

TOTAL Library Volunteer Hours 780.00
 TOTAL Literacy Volunteer Hours 814.00

TOTAL VOLUNTEERS HOURS 1594.00

REGULAR VOLUNTEERS are committed to an on-going program each week
 LITERACY VOLUNTEERS are working on tutoring and other literacy programs for the Library Day program.
 TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.


	Regular/Temp. Volunteers				Literacy Volunteers			
	FY00/01	FY01/02	FY02/03	FY03/04	FY00/01	FY01/02	FY02/03	FY03/04
July	562.00	623.00	693.50	735.25	658.00	1026.50	644.00	865.00
August	563.25	834.25	386.00	551.50	662.00	847.00	513.00	829.00
September	248.00	802.75	386.00	385.00	581.00	605.00	518.00	808.00
October	385.00	1029.80	442.50	388.75	614.00	550.00	516.00	820.00
November	369.25	1457.30	388.25	388.25	685.50	550.00	510.00	805.00
December	205.25	203.50	260.00	359.50	564.00	586.00	504.00	853.00
January	387.25	356.50	425.00	439.00	797.00	586.00	504.00	979.00
February	376.75	359.75	492.00	496.25	617.00	600.00	534.00	1472.00
March	377.25	399.00	340.00	489.25	622.50	600.00	767.00	1275.75
April	457.25	299.75	533.25	476.50	656.00	600.00	502.00	1152.00
May	393.00	371.50	355.50	460.25	1,204.50	588.00	500.00	562.50
June	<u>580.75</u>	<u>454.00</u>	<u>554.75</u>	<u>456.00</u>	<u>1,050.50</u>	<u>639.00</u>	<u>3368.00</u>	<u>526.50</u>
	4905.00	7191.10	5256.75	5625.50	8,712.00	7777.50	9380.00	10947.75

	FY04/05	FY04/05
July	948.25	1,008.00
August	696.25	684.00
September	482.00	704.00
October	487.75	684.00
November	461.00	1,458.00
December	400.75	1,075.00
January	X	X
February	959.75	2,084.00
March	846.50	978.00
April	698.00	976.00
May	559.75	814.00
June	<u>780.00</u>	
	7320.00	10,465.00

Literacy Report unavailable at this time. June's literacy report will be included in July's board book.



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

SUBJECT: Volunteer Report for Month of June 2005

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY04/05 June	FY04/05 YTD	Starting	Cumulative
Andrade, Linda	6.00	105.00	Sep-95	952.00
Backes, Theresa	7.00	71.50	Jun-98	484.25
Barnett, Joan	0.00	8.00	Oct-04	8.00
Bart, Lillian	8.00	80.00	May-01	73.50
Bass, Donna	0.00	11.00	Jul-05	13.00
Benner, Brenda	2.00	17.50	Jul-04	17.50
Blansett, Nadine	17.00	265.75	Mar-03	489.50
Boelman, Marge	0.00	23.25	Apr-01	199.50
Bollen, Beth	2.00	6.00	May-05	6.00
Botha, Jill	0.00	2.00	Nov-01	66.00
Britton, JoAnn	3.00	61.50	Jul-04	61.50
Byrne, Joyce	8.00	78.00	Apr-04	83.00
Cassidy, Deane	0.00	0.00	May-04	2.00
Clugston, Patricia	9.00	99.50	Jun-98	665.75
Davis, Sandy	10.00	108.00	Jul-03	209.00
Dell, Lyla	0.00	69.50	Aug-98	309.00
Farkas, Theodore	0.00	115.00	?	120.00
Fioroni, Pete	0.00	84.00	Mar-97	402.00
Fisher, Jack	0.00	6.75	Apr-04	12.25
Fisher, Lora	0.00	1.25	Aug-04	1.25
Fitzgerald, Joan	9.00	105.00	Oct-93	2,284.75
Fizzard, Carol	0.00	2.00	Apr-05	2.00
Ford, Cathie	6.00	8.00	May-05	8.00
Frazee, Kathy	0.00	0.00	Jul-02	7.00
Godwin, Nita	10.00	109.00	Feb-96	483.25
Haagen, John	1.50	28.75	Jan-00	132.50
Hathaway, Eugenia	2.00	42.00	Nov-03	70.00
Hemmerling, Barbara	19.75	167.75	Sep-95	900.75
Henderson, Jan	0.00	2.00	Oct-03	11.00
Himes, Camille	0.00	112.00	Jul-03	118.00
Horrocks, Marjorie	4.00	46.00	Oct-95	338.00
Irot, Pat	43.00	398.50	Feb-96	3,994.50
Jertberg, Pat	12.00	113.25	Apr-98	2,083.50
Lee, Wilma	0.00	6.25	Feb-04	13.25
Lin, Amy	3.00	3.00	Jun-05	3.00
Loewer, Terrie	12.25	140.00	Jun-04	144.50
Lone-Tollefson, Nancy	32.00	371.75	Jan. 03	676.50
Lord, Audrey	0.00	0.00	Jul-00	390.75
Marchant, Liz	0.00	11.00	Feb-05	11.00
Minter, Fred	4.00	21.00	Dec-05	21.00
Minter, Peggy	0.00	12.00	Dec-05	12.00
Mitchell, Bill	4.00	20.00	Mar-05	20.00
Myers, Claire	0.00	109.50	Oct-95	1,434.00
Nakamura, Nobu	8.00	174.50	Sep-04	174.50
Olsen, Susan	18.50	38.00	Apr-05	38.00
Olson, Bob	4.00	46.00	Sep-95	544.00
Pence, Carol	0.00	0.00	Mar-04	3.00
Pence, Thomas	0.00	0.00	Jan-99	301.50
Petrella, Susan	0.00	8.00	Apr-05	8.00
Rankin, Eleanore	12.00	220.00	May-02	808.50
Rodriguez, Carmen	10.00	94.00	Feb-00	377.50
Salem, Rose	10.00	90.00	Oct-00	391.75
Sanatar, Ginny	4.00	124.00	Mar-02	241.50
Sandoval, Gerry	8.00	82.00	Aug-02	254.00
Schafer, Ruth	5.00	77.00	Jun-04	85.00
Schlichter, Allan	12.00	58.50	Oct-93	977.50
Schmidt, Marie	10.00	119.00	Apr-98	802.75
Scott, Linda	4.00	6.00	Jul-03	24.50
Scott, Renee	0.00	9.00	Dec-05	9.00
Segovia, Inez	10.00	122.00	Jun-03	243.50
Shaw, Dixie	2.00	13.00	May-94	130.50
Silverman, Pat	9.75	101.75	Jul-03	203.75
Soo, Fay	4.00	4.00	Jun-05	4.00
Stoller, Frances	0.00	9.00	Dec-05	9.00

Thum, Margo	14.00	174.50	Nov-03	236.50	Agenda Item 21
Tollefson, Jerry	2.00	16.50	Jul-03	54.00	Page 2 of 3
Tooley, Marita	0.00	4.00	Jan-05	4.00	
Tramison, Betty	0.00	8.50	Aug-04	8.50	
Walker, Jim	0.00	0.00	Nov-03	1.50	
Walker, Virginia	0.00	10.00	Mar-99	60.00	
Walcek, John	0.00	0.00	Dec-04	6.00	
Williams, Ben	0.00	2.00	Jan-05	2.00	
Wymer, Betty	9.00	110.75	Jan-96	1,148.25	
Zamora, Mary	0.00	0.00	Jan-04	8.50	
TOTAL	390.75	4764.25		24,495.25	

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY04/05	FY04/05	Cumulative		FY04/05	FY04/05	Cumulative
	June	YTD			June	YTD	
Aakash, Misty	0.00	15.50	15.50	Lee, Kenneth	24.25	72.25	82.50
Alvarado, Catalina	0.00	3.25	3.25	Lopez, Abraham	12.00	43.00	43.00
Anumudu, Justin	2.00	2.00	2.00	Martinez, Chris	0.00	26.25	40.00
Arora, Sumit	4.00	4.00	4.00	Meza, Lorely	2.00	2.00	2.00
Augenstein, Sandy	5.75	5.75	5.75	Mongosong, Ryan	1.50	1.50	1.50
Barlow, Stacey	0.00	4.50	4.50	Ngo, Kathy	4.00	35.75	35.75
Becker, Alyssa	0.00	8.25	9.25	Nguyen, Chris	6.50	6.50	6.50
Beshay, Andrew	0.00	11.00	11.00	Nguyen, Kevin	0.00	18.25	18.25
Bhattacharya, Ankur	13.25	36.25	59.75	Nguyen, Mary	4.00	41.00	41.00
Bishtawi, Stephen	0.00	26.00	42.00	Ning Zing, Dan	0.00	9.00	9.00
Bianco, Justin	0.00	4.00	36.50	Ong, Cindy	0.00	9.00	9.00
Blaine, Ami	0.00	4.00	14.00	Pestoor, Jaclyn	0.00	8.50	16.50
Blehm, Nathan	0.00	10.50	10.50	Peters, Lezi	0.00	20.75	30.25
Boden, Emily	0.00	24.25	28.25	Peters, Tim	0.00	18.25	27.75
Born, Ashley	0.00	6.25	24.25	Piol, Nick	0.00	8.00	48.00
Cardenas, Abbey	4.00	4.00	4.00	Rivera, Ruben	0.00	35.00	40.00
Cerpa, Lizbeth	0.00	4.50	4.50	Rodriguez, Jose	0.00	34.00	34.00
Cha, Bom (Bommy)	13.00	13.00	13.00	Runyan, Nicole	0.00	7.00	7.00
Cha, Sam (Sally)	13.00	35.00	35.00	Ryang, Michelle	0.00	13.25	30.50
Chao, Rebecca	0.00	44.50	55.50	Salvary, Vanessa	0.00	5.00	5.00
Chau, Thomas	0.00	40.00	40.00	Samani, Zarfeen	7.00	42.00	42.00
Choi, Eric	0.00	34.00	34.00	Schwartzberg, Josh	1.50	1.50	1.50
Chen, Shaw-Ming	0.00	11.50	11.50	Sehgal, Neeru	5.00	5.00	5.00
Chopra, Reema	7.00	7.00	7.00	Servin, Everacquel	0.00	27.00	27.00
Christian	5.25	5.25	5.25	Sevilla, Martin	0.00	31.00	31.00
Chun, Andrea	0.00	92.25	161.00	Shah, Mansi	43.25	43.25	43.25
Cobos, Patrick	0.00	15.00	21.50	Sharp, Kristina	12.00	28.25	40.25
De La Cruz, Natalie	0.00	40.00	40.00	Shaw, Vishwa	0.00	4.50	4.50
Delgado, Ana	2.00	2.00	2.00	Soetijoso, Agnes	6.00	110.00	110.00
Dita, Alex	0.00	30.50	30.50	Suh, Stacy	2.00	98.25	128.75
Downs, Chantal	0.00	19.00	19.00	Syed, Kiren	14.50	35.25	60.75
Drake, Catherine	0.00	7.00	7.00	Tan, Hannah	0.00	1.00	44.00
Erbacher, Matt	0.00	5.00	5.00	Tasnim, Sara	0.00	14.00	20.25
Esquivel, Gilberto	0.00	28.00	41.00	Tat, Trung	0.00	38.50	112.25
Fazil, Abraham	10.00	47.00	47.00	Tewari, Shivesh	22.75	22.75	22.75
Flores, Rafael	20.00	35.00	35.00	Thibault, Carrie	5.75	5.75	5.75
Florez, Stephanie	0.00	2.75	5.75	Thibault, Peter	5.75	14.25	16.25
Ford, Chris	0.00	36.00	90.25	Thibault, Timothy	0.00	10.50	14.50
Francis, Lucy	0.00	11.00	11.00	Thornley, Mikayla	0.00	2.00	2.00
Ganapathiraju, Satyajit	3.00	40.00	40.00	Titus, Tanya	0.00	4.00	4.00
Grove, Lindsay	24.00	24.00	24.00	Tjoarman, Arlene	22.00	107.25	132.75
Gutierrez, Katie	11.00	11.00	11.00	Valerio, Ricardo	0.00	0.00	30.00
Hadi, Maria	0.00	10.00	10.00	Vasquez, Michelle	0.00	3.25	3.25
Hariri, Nick	0.00	29.00	30.00	Vo, Jadeson	2.25	13.75	22.50
Hernandez, Brenda	0.00	18.00	18.00	Vo, Jasmine	2.25	13.75	23.50
Ibarra, Estefania	0.00	39.00	54.00	Wang, Melody	0.00	42.50	47.50
Israel, Emily	0.00	19.25	22.25	White, Chris	0.00	19.25	20.25
Jani, Aditya (Eddie)	10.00	47.25	69.25	Wiggins, Katie	0.00	40.00	40.00
Karan, Gaurav	0.00	44.00	44.00	Wong, Alice	20.25	20.25	20.25
Kaukab, Areeba	2.25	2.25	2.25	Wong, Cathy	20.25	20.25	20.25
Khattar, Saijal	0.00	43.50	57.50	Wu, Calley	5.50	5.50	5.50
Kim, Alex	4.00	4.00	4.00	Wu, Jaime	5.75	15.00	20.50
Kou, Albert	23.50	23.50	32.75	Yeh, Bryce	4.50	10.50	29.75
Lee, Jessica	0.00	41.00	46.00	Zuniga, Jazmin	0.00	10.00	38.00
TOTAL	177.00	1115.00	1445.75	TOTAL	212.25	1087.00	1506.00

TOTAL Library Volunteer Hours 780.00
TOTAL Literacy Volunteer Hours 814.00

TOTAL VOLUNTEERS HOURS 1594.00

REGULAR VOLUNTEERS are committed to an on-going program each week

LITERACY VOLUNTEERS are involved in reading and math volunteer projects in Literacy Grouping.

TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

	Regular/Temp.Volunteers				Literacy Volunteers			
	FY00/01	FY01/02	FY02/03	FY03/04	FY00/01	FY01/02	FY02/03	FY03/04
July	562.00	623.00	693.50	735.25	658.00	1026.50	644.00	865.00
August	563.25	834.25	386.00	551.50	662.00	847.00	513.00	829.00
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April	457.25	299.75	533.25	476.50	656.00	600.00	502.00	1152.00
May	393.00	371.50	355.50	460.25	1,204.50	588.00	500.00	562.50
June	<u>580.75</u>	<u>454.00</u>	<u>554.75</u>	<u>456.00</u>	<u>1,050.50</u>	<u>639.00</u>	<u>3368.00</u>	<u>526.50</u>
	4905.00	7191.10	5256.75	5625.50	8,712.00	7777.50	9380.00	10947.75

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November	461.00	1,458.00
December	400.75	1,075.00
January	X	X
February	959.75	2,084.00
March	846.50	978.00
April	698.00	976.00
May	559.75	814.00
June	<u>780.00</u>	
	7320.00	10,465.00

Literacy Report unavailable at this time. June's literacy report will be included in July's board book.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Volunteer Report for June 2005
DATE: July 18, 2005

This report was not available at the time the Board Agenda Book was published. It will be distributed at the Library Board Meeting.

Placentia Library District
Circulation Report
July 18, 2005

	FY04-05 YTD	FY03-04 YTD	% Change FY03 TO FY04	FY04-05 June	FY03-04 June
1st Time Checkouts	169,495	146,036	16.06%	17,485	14,467
Phone Renewals	13,921	23,084	-39.69%	809	1,927
In-Building Renewals	4,565	4,641	-1.64%	523	296
TOTAL RENEWALS	18,486	27,725	-33.32%	1,332	2,223
TOTAL CHECKOUTS	187,981	173,761	8.18%	18,817	16,690
On-Time Checkins	181,709	151,467	19.97%	17,205	14,661
Late Checkins	12,592	12,441	1.21%	1,177	1,042
TOTAL CHECKINS	194,301	163,908	18.54%	18,382	15,703
Holds Placed	6,396	3,671	74.23%	510	456
Holds Cancelled	376	96	291.67%	22	9
Holds Filled	5,248	4,115	27.53%	453	379
Patrons Registered	4,181	4,271	-2.11%	410	387
Titles Added	4,877	5,015	-2.75%	356	357
Volumes Added	5,391	5,375	0.30%	378	390
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	75,143	73,727	1.92%	6,461	7,151
Juvenile Print	85,210	79,534	7.14%	8,581	7,454
Total Print	160,353	153,261	4.63%	15,042	14,605
Audio	13,294	9,751	36.33%	1,154	1,142
Visual	25,206	14,553	73.20%	3,582	1,489
Total Audio Visual	38,500	24,304	58.41%	4,736	2,631
TOTAL CIRCULATION	198,853	177,565	11.99%	19,778	17,236
Placentia Circulation	118,375	108,986	8.61%	12,074	10,651
%Placentia Circulation	59.53%	61.38%		61.05%	61.80%
Anaheim/Yorba Linda Circulation	34,511	30,716	12.36%	3,547	2,721
%Anaheim/Yorba Linda Circulation	17%	17.30%		18%	15.79%
TYPES OF ACTIVE BORROWERS					
Adult	144,281	124,454	15.93%	14,111	12,166
Young Adult	3,263	3,030	7.69%	358	279
Juvenile	34,297	34,633	-0.97%	3,390	3,172
New Borrower	13,640	13,657	-0.12%	1,539	1,438
Non Resident	0	0	N/A	0	0
Other (staff)	3,120	2,599	20.05%	392	175
TOTAL ACTIVE BORROWERS	198,601	178,373	11.34%	19,790	17,230
TOTAL REGISTERED BORROWERS	243,301	218,004	11.60%	22,168	18,098
ATTENDANCE	311,579	408,195	-23.67%	*35,290	36,982
Adult Reference-In Building	18,832	11,726	60.60%	1,647	1,170
Adult Reference-Telephone	2,330	1,789	30.24%	220	160
Children's Reference-In Building	16,288	8,498	91.67%	1,872	1,084
Children's Reference-Telephone	261	221	18.10%	35	7
Total Adult Reference	21,162	13,515	56.58%	1,867	1,330
Total Children's Reference	16,549	8,719	89.80%	1,907	1,091
Total in Building Reference	35,120	20,224	73.66%	3,519	2,254
Total Telephone Reference	2,591	2,010	28.91%	255	167
TOTAL REFERENCE	37,711	22,234	69.61%	3,774	2,421

*Not an accurate count.



PLACENTIA INVOICES

PERIOD COVERED FY2003-2004	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-03	07/24/03	4,522.91	1,150.57	650.77	207.50	0.00	7.20	6,538.95
Aug-03	08/07/03	5,933.96	1,566.39	604.52	0.00	0.00	7.20	8,112.07
Sep-03	09/08/03	5,103.96	1,370.47	604.52	215.00	0.00	7.19	7,301.14
Oct-03	10/13/03	2,650.78	1,150.57	604.52	107.50	0.00	7.19	4,520.56
Nov-03	11/10/03	4,002.21	1,150.57	604.52	107.50	0.00	7.24	5,872.04
Dec-03	12/12/03	3,276.82	2,064.00	604.52	1,520.17	0.00	7.23	7,472.74
Jan-04	01/13/04	2,950.98	1,407.66	705.74	155.00	0.00	7.24	5,226.62
Feb-04	02/10/04	2,987.54	1,150.57	568.93	107.50	0.00	7.23	4,821.77
Mar-04	03/08/04	3,020.00	1,150.57	619.54	107.50	0.00	7.20	4,904.81
Apr-04	04/08/04	3,046.38	1,150.57	619.54	107.50	0.00	7.45	4,931.44
May-04	05/12/04	3,106.89	1,150.57	619.54	107.50	0.00	0.00	4,984.50
Jun-04	06/15/04	3,544.04	1,150.57	647.62	215.00	0.00	7.28	5,564.51
TOTAL		39,623.56	14,462.51	6,803.51	2,750.17	0.00	72.45	63,712.20
AVG		3,301.96	1,205.21	566.96	229.18	0.00	6.04	5,309.35

PERIOD COVERED FY2004-2005	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-04	07/28/04	4,661.33	1,150.57	690.71	276.54	0.00	7.27	6,786.42
Aug-04	08/23/05	5,332.93	1,150.57	722.54	302.50	0.00	7.29	7,515.83
Sep-04	09/14/04	5,250.20	1,150.57	679.43	0.00	0.00	0.00	7,080.20
Oct-04	10/15/04	5,155.44	1,150.57	679.43	215.00	0.00	14.45	7,214.89
Nov-04	11/04/04	3,963.90	1,150.57	686.96	0.00	0.00	7.18	5,808.61
Dec-04	12/14/05	0.00	1,150.57	788.19	252.50	0.00	7.18	2,198.44
Jan-05	01/10/05	6,334.08	1,150.57	875.17	0.00	0.00	14.40	8,374.22
Feb-05	02/07/05	3,493.88	1,150.57	802.54	107.50	0.00	7.23	5,561.72
Mar-05	03/09/05	3,337.04	2,392.41	726.17	107.50	0.00	7.24	6,570.36
Apr-05	04/13/05	3,017.99	0.00	726.17	107.50	0.00	7.30	3,858.96
May-05	05/02/05	0.00	1,150.57	573.42	0.00	0.00	7.22	1,731.21
Jun-05	06/10/05	6,593.11	1,150.57	580.92	215.00	0.00	0.00	8,539.60
TOTAL		47,139.90	13,898.11	8,531.65	1,584.04	0.00	86.76	71,240.46
AVG		3,928.33	1,158.18	710.97	132.00	0.00	7.23	5,936.71

PERIOD COVERED FY2005-2006	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-05	07/11/05	4,306.02	1,150.57	649.79	0.00	0.00	14.68	6,121.06
Aug-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sep-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oct-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-06		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		4,306.02	1,150.57	649.79	0.00	0.00	14.68	6,121.06
AVG		4,306.02	1,150.57	649.79	0.00	0.00	14.68	6,121.06

TOTAL DOLLARS SPENT

FY2003-2004	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,035.04	174.00	0.00	1,209.04	604.52
Aug-03	1,035.04	174.00	0.00	1,209.04	604.52
Sep-03	1,035.04	174.00	0.00	1,209.04	604.52
Oct-03	1,035.04	174.00	0.00	1,209.04	604.52
Nov-03	1,035.04	174.00	0.00	1,209.04	604.52
Dec-03	1,207.48	204.00	0.00	1,411.48	705.74
Jan-04	963.86	174.00	0.00	1,137.86	568.93
Feb-04	1,050.08	189.00	0.00	1,239.08	619.54
Mar-04	1,050.08	189.00	0.00	1,239.08	619.54
Apr-04	1,050.08	189.00	0.00	1,239.08	619.54
May-04	1,106.24	189.00	0.00	1,295.24	647.62
Jun-04	1,177.42	204.00	0.00	1,381.42	690.71
TOTAL	12,780.44	2,208.00	0.00	14,988.44	7,494.22
AVG	1,065.04	184.00	0.00	1,249.04	624.52

TOTAL DOLLARS SPENT

FY2004-2005	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-04	1,177.42	204.00	0.00	1,381.42	690.71
Aug-04	1,233.58	211.50	0.00	1,445.08	722.54
Sep-04	1,147.36	211.50	0.00	1,358.86	679.43
Oct-04	1,147.36	211.50	0.00	1,358.86	679.43
Nov-04	1,177.42	196.50	0.00	1,373.92	686.96
Dec-04	1,364.88	211.50	0.00	1,576.38	788.19
Jan-05	1,263.33	189.00	0.00	1,452.33	726.17
Feb-05	1,401.08	204.00	0.00	1,605.08	802.54
Mar-05	1,263.33	189.00	0.00	1,452.33	726.17
Apr-05	1,263.33	189.00	0.00	1,452.33	726.17
May-05	987.83	159.00	0.00	1,146.83	573.42
Jun-05	987.83	174.00	0.00	1,161.83	580.92
TOTAL	14,414.75	2,350.50	0.00	16,765.25	8,382.63
AVG	1,201.23	195.88	0.00	1,397.10	698.55

TOTAL DOLLARS SPENT

FY2005-2006	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-05	1,125.58	174.00	0.00	1,299.58	649.79
Aug-05	0.00	0.00	0.00	0.00	0.00
Sep-05	0.00	0.00	0.00	0.00	0.00
Oct-05	0.00	0.00	0.00	0.00	0.00
Nov-05	0.00	0.00	0.00	0.00	0.00
Dec-05	0.00	0.00	0.00	0.00	0.00
Jan-06	0.00	0.00	0.00	0.00	0.00
Feb-06	0.00	0.00	0.00	0.00	0.00
Mar-06	0.00	0.00	0.00	0.00	0.00
Apr-06	0.00	0.00	0.00	0.00	0.00
May-06	0.00	0.00	0.00	0.00	0.00
Jun-06	0.00	0.00	0.00	0.00	0.00
TOTAL	1,125.58	174.00	0.00	1,299.58	649.79
AVG	1,125.58	174.00	0.00	1,299.58	649.79

DOLLARS BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Aug-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Sep-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Oct-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Nov-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Dec-03	284.72	300.60	60.56	0.00	561.60	1,207.48
Jan-04	213.54	240.48	60.56	0.00	119.28	633.86
Feb-04	213.54	270.54	60.56	0.00	505.44	1,050.08
Mar-04	213.54	270.54	60.56	0.00	505.44	1,050.08
Apr-04	213.54	270.54	60.56	0.00	505.44	1,050.08
May-04	213.54	270.54	60.56	0.00	561.60	1,106.24
Jun-04	284.72	270.54	60.56	0.00	561.60	1,177.42
TOTAL	3,060.74	3,096.18	726.72	0.00	5,566.80	12,450.44
AVG	255.06	258.02	60.56	0.00	463.90	1,037.54

DOLLARS BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-04	284.72	270.54	60.56	0.00	561.60	1,177.42
Aug-04	284.72	270.54	60.56	0.00	617.76	1,233.58
Sep-04	284.72	240.48	60.56	0.00	561.60	1,147.36
Oct-04	284.72	240.48	60.56	0.00	561.60	1,147.36
Nov-04	284.72	270.54	60.56	0.00	561.60	1,177.42
Dec-04	355.90	330.66	60.56	0.00	617.76	1,364.88
Jan-05	337.76	310.95	65.80	0.00	548.82	1,263.33
Feb-05	379.98	345.50	65.80	0.00	609.80	1,401.08
Mar-05	337.76	310.95	65.80	0.00	548.82	1,263.33
Apr-05	337.76	310.95	65.80	0.00	548.82	1,263.33
May-05	253.32	241.85	65.80	0.00	426.86	987.83
Jun-05	253.32	241.85	65.80	0.00	426.86	987.83
TOTAL	3,679.40	3,385.29	758.16	0.00	6,591.90	14,414.75
AVG	306.62	282.11	63.18	0.00	549.33	1,201.23

DOLLARS BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-05	295.54	276.40	65.80	0.00	487.84	1,125.58
Aug-05	0.00	0.00	0.00	0.00	0.00	0.00
Sep-05	0.00	0.00	0.00	0.00	0.00	0.00
Oct-05	0.00	0.00	0.00	0.00	0.00	0.00
Nov-05	0.00	0.00	0.00	0.00	0.00	0.00
Dec-05	0.00	0.00	0.00	0.00	0.00	0.00
Jan-06	0.00	0.00	0.00	0.00	0.00	0.00
Feb-06	0.00	0.00	0.00	0.00	0.00	0.00
Mar-06	0.00	0.00	0.00	0.00	0.00	0.00
Apr-06	0.00	0.00	0.00	0.00	0.00	0.00
May-06	0.00	0.00	0.00	0.00	0.00	0.00
Jun-06	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	295.54	276.40	65.80	0.00	487.84	1,125.58
AVG	295.54	276.40	65.80	0.00	487.84	1,125.58

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-04	8.00	9.00	2.00	0.00		20.00	39.00
Aug-04	8.00	9.00	2.00	0.00		22.00	41.00
Sep-04	8.00	8.00	2.00	0.00		20.00	38.00
Oct-04	8.00	8.00	2.00	0.00		20.00	38.00
Nov-04	8.00	9.00	2.00	0.00		20.00	39.00
Dec-04	10.00	11.00	2.00	0.00		22.00	45.00
Jan-05	8.00	9.00	2.00	0.00		18.00	37.00
Feb-05	9.00	10.00	2.00	0.00		20.00	41.00
Mar-05	8.00	9.00	2.00	0.00		18.00	37.00
Apr-05	8.00	9.00	2.00	0.00		18.00	37.00
May-05	6.00	7.00	2.00	0.00		14.00	29.00
Jun-05	6.00	7.00	2.00	0.00		14.00	29.00
TOTAL	95.00	105.00	24.00	0.00		226.00	450.00
AVG	7.92	8.75	2.00	0.00		18.83	37.50

TIME BY TYPE OF WORKER

FY2005-2006	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-05	7.00	8.00	2.00	0.00		16.00	33.00
Aug-05	0.00	0.00	0.00	0.00		0.00	0.00
Sep-05	0.00	0.00	0.00	0.00		0.00	0.00
Oct-05	0.00	0.00	0.00	0.00		0.00	0.00
Nov-05	0.00	0.00	0.00	0.00		0.00	0.00
Dec-05	0.00	0.00	0.00	0.00		0.00	0.00
Jan-06	0.00	0.00	0.00	0.00		0.00	0.00
Feb-06	0.00	0.00	0.00	0.00		0.00	0.00
Mar-06	0.00	0.00	0.00	0.00		0.00	0.00
Apr-06	0.00	0.00	0.00	0.00		0.00	0.00
May-06	0.00	0.00	0.00	0.00		0.00	0.00
Jun-06	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL	7.00	8.00	2.00	0.00		16.00	33.00
AVG	7.00	8.00	2.00	0.00		16.00	33.00



Elizabeth Minter

From: gneill@csla.net
Sent: Friday, July 08, 2005 2:42 PM
To: eminter@placentallibrary.org
Subject: CSDA Legislative Update - July 8, 2005

LEGISLATURE APPROVES STATE BUDGET

On Thursday, the Legislature approved the 2005-06 State Budget, which the Governor is expected to sign early next week. The \$117.5 billion spending plan won approval in the Assembly on a 65 to 13 vote and was approved in the Senate on a 34 to 4 vote. Senate Republican Leader Ackerman expressed the sentiments shared by most legislators when upon Senate approval he stated: "On this budget we did the best we could do under the circumstances." Most agree that the budget agreement failed to address the structural issues needed to eliminate future deficits, which for the next budget year are expected to range from \$5 billion to \$7.7 billion. ***For the first year in many, the adopted spending plan does not raid special districts revenues.*** The budget contains \$12 million, one-time revenues for mosquito and vector control special districts to combat the deadly West Nile Virus; \$5 million to the Office of Emergency Services for the purchase of fire engines to be located in local jurisdictions that participate in the state/local mutual aid system, and additional revenues to reimburse local governments for state mandated local programs.

ASSEMBLY BILL 1234 TO BE HEARD ON MONDAY

Assembly Bill 1234 by Assembly Local Government Committee Chair Salinas is scheduled to be heard on Monday in the Senate Appropriations Committee. Among other things, AB 1234, which CSDA supports, would require cities, counties and special districts to adopt written policies for compensation, including compensation for attendance at specified meetings/conferences, and travel reimbursement. The bill also requires periodic ethics training for elected and appointed directors/trustees and specified employees. To reduce the cost of AB 1234, the bill was recently amended to permit local government associations like CSDA to jointly develop curricula to satisfy the ethics requirements contained in the bill and then consult with the Fair Political Practices Commission and the Attorney General regarding the sufficiency and accuracy of any proposed course content. The previous version of the bill would have required those agencies to develop the course curricula, which, in turn, increased the costs associated with the ethics training section. We are hopeful the bill will pass the committee on Monday and be taken up by the full Senate in August.

SUMMER RECESS □ AT LAST

It hasn't happened in years, but with Thursday's approval of the state budget, the Legislature will commence its Summer Recess on July 15th, returning to Sacramento on August 15th, to complete this year's session, which is scheduled to begin Interim Study Recess on September 9th. The 2006 session will begin on January 4th.

Leg. Updates Available by Email for All Member Agencies □ Officials and Employees

If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free 877/924-CSDA or by emailing gneill@csla.net. Also, past Legislative Updates are available in the □ Legislation & Action □ section of the [CSDA members □ website](http://www.csla.net).

CSDA □ keeping special districts informed!

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Elizabeth Minter

From: pauls@csda.net
Sent: Wednesday, July 06, 2005 3:04 PM
To: eminter@placentia library.org
Subject: LOCAL statement - final

FOR IMMEDIATE RELEASE
July 6, 2005

CONTACT: KATHY FAIRBANKS
916.443.0872

LOCAL Coalition Praises Budget Agreement

Budget Reflects Local Priorities and Local Needs

Sacramento □ *Representatives of the LOCAL coalition issued the following statement today in response to the announced state budget deal:*

□ The LOCAL Coalition is very pleased with the budget agreement Governor Schwarzenegger and legislative leaders announced yesterday. It's balanced, it's timely and it's consistent with the will of the overwhelming majority of voters who passed Proposition 1A last fall by 84%. Those voters delivered an unequivocal message to state officials: stop state actions that erode local revenues.

□ The early payback of the \$1.2 billion in VLF funding due to cities and counties is particularly important for two reasons. First and most important to local governments is that these funds pay for law enforcement and fire services, health and human services, and other critical local needs. Second, it prudently uses one-time money for a one-time expenditure, preventing any increase in ongoing state obligations.

□ The budget also includes full funding (\$1.3 billion) of Prop. 42 funds used for local transportation needs. Given voters' strong support of Prop. 42 in 2002 (69%), it is clear how important road improvements and gridlock relief are to local constituents. This funding will have a very real and positive impact on local communities.

□ Additionally, the budget agreement includes full funding of In-Home Supportive Services. Earlier versions of the budget had included cuts to IHSS that would have cost counties millions of dollars.

□ The budget further includes \$12 million for mosquito and vector control services used to combat West Nile Virus as well as \$5 million to the Office of Emergency Services to purchase additional fire trucks to be used by local governments, including fire districts, which participate in the state-local mutual aid program.

□ We applaud the efforts of Governor Schwarzenegger and legislative leaders who cooperated to put together a balanced budget that protects local services. □

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Leave Our Community Assets Local (LOCAL Coalition) □ *The LOCAL coalition is made up of more than 300 organizations around the state representing police and fire, health and emergency care professionals, business groups, seniors, local governments, taxpayers and community groups. The members of LOCAL will be diligent in efforts to ensure legislators recognize the impact of these proposals on the constituents they were elected to represent. LOCAL will work at the grassroots level to ensure California residents are made fully aware of the*

impact of legislators' decisions on their local services.

Elizabeth Minter

From: gneill@csga.net
Sent: Friday, July 01, 2005 1:05 PM
To: eminter@placentalibrary.org
Subject: CSGA Legislative Update - July 1, 2005

Budget Compromise Near?

During Thursday's Assembly Floor debate on the state budget, Speaker Nunez suspended debate and informed Assembly members that the Governor has invited the legislative leaders down for a "Big 5" meeting. Nunez return a few minutes later and informed the members that the Assembly will recess until Tuesday, but on call should they need to return to Sacramento for a vote on a budget compromise. The Speaker also stated that the leaders will meet with the Governor over the week-end in the hopes of placing a compromise budget on the floor Tuesday or Wednesday.

Following the Big 5 meeting, Senate President Perata informed Senators that they may leave for the weekend and be available to return to Sacramento if needed. But following Democrat and Republican caucus meetings, Senator Perata announced that the Senate will remain in session and debate the budget. Working late into the evening, the budget failed on a 25 to 13 vote □ along party lines □ 2 votes short of the necessary 2/3 to pass the budget. The Senate has scheduled a floor session for 11 a.m. today. Depending on who one talks to, the budget is either very close or still "far apart." Senate Republican Leader Ackerman described yesterday's floor session as "not a positive movement."

In the final analysis, the Governor, Republicans and Democrats are very close to a budget agreement, perhaps as early as next week. Stay tuned...

SB 135 □ Community Services District Act

SB 135, the bill that would rewrite the code sections that govern community services districts, was heard Wednesday in the Assembly Local Government Committee. CSGA Executive Director Catherine Smith testified in support of the bill, as did representative from CSAC, CALAFCO, Dublin-San Ramon Services District and Kensington Police Protection and Community Services District. Though they were listed as supporting the bill in the committee analysis, the League of Cities testified in opposition, as they recently brought up an issue relating to CSDs □ ability to acquire new powers inside cities □ boundaries. After a short rebuttal by the bill □s author, Senator Christine Kehoe (D-San Diego), the committee voted 7-0 to pass the bill, with amendments, to the full Assembly for a vote. CSGA supports SB 135.

For those that have not already done so, we would strongly urge all community services districts to write a letter of support to Senator Christine Kehoe, to help make sure the bill passes this year. Just tell the senator:

- Who you are and which CSD you represent;
- How much CSDs need their enabling codes reorganized, streamlined and modernized (after 50 years of use, it has gotten hard to navigate and, in some places, out of date); and
- That you support the bill.

That's it! It doesn't have to be a long letter, just something to let them know there is support for the bill as is from CSDs throughout the state. You can reach Ms. Kehoe at 916/327-2188 (fax) or senator.kehoe@sen.ca.gov. Also, please send any correspondence to CSGA (916/442-7889 [fax] or gneill@csga.net).

SB 568, SB 967 and SB 1009

Three other bills of interest to districts were also heard in Wednesday's Assembly Local Government hearing. SB 568, also authored by Sen. Kehoe, would correct an error in last year's local government budget trailer bill (AB 2115) that, because of the way the State Controller classifies healthcare districts, inadvertently failed to exempt 17 of California's 71 healthcare districts from the two-year ERAF shift. It was clearly the intent of the Legislature to exempt all healthcare districts and this bill corrects that error for the 2005-06 fiscal year. SB 568 passed out of committee 7-0. CSDA has a "Neutral" position on this bill.

SB 967, as amended in committee, would grant a new and permanent seat to the City of Bakersfield on Kern County LAFCO. The bill adds another new public member also, who will be chosen by the county and special district representatives. CSDA does not have a position on SB 967, which passed out of committee 7-0.

Lastly, the committee heard testimony on SB 1009, which would revise the procedures for water storage districts to adopt an alternative preliminary election roll. Because "assessed valuation" of nearby and similar properties can be quite different due to the provisions of Prop 13, and water storage districts' elections are weighted based on assessed valuation, over time the owners of recently acquired properties get more votes than long-term owners. This law would replace the existing alternative system, which no district currently uses, with a more effective, less cumbersome one. CSDA has no position on the bill, which passed out of committee 7-0.

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CSDA keeping special districts informed!

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Elizabeth Minter

From: gneill@csla.net
Sent: Friday, June 24, 2005 5:08 PM
To: eminter@placentialibrary.org
Subject: CSLA Legislative Update - June 24, 2005

CSLA Legislative Information

State Budget Progress?

After last week's budget vote failed on party lines, a vote which itself followed the Governor's calling of a special election for November, Democratic leaders expressed optimism that a state budget could be passed next week. They reported that discussions with the Governor have resumed and are going well, including discussions of alternatives to the Governor's three initiatives, which will appear on the November special election ballot.

For instance, Assembly Speaker Fabian Nizkor (D-Los Angeles) reportedly suggested that Democrats would be willing to give up the Legislature's redistricting power, if the new rules would not take effect until after the 2010 Census, and possibly in connection with a change in term-limit rules. There was also talk of a compromise to reform the public pension system, though the Speaker assured reporters that he would not support Schwarzenegger's earlier call for prohibiting defined benefit pension plans for new public employees. "We want to look at ways to make sure it doesn't go broke," Nizkor said. The Speaker, who has been one of the foremost voices in opposition to the Governor's policies, even suggested that there is room to give the governor more power to make mid-year corrections to keep the state budget balanced, similar to proposals contained in the Schwarzenegger-backed "Live Within Our Means Act."

Any negotiations will involve putting together compromise measures that could join the eight current initiatives on the November ballot. Any alternative ballot measures would have to be passed in a bipartisan manner similar to that which put Proposition 1A on the ballot last year, by a 2/3 vote of each house of the state legislature. To view the ballot measures under negotiation, as well as the others that have qualified for the November ballot, visit the [CSLA Members' Website](#).

AB 1660 - Energy-Efficient Vehicles

Assembly Bill 1660, by Assembly Member Fran Pavley (D-Agoura Hills) was amended yesterday, immediately making the bill of more interest to special districts. Previously, the bill created the California Energy-Efficient Vehicle Group Purchase Program in the Department of General Services, to encourage the purchase of energy-efficient vehicles by local and state agencies by negotiating low prices through purchasing leverage (i.e. buying in bulk). Participation in the program would be entirely voluntary for local agencies. That provision remains in the bill, but in addition, the new amendments, as originally proposed, would have mandated that beginning January 1, 2006, 75% of local agencies' new vehicle purchases be of energy-efficient vehicles. However, the amendments as *actually* adopted yesterday make those provisions for local governments permissive, not mandatory. The change was presumably made after Ms. Pavley's staff reviewed comments from CSLA and other local government organizations, with whom the proposed amendments were shared. You can find a copy of the bill and a list of the vehicles that qualify as "energy-efficient" on the [CSLA Members' Website](#).

SB 135 - Community Services District Act

After the last meeting of the Working Group convened for the purpose of writing this bill, an amendment was proposed that would have required a CSD completely or partially in incorporated territory to get the approval of the city council before taking on a new service. After much discussion between CSDA, the League of California Cities and Senate Local Government Committee staff, no amendments were taken. The bill is up in the Assembly Local Government Committee on Wednesday.

If you have not already done so, now is the time to write a letter of support to Assembly Local Government Committee Chair Simon Salinas (D-Salinas), to make sure the bill passes this year. Just tell the assembly member:

- Who you are and which CSD you represent;
- How much CSDs need their enabling codes reorganized, streamlined and modernized (after 50 years of use, it has gotten hard to navigate and, in some places, out of date); and
- That you support the bill and you respectfully request their 'aye' vote.

That's it! It doesn't have to be a long letter, just something to let them know there is support for the bill as is from CSDs. Also, if you email your letter, please send it by mail as well, and indicate that you are doing so in your email. You can reach Mr. Salinas at fax number 916/319-2128 or assemblymember.salinas@assembly.ca.gov. Also send any correspondence to CSDA (916/442-7889 [fax] or gneill@csda.net).

AB 1234 □ Local Government Governance

AB 1234 by Assembly Member Salinas (D-Salinas; Chair Asm Local Govt) passed out of the Senate Local Government Committee on a 9-0 vote. The bill was subsequently amended to be more flexible in terms of the required ethics training courses that can be offered, to be of less cost to the state, and to therefore have an easier time of it in the Senate Appropriations Committee, where it is currently.

AG Opinion 04-808 □ Converted Fire Protection Districts □ ERAF Payments

On June 7, the California Attorney General, Bill Lockyer, issued an opinion stating that a fire protection district that changes governance structure, to have the county board of supervisors sit as the district's board of directors, would not affect the amount of property tax revenues that must be shifted from the district to ERAF. You can find the seven-page opinion on the [CSDA Members' Website](#).

□ California Live Within Our Means Act □

While there are several initiatives that have qualified for the November 8 special election, possibly the most significant is the □ California Live Within Our Means Act. □ If passed, this measure would have extraordinary, and extraordinarily complex, impacts on California's fiscal and governance landscape.

CSDA has not taken a position on this measure, nor has the LOCAL Coalition, the California State Association of Counties or the League of California Cities. Each of those organizations are carefully reviewing the measure, and working with those involved to get answers to questions and policy issues. Governor Schwarzenegger, who is advocating for the measure as a cure for the state's perennial budget difficulties, has been an ally of local government, helping to push through the landslide passage of Proposition 1A and reflecting his commitment to local government and services in his May Budget Revision.

We would strongly encourage all district managers and elected officials to read the measure and consider its likely effects on your district, and special districts in general, in preparation for the expected special election this fall. You can find the text of the measure on [CSDA's member's website](#), and you

can find the LAO's analysis of the measure at on their website, at <http://www.lao.ca.gov/ballot/2005/050176.htm>.

Leg. Updates Available by Email for All Member Agencies - Officials and Employees

If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll-free 877/924-CSDA or by emailing gneill@csda.net. Also, past Legislative Updates are available in the "Legislation & Action" section of the [CSDA members' website](#).

CSDA - keeping special districts informed!

1112 I Street, Suite 200 * Sacramento, CA 95814
(916) 442-7887 * (916) 442-7889 fax
(877) 924-CSDA * www.csda.net

Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org]
ant: Tuesday, July 12, 2005 12:17 PM
ro: 'MCLS/SLS/SSCLS/Associate Member Directors'
Cc: shaber; bcusten; bgallardo; ccarlisle; hfirchow; jlambert; jstaff; mgermroth; 'palger'
Subject: FW: [CALIX:4152] Governor Signs Budget-Protects PLF from further cuts

Follow Up Flag: Follow up
Flag Status: Red

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
Sent: Tuesday, July 12, 2005 11:46 AM
To: calix@listproc.sjsu.edu
Subject: [CALIX:4152] Governor Signs Budget-Protects PLF from further cuts

July 11, 2005

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

GOVERNOR SIGNS BUDGET - PROTECTS PLF FROM FURTHER CUTS

Before noon today, Governor Arnold Schwarzenegger signed the 2005-06 State Budget in the majestic rotunda of the State Capitol building, only 11 days past the constitutional deadline for passage of a budget. Under heavy security, and flanked by legislative leaders and Budget Chairs from the Assembly and Senate, the Governor signed the \$90 billion (General Fund) Budget and subsequently released a list of reductions. We are pleased to report that Governor Schwarzenegger chose to protect the baseline for the Public Library Foundation (PLF) at \$14.1 million and did not make any further reductions to the fund. You may recall that in his January version of the Budget, the Governor had proposed a \$2.2 million reduction to the PLF, and we worked with the Budget Subcommittees to restore that funding in the May Revision Budget process. Today CLA can declare a small victory, and offer sincere thanks to the Governor for his willingness to protect library funding in the 2005-06 Budget. Ultimately, the Governor and his staff had a choice to accept the Budget subcommittee action and agree to the \$2.2 million restoration for the PLF, reject the \$2.2 million augmentation entirely and revert back to the Governor's January Budget level, or make even further reductions to the PLF. Thus, with this Budget, the Governor and his staff made a conscientious decision to save the PLF from further reductions.

We would also like to report that the Budget signed today does not reflect any further cuts to any other library programs or State Library operations.

Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org]
Sent: Tuesday, July 12, 2005 12:17 PM
To: 'MCLS/SLS/SSCLS/Associate Member Directors'
Cc: shaber; bcusten; bgallardo; ccarlisle; hfirchow; jlambert; jstaff; mgermroth; 'palger'
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We would also like to report that the Budget signed today does not reflect any further cuts to any other library programs or State Library operations.

Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org]
Sent: Thursday, July 07, 2005 2:33 PM
To: 'MCLS/SLS/SSCLS/Associate Members'
Cc: shaber; bcusten; bgallardo; ccarlisle; hfirchow; jlambert; jstaff; mgermroth; 'palger'
Subject: FW: [CALIX:4143] News from the Capitol

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher
Sent: Thursday, July 07, 2005 1:46 PM
To: Calix
Subject: [CALIX:4143] News from the Capitol

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist, Christina Dillon, Lobbyist

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist, Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

BUDGET BILL IS ON ITS WAY TO THE GOVERNOR

Budget Contains \$14.1 Million Baseline Funding For Public Library Foundation

Today the Senate and Assembly took up SB 77 the Budget bill, and SB 80, the companion bill to the Budget bill, which reflects agreements reached by the Governor and four legislative leaders over the last few days. In addition, the two houses passed twelve so-called "trailer bills" to the Budget, in policy areas such as education, health and welfare, transportation, and corrections. Due to the nature of the agreements reached in the preceding days, and the appearance of the "united front"

by the Governor and legislative leaders, lengthy floor speeches on the Budget today were held to a minimum. The Senate was quite succinct and a little more jovial during their presentation of the Budget on their Floor, while the Assembly was slightly more expansive in their discussion, and debate on some of the trailer bills became contentious.

In the Assembly, Budget Conference Committee Chair, John Laird presented the Budget bill and called it a "good news, bad news Budget. Nobody gets everything they want." However, he noted that he was pleased that it was the "earliest we

have had a Budget in five years." Assemblyman Rick Keene, a Republican member of the Budget Conference Committee spoke next and called the Budget, "a substantial improvement from what we saw several weeks ago. This is the last year local governments will have to go without vehicle license fee funding (as the Budget repays the VLF gap loan) and it will make a big difference to local governments and police and fire." Assembly Speaker Fabian Nunez encouraged a "unified vote on the Floor" and called SB 77 and SB 80 a "Budget that protects the values of Californians."

The Budget and corresponding "trailer bills" will now be sent to Governor Schwarzenegger for his action. Contained in the Budget bill is \$14.1 million in baseline funding for the Public Library Foundation. You will recall that Governor Schwarzenegger, in his January version of the Budget, proposed to cut the PLF by \$2.2 million. However, through our extensive lobbying of legislators, your grass roots efforts at Day In the District and CLA Legislative Day, and the good work of the Senate Budget Subcommittee and Assembly Budget Subcommittee on Education Finance, we were able to restore the \$2.2 million. We would also like to thank the Legislative Analyst's Office who was very supportive of the PLF this year, and has been working with our office since January. You will also recall, at one point Senate Budget Subcommittee Chair Jack Scott said that he was hopeful there might be some one-time money available for the PLF. However, as time went on, staff told us it became very difficult to try to use one-time dollars for a program like the PLF - which clearly uses "ongoing dollars" which are built into our baseline and are a continuous appropriation. We are hopeful, that as the Governor reviews the Budget bill he does not use his "blue pencil" to reduce the \$14.1 million baseline for the PLF any further.

Also of interest to libraries indirectly, is the action to fully repay the Vehicle License Fee Gap Loan, using one-time funds, in the amount of \$1.2 billion. The Governor is choosing to pay off the loan two years earlier than required, using part of the windfall derived from the successful tax amnesty program.

We have spoken with several sources who have told us the Governor may sign the Budget bill as early as tomorrow, or the first part of next week. The minute we have details regarding the disposition of the PLF, we will send out an alert to the field.

-----calix-+
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-----calix--

Elizabeth Minter

From: Jeri Takeda [jtakeda@mcls.org]
Content: Friday, July 01, 2005 9:53 AM
Subject: 'MCLS/SLS/SSCLS/Associate Members'
Cc: shaber; bchute; bcusten; bgallardo; ccarlisle; hfirchow; jlambert; jstaff; mgermroth; 'palger'
Subject: FW: [CALIX:4124] News from the Capitol

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher
Sent: Friday, July 01, 2005 7:56 AM
To: Calix
Subject: [CALIX:4124] News from the Capitol

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

ASSEMBLY DEMOCRATS BRING BUDGET UP ON FLOOR AGAIN - VOTE TABLED WHEN "BIG FIVE LEADERS" QUICKLY CONVENE TALKS

Racing the symbolic deadline of the end of the fiscal year, June 30th, the Assembly Democrats took the opportunity this afternoon to force a second vote on the state Budget bill, despite the understanding that they lacked the requisite Republican votes to attain a two-thirds vote for passage. In recent days, the Assembly Democrats have accused the minority party and Governor of holding up the Budget for political posturing. Republicans, however, claim that the Democrats Budget is not in balance, is not the so-called "Governor's Budget," and spends one-time dollars for ongoing expenditures.

As Assembly Budget Chair, John Laird presented AB 77, the Budget bill, shortly before noon today he noted, "Our actions today are not academic. Real people in the real world are dependent upon our actions. Last time the vote fell seven votes short and we heard your concerns." Assemblyman Laird then detailed a list of new budgetary solutions and compromises that utilized one-time funds, rather than so-called "on-going" dollars, including the full repayment of the vehicle license fee gap loan. He added, "There is really no excuse. If the Budget is not adopted, it is really for political purposes." Republican Assemblyman Keith Richman, who has been pressing for budget and pension reform, argued that he would be voting against the Democrats' new Budget package. He added, "This is really about making fundamental reforms in state government that are going to bring about fiscal responsibility and accountability. It is time to face up to the problems and not continue to put a band-aid on these issues." Democrat Assemblywoman Fran Pavley countered, "I intend to hopefully go home for the weekend and many of us will be in parades or giving speeches in honor of our country's declaration to be a free and independent nation, and I'm going to have to explain to my constituents why we're not passing this Budget and frankly, they don't get it. They don't understand, why we can't pass a Budget that is 99 percent the Governor's May Revise."

After more than an hour and a half of debate on the Budget bill, Assembly Speaker Fabian Nunez announced a surprise recess of the Floor to convene a brief meeting of the so-called "Big 5," consisting of the Governor and the four legislative

leaders. The Assembly was then promptly placed into "lock down." Thanks to modern technology, one legislator's office received this text message/cry for help from a legislator on the Floor: "I'm bored." A short time later, the Assembly Speaker returned to the rostrum and reported that he would be tabling the vote on the Budget and would send his members home for the weekend, to return on Tuesday. As a side note, we were aware that many of the Democrat members were anxious to leave this afternoon to participate in the festivities beginning tonight surrounding the swearing in of former Assembly Speaker Antonio Villaraigosa as the newly elected Mayor of Los Angeles.

Meanwhile, in the Senate, Senate President pro Tem Don Perata has instructed all policy committees to stop holding hearings on bills as of next week until a Budget bill is passed. Thus, the Senate Energy, Utilities, and Commerce Committee scheduled a rarely-held Thursday hearing this morning, with an ambitious agenda, including AB 1388-Ridley-Thomas (a teleconnect bill, supported by CLA, which passed today with bi-partisan support). The committee was interrupted not less than three different times for two "emergency caucuses" called by the Senate President pro Tem, relative to the Budget, and one caucus called by the Senate Republicans. (If we had worn a pedometer today, we would have surely been impressed with our mileage logged running back and forth to the Capitol!) The Senate did not take up the Budget bill today, despite Senate President pro Tem Perata telling members yesterday to "bring their pajamas," as they would be locked in, until a Budget was passed. Late this afternoon, however, Senator Perata announced a vote would not be taken today, and instead negotiations between the "Big 5" would continue.

We will keep you posted.

-----calix-+
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-----calix--

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator

DATE: July 18, 2005

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

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

- ♦ This school year, we have had over 100 high school tutors participating in PRREP, a partnership with the PYLUSD and Placentia Rotary.
- ♦ Spanish Literacy is partnership with Even Start at Ruby Drive Elementary School where we offer Spanish literacy classes on Friday mornings.
- ♦ Federal Work Study (FWS) is a partnership between Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS has had more than 40 FWS staff this Fiscal Year. Cal State Fullerton and PLLS have two additional partnerships: 1. the Department of Human Services Intern Program, and 2. Service Learning.
- ♦ Fullerton College has a Service Learning partnership where several instructors require 10-20 hours of community service. PLLS is a participating agency.
- ♦ *EVEN START* collaboration with Ruby Drive Elementary School began in FY 2003-04 and has continued this FY.

Val Tech and International Baccalaureate (IB) programs, and we are eligible this school year, 2004-05. We had two IB interns this school year.

- ♦ The Women's Transitional Learning Center (WTLC) in Fullerton has asked PLLS to start an ESL class at their center. We started two classes there, with a total of 10 students, in December, January, and February. Classes are now on hold.
- ♦ In November, we tested 15 employees at Vita-Herb Nutraceuticals, Inc., a company in Placentia, and we started two classes with 14 students in January. Classes stopped there in June and may continue in the fall..
- ♦ *In March, we applied to the State Library for an LSTA Grant to partner with H.I.S. House. If approved, we will provide literacy services to children there next FY.



Source	Amount	Date Submitted	Submitted By	ELLI	FFL	Adult Literacy		Spanish Literacy		Children's	History Room
						Literacy	Literacy	Literacy	Literacy		
Grants Received											
CLLS	\$30,000	06/08/04	PLLS	X	X	X	X				
CLLS	\$29,191	06/08/04	PLLS			X	X				
Target	\$2,000	05/04/04	PLLS		X						
Boeing	\$5,000	05/06/04			X						
Placentia Rotary Club	\$1,000	01/01/05				X					
TOTAL	\$61,191										

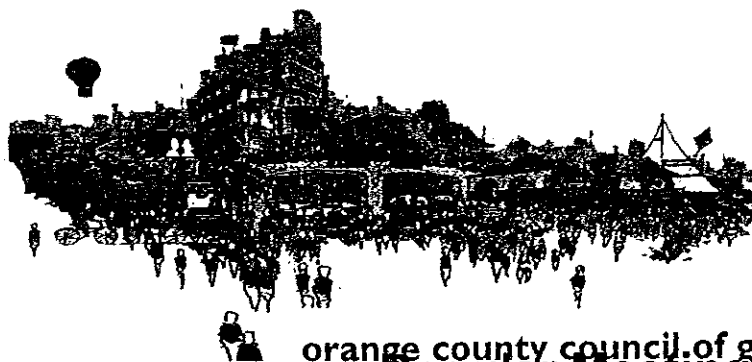
Source	Amount	Date Submitted	Submitted By	ELLI	FFL	Adult Literacy		Spanish Literacy		Children's	History Room
						Literacy	Literacy	Literacy	Literacy		
TOTAL DENIED/WITHDRAWN											
Mighty Ducks Care	\$25,000	05/01/05	PLLS				X				
Barbara Bush Foundation	\$60,000	09/01/04					X				
Disneyland Resorts CSA	\$3,500	06/17/04	PLLS						X		
George Hoag Family Foundation	\$10,000	09/27/04	Mach & Ass						X		
TOTAL	\$98,500										

Other

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator
DATE : July 18, 2005
SUBJECT: Poet Laureate.

The Program Committee met with Meredith Laskow, Poet Laureate of the Placentia Library District, once since the last Library Board Meeting.

We plan to have future outreach at three senior centers this calendar year, the Placentia Senior Center, Atria De Palma, and Bradford Terrace.



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

Meeting Date / Location

Thursday, June 23, 2005
9:00 a.m. – 11:00 a.m.
Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, California

AGENDA ITEM

STAFF

PAGE

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

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

County of Orange

PLEDGE OF ALLEGIANCE

I. CALL TO ORDER / ROLL CALL

(Chair Richard Dixon)

- Richard Dixon, Chair, District 13
- Art Brown, Vice-Chair, District 21
- Cathryn DeYoung, District 12
- Tod Ridgeway, District 14
- Gus Ayer, District 15
- Vacant, District 16
- Lou Bone, District 17
- Christine Barnes, District 18
- Robert Hernandez, District 19
- Marilyn Poe, District 20
- John Beauman, District 22
- Debbie Cook, District 64

- Bob Ring, Cities At-Large
- Bill Campbell, County At-Large
- Phil Anthony, ISDOC
- Peter Herzog, OCD, LOCC
- Jim Ferryman, OCSD
- Cathy Green, OCTA
- Chris Norby, SCAG-County Rep.
- Miguel Pulido, SCAQMD – Cities Representative
- Jim Silva, SCAQMD–County Representative
- Dave Swerdlin, TCAs
- Owen Holmes, University Representative
- Kristine Thalman, Private Sector

II. OATH OF OFFICE

(Clerk of the Board)

An oath of office will be administered to members and alternates present who are joining the OCCOG Board of Directors.

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

III. PUBLIC COMMENTS

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

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

IV. CONSENT CALENDAR

All matters listed under the Consent Calendar are routine and will be enacted by one vote without separate discussion unless Members of the Board, the public, or staff request specific items be removed from the Consent Calendar for separate action or discussion.

- | | | | |
|-----------|----------------------------------|----------------------|----|
| A. | Minutes from May 26, 2005 | (Clerk of the Board) | 05 |
|-----------|----------------------------------|----------------------|----|

Recommended Action: Approve minutes.

- | | | | |
|-----------|--------------------------------|----------------------------------|----|
| B. | Report on the OCCOG TAC | (Tracy Sato,
OCCOG TAC Chair) | 07 |
|-----------|--------------------------------|----------------------------------|----|

Recommended Action: Receive report.

V. ACTION ITEM

- | | | | |
|-----------|--|----------------|----|
| A. | Appointment of OCCOG Representatives to SCAG Policy Committees. | (Annabel Cook) | 13 |
|-----------|--|----------------|----|

Recommended Action: Appoint OCCOG representatives to the SCAG Policy Committees.

VI. PRESENTATIONS

- | | | | |
|-----------|--|---|----|
| A. | National Water Research Institute | (Ronald Linsky)
Executive Director
National Water Research Institute) | 23 |
|-----------|--|---|----|

Recommended Action: Receive report.

- | | | | |
|-----------|--|---|----|
| B. | Irvine Ranch Water District Study | (Dr. Bill Gayk, CDR)
Director,
Center for Demographic Research) | 47 |
|-----------|--|---|----|

Recommended Action: Receive report.

- | | | | |
|-----------|---|--|----|
| C. | Update on the County of Orange's Water Programs and Projects | (Larry McKenney,
Manager, Watershed &
Coastal Resources Division,
County of Orange) | 49 |
|-----------|---|--|----|

Recommended Action: Receive report.

VII. REPORTS

- | | | | |
|-----------|--------------------------------------|----------------------|----|
| A. | Report on Measure M Extension | (Ellen Burton, OCTA) | 51 |
|-----------|--------------------------------------|----------------------|----|

Recommended Action: Receive and file.

- | | | | |
|-------|---|------------------|----|
| B. | Rivers and Mountains Conservancy Report | (Matthew Henkes) | 55 |
| | <i>Recommended Action:</i> Receive and file. | | |
| C. | Report on Potential Amendments to the OCCOG Joint Powers Agreement | (Annabel Cook) | 61 |
| | <i>Recommended Action:</i> Receive and file. | | |
| D. | Report from OCCOG Chair | (Chair Dixon) | 63 |
| | <i>Recommended Action:</i> Receive and file. | | |
| VIII. | MATTERS FROM BOARD MEMBERS | (Chair Dixon) | |
| IX. | MATTERS FROM MEMBER AGENCIES | (Chair Dixon) | |
| X. | MATTERS FROM STAFF | (Chair Dixon) | |
| XI. | ADJOURNMENT | | |

Next Meeting: Thursday, September 22, 2005

**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

**MINUTES OF A REGULAR MEETING OF THE ORANGE COUNTY COUNCIL OF
GOVERNMENTS**

TECHNICAL ADVISORY COMMITTEE

HELD

June 7, 2005

A regular meeting of the Orange County Council of Governments Technical Advisory Committee was called to order at 10:00 a.m. by Tracy Sato, TAC Chair at the City of Orange, City Hall, Conference Room C; 300 East Chapman, Orange, CA 92866

I. CALL TO ORDER/INTRODUCTIONS **Chair Tracy Sato**

Roll was taken by sign-in sheet.

II. PUBLIC COMMENTS

There were no public comments

**III. APPOINTMENT OF OCCOG TAC ALTERNATE
TO SCAG PLANS AND POLICY COMMITTEE** **Chair Tracy Sato,
City of Anaheim**

Recommended Action: Receive report
Tracy Sato is appointed the SCAG alternate.

**IV. REPORT ON THE MAY 27, 2005 OCCOG
BOARD MEETING** **Annabel Cook,
OCCOG**

Recommended Action: Receive report

The Board set the time, date and place of the 2005 General Assembly, which will be hosted at the Sun and Sail Club on Lake #2 in Lake Forest; 24752 Toledo Way, Lake Forest, CA. The General Assembly meeting will start at 8:00 a.m., August 5, 2005. The program will continue until 1:00 p.m.

Chair Dixon has chosen Housing for this year's theme. Each member agency will get to select a delegate to officially represent their organization. There will be no by-law changes this year, so there will be nothing for which to vote. A vendor fair is being considered for the OCCOG General Assembly to open opportunities for the private

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sector, cities and special districts to share information about their organizations as well as to create opportunities for sponsorship of the event.

**V. UPDATE FROM THE ORANGE COUNTY
TRANSPORTATION AUTHORITY**

**Richard Marcus, OCTA
Dave Simpson, OCTA**

Action: Receive report

A consultant has been selected for the goods movement plan. An initial project list is being compiled from the transit master plan and the freeway master plan. OCTA hopes to have this completed by the end of the month. This will include projects from the RTP and transit projects: approximately 25% transit, 30% roads and 45% freeway. There will be a more specific project list with cost estimates released by OCTA in July. The more specific list will include associated costs.

Outreach for the plan will be addressed through Measure M efforts. Thus far, 32 cities have provided feedback about potential projects through the survey process. Polling regarding Measure M has demonstrated that public knowledge is very low. Regarding freeways, polling reflects that cities want to address the "choke points" and synchronization of traffic. Regarding transit, polling reflects that senior transit is the greatest concern. Cities will receive the list of initial projects and be given a chance to provide feedback.

Regarding Centerline, the process is still moving forward. More details for the alternative EIR will be available at the next meeting.

Finally, OCTA officials will be meeting with San Diego officials to discuss issues facing the two-county region.

**VI. UPDATE FROM THE CENTER FROM
DEMOGRAPHIC RESEARCH**

**Dr. Bill Gayk, CDR
Deborah Diep, CDR**

Action: Receive report

A letter was sent by OCCOG Chair, Richard Dixon, to Mayors of Orange County cities asking for the designation of a supervisor and key staff member to address IHS issues. CDR is updating the current IHS contact list for Orange County cities. Letters will be sent out in the next two weeks to ask for 2005 IHS data.

CDR is arranging a meeting with SCAG officials to ensure consistency in the data collection process. It is important that the data collection process used in Orange County is consistent with SCAG Regional Transportation Plan process. CDR sent out an email to each city to gather feedback about the growth assumptions. CDR depends on feedback from city staff to make accurate projections. Members may fax the

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information to CDR at (714) 278-1396 or contact Deborah Diep by email at:
ddiep@fullerton.edu.

VII. HOUSING SUMMIT REPORT

Annabel Cook, OCCOG

Action: Receive report

The OCCOG Housing Summit was a tremendous success with 194 people attending. The 2005 Housing Summit was hosted by the City of Anaheim at the Anaheim Convention Center on May 16th. Packets from the summit are available to TAC Members upon request. Please contact OCCOG Staff to have a packet mailed to you at (714) 972-0077.

At the Summit, HCD did not make any big announcements regarding housing. OCCOG Chair, Richard Dixon, hopes that there will be announcements from the State regarding housing by August for the General Assembly. SCAG and HCD are working together to assure that RTP and RHNA will be tied together. A letter confirming this news will be mailed in the next 2-3 weeks and will be distributed by OCCOG staff when available.

VIII. AIR QUALITY REPORT

Annabel Cook, OCCOG

Action: Receive report

Moyer funding should be available soon. OCCOG will host a workshop this summer to provide information about accessing this funding for fleet managers.

Deborah Reed reported that a workshop on 2202 (Regional Rideshare Rule) will take place in Anaheim tomorrow, Wednesday, June 8, 2005. Employee transportation coordinators should sign up for this workshop.

A presentation on rule 1401.1 (location of school and industrial buildings) will be provided to TAC members in the coming months.

IX. RMC FINAL REPORT

**Matthew Henkes,
OCCOG**

Action: Receive report

The RMC work has been finished. OCCOG staff have compiled a 170-person contact list for the Coyote Watershed. A recent survey indicated that people valued information about the Proposition 40 funds provided by the OCCOG Website and the OCCOG listserv. Future outreach about Prop 40 will continue if needed.

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X. REPORT FROM THE CHAIR

**Chair Tracy Sato,
City of Anaheim**

Action: Receive report

Free census training workshops will be available in San Diego, June 14, 2005. Los Angeles workshops will be posted in the coming months. Information available on the Census website: www.census.gov/econ/census02

XI. OTHER BUSINESS/ITEMS FOR NEXT MEETING

Action: discussion

XII. ADJOURNMENT

Next Meeting: August 2, 2005, 9:00 a.m.
City of Orange City Hall, Conference Room C
300 East Chapman
Orange, CA 92866

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ORANGE COUNTY COUNCIL OF GOVERNMENTS

2005 GENERAL ASSEMBLY

THURSDAY ~ AUGUST 25, 2005

8:00 A.M. ~ 1:00 P.M.

LAKE FOREST II SUN & SAIL CLUB

24752 TOLEDO WAY, LAKE FOREST, CALIFORNIA, 92630

MAKING A DIFFERENCE IN "THE OC"

"TO ACCOMPLISH GREAT THINGS WE MUST FIRST DREAM, THEN VISUALIZE, THEN PLAN...

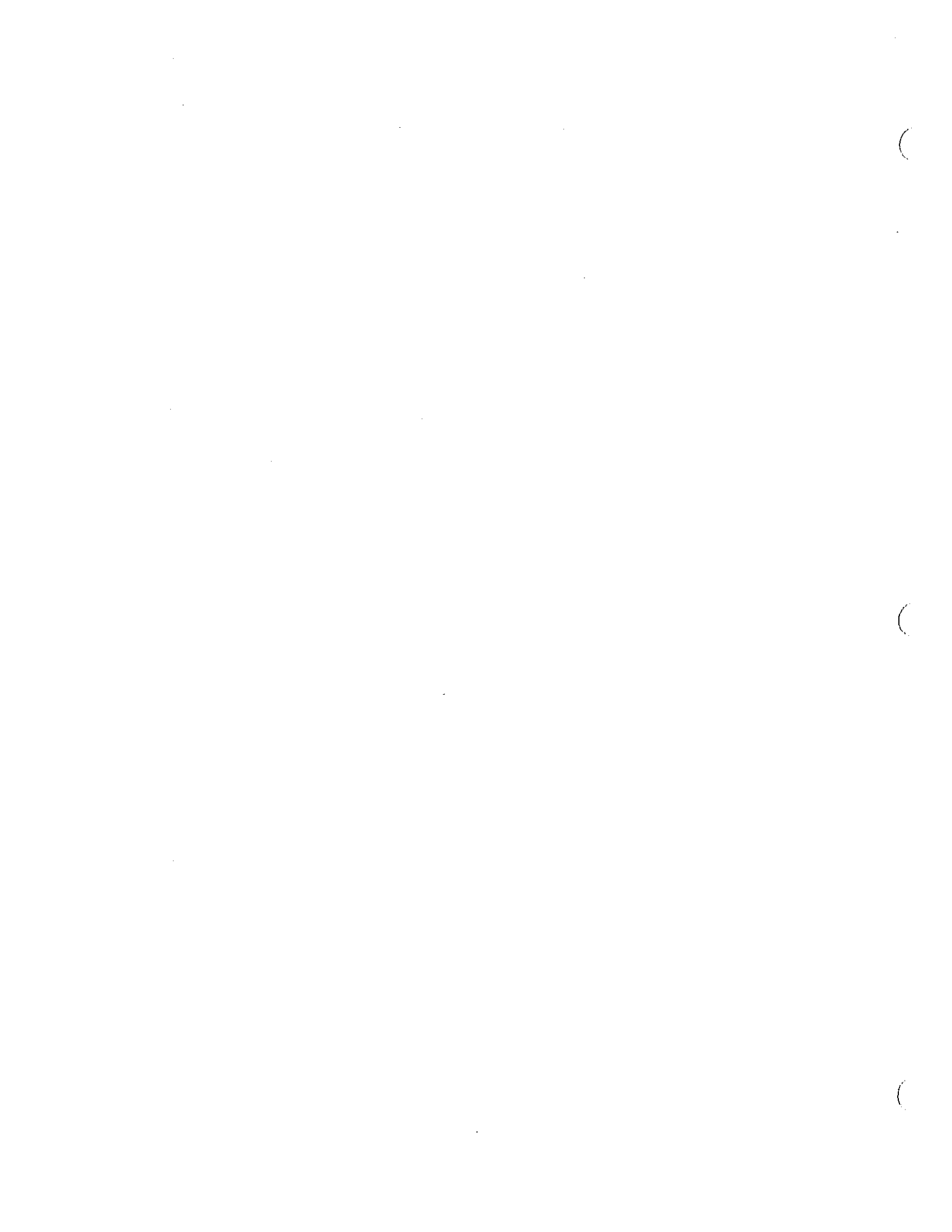
BELIEVE... ACT!

- ALFRED A. MONTAPERT

Marking OCCOG's ninth year, this General Assembly
will focus on this year's key regional issues.

*For information regarding sponsorship opportunities or to RSVP,
please contact Jennifer Solomon at (714) 972-0077.*

Orange County Council of Governments
600 W. Santa Ana Blvd., Suite 214
Santa Ana, CA 92701
(714) 972-0077





CALIFORNIA
STATE LIBRARY
FOUNDED 1850

June 22, 2005

Elizabeth D. Minter, Director
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870-6198

Subject: LSTA OM-23, FY 2005/06, WP04, Grant Award #40-6426
Title: Placentia Achieves School Success at The Homeless Intervention Shelter House

Dear Ms. Minter:

I am pleased to approve your grant application for the above named project for a total of \$48,634 in federal Library Services and Technology Act (LSTA) funds for the period ending June 30, 2006. This grant will become effective immediately following the signing of the 2005/2006 state budget act, which has not yet occurred. The State Library primary consultant assigned to this project will be Kathy Low, tel. (916) 653-6822, email klow@library.ca.gov. Please work with this consultant in implementing your project. My staff is ready to assist you in making your project a success.

Your project will extend needed library services to a truly underserved population. We have learned through past grant projects that re-assignment of existing library staff to work on grant projects has led to the greatest success, so please assign one of your existing staff members to be the half-time project coordinator. The grant funds you requested for this position can be used to backfill that person's regular job duties.

Also, your Outcomes Measures Indicators and Targets are somewhat confusing. Please work with Rhea Rubin, the State Library's outside consultant for Outcomes Measures, to clarify those Indicators and Targets. She can be reached at 510-339-1274 (phone), or rhea@RheaJoyceRubin.org (email).

Funds allowed are as follows:

<u>Categories</u>	<u>2005/06 LSTA Approved Budget</u>
Salaries and benefits	24,927
Library materials	8,500
Operating expenses	14,757
Equipment (items over \$5,000)	-0-
Program Award	\$48,184
Indirect cost (up to 10%)	450
Total	\$48,634

Elizabeth Minter

-2-

June 22, 2005

Please understand that no grant payments can be processed until the governor signs the state budget, which has been delayed the past several years. State processing of grant payments can require 6-8 weeks before you receive your check.

On June 30, 2006, this project will be officially closed and no new expenditures may be generated, nor may any additional funded project activities occur. All unexpended and unencumbered funds must be returned by August 30, 2006. This project is allowed 60 days to liquidate encumbrances that were incurred prior to June 30. After the 60-day period, all encumbered funds, which have not been liquidated, must be returned to the State Library.

Reporting on financial and program activities is required quarterly within 30 days of each quarter. A final narrative report is required and is due within 30 days after the close of the project, by July 31, 2006. The final liquidation report, if required, is due and must be submitted by September 15. Thus, all reporting regarding this project must have been received at the State Library by September 15, 2006.

Please note this clarification regarding payments. Ten percent (10%) of the grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant program. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

All required reporting materials are located on the California State Library's website at [<http://www.library.ca.gov/html/grants.cfm/>]. Both the Quarterly Fiscal Report (LSTA Form 8) and the Final Narrative Report (LSTA Form 9), along with instructions for completing each report, are on the State Library's web page under the heading "LSTA Reporting and Control Documents." This letter and the enclosed list of LSTA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies.

Best wishes for a successful project year.

Yours truly,



Susan Hildreth
State Librarian of California

Enclosures

cc: Christopher Berger
Colette Moody
Kathy Low
James Roberts
Rhea Rubin

Doc. no. 8423

California State Library
Budget Office
P.O. Box 942837
Sacramento, CA 94237-0001

LSTA GRANT AWARD #40-6426

Project Title: Placentia Acheives School Success...Shelter House
System/Agency: Placentia Library District

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD**

Library Services and Technology Act

I. The recipient designated above hereby certifies to the California State Library, for a grant of funds in the amount of \$48,634. This block grant will provide library services as set forth in the LSTA Service Project Application as approved and/or as amended by the California State Librarian.

TERMS AND CONDITIONS

The recipient agency and its named or designated fiscal agent hereby assures the California State Library that:

1. It is mutually understood between the parties that this grant award may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the grant award were executed after that determination was made.

2. This grant award is valid and enforceable only if sufficient funds are made available to the State by the United States government for the Fiscal Year 05/06 for the purposes of this program. In addition, this grant award is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this grant award in any manner.

3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this grant award shall be amended to reflect any reduction in funds.

4. The California State Library has the option to amend the grant award to reflect any reduction of funds.

5. Upon the grant award approval by the State Librarian, one (1) completed set of this CONSOLIDATED APPLICATION NOTIFICATION OF GRANT AWARD and RECIPIENT CERTIFICATION will be sent to the subgrantee. Such copy shall be the officially approved agreement for the conduct of the approved project.

6. "Subgrantee" means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

7. The subgrantee will make reports to the State Librarian in such form and containing such information as may be required to enable the California State Library to perform its duties. The subgrantee will keep such records and afford such access as the California State Librarian, California State Library may find necessary to assure the correctness and verification of such reports.

California State Library
Budget Office
P.O. Box 942837
Sacramento, CA 94237-0001

LSTA GRANT AWARD #40-6426

Project Title: Placentia Acheives School Success...Shelter House
System/Agency: Placentia Library District

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD, LSTA (continued)**

8. The control of funds and title to property derived therefrom shall be in a subgrantee agency for the uses and purposes provided; a subgrantee agency will administer such property and funds and shall apply funds only for the purposes for which they were granted.

9. The expenditure under this program will not be used to supplant subgrantee effort.

10. This agreement is entered into under provisions of the Library Services and Technology Act, Public Law 104-208 on September 30, 1996; and Congressional Record - House, H11644-H11728 on September 28, 1996, H12266-H12267 on October 3, 1996; and 45 CFR 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, October 1, 1994.

11. Performance of the provisions of this agreement is subject to the conditions and availability of funds as awarded by the State Librarian under said Act.

12. The sheets marked CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS and ASSURANCES are attached hereto and incorporated herein.

13. The terms of this agreement shall be from upon execution to and including June 30, 2006. But shall be subject to termination by either party by giving written notice to the other party at least thirty (30) days prior to the effective date of termination.

In the event this agreement is so terminated, the subgrantee shall deliver to the State Librarian copies of all reports and/or materials prepared up to the date of termination, and the State Librarian shall determine, and pay the subgrantee for the necessary and appropriate expenditures and obligations to the date of termination which have not been covered by prior installments heretofore paid to the subgrantee. If funding has been advanced to the subgrantee, any unobligated balances, as determined by the State Librarian, shall be returned to the State Library within 60 days of the notice of termination.

14. The State Librarian is empowered to review, audit, and inspect the project for compliance with this agreement.

LIMITATION OF EXPENDITURE

Expenditure for all projects must conform to the approved budget, as amended, and with applicable Federal and State laws and regulations.

California State Library
Budget Office
P.O. Box 942837
Sacramento, CA 94237-0001

LSTA GRANT AWARD #40-6426

Project Title: Placentia Acheives School Success...Shel
System/Agency: Placentia Library District

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD, LSTA, continued**

Any of the sums listed as approved and/or amended appearing under the categories in the approved budget may be adjusted by the authorized project personnel of the subgrantee to increase any allotment not more than 10% with the understanding that there will be corresponding decreases in the other allotments so that the total amount paid by the California State Library to the subgrantee under this agreement shall not exceed \$48,634 and shall be expended/encumbered in the period ending **June 30, 2006**.

REPORTS AND CLAIMS

It is the responsibility of the recipient of these instructions to see that the proper individual to supply the required reports and claims receives the instructions and makes the required reports and claims to the California State Library.

- I. The subgrantee shall be responsible for the submission of quarterly Narrative Reports, unless otherwise noted in the State Librarian's award letter, on the progress and activities of the project, in triplicate, to the California State Library within 30 days following the end of each quarter.
- II. The subgrantee shall submit quarterly Financial Reports, in triplicate to the California State Library. These reports are to reflect the expenditures made by the subgrantee under the agreement. The financial reports are to be submitted within 30 days following the end of the quarter.
- III. To obtain payment hereunder the subgrantee shall submit authorized claims provided by the California State Library for that purpose, on each of the following mentioned dates for payment, and the California State Library agrees to reimburse the Library as soon thereafter as State fiscal procedures will permit.
- IV. The final 10% of the grant award is payable only if the grant recipient fulfills all project reporting requirements and returns all unspent grant funds by the time time specified in the award. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the award, which may result in federal audit exceptions against the state and the loss of LSTA funds. The State Librarian may extend the final deadline for good cause. Request for extension beyond the final deadline of September 15 must be received at least 30 days prior to that deadline at the State Librarian's office.

Payment will be provided to cover the expenditures incurred by the subgrantee for the project in the following manner:

\$21,885	upon execution of the agreement and submission of claim by fiscal agent
\$21,885	on or about October 30, 2005
\$4,864	on the submission of all reporting and return of funds

If the amount of payment made by the California State Library shall exceed the actual expenses during the term of this agreement, as reflected in the financial reports to be filed by the subgrantee, the subgrantee shall refund to the California State Library the amount of such excess payment.

California State Library
Budget Office
P.O. Box 942837
Sacramento, CA 94237-0001

LSTA GRANT AWARD #40-6426

Project Title: Placentia Acheives School Success...Shelter House
System/Agency: Placentia Library District

NONDISCRIMINATION CLAUSE ADDENDUM

1. During the performance of this grant award, the recipient, subgrantee and its contractors shall not deny the grant award's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. Subgrantee shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

2. Subgrantee shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, Section 1290 et. seq.), the regulations promulgated thereunder (Cal. Admin. Code, Tit. 2, Sections 7285.0 et. seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article.

3. Subgrantee or recipient shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours notice, to such of its books, records, accounts, other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause.

4. Recipient, subgrantee and its contractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

5. Subgrantee shall include the nondiscrimination and compliance provisions of this clause in all contracts to perform work under the grant award.

California State Library
Budget Office
P.O. Box 942837
Sacramento, CA 94237-0001

LSTA GRANT AWARD #40-6426

Project Title: Placentia Acheives School Success...Shelter House
System/Agency: Placentia Library District

CERTIFICATION REGARDING LOBBYING FOR GRANTS AND COOPERATIVE AGREEMENTS

This certification is a prerequisite for making or entering into a grant or cooperative agreement over \$100,000. Upon the acceptance of the grant award the subgrantee as required by Section 1352, Title 31 of the U.S. Code certifies to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the subgrantee, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the subgrantee shall complete and submit Standard Form - LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.
3. The subgrantee shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

The applicant assures and certifies that it will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assumes and certifies:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-sided activity.
4. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 20 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
9. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
12. It will comply with all requirements by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
14. It will comply with the flood insurance purchase requirements of Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) complying with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

LSTA Control # OM-23

LSTA GRANT AWARD DOCUMENTATION
Budget Citation BA/05, Item 6120-211-0890

LSTA Award #: 40-6426

Approval Date: 06/22/05

Project Title: Placentia Acheives School Success...Shelter House

Subgrantee: Placentia Library District

Funding Start Date: ** upon execution **

Approved Funds: \$48,634

Term: upon execution - 6/30/06

Payments:	\$21,885	upon execution of agreement	Schedule No.
	\$21,885	on or about October 30, 2005	Schedule No.
	\$4,864	on completion of all reporting requirements and return of abatements	Schedule No.

Appropriation Encumbered (designate where applicable)

For: FY 05/06
WP 04

Federal Fund Trust PCA #: 92980

Code: 702

Vendor Code: M692

Catalog number from Federal Catalog of Domestic Assistance#45.310

Matching: State: 34% Federal: 66%

BUDGET CATEGORY	APPROVED BUDGET	REVISED	REVISED
SALARIES & BENEFITS	\$24,927		
MATERIALS	\$8,500		
OPERATING EXPENSES	\$14,757		
EQUIPMENT			
INDIRECT COSTS	\$450		
TOTAL	\$48,634		

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: July 18, 2005

BACKGROUND

The recent Legislative Alerts from the California Special Districts Association (CSDA) and California Library Association (CLA) Legislative Committee are contained in Agenda Item 24.

The State Budget has been adopted and signed by the Governor. The good news is that it maintains the level of support for the Public Library Fund since it restored the \$2 million cut proposed by the Governor. The California Library Association credits the extensive lobbying by local public libraries for the restitution of this cut.

No information has been received about the LOCAL and/or CSDA position on the November ballot initiatives.


Any updated information will be presented at the Board Meeting.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Strategic Planning
DATE: July 18, 2005

BACKGROUND

The Strategic Planning Workshop was held on Friday, July 15, 2005 at the Kellogg West Conference Center at Cal Poly Pomona under the leadership of Susan Berk.

The Board will have an opportunity to discuss the results of the Workshop and give staff direction for Strategic Plan development. The Board will determine whether to conduct focus groups and give the Library Director suggestions for discussion leaders.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Fiscal Year 2005-2006 Budget
DATE: July 15, 2005

BACKGROUND

At its meeting on June 15, 2005 the Library Board asked to have the reclassification portion of the proposed expenditures budget brought back to it as a separate item.

The following recommendations are still awaiting action:

- 📖 Reclassification of a Librarian I to Librarian II. This position has been a Librarian II position but was changed with the current appointment until she had the experience in a Librarian I position required for a Librarian II appointment. The Salary Schedules for Non Exempt and Exempt Employees for Fiscal Year 2005-2006 is Attachment A.
- 📖 Reclassification of a Library Clerk I to Library Clerk II. With the addition of two new clerical positions last year and an additional two this year there is a need for a second supervisory clerk who can be responsible for training, scheduling substitutes and acting in the absence of the Circulation Supervisor. The Salary Schedules for Non Exempt and Exempt Employees for Fiscal Year 2005-2006 is Attachment A.
- 📖 Establish the position of Manager of Administrative Services, adopt a job description for that position and establish a salary scale for that position. The proposed new job description is Attachment B. The Salary Schedules for Non Exempt and Exempt Employees for Fiscal Year 2005-2006 is Attachment A. A summary of the salary ranges and job descriptions for comparable positions in other Districts and the City of Placentia is Attachment C.
- 📖 If the position of Manager of Administrative Services is approved the Library Director recommends that the job description for the Manager of Public Services be amended to transfer the supervision of the Passport Application program to the Manager of Administrative Services. The Job Description for the Manager of Public Services is Attachment D.
- 📖 If the position of Manager of Administrative Services is approved the Library Director intends to appoint the present Administrative Assistant conditional upon a maximum of Step 3 until she has completed her M.P.A. degree. The Library Board President has requested a Closed Session to discuss this appointment.

RECOMMENDATIONS

1. Approve the reclassification of 1.0 FTE Librarian I position to 1.0 FTE Librarian II.
2. Approve the reclassification of 1.0 FTE Library Clerk I position to 1.0 FTE Library Clerk II.
3. Establish the position of Manager of Administrative Services and adopt Placentia Library District Policy 2303, Job Description, Manager of Administrative Services and include that position in the salary scale for Exempt Managers.
4. Approve the reclassification of 1.0 FTE Library Assistant to 1.0 FTE Manager of Administrative Services with appointment conditional upon completion of the MPA degree for advancement beyond Step 3.
5. Amend Placentia Library District Policy 2305, Job Description, Manager of Public Services to reflect the transfer of Passport Agency responsibilities to the Manager of Administrative Services.

PLACENTIA LIBRARY DISTRICT
 SALARY SCALE FOR
 FISCAL YEAR 2005-2006
 Effective July 1, 2005
 EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIB										
DIR	48.08									
	3,846.40									
	100,006.40									
	8,333.87									
ADMIN	18.37	18.83	19.30	19.78	20.28	20.78	21.30	21.84	22.38	23.50
ASST	1,469.60	1,506.34	1,544.00	1,582.60	1,622.16	1,662.72	1,704.29	1,746.89	1,790.56	1,880.09
	38,209.60	39,164.84	40,143.96	41,147.56	42,176.25	43,230.66	44,311.42	45,419.21	46,554.69	48,882.42
	3,184.13	3,263.74	3,345.33	3,428.96	3,514.69	3,602.55	3,692.62	3,784.93	3,879.56	4,073.54
PROF SVC & HR	26.22	26.88	27.55	28.24	28.94	29.67	30.41	31.17	31.95	33.54
TECH SVC	2,097.60	2,150.04	2,203.79	2,258.89	2,315.36	2,373.24	2,432.57	2,493.39	2,555.72	2,683.51
MGR	54,537.60	55,901.04	57,298.57	58,731.03	60,199.31	61,704.29	63,246.90	64,828.07	66,448.77	69,771.21
	4,544.80	4,658.42	4,774.88	4,894.25	5,016.61	5,142.02	5,270.57	5,402.34	5,537.40	5,814.27


PACIES	Starting Wage	6 Months	1 Year	18 Months
	6.75	7.09	7.44	7.81

Signature _____ : Adopted May 23, 2005

Al Shkoler, President

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2005-2006
Effective July 1, 2005
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10	
CLERK I	HR	11.97	12.27	12.58	12.89	13.21	13.54	13.88	14.23	14.58	15.31
	PP	957.60	981.54	1,006.08	1,031.23	1,057.01	1,083.44	1,110.52	1,138.29	1,166.74	1,225.08
	AN	24,897.60	25,520.04	26,158.04	26,811.99	27,482.29	28,169.35	28,873.58	29,595.42	30,335.31	31,852.07
	MO	2,074.80	1,875.47	1,922.27	1,970.80	2,019.33	2,347.45	2,406.13	2,466.29	2,527.94	2,654.34
CLERK II	HR	13.53	13.87	14.21	14.57	14.93	15.31	15.69	16.08	16.48	17.31
	PP	1,082.40	1,109.46	1,137.20	1,165.63	1,194.77	1,224.64	1,255.25	1,286.63	1,318.80	1,384.74
	AN	28,142.40	28,845.96	29,567.11	30,306.29	31,063.94	31,840.54	32,636.56	33,452.47	34,288.78	36,003.22
	MO	2,345.20	2,403.83	2,463.93	2,525.52	2,588.66	2,653.38	2,719.71	2,787.71	2,857.40	3,000.27
LIBRARIAN ASST	HR	16.07	16.47	16.88	17.31	17.74	18.18	18.64	19.10	19.58	20.56
	PP	1,285.60	1,317.74	1,350.68	1,384.45	1,419.06	1,454.54	1,490.90	1,528.17	1,566.38	1,644.70
	AN	33,425.60	34,261.24	35,117.77	35,995.72	36,895.61	37,818.00	38,763.45	39,732.53	40,725.85	42,762.14
	MO	2,785.47	2,855.10	2,926.48	2,999.64	3,074.63	3,151.50	3,230.29	3,311.04	3,393.82	3,563.51
LIB I	HR	19.00	19.48	19.96	20.46	20.97	21.50	22.03	22.59	23.15	24.31
	PP	1,520.00	1,558.00	1,596.95	1,636.87	1,677.80	1,719.74	1,762.73	1,806.80	1,851.97	1,944.57
	AN	39,520.00	40,508.00	41,520.70	42,558.72	43,622.69	44,713.25	45,831.08	46,976.86	48,151.28	50,558.85
	MO	3,293.33	3,375.67	3,460.06	3,546.56	3,635.22	3,726.10	3,819.26	3,914.74	4,012.61	4,213.24
LIB II	HR	22.14	22.69	23.26	23.84	24.44	25.05	25.68	26.32	26.98	28.32
	PP	1,771.20	1,815.48	1,860.87	1,907.39	1,955.07	2,003.95	2,054.05	2,105.40	2,158.04	2,265.94
	AN	46,051.20	47,202.48	48,382.54	49,592.11	50,831.91	52,102.71	53,405.27	54,740.41	56,108.92	58,914.36
	MO	3,837.60	3,933.54	4,031.88	4,132.68	4,235.99	4,341.89	4,450.44	4,561.70	4,675.74	4,909.53
LIB AIDE	HR	8.17	8.37	8.58	8.80	9.02	9.24	9.47	9.71	9.95	10.45
	PP	653.60	669.94	686.69	703.86	721.45	739.49	757.98	776.93	796.35	836.17
	AN	16,993.60	17,418.44	17,853.90	18,300.25	18,757.75	19,226.70	19,707.37	20,200.05	20,705.05	21,740.30
	MO	1,416.13	1,451.54	1,487.83	1,525.02	1,563.15	1,602.22	1,642.28	1,683.34	1,725.42	1,811.69

Signature  : Date May 23, 2005
Al Shkoler, President

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Administrative Services
POLICY NUMBER: 2303

Deleted: Administrative Assistant

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2303.1 The Manager of Administrative Services is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex administrative, personnel, accounting and risk management tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the District during the absence of the Library Director.

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Deleted: Administrative Assistant

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2303.1.1 Attends meetings and maintains official records and documents of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

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2303.1.2 Manages the recruitment process and maintains personnel records for all District employees. Participates in the selection of District staff. Prepares performance evaluations and merit pay increase recommendations for Administrative Services staff for the Library Director's review.

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2303.1.3 Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

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2303.1.4 Maintains the District's checkbooks and general ledger.

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2303.1.5 Manages the accounts payable and receivable and prepares all claims for payment.

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2303.1.6 Prepares the Administrative Services and entrepreneurial activities work schedules.

2303.1.7 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

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2303.1.8 Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations.

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He/she will translate the goals and objectives of the Board to the staff and the community.

2303.1.9 Prepares monthly and annual reports on the administrative activities of the District.

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2303.2 Typical Tasks

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2303.2.1 Directs, coordinates, and reviews the Administrative activities of the District concerning personnel, risk management, resources, equipment, services and programs.

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2303.2.2 Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.

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2303.2.3 Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.

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2303.2.4 Maintains the office general ledger for the District and the Placentia Library Foundation.

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2303.2.5 Prepares materials for the annual audit and coordinates all activities with the District's independent auditor

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2303.2.6 Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.

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2303.2.7 Manages the Passport application agency program with the U. S. Department of State.

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2303.2.8 Maintains files and records related to the operations of the Administrative Office

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2303.2.9 Receives complaints from vendors, staff and the public and takes steps to see that they are addressed.

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2303.2.10 Makes travel arrangements for District Staff and Trustees.

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2303.2.11 Schedules the use of the Meeting and Conference Rooms.

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2303.2.12 Prepares District's financial and personnel reports to the State Library and other agencies.

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- 2303.2.13 Coordinates bid processes and purchasing (excluding books and library materials).

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- 2303.2.14 Coordinates maintenance and safety of the District's physical facility.

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- 2303.2.15 Works on special projects as assigned.

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- 2303.2.16 Negotiates and manages contracts and service agreements with District vendors.

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- 2303.2.17 Manages the recruitment process for all District positions.

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- 2303.2.18 Participates in interviewing and selecting administrative staff and evaluating the performance of administrative personnel.

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- 2303.2.19 Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

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- 2303.2.20 Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

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- 2303.2.21 Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

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- 2303.2.22 Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

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- 2303.2.23 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

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- 2303.3 Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license and be a United States Citizen.

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- 2303.4 Knowledge and abilities:

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- 2303.4.1 Proficiency in Word, Excel and Quickbooks.

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2303.4.2 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

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2303.4.3 Knowledge of personal computer hardware and software operations.

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2303.4.4 Knowledge of basic fund accounting, cost accounting and budgeting.

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2303.4.5 Ability to apply the knowledge listed above.

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2303.4.6 Ability to use word processing software accurately and to create and use labels, data and formulas on an electronic spreadsheet.

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2303.4.7 Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

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2303.4.8 Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

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2303.4.9 Ability to respond to routine inquiries or complaints from Library customers.

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2303.4.10 Ability to supervise staff and implement personnel policies and procedures.

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2303.4.11 Ability to analyze difficult problems and recommend solutions.

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2303.4.12 Ability to take independent action.

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2303.4.13 Ability to prepare and present reports that conform to prescribed style and format.

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2303.4.14 Ability to present information to District management and the Library Board of Trustees.

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2303.4.15 Ability to organize and manage work flow for self and others.

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2303.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

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2303.5 Physical Demands

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2303.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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2303.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

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2303.5.1.2 Must possess mobility to operate a motor vehicle.

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2303.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

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2303.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

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2303.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

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2303.5.1.6 The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

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2303.5.1.7 The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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2303.5.1.8 Attendance at off-hours meetings and occasional travel are required.

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2303.6 Work Environment

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2303.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

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2609.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

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Placentia Library District
 Reclassification Study
 July 2005

Agency	Position Title	Education	Salary Range
Buena Park Library District	Business Officer	Bachelor + 3 years	45,614 - 55,578
Buena Park Library District	Support Services Manager	Masters	58,906 - 71,781
Palos Verdes Library District	Finance Director	Masters	72,000 - 97,982
Alta Dena Library District	Finance & Operations Assistant	High School + 1 year	32,369 - 40,378
Mesa Consolidated Water District	Administrative Services Manager	Bachelor + 8 years	88,776 - 122,376
Yorba Linda Water District	Business Manager	Bachelor + 5 years	88,488 - 107,556
City of Placentia	Director of Administrative Services	Bachelor + 3 years	85,992

No benefit information was collected for this comparison.



Buena Park Library District

SALARY SCALE
Business Officer

Effective July 8, 2005

Step Number	Hourly Wage
1	21.93
2	22.48
3	23.05
4	23.63
5	24.21
6	24.81
7	25.43
8	26.08
9	26.72

Job Description

JOB TITLE: BUSINESS OFFICER

EXEMPT: No SHIFT: 8:00 a.m. – 5:00 p.m.
Revised: 1/03
REPORTS TO: Library Director

SUMMARY: A confidential classification that provides both generalized and specialized assistance to the Library Director. Performs assignments ranging from routine administrative to more complex and varied professional, confidential and/or specialized nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other job-related duties may be assigned.

Presents the image of the Library District to the public by being welcoming, pleasant and courteous.

Risk Management

Serves as a liaison with other public agencies, insurance companies and service providers to ensure an efficient and cost effective risk management program.

Coordinates loss control and safety programs and policies in conjunction with library managers.

Develops and implements an employee safety program which effectively identifies causes of accidents and initiates purposeful action to eliminate the causes or minimize their impact.

Establishes and reviews insurance requirements for District contracts and screens agreements, leases and purchase documents to eliminate or minimize potential risk and liability.

Plans, organizes and manages insured and self-insured programs for District general liability, property/casualty, safety and loss control plans.

Financial Management

Performs accounting and reporting for District operations and funds. Analyzes and verifies financial documents, revenue receipts and other financial entries for accuracy and compliance with established accounting and auditing procedures.

Originates journal entries, reconciles statements, prepares vouchers, billings, trial balances and maintains a variety of financial schedules, records and files. Prepares financial statements, reports and analyses utilizing computer applications.

Analyzes expenditure to proper accounts, analyzes budget variances, projects estimated expenses and prepares adjustments in the maintenance of budgetary controls.

Prepares payroll and warrant requests.

Ensures proper accounting for fixed assets, revenue and expense accruals.

Recommends disposal of surplus District equipment, supplies and material.

Purchasing Services

Reviews contracts and vendor proposals for conformance with Library District policy, procedures and goals and submits them to the Director for approval.

Develops, implements and monitors accounting procedures and reports.

Plans, organizes, directs and reviews all functions relating directly to the purchase of equipment, supplies and services for the District.

Develops and writes standardized and specialized bid specifications through researching and analyzing information to determine product and/or service need and availability.

Researches, examines and analyzes bid proposals and prepares recommendations to the Director and the Board regarding awarding of bids.

Confers with managers to establish specific descriptions of requested goods or services.

Consults and confers with vendors to obtain and provide market information to managers.

Manages day- to-day business operations of the District. Assists with RFPs, contract administration, grant preparation and finance related matters.

Related Duties

Prepares written correspondence, agenda items, documents and presentation material.

Prepares and presents financial data for use in managerial decision-making.

Maintains operation of the telephone systems.

Drives a vehicle on District business.

May supervise clerical staff.

May develop and administer special projects.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have excellent interpersonal skills. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in Finance, Business, Public Administration or related field, or equivalent combination of education and experience. Three years of progressively responsible finance and administrative experience. Experience in a governmental or public agency or in a customer service oriented organization preferred.

LANGUAGE SKILLS:

Ability to read, analyze and interpret financial and technical reports. Ability to communicate easily and rapidly in English with library vendors, staff and customers orally, via telephone and in writing. Understand and carry out both oral and written instructions in English independently. Ability to write reports and make oral presentations using correct English grammar, spelling, punctuation and vocabulary.

MATHEMATICAL SKILLS:

Ability to perform mathematical computations rapidly and accurately. Maintain accurate and clear financial and statistical records. Knowledge of quantitative analysis methods. Ability to use financial systems and procedures in a networked computer environment. Analyze complex financial issues, evaluate alternative solutions, develop sound conclusions, and recommend an appropriate course of action. Prepare and monitor District budget and financial plans.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid California driver's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is required to talk and hear at the level where communication occurs easily and rapidly. The employee is required to sit; use hands to finger, handle or feel objects; and twist and reach with hands and arms. The employee is required to stand; walk; and stoop, kneel or crouch. Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry library supplies from one to ten pounds is required. Lift boxes, equipment and furniture weighing up to 50 pounds.

Perform data entry and retrieval on a computer.

Walk to and from vehicle to office and /or sites, load and unload vehicle with supplies and equipment.

Replace or retrieve items from file cabinets and supply shelves.

See to perform data entry and read complex written documents.

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

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Buena Park Library District

SALARY SCALE
Public Services Manager,
System Services Manager,
Support Services Manager

Effective July 8, 2005

Step Number	Hourly Wage
1	28.32
2	29.03
3	29.76
4	30.50
5	31.27
6	32.04
7	32.84
8	33.67
9	34.51

JOB DESCRIPTION

Job Title: ~~CIRCULATION SERVICES MANAGER~~
Suggest

Oversees a portion of the volunteer program.

Answers reference questions and works at the Reference Desk.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have excellent interpersonal skills. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B.A.) or equivalent, or equivalent combination of education and experience, preferably including data processing systems, word processing and microcomputers. Four years of increasingly responsible supervisory/managerial experience, preferably in a public library environment. Ability to type at 30 net words per minute.

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business periodicals, professional journals and technical procedures. Ability to communicate rapidly and easily in English. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from individuals, management, public groups and the Board of Trustees.

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

While performing the duties of this job, the employee is required to talk and hear at a level where communication occurs rapidly and easily. The employee frequently is required to use hands to twist/finger, handle or feel objects, tools or controls and reach with hands and arms. The employee is required to stand; walk; sit; and stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Book carts weighing up to 250 pounds must be pushed or pulled.

JOB DESCRIPTION

Job Title: ~~CIRCULATION~~ SERVICES MANAGER

Support

Perform data entry and retrieval on a computer.

See to perform data entry.

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

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Palos Verdes Library District
Finance Director

Last Reviewed: July 12, 2004

FLSA: Executive Exempt

Salary Range
\$72,000 - 97,982

Purpose

The Finance Director is responsible for the operation and continuous improvement of the Palos Verdes Library District Finance Department, which includes finance, accounting, and risk management functions.

Core Accountabilities

Core accountabilities include, but are not limited to:

Management and Leadership

Provide management and leadership to department staff, including

- Interview, select and train new employees
- Recommend promotion/demotion or other change in status of staff members
- Plan and direct work/duties of staff members
- Provide staff members with feedback on their work performance through informal coaching and the annual review process
- Engage staff members in continuously improving the operation of the department and of the Library District
- Ensure staff members are well informed about District services, operations, programs, events, employee benefits, etc.
- Ensure staff members have appropriate training and professional development opportunities

Ensure the safe and efficient operation of your department.

Contribute to the development of the annual budget and manage expenditures in your area of responsibility.

Finance and Accounting

Direct the fiscal management program of the District, including budget preparation and monitoring, collection and disbursement of revenues, accounting, financial reporting and auditing, and investment of funds.

Develop and implement policies and procedures that ensure the fiscal well being of the District, effective internal control, and compliance with all relevant laws, ordinances, accounting standards, rules and regulations.

Develop and administer systems to enable other Department Managers to monitor spending in their areas of responsibility against budget.

Review investments and cash flows. Make recommendations regarding investment of District funds and administer the investment program.

Maintain accurate financial records including ledgers, accounts, and registers. Direct the preparation of financial reports.

Assist in the preparation of grant applications and provide the financial reporting associated with grants received.

Maintain an accurate inventory of fixed assets, furniture, and equipment.

Supervise accounts payable processing.

Monitor payroll processing.

Participate in labor negotiations as an advisor to the District Director and Board of Trustees. Analyze the fiscal impact of proposed labor contract provisions.

Procurement

Develop and administer effective and efficient procedures for procuring services, materials, equipment, and supplies as needed to support District operations, including:

- Review and approve all purchase orders to ensure compliance with District procurement policies and budget limits.
- Supervise purchasing and receiving activities. Establish procedures to ensure the cost-effectiveness of purchasing decisions and appropriate control of purchasing and receiving activities.
- Negotiate and administer contracts for services in your area of responsibility such as payroll processing, employee benefits, photocopier and office equipment maintenance, audit services, vending machine services, etc.

Risk Management

Administer the District's liability insurance programs. Supervise the review of claims to identify and minimize loss exposure.

Participate in the review of insurance plans and recommend policy revisions.

Oversee the District's Worker's Compensation insurance program.

Administration

Manage vendor relationships.

Prepare statistical and analytical reports.

Administer Human Resources procedures in relation to department staff (eg. time and attendance record keeping, work and vacation scheduling, etc.)

Administer Passport Acceptance Program.

QUALIFICATIONS GUIDELINES

Knowledge, Skills and Abilities

Knowledge of principles, practices, systems, and legal requirements of

- public sector finance, accounting, procurement, personnel, employee benefits and payroll management and administration
- risk management, safety management and insurance administration

Ability to: plan and direct Finance Department activities; supervise, train and monitor assigned staff; maintain financial record-keeping systems; make accurate revenue and expenditure forecasts; determine cash flow requirements; prepare and monitor budgets; prepare and present accurate financial and statistical reports; analyze complex problems and develop solutions; communicate effectively both orally and in writing; establish and maintain effective working relationships with the Board of Trustees, other employees, volunteers, vendors, other District departments, and the general public; effectively supervise assigned staff.

Education and/or Experience

Five years of progressively responsible accounting experience in a public agency, including at least two years of supervisory experience at mid-management level; a bachelor's degree in public or business administration or closely related field. A Master's degree or CPA is desirable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

Physical Demands

While performing the duties of this job, an incumbent is regularly required to sit, talk and hear. While performing the duties of this job, the employee is occasionally required to

walk; use hands to finger, handle or feel objects tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

Work Environment

Incumbents are not substantially exposed to adverse environmental conditions.

July 12, 2004

2004/2005 Annual Objectives and Measures

Objective	Measure
Develop a set of Key Performance Indicators (KPIs) for the Finance Department and incorporate into monthly report	Key performance indicators agreed with District Director and reported on a monthly basis by 12/31/04
Develop and implement a rolling 12 month training plan for Finance staff	Training plan documented and agreed by District Director by 12/31/04. Training plan reflected in 04/05 mid-year budget adjustment and incorporated into annual budgeting process for 05/06 and beyond.
Lead implementation and ongoing administration of Passport Acceptance Service at Peninsula Center.	Passport Acceptance service operational by 12/31/04, including training of all required staff and development of procedures and staffing roster.
Contribute to the development of a cost-effective, mutually acceptable Memorandum of Understanding between the District and the union.	MOU finalized and approved by the Board of Trustees by June 30, 2004.
Develop a system that enables Department Managers to monitor expenditures in their area of responsibility against budget.	"Prototype" reporting system available for use by Facilities Manager by 9/30/04. System extended to all Department managers by 12/31/04.
Establish effective and efficient policies and procedures for the District's purchasing and receiving activities.	New policies and procedures implemented by 3/31/05.
Work with Facilities and Automation Services Department managers to recommend new policies and procedures for District capital expenditures including updated definitions of key terms, expenditure justification and reporting requirements, minimum reserve fund balances and fund replenishment strategies, and a 3-year rolling capital planning process.	Recommendations presented to the Board by 12/31/04. New policies and procedures in place for 05/06 fiscal year.



ALTADENA LIBRARY DISTRICT

JOB DESCRIPTION
FINANCE AND OPERATIONS ASSISTANT

SALARY: \$32,369 - \$40,378

SUMMARY:

Under the direction of the Director of Finance, Human Resources & Operations, performs various clerical and routine tasks in support of an operating unit, to include positing entries, preparing petty cash, processing payments, and/or assisting in preparation of billings and other financial reports. Responds to inquiries and contacts other departments and/or vendors to resolve a variety of problems. Assists in performance of various clerical duties.

DUTIES AND RESPONSIBILITIES:

1. Prepares purchasing, travel, personnel, or related documents.
2. Answers telephones, opens and logs mail, meets and greets visitors, and assists in other clerical functions; may arrange travel and meetings and coordinate office security and key control.
3. Sorts documents; codes, logs, reviews for accuracy; matches supporting invoices to procurement documents; and verifies invoices for payment.
4. Handles petty cash and cash related transactions, issues receipts, records and types money lists, and balances cash fund; enters cash transactions in ledgers and reconciles cash reports; prepares bank deposits.
5. Assists in preparation of financial statements such as billings, budgets, and cost reports.
6. Assists in ordering, care, maintenance, and utilization of department equipment, supplies, and inventories.
7. Assists in processing of payroll time sheets and employment documents; verifying account numbers; maintains sick and annual leave and other payroll records.
8. May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
9. Receive, sort and distribute mail.
10. Post information to records.
11. Attend meetings, take notes and prepare summaries of proceedings.
12. Makes travel arrangements.
13. Arrange meetings, make appointments, compile agendas and assist in preparation of materials for meetings.
14. Assists with the recording of cash receipt transactions into JDE.
15. Using Excel and Access, assists with various reconcillations.
16. Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Graduation from high school, or equivalent business course, including office management, and typing and computer applications, especially Excel. Additional college level training in courses related to office management, business management, public administration, or related fields is desirable;
2. One year of responsible office/secretarial experience, which included the use of computer word processing and related software applications.
3. Typing/keyboarding 60 wpm, corrected.
4. Thorough knowledge of English grammar and spelling, filing, arithmetic, modern office methods and procedures, terms and equipment; principals of office organization, and public relations.

Excellent benefits:

Employee paid PERS 7%, medical, dental, vision, vacation and sick leave.

Submit application to Director of Finance, Human Resources & Operations,
Altadena Library District, 600 E. Mariposa Street, Altadena, CA., 91101-2266,
626-798-4033 **no later than Wednesday, February 9, 2005, 5 p.m.**

Application forms available on Altadena Library web site:
<http://library.altadena.ca.us>

January 2005

MESA CONSOLIDATED WATER DISTRICT

ADMINISTRATIVE SERVICES MANAGER

Salary
\$ 88,776 - \$ 122,376

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs; manages, and oversees the activities and operations of the Administrative Services Department including the Public Information, Education, and Resource Efficiency Section, Information and Records Management Section, and Customer Service Section; coordinates assigned activities with other departments and outside agencies; may serve as District Secretary; and provides highly responsible and complex administrative support to the General Manager.

The Administrative Services Manager is a department manager-level position that requires a working knowledge of all District operations and related administrative functions, policies and procedures. Work is accomplished within a broad framework, and requires discretion in applying general goal and policy statements. Discretion is necessary in administering a complex and sensitive area of responsibility in resolving complex organizational and service delivery problems.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all Administrative Services Department services and activities including the Public Information, Education, and Resource Efficiency Section, Information and Records Management Section, and Customer Service Section.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Administrative Services Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Plans, directs, manages, and oversees the activities and operations of the Customer Service Division; ensures timely and accurate billing and meter reading; responds and resolves difficult and sensitive customer inquiries, complaints, and concerns.

9. Plans, directs, manages, and oversees the activities of the Public Information and Education Section; ensures development and implementation of public education and outreach programs; directs media contacts and represents the District in media relations; oversees preparation of press releases, brochures, and bi-monthly newsletters; oversees tours; prepares and participates in after-hours community education and outreach activities; oversees web site updates as necessary.
10. Plans, directs, manages, and oversees the activities of the Resource Efficiency Section; ensures development, implementation and management of the District's comprehensive Water Use Efficiency program.
11. Plans, directs, manages, and oversees the activities of the Information Systems Section; ensures computer and communication hardware and software function properly and meet current and future District needs.
12. Plans, directs, manages, and oversees the activities of the Records Management Section; ensures development and implementation of a records management program; oversees accuracy of file maintenance, records retention, and record retrieval.
13. Plans, organizes, implements, monitors and supports various District-wide activities including preparing agenda and staff reports for various committees; prepares and makes presentations for board and board-level committee meetings; interacts with elected board members and outside legal counsel.
14. Oversees preparation of request for proposals and agreements for various professional services contracts.
15. Performs District Secretary responsibilities and duties when assigned; ensures compliance with Brown Act for board meeting agenda, materials, posting requirements, and minutes; serves as custodian of official records; attends Board meetings and Closed Sessions; responds to request for public records and accepts subpoenas on behalf of the District; signs official documents; coordinates board election documents with the County and annual Conflict of Interest statements.
16. Provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence.
17. Represents the Administrative Services Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
18. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
19. Participates on a variety of boards, commissions, and committees.
20. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of public administration; incorporates new developments as appropriate.
21. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
22. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive administrative services program.
Organization objectives, procedures, policies and regulations.
Advanced principles and practices of program development and administration.
California governmental public meeting and information regulations.
Principles and practices of records management.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations.
Principles of business letter writing and report preparation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Manage and direct a comprehensive administrative services program.
Develop and administer departmental goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns, and needs.
Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train, and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable federal, state, and local policies, laws, and regulations.
Decide the time, place and sequence of operations within an organizational framework, and to oversee their execution.
Analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.
Advise and interpret regarding the application of policies, procedures and standards to specific situations.
Utilize a variety of advisory data and information such as financial statements, budgets, purchase orders, invoices, time cards, personnel policies, computer software operating manuals, District policies, newspaper articles, meeting agendas, informational reports, press releases, state statutes, procedures, guidelines and non-routine correspondence.
Perform mathematical calculations including adding, subtracting, multiplying and dividing, and calculating percentages, fractions, and decimals.
Use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
Exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Experience:

Eight years of increasingly responsible office management experience related to area of assignment and preferably in a utility or similar government setting including three years of management and administrative responsibility.

License or Certificate:

Possession of a valid, appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; tasks are regularly performed without exposure to adverse environmental conditions.

Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; light lifting, carrying, pushing and pulling; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Mesa Consolidated Water District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

FLSA: Exempt

Date: August 2003

Johnson & Associates

YORBA LINDA WATER DISTRICT**BUSINESS MANAGER****DEFINITION**

Under administrative direction of the General Manager, plans, organizes, coordinates and administers District financial, customer service, and meter reading activities; performs related work as assigned.

CLASS CHARACTERISTICS

This class is responsible for the development of District financial, investment and purchasing policies and activities; including investments, accounting, purchasing, customer service and meter reading activities.

EXAMPLES OF DUTIES

Following are examples of the essential duties of this class:

- Plans, organizes, schedules, reviews and evaluates the work of staff involved with accounting, customer service and billing, meter reading and develops and implements goals, objectives and work standards for the department.
- Invests surplus funds and administers other financial management programs; directs and personally performs professional level accounting work and oversees the maintenance of the general ledger, varies subsidiary ledgers and journals, accounts receivable and payable, payroll, and numerous control and informational records and reports.
- Prepares periodic and special financial reports and analysis including budget and water rate studies as well as those required for submission to Federal, State and County governmental agencies.
- Coordinates and integrates the meter reading, customer service, billing and collection activities; and directs the implementation and upgrading of computer-based systems for accounting and business record keeping.
- Confers with District staff and the Board of Directors and represents the District in contacts with the local financial community and the public.
- Undertakes a variety of special studies as may be assigned by the General Manager.

QUALIFICATIONS**Knowledge Of:**

Governmental, fund and general accounting principles, practices and procedures -- including budgeting and investment techniques.

RANGE: \$7,374 to \$8,963

\$88,488 - 107,556

Customer service functions, including billing, collections and customer record keeping.
Administrative principles and practices, including goals and procedure development and implementation, work planning and organization and employee supervision.
Auditing principles and practices.
Computer use applications for accounting/business/customer service systems.
Applicable laws and regulations affecting special districts.

Skill In:

Planning, organizing, supervising, training, reviewing and evaluating the work of others.
Maintaining various ledgers, journals and other control and informational records.
Preparing clear and accurate reports and statements.
Analyzing complex financial and customer service problems, evaluating alternatives and adopting an effective course of action.
Using tact, discretion and prudence in establishing and maintaining effective working relationships with representatives of financial institutions and business and community groups, the public and District staff at all levels.
Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
Organizing work, setting priorities and following up assignments with minimal supervision.
Exercising independent judgment within policy guidelines.

Education and Experience:

Equivalent to graduation from a four year college or university with major coursework in accounting, business or public administration or a closely related field, and five years of professional accounting experience including supervisory experience and experience in a public agency setting.

CITY OF PLACENTIA
CURRENT PAY RATES
Management Staff

September 2002

Class Code	Job Class	Base Rate	PERS Rate*
1500	City Administrator	9,845.61	10,534.80
Control Point			
2200	Director of Administrative Services	7,166.20	7,667.83
6200	Director of Community Services	6,918.62	7,402.92
2000	Director of Development Services	7,475.42	7,998.70
2100	Director of Finance	7,856.52	8,406.48
2300	Director of Public Works	8,159.86	8,731.05
4400	Police Chief	8,577.84	9,349.85

Mid-Management Staff

Class Code	Class Title	Base Rate	PERS Rate*
Control Point			
0100	Accountant II	B 4,317.63	4,619.86
0600	Assistant Civil Engineer	B 5,188.12	5,551.29
1000	Associate Civil Engineer	B 5,611.04	6,003.81
1100	Associate Planner	B 5,188.12	5,551.29
1400	Chief Building Official	B 6,112.55	6,540.43
3300	Economic Development Manager	B 5,188.12	5,551.29
1600	Engineering Services Manager	B 6,112.55	6,540.43
1700	Finance Services Manager	B 5,918.13	6,332.40
6500	Human Services Manager	B 5,028.84	5,380.86
6300	Maintenance Services Superintendant	B 6,112.55	6,540.43
3800	Maintenance Supervisor	B 4,422.66	4,732.25
2900	Management Analyst	B 5,028.84	5,380.86
7000	Mechanical Equipment Supervisor	B 4,277.30	4,576.71
0800	Planner II	B 4,439.95	4,750.75
4100	Planning Services Manager	B 5,918.13	6,332.40
3700	Police Services Manager	B 5,611.04	6,003.81
3500	Recreation Services Manager	B 5,683.99	6,081.87
5600	Recreation Supervisor	B 4,245.43	4,542.61
3200	Recreation Superintendant	B 5,257.45	5,625.47
5900	Senior Accountant	B 5,188.12	5,551.29
4900	Senior Administrative Analyst	B 5,862.71	6,273.10

* Salaries include value of City payment of employee P.E.R.S. contribution.

NOTE:

1. All the above job classes shall be ineligible for overtime credit.
2. Per City Council Resolution * (83-R-125, 86-R-129, 88-R-112), employees in the above job classes may be paid from 20% below the control point to 10% above the control point based upon performance.

October 1994

CITY OF PLACENTIA
Placentia, California

DIRECTOR OF ADMINISTRATIVE SERVICES**CLASS SUMMARY**

This position serves as Director of Personnel. "Director of Personnel" and "Director of Administrative Services" shall be synonymous in any City documents, codes and correspondence.

Under administrative direction, plans, organizes, directs and coordinates a comprehensive City-wide program of personnel services, including recruitment, employee relations, benefit administration, classification, compensation, safety, training, and related functions; counsels and advises the City Administrator and Management staff as to personnel-related problems. Directs and coordinates comprehensive programs dealing with waste management and disaster preparedness; administrative contracts; assists the City Administrator by completing special projects and assignments of a general administrative nature; assumes related responsibilities and performs related duties as required.

Essential Functions

Essential functions include the following. Other duties may be assigned.

Plans, organizes and conducts, recruitment and selection programs for all full- and part-time original and promotional positions, involving the use of written, performance, oral, and other practical tests. Conducts and serves as the City's spokesperson in the meet and confer process with employee organizations, and represents the City in grievances, hearings, meetings, and in other employee relations capacities. Conducts equal employment opportunity and affirmative action programs, and investigates any complaints of discrimination. Serves as City's Safety Officer coordinating overall City safety program and administering Safety Committee, including workers compensation administration and related risk management functions. Coordinates and administers employee benefits program, including medical, dental, life, disability, optical, unemployment, and retirement. Performs a variety of studies researching personnel and management problems. Writes a variety of staff reports, brochures, papers, and documents. Maintains a comprehensive program of confidential employee records. Conducts salary surveys and prepares reports recommending proper salary schedules, ranges, and adjustments. Audits and classifies positions and recommends new or modified class specifications, relationships, and organization charts. Assists in evaluating and determining staffing needs and patterns. Organizes and coordinates in-service and improvement