code Section:

Fiscal Impact:

10. Expand authorized use of grant funds

State grants generally prescribe specific functions and allowable expenses for categorical programs. Orange County receives many categorical grants, particularly in the area of health and human services, which would be more effectively maximized if they were collapsed into a single block grant. In addition, categorical programs often have regulations promulgated by State Departments that limit allowable expenses under the grants. Some grants specify certain classifications of personnel that can be used to perform the functions of the grant and others artificially restrict the use of funds for such items as furniture, space, supplies and administrative overhead.

This proposal would grant state agencies, such as the Health and Welfare Agency, the authority and flexibility to explore the use of block grants, or at a minimum, to re-examine the regulations regarding payment of allowable expenses in grant funds provided to Orange County.

California Code Section:

Potential Revenue: Expanded flexibility of categorical grant funds would potentially free up county and city general funds.

11. Request the State to forgive all outstanding debts owed by the County and cities.

As part of the 1994/95 State Budget, the State required counties to remit \$200 million during the 1994/95 fiscal year which it claimed the State advanced to counties in anticipation of revenues which were to come to the counties from the Federal government for medical administrative functions (SB 910). Orange County cities have a similar situation. The Federal government has since suspended its payments for this program, leaving counties and cities in the position of paying the State back for funding that they, in fact, will not receive from the Federal government.

This proposal would relieve Orange County and cities of all outstanding debts owed to the State.

California Code Section:

Potential Revenue: Cost avoidance of \$5.7 million in FY 1994/95

12. Request the State to remit to Orange County and cities all outstanding debts

Annually, counties and cities are allowed to file claims (called SB 90 claims) for state mandated programs. Out of the \$38.3 million outstanding SB 90 claims submitted by Orange County (claims that have not been fully paid yet), the State has only reimbursed \$10.7 million. In addition, the State owes Orange County \$75 million in flood control subventions.

This proposal would require the state to remit to Orange County and its cities all outstanding debts due.

California Code Section:

Potential Revenue: \$102.6 million

13. Increase statute of limitations for assessment appeal processing

Under current law, local assessment appeals boards have two years in which to hear and make a final determination on property tax assessment appeals. In Orange County, the current economic downturn has created a workload that strains the ability of the assessment appeals board to keep pace. Failure to act on appeals within two years results in a default judgment which can result in unrealistically and unjustified reductions in property assessments.

This proposal would extend the statute of limitations from two years to three years for a limited period only.

California Code Section: Revenue and Taxation Code 1604.1

Fiscal Impact:

#### HEALTH AND SOCIAL SERVICES

14. Defer new category requirements for Correctional Treatment Centers or have the County jail treatment program excluded from these regulations.

New regulations scheduled to be implemented in 1995/96 require higher levels of staffing and other requirements in correctional treatment centers.

These regulations need to be waived or postponed, or alternatively, to exempt Orange County jail treatment programs. Under the new regulations, Orange County faces additional costs of \$800,000 for Medical Services and approximately \$1 million for Mental Health staffing.

This proposal would defer new category requirements for Correctional Treatment Centers or have the Orange County jail treatment program excluded from the regulations.

California Code Section: Health & Safety Code 1267.10

Fiscal Impact: Cost avoidance of \$1.8 million

15. Allow Orange County the flexibility to fund services to its W&I 17000 recipients to the extent it is fiscally able

Orange County is responsible for support, care and medical services of indigent persons. Although these programs are funded 100% with County revenue, the costs and methods of service to be provided are mandated by state law. A temporary waiver of these restrictions will allow the Board of Supervisors greater local flexibility. This allows the Board to choose priorities for County General Funds.

California Code Section: Welfare & Institutions Code 17000

Fiscal Impact: over \$8,000,000

16. Extend sunset date for General Assistance provisions

A provision governing General Assistance was deleted on January 1, 1995. This provision allowed counties to reduce payment levels if recipients lived in shared housing arrangements.

This proposal would reinstate that provision to give Orange County the continued benefit.

California Code Section: Welfare and Institutions code 17001.5 (b).

Fiscal Impact: \$300,000

17. Waive State Commission on Mandate's application process for a finding of "Significant Financial Distress" in Orange County

When a county has made a compelling case that basic county services cannot be maintained without a reduction in the level of General Assistance aid payments, the Commission on State Mandates can make a finding of significant financial distress and authorize aid payments to be made at a formula that is less than the current aid standard.

The normal process for such a procedure is lengthy, conservatively taking up to four months. The process includes the Commission's receipt and review of the county's application for consideration, pre-hearing conferences, public hearings in the applicant county, and a 90 day time period for the Commission to make its final decision.

Given the immediate financial crisis facing Orange County, this proposal would waive the process of the Commission of State Mandates and declare Orange County in a situation of financial distress in order to authorize a reduction in General Assistance aid payments.

California Government Code: Government Code Section 17527 (g)  
Welfare & Institutions Code 17000.6

Fiscal Impact: Significant

18. Waive Beilenson Hearings

Existing law requires special public hearings of the County Board of Supervisors (referred to as Beilenson Hearings) prior to the reduction of certain health care programs affecting the poor.

In order to act quickly in the management of county programs during this period of financial crisis, this proposal would request a waiver of the requirement to hold special hearings prior to health care program reductions. This would allow hearings to be consolidated with budget hearings and ease cumbersome public notice requirements. A waiver of these hearings does not interfere with the County's requirement to hold public meetings.

California Code Section: Health & Safety Code 1442.5

Fiscal Impact: Greater Flexibility

19. Suspend state programmatic mandates for the AFDC, IHSS & Medicaid programs beyond those required by the federal government.

Efforts are needed to reduce the costly complexity of welfare administration, beginning with State administrative requirements which exceed federal mandates.

In many instances the State requires more than federal regulations do for the Aid to Families with Dependent Children (AFDC) program, the In Home Supportive Services (IHSS) program and Medi-Cal programs. This proposal would temporarily suspend additional requirements for Orange County for a five year period.

California Code Section:

Fiscal Impact:

20. Transfer County responsibility for Severely Emotionally Disturbed Children to the State

Assessment and treatment of the Severely Emotionally Disturbed children were previously referred to mental health by the schools' special education programs and were previously funded through the education system. AB 3632/885 transferred the fiscal responsibility to mental health, but only partially funded this program.

This proposal would transfer County responsibility for Severely Emotionally Disturbed Children back to the State.

California Code Section: Government Code Title I, Div. 7, Chapter 26.5

Fiscal Impact: \$5,300,000

21. Remove mandate for pregnancy testing services

The County is mandated to provide pregnancy testing services. Although family planning services are essential services, they are not a high priority in terms of the County's focus on protecting the health of the community. In addition, these services are available through non-County resources as well as to Medi-cal eligibles.

This proposal would request a temporary waiver of this requirement allowing limited resources to go for higher priority perinatal programs or for those programs that are not offered elsewhere in the community.

California Code Section: Health and Safety Code 295.1

Fiscal Impact: \$878,000 in Net County Cost would be available for other County perinatal services.

22. Streamline and simplify the welfare process

Numerous changes could be made to the welfare system to streamline staffing and maximize cost savings. These include: expanding the current consolidated Public Assistance Eligibility Determination Demonstration Project, adding Medi-Cal to the project, allowing counties to issue the AFDC grant in one check instead of two, reducing the frequency and extent of eligibility redetermination where appropriate, and other suggestions included in SB 34 and SB 1115 introduced in last year's State Legislative Session. This proposal would make temporary changes in the Welfare and Institutions Code to streamline and simplify the welfare process in Orange County.

California Code Section: Welfare & Institutions Code

Fiscal Impact:



## PUBLIC PROTECTION

### 23. Expand use of electronic court reporting.

Court reporters prepare the official record of judicial proceedings in civil, criminal, juvenile courts, and other legal hearings. Court reporters are paid an average annual salary of \$60,000. Additionally, they are permitted to sell the transcripts back to the courts and other interested parties and earn additional compensation. In contrast, the one time cost of a video electronic recording system in Orange County is less than \$65,000.

A 1991 Judicial Counsel report evaluated a demonstration project for electronic court reporting and concluded that electronic recording resulted in savings of approximately \$28,000 per year per courtroom. Total FY 1992/93 savings for those counties that participated in the demonstration project were \$2.0 million for Los Angeles County, .5 million for Kern County and .4 million for Orange County (involved seven test courtrooms). Despite evidence that electronic court reporting improves efficiency and lowers operating costs, initiatives to fully expand the use of electronic court reporting have been defeated.

This proposal would expand legislation to authorize the use of any method of reporting testimony and proceedings in courts, including electronic reporting, provided that method meets the standards established by the State Judicial Council.

California Code Section: Government Code 69955  
California Rule of Court 980.5

Fiscal Impact: Significant

### 24. Retention of Orange County Trial Court fines, fees, and forfeitures.

Orange County is a "donor" county in that more court fines and fees are sent to Sacramento than are returned to the County through the Trial Court Funding program. While court filings have continued to increase and the resulting additional local court revenues are being captured by the State, the County General Fund has been required to subsidize court costs because the State has been unable to fund their proportionate share of court operations. The County projects that in 94/95 it will contribute 10% of the statewide fines and fees but will receive only 8.5% in revenue from the state to support the courts.

This proposal would allow the County to temporarily retain all its court fines, fees, and forfeitures to pay for court operations.

California Code Section:

Fiscal Impact: \$5 million annually

25. Transfer responsibility for inpatient State Hospital Bed (Murphy Conservatorship) Clients to the State

Orange County is required to pay for patients in State Hospital Beds who are under Murphy Conservatorships. Murphy Conservatorship clients are felony defendants found incompetent to stand trial and therefore committed to State Hospitals.

This proposal would temporarily reverse the 1992 legislation that shifted these costs from the state to the County of Orange.

California Code Section: Welfare & Institutions Code 5008 (h)(i)  
Penal Code Section 1370

Fiscal Impact: over \$500,000

#### ENVIRONMENTAL SERVICES

26. Enhance flexibility for use of Road funds for match to other grants

Existing State statutes restrict the use of Road funds to finance the local match for Intermodal Surface Transportation Efficiency Act (ISTEA) grants related to the full range of transportation management projects such as pedestrian/bicycle capital projects. With the restricted money available to the County for all its programs, the County can use the enhanced flexibility of accessing its Road funds for local match for the ISTEA and other grants for bicycle or pedestrian paths and all related maintenance and administrative costs. This proposal conforms with efforts stated in current congestion management legislation requiring a more comprehensive approach to transportation.

California Code Section:

Fiscal Impact:

27. Expand uses of the Roads program mitigation fees

Existing statutes require that gasoline taxes collected can only be used for capital projects. This proposal would temporarily expand the allowable uses of the funds so that operation and maintenance would be permitted.

California Code Section:

Fiscal Impact:

## SEEK WAIVER OF STATE MATCHING FUND REQUIREMENTS

Background: The County receives numerous State funds for a wide range of purposes and programs. In order to receive funding, Orange County must usually agree to match the State amount by a certain dollar figure or percent.

Purpose & Scope: State matching provisions are intended to split the funding responsibilities of ongoing or pilot programs between State and local entities. Relief from matching provisions on a temporary basis for all existing programs will allow Orange County more flexibility in determining service reduction priorities without complete discontinuance of the programs.

Additionally, certain service allocations have no county match, but county money must be expended first and then reimbursed through a claiming process. Changes either in legislation or administrative practices are necessary to allow prepayment of these funds to reduce current cash flow problems.

Proposal: The following match requirements are requested to be temporarily waived.

Type of Grant	Source	Grant Amt.	Req. Match
California Library Literacy Service Grant	State	\$133K	\$121k
	Act		
<u>HCA</u>			
CCS State Aid	State	\$4.9 mill	\$2.5 mill
CCS Medi-Cal	State	\$1.1 mill	\$256k
CCS Admin	State	\$831k	\$208k
(CCS = California Children's Services)			
CHDP	State/Fed	\$656k	\$28k
EPSDT	State/Fed	\$301k	\$15k
Elder Care	State	\$53k	\$32k
High-Risk Infant	State	\$253k	\$46k
Adolescent Family Life	State	\$324k	\$89k
MCH Allocation (Prenatal)	State/Fed	\$326k	\$38k
Drug Abuse State Funds	State	\$2.1 mill	\$124k
Perinatal Expansion Funds	State	\$438k	\$15k
CSAF Demonstration Grant	Fed	\$271k	\$27k
Community Primary Prev.	State	\$72k	\$7k
<u>SSA</u>			
Greater Avenues for Independence (GAIN)	State		\$775k
		TOTAL	\$4.344m

### C. MAINTENANCE OF EFFORT RELIEF

Background: Over the last ten years the State has imposed maintenance of effort (MOE) provisions on funds provided to counties for a wide range of categorical programs. The intent of most of these MOEs was to prevent counties from supplanting County General funds with new tax revenues or to encourage Counties to continue past revenue generation performance. Maintenance of effort provisions are generally enacted when there is a perception by the Legislature that the counties will choose not to continue past levels of financial support for programs because of new revenue sources. In general however, MOE provisions infringe on local control, obligate future budgets and do not recognize losses in revenues suffered by counties both by the recession and by past actions of the State Legislature.

Purpose and scope: Temporary relief from maintenance of effort provisions in the short term will enable Orange County to ensure that vital services to county residents remain open by enabling it to manage and reduce all programs in an equitable manner.

Potential Actions: The following MOE provisions would be recommended to be suspended for the period January 1, 1995 to December 31, 1996:

#### 1. Realignment funding

In 1991, the Legislature shifted responsibility from the State to counties for health, mental health and various social services programs, accompanied by a source of revenue (1/2 cent sales tax and increases in the Vehicle License Fee) to pay for the funding changes. They also instituted a maintenance of effort provision requiring counties to provide County General funds to the County's Realignment programs in the same amount that the State increased the Vehicle License Fee funds and to also continue the County's general fund contributions to the Realignment programs in the same amount as in previous years.

California Code: Welfare and Institutions, Division 5

County required MOE: \$22.8 million in FY 1994/95

#### 2. Tobacco Tax (Prop 99) funds

Proposition 99, approved by the voters in November 1988, assessed a 25 cent tax on every package of cigarettes for the purpose of providing treatments, research of tobacco-related diseases, school and community health education programs about tobacco, fire prevention, and environmental conservation and damage restoration programs. The state subsequently passed provisions requiring counties to continue previous County general fund efforts in the same amounts in the categorical programs designated by Proposition 99. This proposal has precedence;; Los Angeles County was granted a one year relief from the MOE requirement in FY 1993-94 (AB 1038).

California Code: Welfare and Institutions Code 16990

County required MOE: \$4.6 million

3. Trial Court fees, fines, and forfeitures

Existing law provides that in any fiscal year that a county does not remit to the State an amount equal to the amount transmitted during the 1992-93 fiscal year, that county shall make a payment from county funds equal to the difference. Existing law also holds counties responsible to any shortage in remittance to the General Fund resulting from fines based on city arrests.

County required MOE: Orange County's assessment for FY 1993-94 was \$900,000. Repeal of this maintenance of effort requirement for Orange County would result in a cost avoidance for 1994/95 and 1995/96.

California Code:

County Required MOE:

4. Public Library Grant Fund

Existing legislation requires a library to maintain the previous year's level of funding to secure its annual Public Library Fund grant.

This proposal would repeal the maintenance of effort on the PLF grant and allow the Orange County Public Library to continue to receive its revenues.

California Code:

County Required MOE: \$425,000 for FY 1994/95

#### D. ADVANCE STATE PAYMENTS

The County is requesting advance payment of State funds instead of receiving reimbursements after expenditures have been documented. The current practice requires up front cash from the County General Fund. The County generally bills the State for programs in arrears and then experiences a waiting period of from 30 to 120 days before receiving payment. In addition, in some programs, state funding for construction or other programs has been encumbered and set aside for Orange County but is held until full completion of the project before payment is made. Advancing the funding by an electronic fund transfer would also accelerate the flow of funds from the Federal Government to the State and to the County, such as currently exists with the JTPA program.

This proposal would require State departments and agencies to expedite all Orange County requests for payment and advance to the County any and all outstanding balances on their encumbered grants and funds. Further, it is requested that Orange County be allowed to carry-over State funds from year to year, allowing increased flexibility to address the current emergency. An advance from the State, with validation of expenditures to follow, would assist the County in managing the flow of funds. Funds include:

Earthquake Safety and Public Buildings Rehabilitation Bond Act of 1990 (Proposition 122)

County Correctional Facilities Capital Expenditure and Youth Facilities Bond Act of 1988 (Proposition 86)

Title IV A and Title IV E of the Social Security Act

Title IV D

Hazard Mitigation Grant Program, FEMA DR1005-DR-CA  
(Application submitted December 19, 1994)

Section 406 Hazard Mitigation Grant Program FEMA 1008-DR-CA

Election services for March 14 and May 9, 1995, special elections. Fiscal Impact: \$700,000

AB 2184 Child Care Programs (\$148k)

Refugee Programs TA, RESS, and KSI (\$2.8 mill.)

Family Preservation and Support Program (\$2.9 mill.)

Abandoned Infants Assistance Project (\$450k)

Challenge Grant (\$897)

Child Abuse Services Team Focus Grant (\$80k)

Child Abuse Prevention, Intervention & Treatment Grant  
(4425k)

Families First Project/Therapeutic Day Services (\$200k)

Orange County SSI Advocacy Outreach Project (\$385k)

## E. OTHER LEGISLATION

1. Change methodology for calculation of redevelopment mitigation (pass-through) agreements.

The County of Orange has 41 mitigation agreements (pass-through agreements) with city redevelopment agencies, with some agreements dating back as early as 1982. Payments to the County under these agreements are intended to mitigate "financial burden or detriment to the County" which was identified at the time these redevelopment projects were approved. Many of these agreements call for pass-through payments to the County calculated as some percentage of the County property tax rate. Because the County's property tax rate has now been reduced by 63%, the value of these pass-through payments has, in many cases, also been reduced by 63% - leaving the County with insufficient pass-through revenues to mitigate the identified financial burden or detriment.

Not only does the County lose pass-through revenues, but under the current law the pass-through revenues lost to the County do not go to the schools. These revenues are retained by the redevelopment agencies. The County believes that this windfall is an unintended side-effect of the property tax shift/ERAF legislation which needs to be corrected.

The County proposes to require that pass-through payments to affected taxing entities within Orange County be calculated based on the tax rates (tax allocation factors) which existed on June 30, 1993 or at the time the pass-through agreement was executed, whichever is earlier.

California Code Section: Health and Safety Code

Fiscal Impact: \$2.5 million annually

2. Public Construction Project Insurance

Existing law generally prohibits public agencies from requiring bidders for public works projects to obtain any surety bond or insurance contract from a particular company, agency or broker. This generally prevents public agencies from utilizing pooled insurance programs commonly known as "owner controlled insurance programs" or "wrap-around insurance". The result is payment of substantial additional cost for liability and personnel insurance costs provided by contractors for public works projects. The lost potential savings are greatest in workers' compensation insurance in which the contractors may inflate billings with unnecessarily large reserves, and deny public agencies premium rebates. This practice also prevents many smaller contractors, many women and minority owned, from being able to compete with the larger firms with established insurance policies. The Legislature has granted several specific exceptions to the ban on public agency "wrap-around" insurance.



Potential savings from "wrap-around" insurance could be at least 5% of the total cost of large public works projects. The savings would be greatest with large scale projects.

California Code Section: Government Code Section 4420 (a)-(d)

Fiscal Impact:

3. Temporarily suspend state mandated surcharge, penalties and interest

State regulations require the Orange County Integrated Waste Management Department (IWMD) to set aside \$1.34 in revenue collected from the gate fee for each ton of solid waste disposal at the landfills and make quarterly payments to the State Board of Equalization to support the State's solid waste management program. The fee for the first quarter, which is due January 25, 1995, is just under \$2 million. By the end of the Fiscal Year, IWMD will owe the State approximately \$2 million, plus a 10% penalty, and 11% interest on the unpaid balance (penalty is added to the principal owed and accrues interest). IWMD is unable to make this payment schedule with current operating revenues and it is questionable whether the California Integrated Waste Management Board has the authority under existing law to grant this suspension.

The proposal would temporarily suspend the state mandated surcharge of \$1.34 per ton of waste disposed and grant waiver of the penalties and interest for any unpaid amount, until such time as the County's debt is restructured.

California Code Section:

Funding Impact: Cost avoidance

4. Temporarily suspend transfer of current operating funds to the escrow fund accounts required by the State for Closure/Post Closure Maintenance of landfills

State law requires each landfill owner/operator to establish financial assurance for the cost of closure and post-closure maintenance of landfills. Financial assurance can be established by a number of mechanisms including: 1) pay as you go; 2) a letter of credit; 3) pledge of revenue; or 4) establishing an escrow account. Under the State's present funding formula, Orange County's Integrated Waste Management Department (IWMD) is required to make an annual payment to the State for each landfills. IWMD is unable to make this payment schedule with current operating revenues and it is questionable whether the California Integrated Waste Management Board has the authority under existing law to grant this suspension.

This proposal would temporarily allow for the suspension of any transfer of current operating fund to the escrow fund accounts required by the State for Closure/Post Closure Maintenance of landfills.

California Code Section:

Funding Impact: Cost avoidance

5. Grant of additional authority to State and local agencies on matters pertaining to the Orange County's Integrated Waste Management Department (IWMD)

Orange County's Integrated Waste Management Department is subject to enforcement by many regulatory agencies, under numerous duplicative and conflicting regulations. At the present time, IWMD is operating under variances from the South Coast Air Quality Board (SCAQMD) that need to be restructured due to bankruptcy, Notice and Order documents from the Regional Water Quality Control Boards (RWQCB) which must be extended, as well as Stipulated Orders from the Local Enforcement Agency (LEA) which may need to be revised. It is questionable whether these regulatory agencies can approve the necessary changes and restructuring under existing law; therefore, legislative action is requested.

This proposal would grant state and regional regulatory agencies under Cal-EPA, such as SCAQMD, RWQCB, LEA, California Integrated Waste Management Board, Department of Toxic Substances Control and others, the authority and flexibility to execute emergency waivers of regulations for Orange County, extend existing variance, grant new variances, issue Notice and Order documents, Stipulated Orders, and other regulatory enforcement mechanisms, in order to allow the IWMD to continue to operate the County's landfills and solid waste infrastructure during the period of restructuring the County's debt.

California Code Section:

Funding Impact: Cost avoidance

## II. LOCAL REVENUE OPPORTUNITIES

### A. NEW REVENUE IDEAS REQUIRING STATE LEGISLATIVE ACTION

Background: State statutes currently provide authority to the counties to retain certain tax revenues and to assess certain user fees to its citizens. Tax revenues currently available to the county include property taxes, sales taxes, and utility taxes. User fee revenues include motor vehicle fees, court fines, fees and forfeitures, business licenses, special user fees (animal control, sanitation inspection) etc. Existing statutes limit counties abilities to assess taxes, user fees, and other revenues. They are also inconsistent, allowing counties to achieve full cost recovery through fees in some programs and in others restricts fees to specific legislated dollar amounts. Existing statutes also allow some governmental entities taxing and revenue authority while denying this authority to others. When a user fee is set at a level lower than cost, the general taxpayer must subsidize the service through the general fund.

Purpose and Scope: Granting the Board of Supervisors the authority to set user fees at a level consistent with full cost recovery in the short term would provide Orange County with additional revenues in its general fund to pay for vital governmental services. Temporarily allowing Orange County to institute new user fees in other areas or revenue abilities in other areas would further enhance the County's abilities to fund its programs. Other revenue ideas to enhance Orange County's financial situation are also listed.

Potential Actions: The following revenue suggestions for cost recovery and revenue flexibility would be recommended to be enacted for the period July 1, 1995 to December 31, 2000:

#### 1. Suspend statutory caps on all existing fees

Many local programs regulated by State statute allow full cost recovery through user fees (i.e. underground tank storage program, landfill, restaurant and hotel inspection program). In some local programs however, state statutes prescribe actual dollar amounts that can be charged to the users of the programs or recipients of specific services provided by the county regardless of the actual costs incurred.

Examples of these types of fees would include:

- o Agricultural Commissioner and Sealer of Weights and Measures  
Existing law prohibits the Agricultural Commissioner and Sealer of Weights and Measures from increasing fees to cover all costs. This proposal would allow Orange County to assess fees to achieve full cost recovery for the Agricultural Commissioner and the Sealer of Weights and Measures.

California Code Section: Government Code 54985

Potential Revenue: \$800,000 annually

- o Allowing actual cost recover for copying fees for campaigning disclosure information

Existing provisions of the Government Code limit the fees for providing copies of campaign disclosure document to ten cents per page.

Government Code 81008(a)

Fiscal Impact \$40,000

- o Allowing actual cost recovery for research fees for election information

Existing provisions of the Government Code limit the research fee to \$5.00 per request for information five or more years old. This research often requires hours of staff time per individual request.

Government Code: 81008(a)

Fiscal Impact \$10,000

This proposal would allow Orange County to establish fees bases upon actual costs for those programs for which the State has imposed specific dollar amount fees.

California Code Section: Government Code 26720

Potential Revenue: \$850,000 +

2. Temporarily allow Orange County to charge market rates or a negotiated rate for goods and services provided to local governmental entities

Existing statutes allow local governments to purchase goods and services from other local governments based on actual cost. On occasion, local governments have requested services from Orange County (reprographics services, building space, engineering

advice, surplus gasoline, etc.). Orange County has provided these goods and services in the past based upon actual costs but had it been statutorily feasible, could have provided the services at either market or below market rates.

For example, if implemented, the County's General Services Agency could offer service by its Transportation, Publishing Services and Warehouse operations to other governmental entities at negotiated rates which would increase County revenues while making those services available at costs lower than what they re currently paying. The revenue would not only help cover the cost of providing these services, but would also reduce the cost of these services to County agencies/ departments by spreading overhead over a larger base. Estimated revenues from this service are \$300,000 annually.

This proposal would allow Orange County to charge market rates or a negotiated rate for provision of goods and services to other local government entities.

California Code Section:

Potential Revenue: \$300,000 +

3. Temporarily allow County to access all special surcharges imposed on County services for categorical programs

The State has imposed many different surcharges on county assessed fees for purposes of funding special local categorical programs.

This proposal would allow Orange County to access all special surcharges on County fees for general county government purposes.

California Code Section:

Potential Revenue:

4. Allow assessment of a survey monument fee

Existing law provides for the establishment of a Survey Monument Preservation Fund to pay expenses incurred by the county surveyor in the retracement or remonument survey of major land division lines. This fund is financed by a \$10 user fee charged as a condition to filing or recording any grant deed conveying real property, except grant deeds conveying lots created by recorded tract maps. This proposal would remove the exemption of tract lots and expand the use of the funds to include permitting establishment of vertical control and checking of records of survey.

This proposal would extend the requirement to pay survey monument fee for tract lots and expand purposes for which survey monument fees may be used.

California Code Section:

Potential Revenue: \$880,000 annually

5. Provide fee authorization for Agricultural Commissioner and Sealer of Weights and Measures Revenue

Existing law prohibits the Agricultural Commissioner and Sealer of Weights and Measures from increasing fees to cover all costs. This proposal would allow Orange County to assess fees to achieve full cost recovery for the Agricultural Commissioner and the Sealer of Weights and Measures.

California Code Section: Government Code 54985

Potential Revenue: \$800,000 annually

6. Fund the Local Agency Formation Commission (LAFCO) on a fee for service basis

LAFCO has the power to review and approve or disapprove the incorporation of cities, formation of special districts, annexation of territory into local agencies and to reverse these processes. The Commission is composed of two members of the Board of Supervisors, two elected city representatives who are selected by the League of Cities, and one public member selected by the first four members. The Commission is staffed by the County. This proposal would establish fees to local entities requesting LAFCO services to offset the cost of the office.

California Code Section:

Potential Revenue: Estimate \$248,000 per year

7. Allow the County to establish full cost recovery for services provided

Existing statutes prohibit the ability of counties to recover full cost recovery for many of its programs and services. Orange County needs the authority to recover the full cost of providing any service from any recipient, whether a person, another government agency or any other entity. This would include fees for services ranging from county nuisance abatement programs county counsel, process serving by sheriffs or marshals, agricultural commissioners inspections, etc.

This proposal would provide the authority to the Board of Supervisors to review all programs and services and set fees for full cost recovery where necessary.

California Code Section: Government Code Section 25845

Potential Revenue:

8. Temporarily establish new fees for access to electronic information utilized for commercial purposes

Existing law places limitations on local agencies relative to the charging of fees for documents and services and does not allow counties to fully recover costs or make a profit when providing access to electronic information utilized for commercial purposes. This precludes the ability of the county to take advantage of opportunities to increase revenues by entering into contracts with private enterprise to provide specialized or enhanced services. The statutes also do not reflect the reality of electronic commercial data transactions as they were drafted at a time when public records were all transacted as paper records. Today, much of the information that is available from County data systems is sold to other private users by private commercial interests. While local government must ensure and support the right of citizens to inspect public records, local governments providing information for private commercial use means that taxpayers are subsidizing private enterprise. The Orange County Clerk of the Board, Clerk Recorder and the General Services Agency believe that there are markets for non-proprietary information available on electronic/tape files.

For example, weekly lists of persons seeking fictitious business names is provided private purveyors for \$25, the cost of running the tape only. The charge for the list of those seeking marriage licenses is also set at \$25 as is the list of name and addresses of new fictitious business names. Increasing the above fees for tapes to a marketable \$100 weekly would earn the county an additional \$52,000 annually and more closely approach market value.

This proposal would establish legislative intent commercial use as above and beyond the legislative intentions of public access and make it clear that data available from Orange County for private commercial use is subject to fees established by the Board of Supervisors.

California Code Section:

Potential Revenue: \$252,000+

9. Establish a pilot program for Public Defender retainer assessments

Under current law, the court may determine the value of the services of the Public Defender provided to a defendant as well as the defendant's ability to pay for them. However, no money is collected until the case is adjudicated and the Public Defender is granted discretion in collections.

This proposal would allow the Public Defender to collect a retainer for services (limited to an amount such as \$25), if the client has the ability to pay the fee. Furthermore, if the court determines that the defendant is unable to pay the previously collected funds would be either credited to other charges owed to the county/court by the defendant or returned to the defendant.

California Code Section:

Potential Revenue:

10. Temporarily authorize assessment of jail inmates for medical or dental care

SB 163, passed in the 1993/94 Legislative Session, authorized a sheriff or chief of police to charge a fee of \$3 for each inmate initiated medical visit of an inmate confined in a city or county jail who has money in his or her personal account. Currently it is estimated that 20% of all inmate medical visits are unnecessary.

This proposal would require that Orange County jail inmates participate in the cost of medical or dental care based on their ability to pay.

California Code Section:

Potential Revenue:

11. Temporarily allow assessment of attorney fees for administrative and judicial abatement proceedings

In a recently published case, County of Sonoma v. James Fouche, the First District Court of Appeal has held that attorney's fees cannot be recovered as part of abatement costs in a code enforcement case. This decision has significantly impacted Orange County's ability to recoup the costs in pursuing violations of County ordinances.

This proposal would clarify that attorney's fees may be collected as part of the abatement costs in both administrative and judicial abatement proceedings.

California Code Section: Government Code 25845

Potential Revenue: Approximately \$100,000

12. Temporarily authorize fee authority for the Orange County Flood Control Program

The 1987 Clean Water Act requires the Environmental Protection Agency (EPA) to develop regulations for municipal and industrial stormwater discharges. States, local municipalities and industries across the county are required to comply with the



stormwater discharge requirements. EPA has designated the California Water Quality Control Board to administer stormwater discharge provisions of the Clean Water Act in the State of California (CWQCB). The CWQCB requires municipal and industrial dischargers of stormwater to obtain permits and for the counties to ensure industry's compliance with permit requirements and treatment of stormwater.

This proposal would allow the Orange County Board of Supervisors to authorize a parcel fee to finance compliance with permit requirements and to treat stormwater pollution. The properties that benefit from the use of the Flood Control program stormwater facilities would pay their fair share of the costs of complying with stormwater pollution.

California Code Section:

Funding

Saved:

13. Clarify the County Service Area financing law

In 1953, the County Service Area Law was enacted to respond to the unprecedented post World War II growth in many areas of the state which lacked the tax base to provide municipal services to new residents. The CSA law allows counties to use benefit charges to finance services which residents in the unincorporated areas request and are willing to pay for. In the past 40 years, numerous amendments to the CSA law have resulted in a great deal of confusion regarding the use of CSA benefit charges for certain services, specifically: police, fire and library. This legal cloud has prevented many counties from availing themselves of this financing mechanism in cases where it is the only available option for providing additional services requested by residents.

This proposal would clarify County Service Area law to allow Orange County to use benefit charges to finance services such as fire, police and library which residents in the unincorporated areas request and are willing to pay for.

California Code Section: Government Code Sections 25210.4, 24210.4a and 25210.77a

Fiscal Impact: Significant if a County Service Area is approved by the voters of the County's unincorporated areas

14. One-time surcharge on issuing Fictitious Business Names

Presently the Clerk/Recorder issues 40,000 new or renewal Fictitious Business Names (FBNs) annually at a charge of \$29. Instead the County could charge a one-time \$50 surcharge on the issuing of the FBN and the once every five years renewing of the FBN by the Clerk/Recorder. The \$50 surcharge in lieu of license fee would cycle to hit each name holder just once in five years.

This proposal would allow Orange County to assess a \$50 surcharge on the issuing of a FBN and upon renewal.

California Code Section:

Fiscal Impact: \$2 million annually

15. Allow use of future Off-Highway Vehicle funds for County General Fund purposes

State statutes allow a service fee for the issuance or renewal of identification of off-highway motor vehicles, a portion of which are remitted to counties. Service fees received by a county must be expended for (1) planning, acquiring, developing, constructing, maintaining, administering, operating, or conserving trails, areas or other facilities for the use of off-highway motor vehicles or (2) controlling the operation of motor vehicles in areas off the highways where the operation of motor vehicles is restricted or prohibited. Orange County does not have off-highway vehicle facilities in its jurisdiction; therefore, the money from these service fees have been accumulating in a fund since the program's inception.

This proposal would allow Orange County to use its Off-Highway Vehicle funds for general fund purposes.

California Code Section: Vehicle Code Section 38240

Fiscal Impact: \$34,000 annually

### III. TAX EQUITY ISSUES

Background: Orange County receives the lowest share of the 1% property tax distribution of any county in the state. Prior to adoption of 1993/94 state budget, the Orange County General Fund received 17 cents for every tax dollar compared to the State-wide average of nearly 33 cents. (Los Angeles received 42 cents and San Diego 24 cents). If adjusted for moneys going to redevelopment agencies, the County share decreased to 14 cents. Conversely, Orange County comes in second of the nine largest urban counties, in our income tax and sales tax dollars per capita contributed to the State General Fund which is allocated to other counties throughout the State and/or used to support State services.

In connection with the adoption of the 1993-94 state budget, the legislature shifted approximately \$2.6 billion in property tax revenues from local government to schools (ERAF). The previous year, approximately \$1.3 billion was similarly shifted from local government to schools. Together, these two property tax shifts had the effect of reducing Orange County's share of the local property tax to about 6 cents for every tax dollar. This shift between the County and Schools did not ameliorate the donor/recipient inequities between Counties and made the overall inequity for donor Counties worse.

Counties do not share in most of the property tax increases in redevelopment areas, especially where the redevelopment areas were formed without pass-through agreements to mitigate fiscal impacts. In these areas, the County makes larger contributions each year to City redevelopment programs.

Purpose & Scope: Legislation should temporarily eliminate the inequities that have developed as a result of the property tax formula adopted sixteen years ago (Proposition 13 1978) and the tax shifts in 1992 and 1993 as well as the inequity in sales taxes raised in Orange County versus the sales tax revenues and sales tax supported services received locally. In addition, local property tax increases above the current increment received by Redevelopment Agencies within the County should be made available to the County during the fiscal crises.

#### 1. Retain local Property and Sales Taxes.

Sponsor/support legislation which would temporarily eliminate the disparity between Orange County's tax contributions and tax receipts, i.e., allow the County to retain taxes raised locally either in the form of actual tax dollars or an

equivalent combination of tax revenues and State subventions/services. At the very least, the County should be allowed to retain the entire amount of any increase in property taxes or sales taxes generated in Orange County.

Code Section: Revenue and Taxation Code 95.1 et seq.

Fiscal Impact:

# Weldon & Associates

Library Consultants

Specializing in Recovery of Library Overdues

26 Palmento Way, Irvine, CA 92715-2109  
Telephone (714) 733-3558 FAX (714) 733-3611

Ms. Elizabeth D. Minter, Library Director,  
Placentia Library District  
411 E. Chapman Ave.,  
Placentia, CA 92670-6198

Dear Ms. Minter:

It was a pleasure to meet with you and your very able Circulation staff members. We have been providing your Library District with Weldon's/Customized Library Recovery Service - (W/CLRS) pronounced "W/clears" - since January 1987 and are delighted to find we can continue to do so.

As requested, we are enclosing copies of the five PHASE I Collection Notices that go out to your overdue patrons from our subcontractor, Advanced Collection Systems, Inc. (ACS). The "Thank You" letter helps maintain the library image and is much appreciated by 'cleared' patrons.

You will notice on the enclosed Agreement for your reorder, and Invoice No. PLD 1006/01, that the total cost of \$3,710.00 for the 500 Account system has been broken down into three payments: \$1510.00 with order, \$1100.00 due March 15/95 and the balance of \$1100.00 due April 15/95. This should help your cash flow situation.

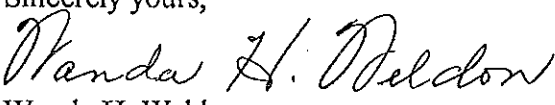
Re: PHASE II - Subcontractor: American Agencies, Inc.(AA) - parent company of ACS.

PHASE II runs on commissions. The Company is paid on a commission basis and so are its Collectors. The low income derived from small balance accounts such as library accounts has heretofore limited the collection time that could be allotted to them. With AA's new breakthrough this will no longer apply. The attached "PHASE II Skip-Tracing Questions & Answers" explain both the thoroughness of this service, and that it "is currently being programmed and BETA-tested for automated account skiptracing on all files assigned". This will include library accounts. Losses from library in-house "Mail Returns" and PHASE I 'flowthroughs' into PHASE II will drop dramatically.

AA also agrees to include, for libraries, their well-tested, highly successful and proprietary "speed dialing" service whereby a 'human voice' makes urgent collection calls to available and newly located phone numbers. This will no doubt speed up the return of materials and payment of charges.

We fully expect this new PHASE II program will be as revolutionary and successful for libraries as W/CLRS has been for PHASE I. The 40% and 50% respective commission rates quoted in the attached PHASE II Agreement are more than equitable for this quality service--which we feel we can recommend to you without reservation. Please let me answer any questions you may have.

Sincerely yours,



Wanda H. Weldon  
Principal

January 25, 1995



# American Agencies

2158 W. 190TH STREET • TORRANCE, CALIFORNIA 90509-2829 • (310) 212-0400

## "PHASE II" SKIP-TRACING QUESTIONS & ANSWERS

### WHAT INSURES PROPER POSTING TO THE DEBTOR'S ACCOUNT?

- \* Account number with Debtor's Name, Amount, SS#, Address (old/new) Phone #...
- \* Careful identification of credits for returned library materials and cash payments.
- \* Remitter of payment contacted for verification if necessary.
- \* All American Agencies (AA) provide payment envelopes clearly indicating the account number for positive account identification and accurate posting of payments.
- \* Agencies promptly post credits reported by libraries for material returns and/or payments received by them.

### WHAT SKIP-TRACING RESOURCES ARE AVAILABLE TO AMERICAN AGENCIES' COLLECTORS?

1. Standard tools such as credit reports and Social Security "nearbys" from TRW, TransUnion, and Equifax, Criss-Cross directories, utility and cable company subscribers, personal reference contacts, as well as account matching to AA's existing internal proprietary debtor data base that now exceeds 4 million entries.
2. Microfiche--voter registration, property ownership by situs and alpha, divorces, probates, filings legal name changes, marriages, and superior court criminal indexes.
3. CD-ROM -- current data bases updated quarterly include:
  - \* Real Estate by Situs and Alpha
  - \* Criss Cross phone and address
  - \* Board of Equalization
  - \* UCC filings
  - \* Fictitious Files
  - \* Corporate Status
  - \* Department of Consumer Affairs:
    - 1) Accountancy
    - 2) Acupuncture Committee
    - 3) Alarm Companies
    - 4) Animal Health Tech
    - 5) Appliance Repair
    - 6) Architects
    - 7) Audiologists
    - 8) Investigative Services
    - 9) Landscape Architects
    - 10) Locksmiths
    - 11) Medical Provider Consultant
    - 12) Medical Quality Assurance
    - 13) Nursing Home Administrations
    - 14) Optometry
    - 15) Barber & Cosmetology
    - 16) Behavioral Sciences
    - 17) Chiropractors
    - 18) Dental Auxiliaries
    - 19) Dental Examiners
    - 20) Dispensing Opticians
    - 21) Dry Cleaning
    - 22) Repossession Agencies
    - 23) Engineers/Surveyors
    - 24) Fire Arms Permits
    - 25) Funeral Directors
    - 26) Geologists/Geophysicists

Department of Consumer Affairs cont'd:

- |                           |                           |
|---------------------------|---------------------------|
| 27) Guards                | 36) Respiratory Care      |
| 28) Hearing Aid Dispenser | 37) Shortland Reporters   |
| 29) Pharmacy              | 38) Speech Pathology      |
| 30) Physical Therapy      | 39) Structural Pest Board |
| 31) Physician Assistant   | 40) Tax Preparers         |
| 32) Podiatric Medicine    | 41) Veterinary Medicine   |
| 33) Psych Tech Examiners  | 42) Vocational Nurse      |
| 34) Psychology            | 43) R.E. Agents           |
| 35) Registered Nursing    | 44) R.E. Brokers          |

**NOTE: This IN-HOUSE designed system is currently being programmed and BETA-tested for automated account skiptracing on all files assigned.**

**WHEN DOES THE AGENCY DEEM AN ACCOUNT UNCOLLECTIBLE?**

After extensive collection and skip-tracing efforts have been exhausted, each account is given a final management review.

A Manager or Supervisor reviews all accounts to verify that every effort has been made, and the debtor has no assets to justify suit. Accounts may be returned to collectors after instructive management review determines that additional specific work is necessary by the collection agent in order to receive payment.

**AFTER IT IS DEEMED UNCOLLECTIBLE, HOW SOON IS AN ACCOUNT PURGED?**

Optical Imaging and Archiving allows all accounts to remain available for look-up, regardless of an active or inactive status. This advanced and sophisticated system stores 9 to 10 million debtor accounts and memos for Clients, management, auditors and collector access.

REMOVE DATA MAILER AND TEAR OFF BACK TAB.

**SAMPLE "CA" DATA MAILER**

(from ADVANCED COLLECTION SYSTEMS, INC. (ACS))

Patron's Name and I.D. Number appears inside the Self-Addressed Reply Envelope.

PATRON RECEIVES UP TO FIVE COLLECTION DEMANDS (see attached examples):  
Four "CA" DATA MAILER Collection Notices and letter from an ATTORNEY.

Plus optional 'THANK YOU LETTER' at no added charge.

(Contents of DEMANDS are subject to change whenever so required by new collection regulations.)

MAILING INTERVALS: 30 days first Notice - 14 days all subsequent Notices.



( First notice is mailed within 48-hours of time received by CA)

NOTICE NO. 1



**ADVANCED COLLECTION SYSTEMS, INC.**

THIS HAS BEEN SENT TO YOU BY A COLLECTION AGENCY

222 NO. VIRGIL AVENUE • LOS ANGELES, CA 90004 • (213) 251-1444

(START UP DATE)

\*\*\* BALANCE DUE: \$100.00

CREDITOR: SAMPLE LIBRARY CLIENT

COURTESY NOTICE: OUR CLIENT'S RECORDS INDICATE YOU OWE OVERDUE LIBRARY MATERIALS & CHARGES. WE SUGGEST YOU IMMEDIATELY RETURN MATERIALS &/OR PAY CHARGES OWING. LIBRARY PRIVILEGES NOT RESTORED UNTIL ALL DEBTS PAID. FOR PROMPT PROPER CREDIT DO AS FOLLOWS:

- FOR RETURNS &/OR PAYMENT MADE IN PERSON:
- 1. GIVE LIBRARY THIS NOTICE.
- 2. ASK LIBRARY TO CREDIT THIS ACCOUNT.
- 3. GET A RECEIPT FROM THE LIBRARY.

- FOR RETURNS BY BOOK DROP &/OR PAYMENT BY MAIL:
- 1. DROP THIS NOTICE IN WITH RETURNED ITEM(S).
- 2. CALL LIBRARY FOR CORRECT BALANCE DUE & MAIL CHECK PAYABLE TO LIBRARY IN REPLY ENVELOPE.

PLEASE GIVE THIS URGENT MATTER IMMEDIATE ATTENTION. THANK YOU IF ACCOUNT IS NOW CLEARED.

Call CIRCULATION DESK at  
(213) 380-4004

12345678

JOHN SAMPLES  
222 NORTH VIRGIL AVE.,  
LOS ANGELES, CA 90004

9876541  
SAMPLE LIBRARY CLIENT  
ATTN: CIRCULATION DEPT.  
3301 NORTH MAIN ST.  
SAN FRANCISCO, CA 90405

(Second Notice is mailed 30-days after First Notice goes out from CA.)

NOTICE No. 2



**ADVANCED COLLECTION SYSTEMS, INC.**

222 NO. VIRGIL AVENUE • LOS ANGELES, CA 90004 • (213) 251-1444

THIS HAS BEEN SENT TO YOU BY A COLLECTION AGENCY

(30 DAYS LATER)

\*\*\* BALANCE DUE: \$100.00

CREDITOR: SAMPLE LIBRARY CLIENT

**NOTICE OF ASSIGNMENT.** YOUR DEBT NOW ASSIGNED FOR IMMEDIATE COLLECTION. RETURN MATERIALS &/OR PAY CHARGES NOW. BALANCE OWING MAY CHANGE WITH RETURNED MATERIALS. LIBRARY PRIVILEGES RESTORED WHEN ALL DEBTS PAID. DO AS FOLLOWS FOR PROMPT PROPER CREDIT:

- FOR RETURNS &/OR PAYMENT MADE IN PERSON:
- 1. GIVE LIBRARY THIS NOTICE.
- 2. ASK LIBRARY TO CREDIT THIS ACCOUNT.
- 3. GET A RECEIPT FROM THE LIBRARY.

- FOR RETURNS BY BOOK DROP &/OR PAYMENT BY MAIL:
- 1. DROP THIS NOTICE IN WITH RETURNED ITEM(S).
- 2. CALL LIBRARY FOR CORRECT BALANCE DUE & MAIL CHECK PAYABLE TO LIBRARY IN REPLY ENVELOPE.

AVOID COLLECTION ACTION BY SETTLING THIS DEBT NOW. THANK YOU IF ACCOUNT NOW PAID.

Call CIRCULATION DESK at  
(213) 380 4004

JOHN SAMPLES  
222 NORTH VIRGIL AVE  
LOS ANGELES, CA 90004

1234567

9876541  
SAMPLE LIBRARY CLIENT  
ATTN: CIRCULATION DEPT.  
3301 MAIN ST.,  
SAN FRANCISCO, CA 90405

Collection agencies are licensed and regulated by the Bureau of Collection and Investigative Services, State Department of Consumer Affairs, 1920 20th St., Sacramento, CA 95814  
SEE NOTICE ON REVERSE SIDE

222 N. VIRGIL AVENUE  
LOS ANGELES, CA 90004

(213) 386-8864

Franklin J. Love  
Attorney At Law

Date

John Smith,  
222 North Virgil Ave.,  
Los Angeles, CA 90004

RE: Name of Library  
Patron I.D. No.  
BALANCE DUE: \$250.00

Phone No.  
Ask for Circulation Desk

This office has been retained by ADVANCED COLLECTION SYSTEMS, INC.  
They have asked I communicate to you the following covering your past due  
library account.

California Education Code, Section 19911 in part states:

**"OFFENSES AGAINST LIBRARIES**

288002. RETENTION OF PROPERTY. Any person who wilfully  
detains any book, newspaper, magazine, pamphlet, manuscript,  
or other property belonging to any public or incorporated  
library, reading room, museum, or other educational  
institution, for 30 days after notice in writing to return  
the article or property, given after expiration of the time  
for which by the rules of the institution the article or  
property may be kept is guilty of a misdemeanor.

The parent or guardian of a minor who willfully and  
maliciously commits any act within the scope of this section  
shall be liable for damages so caused by the minor."

Return overdue library materials and/or pay up-to-date outstanding  
charges directly to library. Demand receipt from library to ensure your  
collection account receives proper credit.

Before subjecting you to any expense and inconvenience, we would suggest  
you contact your library to resolve the matter immediately. We will defer  
action for 14 days to give you an opportunity to settle this matter.

Please consider this letter Notice Pursuant Section 19911, California  
Education Code.

Very truly yours,

Franklin J. Love  
Attorney at Law

(The Fifth is the final notice debtor will receive. You can continue to report credits to CA for any length of time and they will be reflected in CA Monthly reports. This Notice is sent 14-days after the Attorney Letter - and is a total of 90-days from CA Start-up.)

FINAL DEMAND - NO. 5 (PL4)



**ADVANCED COLLECTION SYSTEMS, INC.**

(14 DAYS AFTER ATTORNEY LETTER)

222 NO. VIRGIL AVENUE • LOS ANGELES, CA 90004 • (213) 251-1444

THIS HAS BEEN SENT TO YOU BY A COLLECTION AGENCY

\*\*\* BALANCE DUE: \$100.00

CREDITOR: SAMPLE LIBRARY CLIENT

**STATUS OF ACCOUNT: UNPAID**

FINAL NOTICE. YOU HAVE IGNORED OUR REQUESTS TO RESOLVE THIS MATTER. WE WILL NOW ASSUME THE DEBT IS VALID, DUE, OWING & UNPAID. SUCH ACCOUNTS MAY BE ASSIGNED TO AMERICAN AGENCIES FOR PERSONAL ATTENTION FROM NEAREST COLLECTION OFFICE FOR POSSIBLE CASH ONLY SETTLEMENT.

RETURN OVERDUE MATERIALS &/OR PAY CHARGES DUE DIRECTLY TO LIBRARY NOW. GET RECEIPT. REPLACEMENT COST OF LOST ITEMS MAY CHANGE BALANCE OWING. WE REPORT UNPAID DEBTS TO TRW NATIONALWIDE CONSUMER CREDIT REPORTING SERVICES. PROTECT YOUR CREDIT. CALL NUMBER BELOW TODAY TO WORK OUT SETTLEMENT ARRANGEMENTS. THANK YOU IF ACCOUNT NOW CLEARED.

CALL CIRCULATION DESK  
213) 380-4004

JOHN SAMPLES  
222 NORTH VIRGIL AVE.,  
LOS ANGELES, CA 90004

12345678

9876541

SAMPLE LIBRARY CLIENT  
ATTN: CIRCULATION DEPT.  
3301 NORTH MAIN ST.,  
SAN FRANCISCO, CA 90405

Collection agencies are licensed and regulated by the Bureau of Collection and Investigative Services, State Department of Consumer Affairs, 1920 20th St., Sacramento, CA 95814

SEE NOTICE ON REVERSE SIDE

VII-PL4 2.90

(Thank You Letter must be requested on same report Nos. 1, 2 or 3 are reported to CA.)

No. 6 - Thank You Letter

**ACS**

**ADVANCED COLLECTION SYSTEMS, INC.**

222 NO. VIRGIL AVENUE • LOS ANGELES, CA 90004 • (213) 251-1444

THIS HAS BEEN SENT TO YOU BY A COLLECTION AGENCY

(DATE)

\*\*\* BALANCE DUE: \$ 0.00

CREDITOR: LIBRARY

T H A N K Y O U

OUR LIBRARY CLIENT HAS ADVISED US THAT YOUR ACCOUNT HAS BEEN SATISFIED. THIS AGENCY WILL TAKE STEPS TO CLEAR OUR FILES.

OUR CLIENT OFFERS THEIR THANKS FOR YOUR UNDERSTANDING AND COOPERATION IN THIS MATTER.

123456789

JOHN SMITH  
MARY JONES  
222 NORTH VIRGIL AVE.,  
LOS ANGELES, CA 90004

987654321

YOUR LIBRARY  
ATTN: CIRCULATION DEPT.  
3301 MAIN ST.,  
SAN FRANCISCO, CA 90405

Collection agencies are licensed and regulated by the Bureau of Collection and Investigative Services, State Department of Consumer Affairs, 1920 20th St., Sacramento, CA 95814  
SEE NOTICE ON REVERSE SIDE

# Weldon & Associates

Library Consultants

Specializing in Recovery of Library Overdues

26 Palmento Way, Irvine, CA 92715-2109  
Telephone (714) 733-3558 FAX (714) 733-3611

## "WELDON'S/CUSTOMIZED LIBRARY RECOVERY SERVICE" (W/CLRS)

### PRICE SCHEDULE Effective February 1, 1992

<u>Number of Accounts</u>	<u>Cost Per Account</u>	<u>Cost Per System</u>
100	\$8.50	850.00
200	7.95	\$ 1,590.00
300	7.50	\$ 2,250.00
500	7.00	\$ 3,500.00
1000	6.75	\$ 6,750.00
2000	6.25	\$ 12,500.00
3500	6.00	\$ 21,000.00
5000	5.75	\$ 28,750.00
7500	5.25	\$ 39,375.00
10,000 and above	Prices quoted upon determination of input procedures.	

Plus: W/CLRS Professional Services Fee based on cost of above systems:

New Systems: 10% on systems up to 999 accounts.  
8% on 1000-account systems and above.  
Reorders : 6% on all systems.

W/CLRS services include the following for duration of system:  
Professional consulting, custom-designed system with updates as required;  
customized library-specific notices, manuals and reporting forms for  
staff use and training; collection agency services including Attorney  
contact and optional TRW credit reporting services; Publicity and  
Implementation Kit; comprehensive monthly progress reports; ongoing  
program updates, counseling and supervision.

Collection agency portion of above services subcontracted to:  
ADVANCED COLLECTION SYSTEMS, INC. (ACS) for library-specific 'third party  
intervention' - in accordance with our proprietary specifications.  
ACS, a highly qualified agency with over 21 years experience in the  
collection field, is located in Los Angeles, California.

WA12.91/IV

**WELDON & ASSOCIATES**

26 Palmento Way  
Irvine, CA 92715-2109  
Telephone (714) 733-3558 FAX (714) 733-3611

ORDERED BY Placentia Library District  
ADDRESS 411 E. Chapman Ave.  
CITY Placentia STATE CA ZIP 92670-6198  
DIRECTOR (✓) LIBRARIAN ( ) Elizabeth S. Minter PHONE NO. (714) 528-1906  
CIRCULATION DEPT. Peggy Burkich PHONE NO. (714) 528-1906

This AGREEMENT, and any addendum(s) to it, is entered into by and between WELDON & ASSOCIATES, (W & A), Library Consulting firm, hereinafter referred to as "CONTRACTOR", originator, developer, owner and exclusive contractor of WELDON'S CUSTOMIZED LIBRARY RECOVERY SERVICE (W/CLRS), hereinafter referred to as W/CLRS, subcontracting for the purpose of assigning accounts for the collection agency portions of W/CLRS to agencies operating in accordance with State and Federal Collection Laws, with library-specific versatile and flexible computer capabilities custom-designed to meet CONTRACTOR'S W/CLRS specifications for recovery of overdue materials, fees and fines; and the entity listed above, hereinafter referred to as "CLIENT".

**W/CLRS OVERDUES PROGRAM** - Includes: consulting, analysis, planning and development of library's specific W/CLRS (Overdues Specialists) custom-designed recovery system; customized series of collection notices, manuals for staff use and training, and reporting forms; publicity kit; Monthly Progress Reports; ongoing program updates, counseling and supervision; PROPRIETARY INFORMATION.

SERVICE CHARGE based on PHASE I system below:  
New Order    %. Reorder %. - \$ 210.00

**PHASE I SYSTEM** - Includes: production and mailing of up to five (Assigned to W/CLRS custom-designed library-specific collection Collection Agency) notices with optional "Thank You Letter" and TRW Consumer Credit Bureau Reporting; Referral to an Attorney if necessary; Monthly Progress Reports.

No. of Accounts 500 @ \$ 7.00 each - \$ 3,500.00  
Terms: \$ 1510.00 with order TOTAL - \$ 3,710.00  
\$ 11.00 - due Nov, 15/95 11.00 - due April 15/95

CLIENT \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

CONTRACTOR Manda H. Weldon Title Principal Date Jan. 25/95

**INSTALLATION INSTRUCTIONS**

Customized Notices: TRW: Yes( ) No( ). Minors: Yes( ) No( ) Other \_\_\_\_\_  
W/CLRS Kits: Implementation( ) DMV Requester Code( ) Amnesty( ) Military( ) Publicity( ) Other( )  
Customized Manuals: \_\_\_\_\_ Reporting Forms: A:3S( )4( ) B:3L( )4( ) C:3KP( )4( ) D:38a( ) 4( ) Other( )  
Method of Assignment: T-2L( ) 3( ) 4-( ) Other \_\_\_\_\_

KEYPUNCH INFO: Client Name PLACENTIA LIBRARY DISTRICT  
Second Line ATTN: CIRCULATION DEPT.  
Address 411 E. CHAPMAN AVE.  
City/State/Zip PLACENTIA, CA 92670-6198  
Call CIRCULATION DESK. Phone No. 714/528-1906 Ext \_\_\_\_\_



# American Agencies

2158 W. 190TH STREET • TORRANCE, CALIFORNIA 90509-2829 • (310) 212-0400

## PHASE II - LIBRARY AGREEMENT

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ 19 95  
between American Agencies, American Agencies of San Francisco, American  
Agencies of San Diego, and American Agencies of Orange County, their  
subsidiaries hereinafter referred to as "Agencies" and

Placentia Library District  
hereinafter referred to as "City, County or Client" for the purpose of assignment of  
accounts for collection.

Agencies agree to indemnify, defend and save harmless Client, its agents, officers  
and employees from and against any claims for damages of any and all liability,  
expense, including defense costs and legal fees, and claims for damages of any  
nature whatsoever including, but not limited to, bodily injury, death, personal injury,  
property damage, or malpractice arising from or connected with Agencies'  
operations, or its services hereunder, including any worker's compensation suits,  
liability, or expense, arising from or connected with services performed on behalf of  
Agencies by any person pursuant to this Agreement.

Agencies shall provide services in accordance with applicable Federal and State  
statutes, regulations and directives and any changes or amendments thereto,  
including those described in this Agreement.

Either party may terminate this Agreement at any time by written thirty (30) day notice  
to the other party, whether or not such party is in default. Upon such termination,  
Agencies agree to turn over to Client everything in its possession pertaining to the  
services performed under this Agreement based on the value of any products provided  
or services performed under this Agreement, which value shall be mutually agreed  
upon at time of termination.

Agencies' commission is to be 40 % of the monies and/or value of library materials  
collected by Agencies or Client, and 50% for Mail Returns and any Court cases. All  
Court cases require authorization by Client. Client warrants claims to be bona fide.

In consideration of advancing costs, training, and other good consideration hereby  
acknowledged, Agencies may retain all interest collected from first monies recovered.

Client has right to compromise or adjust debt with debtor.

THIS AGREEMENT SUPERCEDES EXISTING AGENCIES AGREEMENTS, IF ANY. THIS  
AGREEMENT SHALL APPLY TO AGENCIES' FUTURE OFFICES AND SUBSIDIARIES.

CLIENT Placentia Library District

BY \_\_\_\_\_ Title \_\_\_\_\_  
BY Weldon & Associates, Weldon H. Weldon, Principal  
American Agencies



# PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Adopted by the Library Board of Trustees, June 21, 1993

## FINES

	PER DAY
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, and Compact Disks .....	\$ .20
Videos .....	2.00

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

## MAXIMUM FINE PER ITEM

	MAXIMUM
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, Compact Disks, and Videos .....	\$ 10.00

## RESERVES & SHELF CHECKS

	PER ITEM
Adult & Children's Books, Magazines, Pamphlets, Books on Tape, Records, Cassettes, Compact Disks, Videos .....	\$ .50
Interlibrary Loans, actual charges by lending library, plus postage, plus .....	5.00

## LOST MATERIALS

	DEFAULT*
Adult Books .....	Item Cost + \$5.00 .....
Children's Books .....	Item Cost + \$5.00 .....
Magazines .....	Item Cost + \$2.00 .....
Records/Cassettes .....	Item Cost + \$5.00 .....
Pamphlets .....	Item Cost + \$2.00 .....
Videos .....	Item Cost + \$5.00 .....
Compact Discs .....	Item Cost + \$5.00 .....
Books on Tape .....	Item Cost + \$5.00 .....
Paperback - Adult .....	Item Cost + \$5.00 .....
Paperback - Children's .....	Item Cost + \$5.00 .....
Paperback - Foreign Language .....	Item Cost + \$5.00 .....

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

## SPECIAL SERVICES

	PER ITEM
Laminating, per linear foot .....	\$ 3.50
Fax, sending, use of telephone credit card, plus .....	5.00
Fax, receiving per page .....	1.00
Printing, per page .....	.10

## MULTIPURPOSE ROOM

	PER DAY
No set-up, 7 hours, 2000 .....	\$ 30.00
Set-up fee .....	10.00
Clean-up fee .....	10.00
Additional hours, per hour .....	10.00
AVAC Charge on days the library is closed .....	125.00

## RETURNED CHECKS

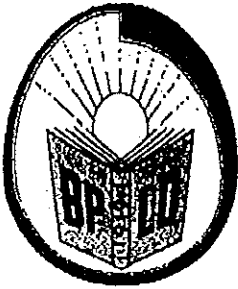
	PER CHECK
Not cashed .....	\$ 10.00

## DAMAGES

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

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

Agenda Item 11  
page 2 of 8



# BUENA PARK LIBRARY DISTRICT

Established in 1919

September 20, 1994

*Sample collector letter  
with notice of \$100 charge  
at end of 30 days and  
use of collector agency.*

A check drawn on your account and made out to the Buena Park Library District has been returned to the District unpaid. The check in question is no. 1201, dated June 14, 1994 and in the amount of \$21.60. A photocopy of the check is attached. The total owing is now \$31.60, the original amount of the check plus a \$10.00 service charge. This total does not include any other charges which may currently be against your library card.

Payment must be made, in cash only, to the Library's Administrative Offices between 9:00 and 6:00 pm, Monday through Friday. If you are not able to come to the library during these hours, please contact me at (714) 826-4100 and I will try to make other arrangements. You will be unable to use your library card until this matter is resolved.

If payment in cash is not received within 30 days, you will be liable for damages of \$100, as prescribed by Section 1719 of the California Civil Code, in addition to the amount mentioned above. Consider this letter to be our official demand for payment as required by the Code. Please be aware that the Library District has contracted with a collection agency to assist us in handling delinquent accounts.

Sincerely,

Louella Nelson  
Administration Department

enc.

*pd. by money  
order  
10/15/94 JAL*

7150 LA PALMA AVENUE • BUENA PARK, CALIFORNIA 90620-2547 • (714) 826-4100