









**AGENDA**  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR DATE MEETING

March 21, 2022  
6:30 p.m.  
Community Meeting Room  
411 E. Chapman Avenue  
Call-in Number: (669) 900-6833  
Meeting ID: 850 1206 7452  
Password: 046086  
ZOOM Link: [meetings.placentialibrary.org](https://meetings.placentialibrary.org)

**Mission Statement:**

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

**District Goals:**

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

1. Call to Order      Library Board President

2. Roll Call      Recorder

3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation:      Adopt by Motion

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 23)**

Presentation: Library Director

Recommendation: Approve by Motion

*Items 9 – 23 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.*

**MINUTES (Item 9)**

9. Minutes of the February 15, 2022 Special Meeting and February 23, 2022 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

**CASH FLOW ANALYSIS (Items 10 – 11)**

10. Check Register for February 2022. (Receive & File and Approve)

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

**TREASURER'S REPORTS (Items 12 – 16)**

12. Financial Reports for February 2022 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for February 2022. (Receive & File)

14. Acquisitions Report for February 2022. (Receive & File)

15. Entrepreneurial Activities Report for February 2022. (Receive & File)

16. Library Impact Fee Report for February 2022. (Receive & File)

**GENERAL CONSENT REPORTS (Items 17 – 19)**

17. Personnel Report for February 2022. (Receive, File, and Ratify Appointments)

18. Circulation Report for February 2022. (Receive & File)

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



**STAFF REPORTS (Items 20 – 23)**

- 20. Administration Report for February 2022.
- 21. Children's Services Report for February 2022.
- 22. Adult Services Report for February 2022.
- 23. Placentia Library Web Site & Technology Report for February 2022.

**NEW BUSINESS**

- 24. LAFCO updates from Commissioners Davert and Fisler.
- 25. Status of Brown Act Teleconferencing Laws.
- 26. Conference Authorization to the California Library Association, on June 2-4, 2022.
- 27. Conference Authorization to the American Library Association, on June 23-28, 2022.
- 28. Legislative Updates from Secretary Carline.
- 29. Senior/Community Center Blue Ribbon Committee Report from President Martin.
- 30. Joint-Use Committee Report from President Martin.

**AGENDA DEVELOPMENT**

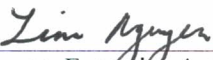
- 31. Agenda Preparation for the April Regular Date Meeting which will be held on April 18, 2022 unless re-scheduled by the Library Board of Trustees.

**ADJOURNMENT**

- 32. The Library Board of Trustees will adjourn the Regular Date March 21, 2022 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for March 21, 2022 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 15, 2022.

  
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 Lina Nguyen, Executive Assistant



MINUTES  
 PLACENTIA LIBRARY DISTRICT  
 SPECIAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
 FEBRUARY 15, 2022

**CALL TO ORDER**

President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 15, 2022 at 6:33 p.m.

**Members Present:** President Jo-Anne Martin, Secretary Gayle Carline, Trustee Sherri Dahl, Trustee Al Shkoler.

**Members Absent:** Trustee Hilaire Shioura.

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Lina Nguyen, Executive Assistant.

**Counsel Present:** David DeBerry, Woodruff, Spradlin & Smart.

**Guests:** Stephanie Beverage, resident; John Sparks, resident; Carlos, resident; Mary, resident; Dawn Miller, resident; Katie Matas, Acquisitions Librarian; Luke H., resident; Laura DeLeon, Library Clerk; Naydia Chantarasompoth, PLFF President; Wendy Amireh; Supervising Librarian; 17147778726, resident

**ADOPTION OF AGENDA**

It was motioned by President Martin to adopt the agenda as presented. It was then moved by Trustee Dahl and seconded by Trustee Dahl to adopt the agenda (Item 3).

AYES:	Martin, Carline, Dahl, Shkoler
NOES:	None
ABSENT:	Shioura

**ORAL COMMUNICATION**

Stephanie Beverage, resident and library patron, introduced herself to the Board and stated she supports the resolution to censure Trustee Shioura. Laura DeLeon, Library Clerk of the Placentia Library District called in through Zoom and stated she also supports the resolution to censure Trustee Shiroua. (Item 4).

**CONSIDERATION OF RESOLUTION 2022-01: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO CENSURE TRUSTEE HILAIRE SHIOURA.**

Library Director Contreras asked District Counsel DeBerry to give a summary of the activities leading to tonight's meeting for the Consideration of Resolution 2022-01. Counsel DeBerry stated this was the second step in the Board's censure policy process.

President Martin wanted it entered into the record that Trustee Shioura had acknowledged receipt of the board book with tonight's agenda. Through several email exchanges between President Martin, Trustee Shioura, and Director Contreras, Trustee Shioura was asked if he would like to provide written submission of his comments in lieu of attending tonight's meeting, but no such communication had been received at this time.

As stated in the last meeting, President Martin noted this was the first time in the District's 102 years of serving the community that censure was being considered. It was not a decision made lightly, and a great deal of thought and discussion when into how to proceed.



President Martin reiterated the definition of censure:

“Censure is a formal Resolution of the Board reprimanding on of its own Trustees for specified conduct, generally a violation of law, regulation, District policy or conduct otherwise detrimental to the to the District's mission. This policy is intended to provide the mechanism by which the Board, acting as a majority, can censure a Trustee for such conduct. Censure by nature is not disciplinary, but rather a formal statement by the Board of its displeasure with a Trustee's conduct it views as significantly detrimental to the District's mission.”

All Trustees voiced their support for the resolution.

With advisement from Counsel DeBerry, President Martin recommended the vote to approve the censure resolution be moved to the next meeting to allow Trustee Shioura another fair and open opportunity to address the censure charges. At the next meeting, discussion on this item will be limited to only hearing from Trustee Shioura, and any responses from the Board.


Trustee Shkoler motioned to continue this item to the next board meeting. The motion was seconded by Secretary Carline. A roll call vote was taken:

AYES:	Martin, Carline, Dahl, Shkoler
NOES:	None
ABSENT:	Shioura

**ADJOURNMENT**

The next Regular Board Meeting will be on February 23, 2022 at 6:30 p.m.

The Board of Trustees Special Date Meeting of February 15, 2022 was adjourned at 6:51 p.m.



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Jo-Anne Martin, President  
Library Board of Trustees



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Gayle Carline, Secretary  
Library Board of Trustees

MINUTES  
 PLACENTIA LIBRARY DISTRICT  
 UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
 FEBRUARY 23, 2022

**CALL TO ORDER**

President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 23, 2022 at 6:32 p.m.

**Members Present:** President Jo-Anne Martin, Secretary Gayle Carline, Trustee Sherri Dahl, Trustee Al Shkoler.

**Members Absent:** Trustee Hilaire Shioura.

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Lina Nguyen, Executive Assistant; Mayli Apontti, Librarian.

**Counsel Present:** David DeBerry, Woodruff, Spradlin & Smart.

**Guests:** Ethan, IT Consultant; Mary, resident; Shellie McCurdy, Library Assistant; Laura DeLeon, Library Clerk; Theresa Kintz, resident; Algimantas Strazdas, resident; Venessa Faber, Supervising Librarian; PLD IT

**ADOPTION OF AGENDA**

It was motioned by President Martin to adopt the agenda as presented. It was moved by Trustee Shkoler and seconded by Secretary Carline to adopt the agenda (Item 3).

AYES: Martin, Carline, Dahl, Shkoler  
 NOES: None  
 ABSENT: Shioura

**ORAL COMMUNICATION**

New Police Chief Brad Butts and new Fire Chief Jason Dobine introduced themselves to the Board. Director Library Contreras thanked both chiefs for agreeing to be celebrity hosts at the Author's Luncheon on March 5, 2022. (Item 4).

**BOARD PRESIDENT REPORT**

President Martin attended two city redistricting hearings, the Chamber of Commerce Excellence in Placentia Awards Banquet, meeting with Assemblymen Philip Chen, several Rotary meetings and socials, the Financial Partner's Credit Union Board meeting and All Partner's Day, and took donations/worked as a day manager at Charity's Closet.

**TRUSTEE & ORGANIZATIONAL REPORTS**

Secretary Carline attended the Chamber of Commerce Excellence in Placentia Awards Banquet, meeting with Assemblymen Philip Chen, LAFCO meeting via teleconference, and a writer's conference.

Trustee Dahl attended the Chamber of Commerce Excellence in Placentia Awards Banquet and the Placentia Round Table Women's Club Meeting. PLFF Board Meeting was cancelled. The Orange County Counsel of Governments meeting was moved to February 24, 2022.

Trustee Shioura was absent.

Trustee Shkoler attended the Chamber of Commerce Excellence in Placentia Awards Banquet and the Rotary social.

**LIBRARY DIRECTOR REPORT**

Library Director Contreras attended the Chamber of Commerce Excellence in Placentia Awards Banquet, meeting with Assemblymen Philip Chen, meetings with PLFF president to discuss Author's Luncheon, Board training for

Boys and Girls Club for new board members, Director's Forum, Santiago Library Director's Executive Council Meeting, and the CLA Board Meeting. Director Contreras thanked staff for welcoming the new Executive Assistant.

**FRIENDS FOUNDATION REPORT**

Library Director Contreras reported on behalf of PLFF President Naydia Chantarasompoth that tickets for the Author's Luncheon have sold out at 146 tickets.

**CONSENT CALENDAR**

It was moved by Trustee Shkoler and seconded by Secretary Carline to approve Agenda Items 9-23 as presented. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler  
NOES: None  
ABSENT: Shioura

**MINUTES FOR JANUARY 24, 2022 UNUSUAL DATE MEETING.**

The minutes for the January 24, 2022 Unusual Date Board Meeting were received, reviewed and filed as amended (Item 9).

AYES: Martin, Carline, Dahl, Shkoler  
NOES: None  
ABSENT: Shioura

**CASH FLOW ANALYSIS AND TREASURER'S REPORTS**

Check Registers for January 2022 (Item 10)  
Fund 707 Balance Report for January 2022 (Item 11)  
Financial Reports through January 2022 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

**GENERAL CONSENT REPORTS**

Balance Sheets for January 2022 (Item 13)  
Acquisitions Report for January 2022 (Item 14)  
Service Revenue Report for January 2022 (Item 15)  
Library Impact Fee Report for January 2022 (Item 16)  
Personnel Report for January 2022 (Item 17)  
Circulation Report for January 2022 (Item 18)  
Review of Shared Maintenance Costs with the City of Placentia (Item 19)

**STAFF REPORTS**

Administration Report for January 2022 (Item 20)  
Children's Services Report January 2022 (Item 21)  
Adult Services Report for January 2022 (Item 22)  
Placentia Library Website Technology Report for January 2022 (Item 23)

**INTRODUCTION OF NEW EMPLOYEES.**

Director Contreras presented two new employees to the Board: Mayli Apontti and Lina Nguyen. Both employees were present at the board meeting and introduced themselves to the Board.

**AUTHORIZATION TO CLOSE ON MAY 6 AND DECEMBER 2, 2022 FOR STAFF DEVELOPMENT DAYS.**

Director Contreras requested the Board approve the request to close the library on May 6 and December 2, 2022 for Staff Development Day. President Martin suggested one of those days include safety training offered by Fire Chief Jason Dobine. Trustee Dahl motioned to authorize closure on May 6 and December 2, 2022 for Staff Development Day. The motion was seconded by Trustee Shkoler. A roll call vote was taken:



AYES: Martin, Carline, Dahl, Shkoler  
 NOES: None  
 ABSENT: Shioura

**CONFERENCE  
 AUTHORIZATION TO THE  
 CALIFORNIA SPECIAL  
 DISTRICT ASSOCIATION  
 GENERAL MANAGER  
 LEADERSHIP SUMMIT IN  
 CORONADO, CALIFORNIA,  
 ON JUNE 19-21, 2022.**

Director Contreras presented the California Special District Association General Manager Leadership Summit will be held in Coronado, California, on June 19-21, 2022. The summit will focus on working better with each district's respective board and setting internal policies for personnel and human resources, as well as public policies. The program has not been released yet but will be presented to the Board when it is. The Board requested the estimated cost. Director Contreras estimated \$1,200 per attendee. It was then motioned by Trustee Dahl to authorize the Library Director to attend the California Special District Association General Manager Leadership Summit in Coronado, California, on June 19-21, 2022. The motion was seconded by Secretary Carline. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler  
 NOES: None  
 ABSENT: Shioura

**LEGISLATIVE UPDATES  
 FROM SECRETARY  
 CARLINE.**

Secretary Carline reported most meetings with ISDOC and LAFCO were to discuss how agencies are implementing AB361. Most of their legislation reports do not apply to the library. Secretary Carline presented a tentative legislative calendar, released by LAFCO, to help keep track of pending legislation of interest. The Board will need to discuss whether to send someone to future meetings. No action was to be taken at this time.

**SENIOR/COMMUNITY  
 CENTER BLUE RIBBON  
 COMMITTEE REPORT FROM  
 PRESIDENT MARTIN.**

President Martin reported the RFP (request for proposal) on the 35% architectural design of the building was released at the end of December. There were 10 responses. After being narrowed down to 3 proposals, they will be sent out to a subset of committee members for final review. The selection will be made in March. President Martin is waiting on the committee to set a date for the next meeting. No action was to be taken at this time.

**CONSIDERATION OF  
 RESOLUTION 2022-01: A  
 RESOLUTION OF THE  
 BOARD OF TRUSTEES OF  
 THE PLACENTIA LIBRARY  
 DISTRICT OF ORANGE  
 COUNTY TO CENSURE  
 TRUSTEE HILAIRE SHIOURA.**

Director Contreras explained this item was previously discussed at the last Board of Trustees meeting on February 15, 2022. Trustee Shioura was given multiple opportunities to present his comments but has not done so at this time. District Counsel, Mr. DeBerry explained censure is an official expression of disapproval of the conduct of a member of a legislative body. Mr. DeBerry also presented a brief summary of the events leading up to Resolution 2022-01. He stated moving the vote to this follow-on meeting was done to offer Trustee Shioura another opportunity to respond to the charges. It was motioned by Trustee Dahl to adopt Resolution 2022-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Censure Trustee Hilaire Shioura. The motion was seconded by Trustee Shkoler. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler  
 NOES: None  
 ABSENT: Shioura

**AGENDA DEVELOPMENT**

Secretary Carline requested the California Special District Association General Manager Leadership Summit program be presented to the board when it is available. The Board also needs to discuss sending someone to future


legislative meetings. Trustee Dahl motioned to adopt these items for the March meeting agenda. The motion was seconded by Trustee Shkoler. A roll vote was taken:

AYES:	Martin, Carline, Dahl, Shkoler
NOES:	None
ABSENT:	Shioura

**ADJOURNMENT**

The next Regular Board Meeting will be on March 21, 2022 at 6:30 p.m.

The Board of Trustees Unusual Date Meeting of February 23, 2022 was adjourned at 7:12 p.m.



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Jo-Anne Martin, President  
Library Board of Trustees



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Gayle Carline, Secretary  
Library Board of Trustees



**Placentia Library District**  
**Check Register**  
**February 2022**

Date	Ref No.	Payee	Memo	Payment	Type
02/01/2022	12144	SoCalGas	Gas Service Jan. 22	61.26	Bill Payment
02/01/2022	12146	CliftonLarsonAllenLLP	Legal Services	2,500.00	Bill Payment
02/01/2022	12147	Cintas	Cleaning Supplies	1,461.28	Bill Payment
02/01/2022	12148	Baker & Taylor	Books	6,551.32	Bill Payment
02/01/2022	12149	Arcelia Janitorial Service	Janitorial Service	3,570.00	Bill Payment
02/01/2022	12150	Bear State	HVAC Maintenance	718.00	Bill Payment
02/01/2022	12151	Southern California Edison	Electric Service	3,557.64	Bill Payment
02/01/2022	12152	Midwest Tape	Audio Books	4,661.57	Bill Payment
02/01/2022	12153	Republic Services	Trash Service	158.87	Bill Payment
02/01/2022	12154	SDRMA	Medical Benefits	23,782.70	Bill Payment
02/01/2022	12155	Findaway World LLC	Wonderbooks	1,069.07	Bill Payment
02/01/2022	12156	Charter Communications	Cable Service	134.12	Bill Payment
02/01/2022	12157	Woodruff, Spradlin & Smart	Legal Services	127.50	Bill Payment
02/01/2022	12158	OverDrive	E-Books	3,000.00	Bill Payment
02/01/2022	12159	Johnson Controls Security Solutions	Fire Alarm Maintenance	947.57	Bill Payment
02/01/2022	12160	Eagle Multi Media Productions	IT Consulting Services	10,369.21	Bill Payment
02/01/2022	12161	Pan Asian Publications (USA) Inc	Chinesse Books	1,305.00	Bill Payment
02/01/2022	12162	City of Placentia	Shared Costs with City	2,351.92	Bill Payment
02/01/2022	12163	Faronics	IT Service	415.80	Bill Payment
02/01/2022	12164	Golden State Water Company	Water Services Jan 22.	277.91	Bill Payment
02/01/2022	12165	Light Up My Holiday	Building lights maintenance.	175.00	Bill Payment
02/04/2022	12178	Wendy Amireh	FCT: March 22	117.21	Check
02/04/2022	12179	Jump O' Rama Inflatables	Invoice 10257 - Eggcitement 22 - Mini basketball, slide, and obstacle course	1,304.00	Check
02/04/2022	12180	Train Party Express	Invoice 4092022 - Eggcitement 2022	550.00	Check
02/08/2022	12181	Placentia Library District	For payroll on 2/16/22	25,000.00	Check
02/09/2022	12177	State of CA - Department of Justice	Background Checks	64.00	Bill Payment
02/09/2022	12182	OverDrive	E-Books	4,362.81	Bill Payment
02/09/2022	12183	UMPQUA BANK	Credit Card	11,224.39	Bill Payment
02/09/2022	12184	Dick's Lock & Safe	Door Maintenance	355.76	Bill Payment
02/09/2022	12185	Republic Services	Trash Service	161.25	Bill Payment
02/09/2022	12186	Unique Management Services, Inc.	Collection Services	187.95	Bill Payment
02/09/2022	12187	Bear State	HVAC Maintenance	1,483.46	Bill Payment
02/09/2022	12188	JV Plumbing	Plumbing Service	395.00	Bill Payment
02/09/2022	12189	Amazon- Zip Books CA State Grant	Zip Books	559.53	Bill Payment
02/09/2022	12190	SDRMA	Medical Benefits	23,311.03	Bill Payment
02/09/2022	12191	Southern California Edison	Electric Service	6,552.41	Bill Payment
02/09/2022	12192	Arcelia Janitorial Service	Janitorial Service	3,612.00	Bill Payment
02/09/2022	12193	Jairos Plumbing	Plumbing Service	380.00	Bill Payment
02/09/2022	12194	CALNET3	Phone Lines	173.76	Bill Payment
02/09/2022	12195	Baker & Taylor	Books	1,158.67	Bill Payment
02/09/2022	12196	Cintas	Cleaning Supplies	188.02	Bill Payment
02/09/2022	12197	Findaway World LLC	Wonderbooks	170.43	Bill Payment
02/09/2022	12198	Staples, Inc.	Office Supplies	176.59	Bill Payment
02/09/2022	12199	SirsiDynix	Collection Service Maint.	610.00	Bill Payment
02/09/2022	12200	Midwest Tape	Audio Books	5,096.24	Bill Payment
02/09/2022	12201	Pan Asian Publications (USA) Inc	Chinese Books	1,522.50	Bill Payment
02/09/2022	12202	Boys & Girls Club	Membership	240.00	Bill Payment
02/09/2022	12204	OverDrive	E-books	1,074.56	Bill Payment
02/14/2022	12203	Public Agency Retirement Services	Retirement Contributions	10,338.77	Bill Payment
02/15/2022	12205	Bear State	HVAC Maint.	507.50	Bill Payment
02/15/2022	12206	Baker & Taylor	Books	728.29	Bill Payment
02/15/2022	12207	Unique Management Services, Inc.	Collection Service Maint.	8.95	Bill Payment
02/15/2022	12208	Cintas	Cleaning Supplies	390.79	Bill Payment
02/15/2022	12209	SDRMA	Ancillary Benefits	1,869.71	Bill Payment



04:45 P.M.  
3/8/22  
Accrual Basis

**Placentia Library District  
Check Register  
February 2022**

Agenda Item 10

**Page 12**

02/15/2022	12210	Placentia Library District	For payroll on 03/02/22	65,000.00	Check
02/17/2022	12211	Placentia Library Foundation	Pass Through	407.30	Bill Payment
02/23/2022	12212	InfoUSA Marketing, Inc.	Date Axle Licenses	7,154.00	Bill Payment
02/23/2022	12213	Baker & Taylor	Books	2,571.13	Bill Payment
02/23/2022	12214	Woodruff, Spradlin & Smart	Legal Services	2,626.50	Bill Payment
02/23/2022	12215	Bear State	HVAC Maint.	508.97	Bill Payment
02/23/2022	12216	Charter Communications	Cable	7.25	Bill Payment
02/23/2022	12217	Advantage, Inc.	Postage for Newsletter	3,302.02	Bill Payment
02/23/2022	12218	Cintas	Cleaning Supplies	261.71	Bill Payment
02/23/2022	12219	Eagle Multi Media Productions	IT Consulting Services	6,245.41	Bill Payment
02/23/2022	12220	Midwest Tape	Audio Books	318.96	Bill Payment
02/23/2022	12221	JV Plumbing	Plumbing Service	220.00	Bill Payment
02/24/2022	12227	Venessa Faber	Eggcitement - HD Reimbursement	75.38	Check
				<u>259,769.95</u>	

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

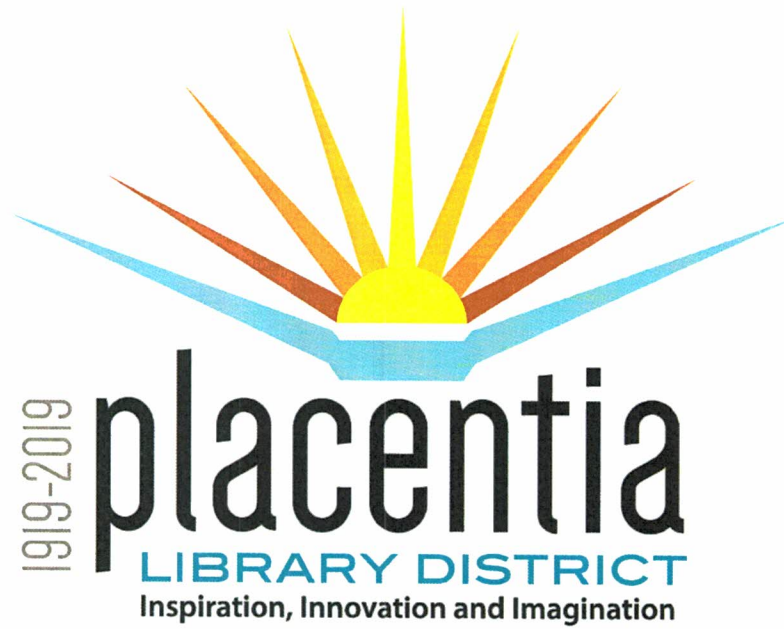
**FROM:** Fernando Maldonado, Business Manager

**SUBJECT:** Fund Balance Report through February 2022 for Placentia Library District Fund 9LX with Orange County Treasurer

**DATE:** March 21, 2022

<b>Fiscal Year 2021-2022</b>	
7/31/2021	797,842.63
8/31/2021	798,184.45
9/30/2021	798,537.58
10/31/2021	798,901.40
11/30/2021	799,252.48
12/31/2021	799,583.47
1/31/2022	799,893.16
2/28/2022	800,192.11
3/31/2022	
4/30/2022	
5/31/2022	
6/30/2022	

<b>Fiscal Year 2020-2021</b>	
7/31/2020	790,798.96
8/31/2020	791,646.81
9/30/2020	792,427.94
10/31/2020	793,212.36
11/30/2020	793,942.94
12/31/2020	794,595.92
1/31/2021	795,201.11
2/29/2021	795,749.02
3/31/2021	796,231.15
4/30/2021	796,660.85
5/31/2021	797,113.17
6/30/2021	797,495.65





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**THRU:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Business Manager

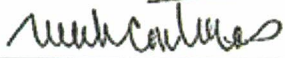
**SUBJECT:** **Financial Reports through February 2022 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

**DATE:** March 21, 2022

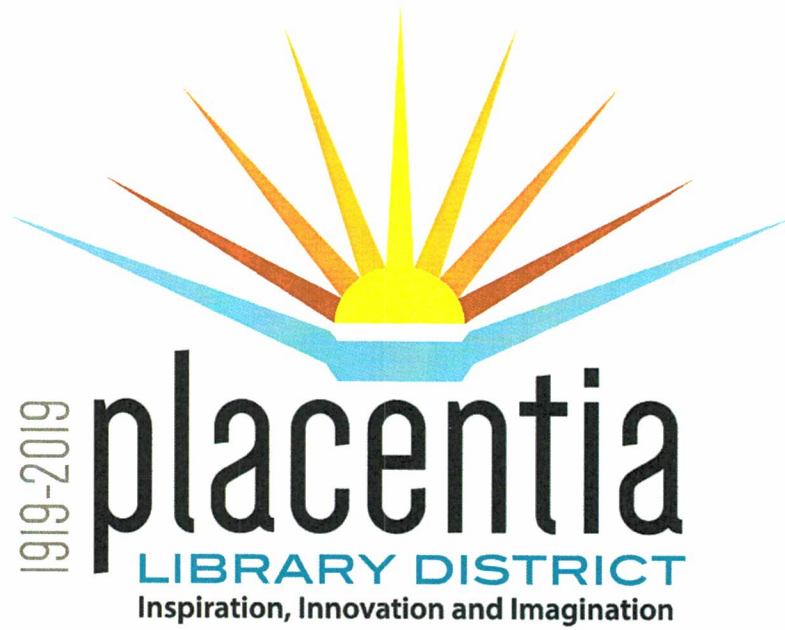
**Summary of Cash and Investments as of February 28, 2022**

Cash with Orange County Treasurer Fund 9LX	\$ 800,192.11
General Fund Checking – Bank of the West	\$ 1,118,567.31
General Fund Savings – Bank of the West	\$ 1,172,716.87
<i>(Impact Fees in Savings – Restricted)</i>	\$ 559,285.34
Payroll Checking – Wells Fargo Bank	\$ 66,994.31
<b>Total Cash and Investments</b>	<b>\$ 3,158,470.60</b>

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



Jeanette Contreras  
Library Director



**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
 February 28, 2022  
 66.66% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	1,846,673	972,465	0.53	\$874,208
5030	Retirement	60,365	41,394	0.69	\$18,971
5040	Unemployment Insurance	4,158	0	0.00	\$4,158
5050	Health Insurance	268,230	184,561	0.69	\$83,669
5064	Dental Insurance	11,388	8,419	0.74	\$2,969
5060	Life Insurance	4,383	2,769	0.63	\$1,614
5066	AD & D Insurance	6,676	4,043	0.61	\$2,633
5068	Vision Insurance	2,733	1,675	0.61	\$1,058
5090	Education Assistance Program	1,422	0	0.00	\$1,422
5070	Workers' Compensation Insurance	25,224	16,862	0.67	\$8,362
	<b>TOTAL</b>	<b>\$2,231,252</b>	<b>\$1,232,188</b>	<b>0.55</b>	<b>\$999,064</b>
<b>SERVICES &amp; SUPPLIES</b>					
5100	Communications	26,500	15,821	0.60	\$10,679
5170	Household Expenses	44,000	12,719	0.29	\$31,281
5099	Liability Insurance	45,689	29,778	0.65	\$15,911
5205	Maintenance Expense	12,921	9,733	0.75	\$3,188
5210, 5220-5280, 5160, 5180	Building Maintenance	148,572	92,040	0.62	\$56,532
5290	Memberships	7,469	7,938	1.06	(\$469)
5300-5350	Office Expenses & Postage	77,544	52,079	0.67	\$25,465
5400-5480	Prof./Specialized Services	108,917	105,261	0.97	\$3,656
5490	Loan Obligation (i-bank)	73,968	73,968	1.00	\$0
5495, 5900, 5910, 5920	Programs	24,000	11,280	0.47	\$12,720
5500	Books/Library Materials	314,000	181,454	0.58	\$132,546
5600	Meetings/Professional Development	30,000	12,932	0.43	\$17,068
5700	Mileage/Parking	300	38	0.13	\$262
5800	Utilities	18,000	7,157	0.40	\$10,843
7000	COVID-19	15,000	304	0.02	\$14,696
	<b>TOTAL</b>	<b>\$946,880</b>	<b>\$612,502</b>	<b>0.65</b>	<b>\$334,378</b>
	<b>OPERATING EXPENSES</b>	<b>\$3,178,132</b>	<b>\$1,844,690</b>	<b>0.58</b>	<b>\$1,333,442</b>
<b>FIXED ASSETS &amp; TAXES</b>					
1310	Building Improvements	\$20,000	-	0.00	\$20,000
1320	Equipment & Furniture	\$3,000	-	0.00	\$3,000
6100	Taxes and Assessments	\$16,500	8,701	0.53	\$7,799
	<b>TOTAL</b>	<b>\$39,500</b>	<b>8,701</b>	<b>0.22</b>	<b>\$30,799</b>
	<b>TOTAL BUDGET</b>	<b>\$3,217,632</b>	<b>\$1,853,391</b>	<b>0.58</b>	<b>\$1,364,242</b>



**PLACENTIA LIBRARY DISTRICT**  
**YTD REVENUE REPORT**  
As of January 31, 2022

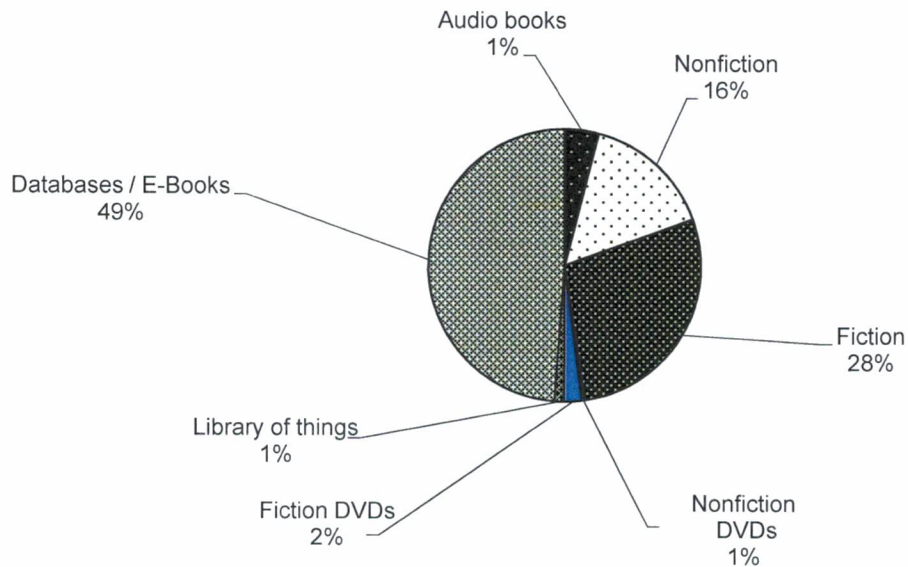
Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	2,710,330	1,546,494	(1,163,836)	57.1%
4020	Property Taxes - Current Unsecured	80,305	68,738	(11,567)	85.6%
4050	Property Taxes - Curr Supplemental	46,567	32,523	(14,044)	69.8%
* 4070	Interest on Unapport Tax	0	157	157	-
* 4080	Penalties & Costs on Delinq Taxes	0	20,285	20,285	-
4090	Taxes Special Dist Augmentation	9,106	4,408	(4,698)	48.4%
4190	State - Homeowners Property Tax Relief	16,477	6,075	(10,402)	36.9%
	Sub Total	2,862,785	1,678,681	(1,184,104)	58.6%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	2,708	(5,792)	31.9%
	Sub Total	8,500	2,708	(5,792)	31.9%
<b>GRANT REVENUE</b>					
4210, 4421	State Grants	40,000	38,029	(1,971)	95.1%
4220,4230	Fed/Other Grants	10,000	60,317	50,317	603.2%
	Sub Total	50,000	98,346	48,346	196.7%
<b>MISCELLANEOUS REVENUES</b>					
4410, 4414C	PLFF Grants	25,000	12,500	(12,500)	50.0%
4310	Fines & Fees	15,000	10,826	(4,174)	72.2%
4320, 4330	Passport/Photos	180,000	175,891	(4,109)	97.7%
* 4340	Meeting Room Fees	0	40	40	-
4350	Test Proctor	3,000	2,050	(950)	68.3%
4430	Other: Miscellaneous	0	1,565	1,565	-
4435	Centennial (i-bank final disbursement)	73,900	-	(73,900)	0.0%
	Sub Total	296,900	202,872	(94,028)	68.3%
<b>TOTAL REVENUES YTD FOR FY 21/22:</b>		<b>3,218,185</b>	<b>1,982,607</b>	<b>(1,235,579)</b>	<b>61.6%</b>
4440	Reserves	37,738	-	(37,738)	0.0%
4500	Impact Fees	250,000	85,513	(164,487)	34.2%

\* Mathematically unable to divide by zero.

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2021-2022 THROUGH FEBRUARY 2022

	YTD 2021/22	YTD 2021/22	YTD 2020/21	YTD 2020/21
	Amount	Titles	Amount	Titles
Total Fiction	\$51,732	2,505	\$43,441	2,677
Total Non-Fiction	\$28,290	1,138	\$25,482	1,425
Total Databases / E-Books	\$89,577	467	\$36,898	523
Total Audio Books	\$7,377	181	\$4,803	358
Total Educational DVDs	\$610	19	\$1,055	28
Total Entertainment DVDs	\$3,913	146	\$3,616	379
Total Library of Things	\$2,154	18	\$0	0
<b>YTD TOTAL MATERIALS</b>	<b>\$183,653</b>	<b>4,474</b>	<b>\$115,295</b>	<b>5,390</b>
Budget	\$314,000		\$233,850	
% Spent YTD	58%		49%	



ACQUISITIONS REPORT FOR FISCALYEAR 2021-2022 for the MONTH OF FEBRUARY 2022

Prepared by Katie Matas, Librarian I

	GENERAL FUND		ADOPT-A-BOOK/GRANT		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
<u>Adult Fiction</u>	\$29,172	1173	\$265	14	\$29,437	1187	\$61	3	\$29,498	1190
Total Adult Fiction	\$29,172	1173	\$265	14	\$29,437	1187	\$61	3	\$29,498	1190
Adult Non-Fiction	\$10,839	447	\$972	40	\$11,811	487	\$121	4	\$11,932	491
Adult Reference	\$448	5	\$389	12	\$837	17	\$25	1	\$862	18
<u>Adult magazines</u>	\$2,231	10	\$0	0	\$2,231	10	\$0	0	\$2,231	10
Total Adult Nonfiction	\$13,518	462	\$1,361	52	\$14,879	514	\$146	5	\$15,025	519
TOTAL ADULT PRINT MATERIALS	\$42,690	1635	\$1,626	66	\$44,316	1701	\$207	8	\$44,523	1709
Adult Audio Books	\$3,073	64	\$0	0	\$3,073	64	\$0	0	\$3,073	64
Adult E-books	\$10,475	321	\$0	0	\$10,475	321	\$0	0	\$10,475	321
Adult Educational DVDs	\$414	14	\$0	0	\$414	14	\$20	1	\$434	15
Adult Entertainmentl DVDs	\$2,813	112	\$0	0	\$2,813	112	\$957	61	\$3,770	173
Library of Things	\$2,154	18	\$0	0	\$2,154	18	\$0	0	\$2,154	18
TOTAL ADULT NON-PRINT MATERIALS	\$18,929	529	\$0	0	\$18,929	529	\$977	62	\$19,906	591
TOTAL ADULT MATERIALS	\$61,619	2164	\$1,626	66	\$63,245	2230	\$1,184	70	\$64,429	2300
<u>Teen Fiction</u>	\$1,758	107	\$0	0	\$1,758	107	\$136	4	\$1,894	111
Total Teen Fiction	\$1,758	107	\$0	0	\$1,758	107	\$136	4	\$1,894	111
Teen Non-Fiction	\$481	24	\$15	1	\$496	25	\$0	0	\$496	25
<u>Teen Reference</u>	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Teen Nonfiction	\$481	24	\$15	1	\$496	25	\$0	0	\$496	25
TOTAL TEEN PRINT MATERIALS	\$2,239	131	\$15	1	\$2,254	132	\$136	4	\$2,390	136
Teen Audio Books	\$48	1	\$0	0	\$48	1	\$0	0	\$48	1
Teen E-books	\$2,006	72	\$0	0	\$2,006	72	\$0	0	\$2,006	72
<u>Video Games</u>	\$475	9	\$0	0	\$475	9	\$86	2	\$561	11
TOTAL TEEN NON-PRINT MATERIALS	\$2,529	82	\$0	0	\$2,529	82	\$86	2	\$2,615	84
<u>Juvenile Fiction</u>	\$20,802	1,225	\$138	12	\$20,940	1,237	\$415	26	\$21,355	1,263
Total Juvenile Fiction	\$20,802	1,225	\$138	12	\$20,940	1,237	\$415	26	\$21,355	1,263
Juvenile Non-Fiction	\$12,969	642	\$150	10	\$13,119	652	\$38	2	\$13,157	654
Juvenile Reference	\$1,105	3	\$0	0	\$1,105	3	\$36	1	\$1,141	4
<u>Juvenile Magazines</u>	\$217	7	\$0	0	\$217	7	\$0	0	\$217	7
Total Juvenile Nonfiction	\$14,291	652	\$150	10	\$14,441	662	\$74	3	\$14,515	665
TOTAL JUVENILE PRINT MATERIALS	\$35,093	1,877	\$287	22	\$35,380	1,899	\$489	29	\$35,869	1,928
Juvenile Audio Books	\$4,256	116	\$0	0	\$4,256	116	\$0	0	\$4,256	116
Juvenile E-books	\$1,022	59	\$0	0	\$1,022	59	\$0	0	\$1,022	59
Juvenile Educational DVDs	\$196	5	\$0	0	\$196	5	\$0	0	\$196	5
<u>Juvenile Entertainment DVDs</u>	\$625	25	\$0	0	\$625	25	\$537	26	\$1,162	51
TOTAL JUVENILE NON-PRINT MATERIALS	\$6,099	205	\$0	0	\$6,099	205	\$537	26	\$6,636	231
TOTAL JUVENILE MATERIALS	\$41,192	2,082	\$287	22	\$41,479	2,104	\$1,026	55	\$42,505	2159
On-line databases	\$76,074	15	\$0	0	\$76,074	15	\$0	0	\$76,074	15
<u>E-books</u>	\$13,503	452	\$0	0	\$13,503	452	\$0	0	\$13,503	452
TOTAL ELECTRONIC MATERIALS	\$89,577	467	\$0	0	\$89,577	467	\$0	0	\$89,577	467
Total Fiction	\$51,732	2505	\$403	26	\$52,135	2531	\$612	33	\$52,747	2564
Total Non-Fiction	\$28,290	1138	\$1,526	63	\$29,816	1201	\$220	8	\$30,035	1209
Total Electronic	\$89,577	467	\$0	0	\$89,577	467	\$0	0	\$89,577	467
Total Audio Books	\$7,377	181	\$0	0	\$7,377	181	\$0	0	\$7,377	181
Total Educational DVDs	\$610	19	\$0	0	\$610	19	\$20	1	\$630	20
Total Entertainment DVDs	\$3,913	146	\$0	0	\$3,913	146	\$1,580	89	\$5,493	235
Total Library of Things	\$2,154	18	\$0	0	\$2,154	18	\$0	0	\$2,154	18
TOTAL MATERIALS	\$183,653	4474	\$1,929	89	\$185,582	4563	\$2,431	131	\$188,013	4694



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** Service Revenue Activities Report for February 2022  
**DATE:** March 21, 2022

**Net Revenue Summary for February 2022**

			YTD	YTD
	Feb-22	Feb-21	2021-2022	2020-2021
Passport	24,544	7,945	140,905	42,336
Passport Photos	7,526	1,728	34,986	8,916
Test Proctor	350	100	2,050	650
Fines & Fees	1,303	724	10,826	4,522
Meeting Room	40	0	40	0
<b>TOTAL</b>	<b>33,763</b>	<b>10,497</b>	<b>188,807</b>	<b>56,424</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Business Manager

**SUBJECT:** **Library Impact Fee Report – February 28, 2022**

**DATE:** March 21, 2022

	Feb-22	Feb-21	YTD 2021-2022	YTD 2020-2021
Total Monthly Fees Collected	\$35,210.24	\$23,299.00	\$85,513.08	\$49,706.74

**Development Projects List**

	<b>Developer/Builder Name</b>	<b>Project Description</b>	<b>Address</b>	<b>Sq. Ft</b>	<b>Fee Paid to Library</b>	<b>Date</b>
1	DKH Construction Inc.	Two new Multifamily Dwellings	1014 Cypress Street	1,496	\$ 1,376.32	8/31/2021
2	Shea Homes LLP	6 New Detached Single Family Residences	1239, 1241, 1243, 1245, 1247, 1248 E. Providence Loop	13,808	\$ 12,703.36	9/2/2021
3	Shea Homes LLP	6 New Detached Single Family Residences	1233, 1234, 1235, 1236, 1237, 1238 E. Providence Loop	13,808	\$ 12,703.36	11/10/2021
4	Shea Homes LLP	6 New Detached Single Family Residences	1223, 1225, 1227, 1229, 1231, 1232 E. Providence Loop	13,928	\$ 12,813.76	12/15/2021
5	Shea Homes LLP	6 New Detached Single Family Residences	1218, 1219, 1220, 1221, 1222 E. Providence Loop	11,637	\$ 10,706.04	1/18/2022
6	HQT Homes	16 New Townhomes	Highland & Orchard	38,272	\$ 35,210.24	2/15/2022
7						
<b>2021/2022 YTD Total</b>					<b>\$ 85,513.08</b>	
<b>Ending Balance as of 6/30/21</b>					<b>\$473,772.26</b>	
<b>Running Total as of last zero (0) balance (12/31/2019).</b>					<b>\$559,285.34</b>	



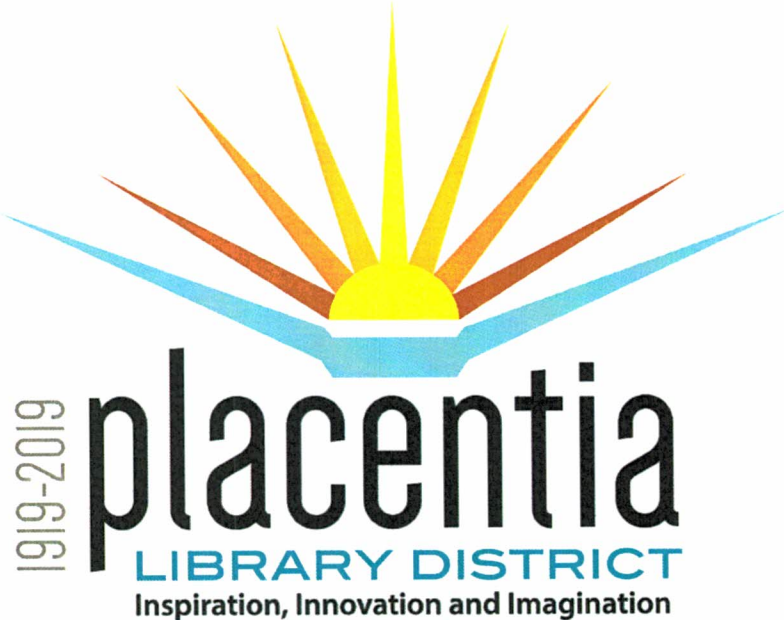


**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** Personnel Report for February 2022  
**DATE:** March 21, 2022

			YTD	YTD
	Feb-22	Feb-21	2021-2022	2020-2021
Separation	1	0	4	0
Retirement	0	0	1	1
Appointments	0	0	8	1
Open Positions	1	1	10	1
Workers' Compensation Leave	0	0	0	0
<b>TOTAL</b>	2	1	23	3

SEPARATION: Joel Ramirez, On-Call Library Assistant,  
Public Services  
 RETIREMENT: None  
 APPOINTMENTS: None  
 OPEN POSITIONS: Library Assistant (On Call) – Public Services  
 WORKERS COMPENSATION LEAVE: None





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Assistant Library Director

**SUBJECT:** Circulation Activity Report for February 2022

**DATE:** March 21, 2021

<u>CIRCULATION</u>	Feb-22	Feb-21		Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change
New Patron Registrations	295	190		3,333	1,534	117.3%
Circulation (items)	14,997	12,961		135,432	84,143	61.0%
Circulation (e-content)	8,920	11,622		72,284	77,563	-6.8%
Total Circulation	23,917	24,583		207,716	164,826	26.0%
Total active Borrowers*	4,655	4,998				
Attendance	14,211	6,623		97,491	39,181	148.8%
Registered Card Holders*	59,192	55,185				
Adult Fiction	2,154	1,888		19,446	11,810	64.7%
Adult/Teen Nonfiction	1,376	1,063		10,952	7,450	47.0%
Adult Magazines	9	4		186	25	644.0%
Adult/Teen Audio Books	223	222		1,648	1,433	15.0%
Adult DVDs	626	1,051		5,771	7,017	-17.8%
Library of Things	60	14		416	67	520.9%
Teen Fiction	299	279		2,656	2,595	2.4%
Video Games	218	137		1,751	972	80.1%
Children's Fiction	7,438	6,523		72,808	41,228	76.6%
Children's LOT's**	15	0		182	-	-
Children's Nonfiction	2,025	1,469		15,658	8,611	81.8%
Children's Magazines	8	0		85	5	1600.0%
Children's Audio Books	232	13		1,188	152	681.6%
Children's DVDs	314	298		2,879	1,377	109.1%
* YTD % change not applicable.						
** Mathematically unable to divide by zero.						

**PATRON COUNT**

22-Feb	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		178	203	164	175	150	467	1337
10:00		135	248	192	240	168	337	1320
11:00		150	145	181	170	172	323	1141
12:00		121	174	146	134	187	345	1107
1:00	917	145	174	197	134	194	293	2054
2:00	383	168	166	281	157	184	314	1653
3:00	260	257	369	370	319	351	152	2078
4:00	187	256	259	266	269	180	122	1539
5:00		253	230	214	218			915
6:00		174	157	190	203			724
7:00		49	48	43	75			215
DAY TOTALS	1747	1886	2173	2244	2094	1586	2353	<b>14,083</b>

Inside Gate Count                    14083  
 Outside Gate Counts                    128  
**Total Library Attendance            14,211**

Gate Count					Outside Gate Counts	
February 2022	February 2021	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change		
14,083	6,413	112,614	35,443	218%	Adult/Teen Programs	107
					Children Programs	11
					curbside	
					Meeting Room Rentals	10
					<b>TOTAL</b>	<b>128</b>

**Passport Count**

Feb-22	SUN	MON	TUES	WED	THURS	FRI	SAT	"HOUR TOTALS"
9:00		6	7	6	6	8	21	54
10:00		3	3	5	6	5	21	43
11:00		7	11	5	6	10	15	54
12:00		10	10	5	14	10	21	70
1:00	31	7	10	8	8	19	20	103
2:00	25	11	11	6	8	13	19	93
3:00	15	13	8	12	12	13	4	77
4:00	1	7	10	14	12	0	0	44
5:00		25	19	14	21			79
6:00		8	14	11	11			44
7:00		0	0	0	0			0
<b>DAY TOTALS</b>	<b>72</b>	<b>97</b>	<b>103</b>	<b>86</b>	<b>104</b>	<b>78</b>	<b>121</b>	<b>661</b>

Feb 2022	Feb 2021	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D & change
661	331	4126	1517	172%

**ACHIEVEMENTS**

- Tim completed the Spring – Summer eXPLORE newsletter
- Tim created a Spring 2022 library bookmark

**MEETINGS**

- Estella and Angie had a one-on-one meeting on February 15<sup>th</sup>.
- Estella, Laura, Erich, Tim, and Angie attended the SS meeting on February 17<sup>th</sup>.
- Angie, Estella, and Yesenia had a meeting on February 23<sup>rd</sup>.
- Estella and Tim had a one-on-one meeting on February 15<sup>th</sup>.
- Tim met with Jeanette on February 15<sup>th</sup>.
- Tim met with Eric on February 15<sup>th</sup>.
- Estella, Laura and Tim attended the morning huddles on February 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup>.
- Tim had a meeting with Yesenia and Estella on February 17<sup>th</sup>.
- Tim met with Katie on February 22<sup>nd</sup>.
- Estella attended Supervisor’s meeting on February 1<sup>st</sup>.
- Estella and Michelle interviewed Mirna Gutierrez Saucedo on February 9<sup>th</sup> for Support Services Internship.
- Estella, Laura and Tim attended the All Staff meeting on February 24<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

- Laura trained Angie on how to process magazines.







**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through February 2022  
**DATE:** March 21, 2022

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2021-2022	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-21	7/21/2021	0.00	1,600.40	499.20	9.85	0.00	2,109.45
Aug-21	8/25/2021	0.00	1,655.06	0.00	9.73	0.00	1,664.79
Sep-21	*	*	*	*	*	*	0.00
Oct-21	10/12/2021	0.00	3,310.12	499.20	9.68	0.00	3,819.00
Nov-21	11/8/2021	0.00	1,655.06	499.20	9.73	0.00	2,163.99
Dec-21	*	*	*	*	*	*	0.00
Jan-22	1/12/2022	0.00	1,655.06	0.00	18.95	677.91	2,351.92
Feb-22	2/16/2022	0.00	3,310.12	499.20	18.80	0.00	3,828.12
Mar-22							0.00
Apr-22							0.00
May-22							0.00
Jun-22							0.00
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$13,185.82</b>	<b>\$1,996.80</b>	<b>\$76.74</b>	<b>\$677.91</b>	<b>\$15,937.27</b>

\* City Billing Not Received

PERIOD COVERED FY 2020-2021	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-20	7/29/2020	0.00	4,801.20	249.60	8.68	0.00	5,059.48
Aug-20	9/2/2020	0.00	1,600.40	0.00	9.14	0.00	1,609.54
Sep-20	*	*	*	*	*	*	0.00
Oct-20	10/1/2020	0.00	1,600.40	499.20	9.20	0.00	2,108.80
Nov-20	11/18/2020	0.00	3,200.80	249.60	9.07	0.00	3,459.47
Dec-20	12/15/2020	0.00	1,600.40	499.20	9.28	0.00	2,108.88
Jan-21	*	*	*	*	*	*	0.00
Feb-21	2/10/2021	0.00	3,200.80	499.20	19.61	0.00	3,719.61
Mar-21	3/23/2021	0.00	1,600.40	249.60	10.37	67.90	1,928.27
Apr-21	4/27/2021	0.00	1,600.40	0.00	9.77	0.00	1,610.17
May-21	5/24/2021	0.00	1,600.40	249.60	9.89	0.00	1,859.89
Jun-21	6/15/2021	0.00	1,600.40	249.60	9.85	0.00	1,859.85
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$22,405.60</b>	<b>\$2,745.60</b>	<b>\$104.86</b>	<b>\$67.90</b>	<b>\$25,323.96</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Administration Report for February 2022  
**DATE:** March 21, 2022

**Meetings:**

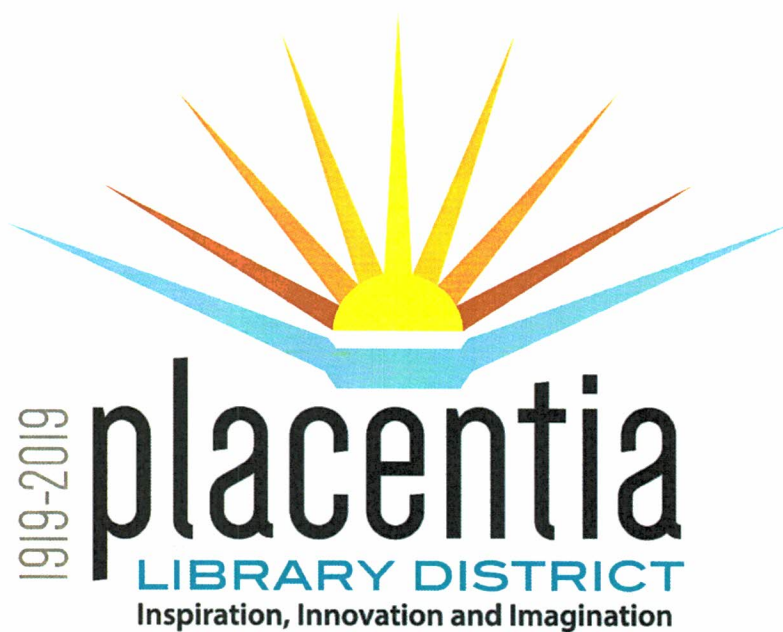
- Board of Trustees Meetings: February 15<sup>th</sup> and 23<sup>rd</sup>
- All Staff Meeting: February 24<sup>th</sup>
- Weekly Huddles: February 10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup>
- Supervisor Meeting: February 1<sup>st</sup>, 3<sup>rd</sup>, 17<sup>th</sup>, and 18<sup>th</sup>
- One on One Meetings: February 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 18<sup>th</sup>, 22<sup>nd</sup>, 24<sup>th</sup>, and 28<sup>th</sup>
- ISDOC Meeting: February 1<sup>st</sup>
- Assemblyman Chen: February 4<sup>th</sup>
- Police Chief Butts: February 9<sup>th</sup>
- Meeting with Prospective Café Vendors: February 3<sup>rd</sup>,
- Placentia Round Table Women's Club Meeting: February 2<sup>nd</sup>
- Impact Fee Meeting: February 7<sup>th</sup>
- Placita Santa Fe Merchants' Association Meeting: February 8<sup>th</sup>
- Home Connectivity Kit Grant Meeting: February 9<sup>th</sup>
- Public Library Directors Meeting: February 16<sup>th</sup>
- Library District Directors Meeting: February 23<sup>rd</sup>
- CLA Board Meeting and Training: February 10<sup>th</sup> and 18<sup>th</sup>
- Boys & Girls Club: February 14<sup>th</sup>, 16<sup>th</sup>, and 22<sup>nd</sup>
- SLS Director's Meeting: February 15<sup>th</sup>
- Commerce Public Library Interview Panel: February 17<sup>th</sup>
- CLA Program Committee Meeting: February 22<sup>nd</sup>
- Author's Luncheon: February 14<sup>th</sup> and 28<sup>th</sup>
- Eggcitement Stuffing Party-Room Supervisor: February 25<sup>th</sup> and 28<sup>th</sup>
- Auditor Meeting: February 28<sup>th</sup>

**Events/Functions:**

- Excellence Award: February 3<sup>rd</sup>

**Facilities:**

- Verkada Site Visit: February 1<sup>st</sup> and 18<sup>th</sup>





**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Assistant Library Director  
**SUBJECT:** Children’s Services Report for February 2022  
**DATE:** March 21, 2022

**MONTHLY STATISTICS**

**Program Statistics**

<b>Number of Programs by Type</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2022</b>	<b>2021</b>	<b>2021-22</b>	<b>2020-21</b>	<b>% change</b>
Storytime	10	10	56	64	-13%
Educational	1	0	3	5	-40%
Reading	2	0	13	6	117%
Seasonal	0	1	2	10	-80%
<b>TOTAL</b>	<b>13</b>	<b>11</b>	<b>74</b>	<b>85</b>	<b>-13%</b>

<b>Attendance of Programs by Type</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2022</b>	<b>2021</b>	<b>2021-22</b>	<b>2020-21</b>	<b>% change</b>
Storytime	284	2,632	2,275	22,020	-90%
Educational	11	0	50	1,490	-97%
Reading	40	0	3,327	1,715	94%
Seasonal	0	206	1,020	4,109	-75%
<b>TOTAL</b>	<b>335</b>	<b>2,838</b>	<b>6,672</b>	<b>29,334</b>	<b>-77%</b>

*FY20-21 Programs were held virtually. Attendance is based on 3 sec. views of online programs.  
 FY2122: Programs formats include in-person, virtual live attendance and 3 second views of recorded programs.*

**Reference/Computer Usage Statistics**

	<b>Feb</b>	<b>Feb</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2022</b>	<b>2021</b>	<b>2021-22</b>	<b>2020-21</b>	<b>% change</b>
Reference—in person	162	123	1,449	668	117%
Reference--telephone	6	2	123	157	-22%
<b>Total Reference</b>	<b>168</b>	<b>125</b>	<b>1,572</b>	<b>825</b>	<b>91%</b>
Children's computer usage	316	84	1,997	211	846%

**ACHIEVEMENTS**

- Daisy Badge planned and conducted three Luna, Luna! Bilingual Storytimes on February 2<sup>nd</sup>, 9<sup>th</sup>, and 16<sup>th</sup>.
- Mayli Apontti planned and conducted three Family Storytimes on February 5<sup>th</sup>, 12<sup>th</sup>, and 19<sup>th</sup>, in addition to a craft program that followed storytime on February 12<sup>th</sup>.
- Mayli Apontti created a children's book display in honor of Black History Month (for February) and Women's History Month (for March), as well as displays to promote the Library's storytimes and its 1K Books Before Kindergarten reading challenge (also for March).
- Paige Gulley planned and conducted four Once Upon a Storytimes on February 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup>.
- Paige Gulley conducted a STEAM program – Reach for the Moon Art – on February 23<sup>rd</sup>.
- Paige Gulley created a display to advertise the February STEAM program in the library display case.
- Lori Worden proctored one exam on February 9<sup>th</sup>.
- Lori Worden presented displays for St. Patrick's Day, the Morning Meet Ups program, and the Easter Eggcitement program.
- Lori Worden is working with Venessa Faber and Yesenia Baltierra to complete the Lunch at the Library grant application for Summer 2022.
- Venessa Faber coordinated and prepared for the Eggcitement Egg Hunt volunteer stuffing party.
- Venessa Faber interviewed 3 Library Assistant applicants on February 25<sup>th</sup> with Wendy Amireh.

### **MEETINGS**

- Daisy Badge met with Venessa Faber for one-on-one meetings on February 9<sup>th</sup>, and 23<sup>rd</sup>.
- Children's staff attended the Children's Services Team Meeting on February 9<sup>th</sup>.
- Daisy Badge, Lori Worden, Paige Gulley, and Venessa Faber attended the all-staff meeting on February 24<sup>th</sup>.
- Mayli Apontti met with Venessa Faber for one-to-one meetings on February 11<sup>th</sup>, 16<sup>th</sup>, and 23<sup>rd</sup>.
- Mayli Apontti attended the first half hour of the Board Meeting (held on February 23<sup>rd</sup>) and introduced herself to the Board of Trustees.
- Paige Gulley met with Venessa Faber for a one-on-one meeting on February 9<sup>th</sup>.
- Lori Worden and Paige Gulley attended library huddle meetings on Thursdays, February 3, 10, 17 and 24<sup>th</sup>.
- Lori Worden met with Venessa Faber for a one-on-one meeting on February 2 and 16<sup>th</sup>.
- Lori Worden met with Shellie McCurdy on February 2<sup>nd</sup> and 3<sup>rd</sup> to discuss and plan the registration procedure for the Sew Fun workshop planned for March.
- Venessa Faber attended Supervisor Meetings on February 1, 3, 17, 18.
- Venessa Faber met with Wendy Amireh on February 2 & 9 to discuss Summer Reading Program and Celebration. Venessa and Wendy also met with Victor on February 17 for Summer Reading Celebration.
- Venessa Faber met with Wendy Amireh, and a representative from the City and PD on February 2.
- Venessa Faber met with Lina Nguyen for an introduction meeting on February 7.
- Venessa Faber met with Wendy Amireh to discuss collection development Selector's meeting.
- Venessa Faber participated in the Children's SLS Meeting via Zoom on February 23.

### **PROFESSIONAL DEVELOPMENT**

- Mayli Apontti met with Lori Worden for Baker & Taylor training on February 9<sup>th</sup>.
- Mayli Apontti met with Katie Matas for a brief training on how to order through Midwest Tape on February 25<sup>th</sup>.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Assistant Library Director

**SUBJECT:** Adult Services Report for February 2022

**DATE:** March 21, 2022

**MONTHLY STATISTICS**

<b>Information Desk Activity</b>	<b>February 2022</b>	<b>February 2021</b>	<b>FY-T-D 2021-22</b>	<b>FY-T-D 2020-21</b>	<b>FY-T-D % change</b>
Information -- in person	1,309	603	10,267	3,924	162%
Information -- telephone	956	677	6,273	4,742	32%
Information -- email/chat	24	21	196	222	-12%
Curbside Service	24	0	249	3,133	-92%
Technology assistance	130	35	820	225	264%
Guest passes	85	9	381	51	647%
Adult and Children's computer use (desktops)	1,047	550	8,001	2,747	191%
Adult computer usage (desktop)	887	599	6,336	2,983	112%
Teen computer usage	89	8	905	181	400%

<b>Public Services Outreach Activity</b>	<b>February 2022</b>	<b>February 2021</b>	<b>FY-T-D 2021-22</b>	<b>FY-T-D 2020-21</b>	<b>FY-T-D % change</b>
Outreach Visits*	0	0	2	0	-
Outreach Attendance*	0	0	304	0	-

\* Mathematically unable to divide by zero

<b>Proctored Tests</b>	<b>February 2022</b>	<b>February 2021</b>	<b>FY-T-D 2021-22</b>	<b>FY-T-D 2020-21</b>	<b>FY-T-D % change</b>
Number of Tests	6	4	40	14	186%

<b>History Room Activity</b>	<b>February 2022</b>	<b>February 2021</b>	<b>FY-T-D 2021-22</b>	<b>FY-T-D 2020-21</b>	<b>FY-T-D % change</b>
History Room Visitors	4	0	22	3	633%

**Adult and Teen Programs**

Number of Programs by Type	February 2022	February 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Book Club*	1	0	5	0	-
Educational Programs	1	1	11	5	120%
Fine Art Programs	0	0	0	0	0%
Hangar Makerspace Programs	1	1	8	7	14%
Health & Fitness Programs*	2	0	7	0	-
History Room Programs	0	0	1	1	0%
Home and Lifestyle Programs	0	1	2	3	-33%
Literacy Programs	13	10	99	77	29%
Reading Programs Adult	1	0	4	2	100%
Reading Programs Teen	0	0	2	2	0%
Placentia Teen Advisory Council	2	2	13	15	-13%
Teen Programs	0	1	2	9	-78%
<b>Adult and Teen Program Total</b>	<b>21</b>	<b>16</b>	<b>154</b>	<b>121</b>	<b>27%</b>
<b>Teen Program Total</b>	<b>2</b>	<b>3</b>	<b>17</b>	<b>26</b>	<b>-35%</b>

\* Mathematically unable to divide by zero

Program Attendance by Type	February 2022	February 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Book Club*	3	0	46	0	-
Educational Programs	3	3	214	10	2,040%
Fine Art Programs	0	0	0	0	0%
Hangar Makerspace Programs	252	331	2,042	1,952	5%
Health & Fitness Programs*	0	0	25	0	-
History Room Programs	0	0	94	18	422%
Home and Lifestyle Programs	0	171	491	995	-51%
Literacy Programs	55	77	402	503	-20%
Reading Programs Adult	10	0	288	431	-33%
Reading Programs Teen	0	0	29	80	-64%
Placentia Teen Advisory Council	47	18	191	119	61%
Teen Programs	0	8	574	143	301%
<b>Adult and Teen Program Total</b>	<b>370</b>	<b>608</b>	<b>4,396</b>	<b>4,251</b>	<b>3%</b>
<b>Teen Program Total</b>	<b>47</b>	<b>26</b>	<b>794</b>	<b>342</b>	<b>132%</b>

\* Mathematically unable to divide by zero

FY2021: Program formats include virtual live attendance and 3 second views of recorded programs.

FY2122: Programs formats include in-person, virtual live attendance and 3 second views of recorded programs.

Literacy	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
English Literacy Students	48	38	26%
Students Graduated	2	3	-33%



English Literacy Tutors	43	37	16%
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<b>The Hangar Makerspace</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2022</b>	<b>2021</b>	<b>2021-22</b>	<b>2020-21</b>	<b>% change</b>
Hangar Open Hour Visits	22	0	283	3	9,333%
Hangar Users	2	0	62	2	3,000%
Hangar Tours	13	0	113	1	11,200%

<b>Volunteer Hours</b>	<b>February</b>	<b>February</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2022</b>	<b>2021</b>	<b>2021-22</b>	<b>2020-21</b>	<b>% change</b>
History Room*	18	0	321	0	-
PLFF	123	37	1,440	319	351%
General Library	289	42	2,080	61	3,310%
Adult Literacy	196	159	1,402	870	61%
PTAC	56	24	347	193	80%
<b>Total Volunteer Hours</b>	<b>681</b>	<b>173</b>	<b>5,591</b>	<b>1,442</b>	<b>288%</b>

\* Mathematically unable to divide by zero.

## **ACHIEVEMENTS**

- Victor Meza coordinated PTAC Meetings on February 3<sup>rd</sup> and 17<sup>th</sup>.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Beginner Book Club on February 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, and 23<sup>rd</sup>.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Int. Book Club on February 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, and 22<sup>nd</sup>.
- Sabrina Rosengren coordinated Read, Write, Speak Club on February 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>.
- Sabrina Rosengren & Sally Federman coordinated Tutor In-Service on February 14<sup>th</sup>.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on February 10<sup>th</sup>.
- Michelle Meades coordinated Book Club on February 8<sup>th</sup>.
- Michelle Meades created displays for the lobby display cases on February 23<sup>rd</sup>.
- Megan Tolman coordinated the Black History Month Reading Challenge starting on February 1<sup>st</sup>.
- Shellie McCurdy coordinated the February Hangar Take & Make on February 1<sup>st</sup>.
- Wendy Amireh attended the Placentia Excellence Awards on February 3<sup>rd</sup>.

## **MEETINGS**

- Michelle Meades and Estella Wnek conducted an internship interview on February 9<sup>th</sup>.
- Victor Meza met with Wendy Amireh on February 8<sup>th</sup> and 22<sup>nd</sup>.
- Michelle Meades met with Wendy Amireh on February 1<sup>st</sup>, 15<sup>th</sup>, and 22<sup>nd</sup>.
- Wendy Amireh, Sabrina Rosengren, Katie Matas, and Megan Tolman attended All Staff meeting on February 24<sup>th</sup>.
- Wendy Amireh met with Lina Nguyen on February 3<sup>rd</sup>.
- Wendy Amireh participated in Library Assistant On-Call interviews on February 25<sup>th</sup>.
- Sabrina Rosengren and Wendy Amireh met on February 11<sup>th</sup> and 25<sup>th</sup>.

- Wendy Amireh, Megan Tolman, Michelle Meades, and Katie Matas attended Adult Services Team meeting on February 8<sup>th</sup>.
- Wendy Amireh, Megan Tolman, and Katie Matas met with Baker & Taylor representatives for product demonstrations on February 3<sup>rd</sup> and 16<sup>th</sup>.
- Wendy Amireh, Megan Tolman, and Katie Matas met with Ingram representatives for a product demonstration on February 10<sup>th</sup>.
- Wendy Amireh met with Venessa Faber on February 2<sup>nd</sup>, 9<sup>th</sup> and 22<sup>nd</sup>.
- Wendy Amireh met with Yesenia Baltierra on February 10<sup>th</sup> and 24<sup>th</sup>.
- Wendy Amireh attended Supervisor meetings on February 1<sup>st</sup>, 3<sup>rd</sup>, 17<sup>th</sup> and 18<sup>th</sup>.
- Wendy Amireh and Victor Meza attended SRC planning meeting on February 17<sup>th</sup>.
- Wendy Amireh attended Kiwanis meetings on February 10<sup>th</sup> and 16<sup>th</sup>.
- Wendy Amireh attended SLS Adult Services meeting on February 8<sup>th</sup>.
- Wendy Amireh met with Jeremy Yamaguchi on February 4<sup>th</sup> and 16<sup>th</sup>.
- Shellie McCurdy met with Wendy Amireh on February 23<sup>rd</sup>.
- Shellie McCurdy met with Lori Worden on February 8<sup>th</sup>, 15<sup>th</sup>, and 23<sup>rd</sup>.
- Katie Matas met with Wendy Amireh on February 4<sup>th</sup> and 18<sup>th</sup>.
- Wendy Amireh, Sabrina Rosengren, Katie Matas, Michelle Meades attended weekly Huddles on February 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup>.
- Megan Tolman met with Wendy on February 3<sup>rd</sup> and 17<sup>th</sup>.
- Megan Tolman met with Memory Lab network on February 25<sup>th</sup>.

### **PROFESSIONAL DEVELOPMENT**

- Sabrina Rosengren attended Skill Use of Adults with Learning Disabilities in PIAAC Webinar on February 10<sup>th</sup>.
- Sabrina Rosengren attended ProLiteracy Webinar, The Perfect Pair for your Pre-HSE Classroom on February 11<sup>th</sup>.
- Sabrina Rosengren attended Your Community By the Numbers – Webinar on February 25<sup>th</sup>.
- Michelle Meades trained Megan Tolman in the History Room on February 1<sup>st</sup>, 2<sup>nd</sup>, 9<sup>th</sup>, and 10<sup>th</sup>.
- Wendy Amireh attended Using Gale Analytics to Support Strategic Planning on February 1<sup>st</sup>.
- Wendy Amireh attended Using Gale Analytics for Program Development Based on Community Needs on February 15<sup>th</sup>.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Assistant Library Director

**SUBJECT:** Placentia Library Website & Technology Report for February 2022

**DATE:** March 21, 2022

<b>Online Catalog Usage</b>	<b>February</b>	<b>February</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2022</b>	<b>2021</b>	<b>2021-22</b>	<b>2020-21</b>	<b>% change</b>
Placentia Library Catalog	3,564	3,654	31,479	34,112	-8%

<b>Online Database Usage</b>	<b>February</b>	<b>February</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
<i>Funded by Placentia Library District</i>	<b>2022</b>	<b>2021</b>	<b>2021-22</b>	<b>2020-21</b>	<b>% change</b>
ABC Mouse	17	61	112	96	17%
ABC Mouse - Bring Reading Home	264	20	1,078	279	286%
Biography In Context	1	0	16	11	45%
Consumer Reports	253	284	2,117	2,203	-4%
Creative Bug*	4		108		-
Data Axle (Reference USA)	169	386	2,160	1,806	20%
Freegal	978	882	7,741	7,251	7%
Heritage Quest	0	226	441	1,236	-64%
Hoopla	2,305	2349	17,906	17,501	2%
Novelist	18	16	238	389	-39%
OneFile	6	0	51	21	143%
Opposing Viewpoints	1	0	5	11	-55%
Overdrive audio books	1,362	1,344	11,183	10,189	10%
Overdrive audiobooks - Placentia Advantage Share	665	812	5,551	7,228	-23%
Overdrive e-books	1,999	2,215	17,251	20,154	-14%
Overdrive eBooks - Placentia Advantage Share	852	1,288	7,348	12,629	-42%
OverDrive Magazines	193	2320	1,808	4,254	-57%
Tumblebooks	49	67	301	554	-46%
Tutor.com	1	20	44	155	-72%
World Book Online		0	9	28	-68%
<b>TOTAL PLD DATABASE USAGE</b>	<b>9,137</b>	<b>12,290</b>	<b>75,468</b>	<b>85,995</b>	<b>-12%</b>

\* Mathematically unable to divided by zero

<b>Online Database Usage</b>	<b>February</b>	<b>February</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
<i>Funded by California State Library</i>	<b>2022</b>	<b>2021</b>	<b>2021-22</b>	<b>2020-21</b>	<b>% change</b>
Archives Unbound	0	0	0	1,302	-100%
BrainFuse JobNow/VetNow	63	16	308	27	1,041%
Britannica Escolar	1	0	6	4	50%
Britannica School	37	0	116	25	364%
Coursera*	6		17		-
Gale in Context: Environmental Studies*	4		6		-
Gale Interactive: Science*	0		5		-
GetSetUp*	0		5		-
Learning Express*	0		14		-
LinkedIn Learning*	8		11		-
National Geographic Kids *	0		8		-
New York Times~	N/A	11	195	108	81%
NorthStar	0	0	0	4	-100%
ProQuest Coronavirus Research	38	0	50	14	257%
ProQuest Culture Grams	0	0	4	10	-60%
ProQuest Ebook Central	38	13	59	48	23%
ProQuest eLibrary	38	2	106	23	361%
ProQuest Pub. Avail. Database	38	0	48	14	243%
ProQuest SIRS Discoverer	38	0	48	16	200%
ProQuest SIRS Issues Researcher	38	0	48	16	200%
Skillshare	5		23		-
Teaching Books	5	0	209	23	809%
<b>TOTAL CSL DATABASE USAGE</b>	<b>357</b>	<b>42</b>	<b>1,286</b>	<b>1,634</b>	<b>-21%</b>
<b>TOTAL ALL DATABASE USAGE</b>	<b>9,494</b>	<b>12,332</b>	<b>76,754</b>	<b>87,629</b>	<b>-12%</b>

~ NYT stats not available in time for board report

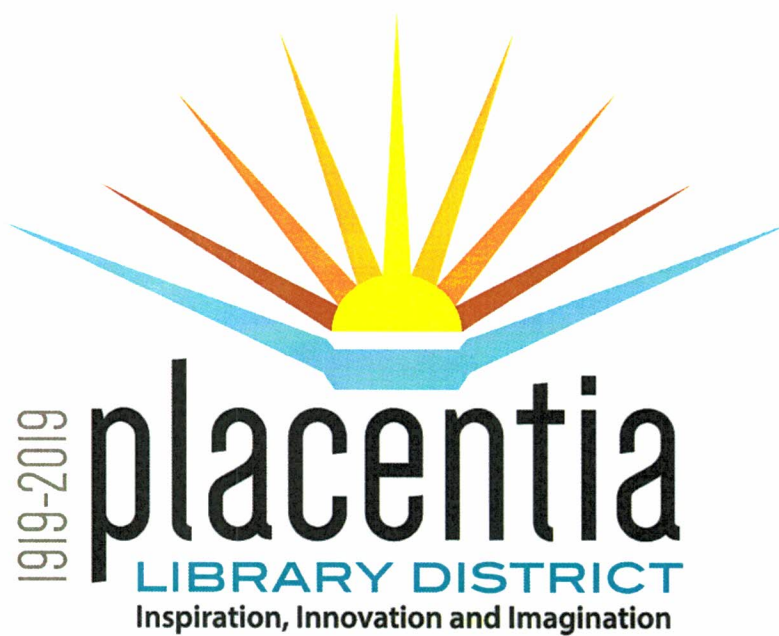
\* Mathematically unable to divided by zero

<b>Computer &amp; Online Resource Use</b>	<b>February</b>	<b>February</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2022</b>	<b>2021</b>	<b>2021-22</b>	<b>2020-21</b>	<b>% change</b>
Placentia Residents	835	515	6,549	3,663	79%
Non-Placentia Residents	768	482	5,658	3,194	77%
<b>Total</b>	<b>1,603</b>	<b>997</b>	<b>7,057</b>	<b>6,857</b>	<b>3%</b>



<b>Wi-Fi Use</b>	<b>February</b>	<b>February</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2022</b>	<b>2021</b>	<b>2021-22</b>	<b>2020-21</b>	<b>% change</b>
Total	1,405	373	9,410	2,059	357%

<b>Website Traffic</b>	<b>February</b>	<b>February</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2022</b>	<b>2021</b>	<b>2021-22</b>	<b>2020-21</b>	<b>% change</b>
Website visits	11,180	7,960	91,544	69,105	32%
Page Hits	19,006	13,965	155,110	121,923	27%
Users	6,667	4,449	55,627	35,402	57%
Pages/Session	1.68	1.75	N/A	N/A	N/A
Avg. Session Duration	00:01:55	00:02:04	N/A	N/A	N/A
% New Sessions	77	72	N/A	N/A	N/A



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Local Agency Formation Commission (LAFCO) updates from Commissioners Davert and Fisler.**

**DATE:** March 21, 2022

**BACKGROUND**

Tonight Orange County LAFCO Chair, Douglass Davert and Commissioner James Fisler, both representing special districts, will provide an update on LAFCO progress and activities.

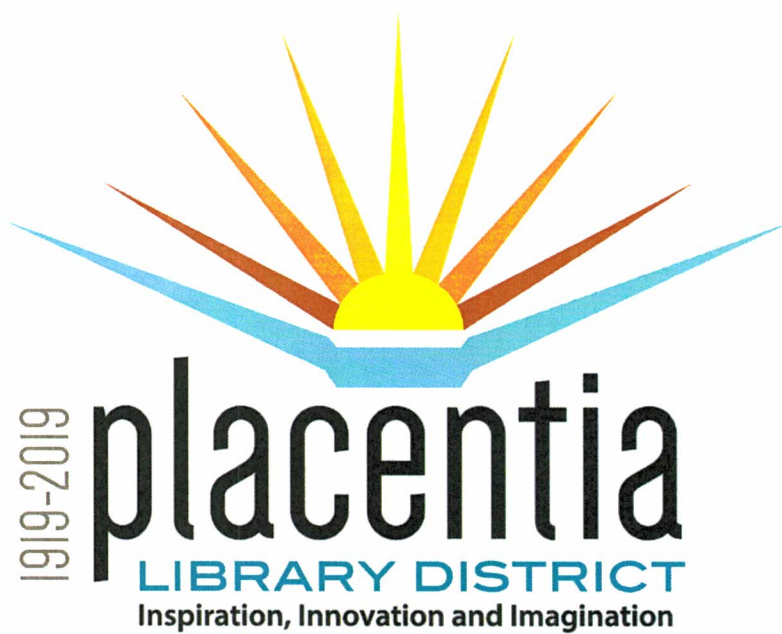
Chair Davert is a former Tustin Mayor and City Council, from 2002-2010. Commissioner Davert's service includes Orange County Sanitation District Chair from 2008-2010, Orange County Vector Control Board, Orange County Transportation Authority Citizens Advisory Committee, and the Southern California Association of Governments.

Commissioner Fisler was appointed to Mesa Water District Board in August 2009 and served as Board President between 2012-2014. He was the Immediate Past President of the Independent Special Districts of Orange County (ISDOC), and in 2020, he was re-appointed to OC LAFCO as a Special District regular member.

LAFCO last met on March 9, 2022 which included a public hearing to discuss the 2022-23 OC LAFCO Proposed Budget and Fee Schedule. The new fee for Placentia Library District will be \$2,373.61, comparable to that of similar sized districts. The next LAFCO meeting will be held on April 13, 2022.

Attachment A is a copy of the March 9, 2022 meeting packet.





**LOCAL AGENCY FORMATION COMMISSION OF  
ORANGE COUNTY**

**REGULAR MEETING AGENDA**

**Wednesday, March 9, 2022  
8:15 a.m.**

**Planning Commission Hearing Room  
Hall of Administration  
333 W. Santa Ana Blvd.  
10 Civic Center Plaza, Santa Ana, CA 92701**

*Any member of the public may request to speak on any agenda item at the time the Commission is considering the item.*

1. CALL THE MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATION  
(Communication received after agenda distribution for agendized items.)

5. PUBLIC COMMENT

This is an opportunity for members of the public to address the Commission on items not on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken by the Commission on an off-agenda item(s) unless authorized by law.

6. CONSENT CALENDAR

**a.) February 9, 2022 – Regular Commission Meeting Minutes**

The Commission will consider approval of the February 9, 2022, meeting minutes.

**b.) CALAFCO Update**

The Commission will receive a report on the recent activities of CALAFCO.

**7. PUBLIC HEARING**

**a.) 2022-23 OC LAFCO Proposed Budget and Fee Schedule**

The Commission will consider the adoption of the Proposed Fiscal Year 2022-23 OC LAFCO Budget and resolution approving the agency's fee schedule.

**8. COMMISSION DISCUSSION AND ACTION**

**a.) Legislative Report**

The Commission will receive an interim legislative report and consider adopting a position on Senate Bill 938.

**9. COMMISSIONER COMMENTS**

This is an opportunity for Commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No discussion or action may occur or be taken except to place the item on a future agenda if approved by the Commission majority.

**10. EXECUTIVE OFFICER'S REPORT**

Executive Officer's announcement of upcoming events and brief report on activities of the Executive Officer since the last meeting.

**11. INFORMATIONAL ITEMS & ANNOUNCEMENTS**

No informational items and announcements.

**12. CLOSED SESSION**

No closed session items scheduled.

**13. MEETING ADJOURNMENT**

The Commission will adjourn to the April 13, 2022, Regular Meeting in person at the Planning Commission Hearing Room, 10 Civic Center Plaza in Santa Ana or virtually by Zoom in accordance with AB 361 and LAFCO Resolution No. CP 21-08.



Pursuant to Government Code Section 54957.5, public records that relate to open session agenda items that are distributed to a majority of the Commission less than seventy-two (72) hours prior to the meeting will be made available to the public on the OC LAFCO website at [www.oclafco.org](http://www.oclafco.org).

State law requires that a participant in an OC LAFCO proceeding who has a financial interest in a decision and who has made a campaign contribution of more than \$250 to any commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission's staff before the hearing.

All regular meeting agendas and associated reports are available at [www.oclafco.org](http://www.oclafco.org). Any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or associated reports upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, to participate in a public meeting. Requests for copies of meeting documents and accommodations shall be made with OC LAFCO staff at (714) 640-5100 at least three business days prior to the respective meeting.

# 2022 MEETING AND EVENTS CALENDAR

Approved February 9, 2022

2022



January						
S	M	T	W	T	F	S
						1
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30	31					

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23	24	25	26	27	28	29
30	31					

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29	30	31				

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28	29	30	31			

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26	27	28	29	30		

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25	26	27	28	29	30	

December						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- OC LAFCO Regular Meeting (*begins at 8:15 a.m.*)  
**Location:** Hall of Administration, Planning Commission Hearing Room, 10 Civic Center Plaza, Santa Ana, CA 92701.
- Strategic Planning Workshop (*8:00 a.m. to 2:30 p.m.*)  
**Location:** County Administration South (CSA) Multipurpose Room, 601 North Ross Street, Santa Ana, CA 92701.
- Office closure due to legal holidays and flexible work schedule.
- CALAFCO Annual Conference - October 19 - 21, 2022 at Hyatt Regency Newport Beach John Wayne Airport.

## DRAFT MINUTES

### OC LAFCO REGULAR MEETING

Wednesday, February 9, 2022  
8:15 a.m.

*Due to COVID-19, this meeting was conducted virtually pursuant to the provisions of AB 361 in an effort to protect the safety of the Commission and its constituents.*

#### 1. CALL TO ORDER

**Chair Davert** called the meeting of the Local Agency Formation Commission of Orange County (OC LAFCO) to order at 8:17 a.m., announced that the Commission meeting is being conducted by teleconference, and participation by Commissioners and staff are from remote locations.

#### 2. PLEDGE OF ALLEGIANCE

**Commissioner Fisler** led the Pledge of Allegiance.

#### 3. BOARD APPOINTMENT – COMMISSIONER DO

**Chair Davert** noted the appointment of Commissioner Do and that the respective oath was completed electronically by the Commission Clerk.

#### 4. ROLL CALL

The following Commissioners were present:

- **Chair Douglass Davert**
- **Vice Chair Donald Wagner**
- **Commissioner Lisa Bartlett**
- **Commissioner James Fisler**
- **Commissioner Derek J. McGregor**
- **Commissioner Mike Posey**
- **Alternate Commissioner Kathryn Freshley**
- **Alternate Commissioner Peggy Huang**
- **Alternate Commissioner Lou Penrose**



The following Commissioners were absent:

- **Commissioner Wendy Bucknum**
- **Alternate Commissioner Andrew Do**

The following OC LAFCO staff members were present:

- Executive Officer Carolyn Emery
- Assistant Executive Officer Raymond Barragan
- Policy Analyst Luis Tapia
- Policy Analyst Gavin Centeno
- Commission Clerk Cheryl Carter-Benjamin
- General Counsel Malathy Subramanian

#### **5. ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATION (Received After Agenda Distribution)**

Commission Clerk Cheryl Carter-Benjamin noted that no supplemental communication was received.

#### **6. PUBLIC COMMENT**

**Chair Davert** requested public comments on any non-agenda items. Executive Officer Carolyn Emery individually announced the public members who requested to speak. Comments made are generally noted below.

Michael Hoch provided general comments on concerns involving latent powers of Three Arch Bay Community Services District and asked that documents emailed to staff be displayed on the monitor for Commissioner reference.

Stacey Taylor, Mesa Water District, provided general comments and requested copies of the documents provided by residents of Three Arch Bay CSD.

David Goldberg provided general comments on concerns involving the latent powers of Three Arch Bay CSD.

**Chair Davert** closed the hearing of public comments.

#### **7. CONSENT CALENDAR**

**Chair Davert** called for a motion on the consent calendar. **Commissioner McGregor** motioned for approval of the consent calendar and **Commissioner Posey** seconded the

motion. General Counsel Malathy Subramanian noted that there were no requests from the public to speak on the item.

The Commission Clerk conducted a roll call vote on the item.

**7a. – Approval of Minutes – January 12, 2022, Regular Commission Meeting**

**MOTION:** Approve the Consent Calendar. (Derek J. McGregor)  
**SECOND:** Mike Posey  
**FOR:** Derek J. McGregor, Mike Posey, Donald Wagner, Lisa Bartlett,  
James Fisler, Peggy Huang, Douglass Davert  
**AGAINST:** None  
**ABSTAIN:** None

**MOTION PASSED: 7-0.**

**8. PUBLIC HEARING**

No public hearing items scheduled.

**9. COMMISSION DISCUSSION AND ACTION**

**9a. – OC LAFCO Personnel Policies and Procedures Update**

Executive Officer Carolyn Emery gave a brief staff presentation and noted the actions recommended by staff.

**Chair Davert** called for Commission discussion and public comments. Commissioners made general comments, and the Executive Officer noted that there were no requests from the public to speak on the item.

**Chair Davert** called for a motion on the recommended action. **Commissioner Fisler** motioned to approve the staff recommended action and **Commissioner Posey** seconded the motion.

The Commission Clerk conducted a roll call vote on the item.

**MOTION:** Adopt the OC LAFCO Personnel Policies and Procedures, as amended.  
(James Fisler)  
**SECOND:** Mike Posey  
**FOR:** James Fisler, Mike Posey, Donald Wagner, Lisa Bartlett,  
Peggy Huang, Derek J. McGregor, Douglass Davert  
**AGAINST:** None  
**ABSTAIN:** None

**MOTION PASSED: 7-0.**

**9b. – Legislative Policy and Guidelines**

**Chair Davert** asked if the Commission needed a staff presentation on the item. There was no request from the Commission and **Chair Davert** called for Commission discussion and public comments. No comments on the item by Commissioners were made, and the Executive Officer noted that there were no requests from the public to speak on the item.

**Chair Davert** called for a motion on the recommended action. **Commissioner Posey** motioned to approve the staff recommended action and **Commissioner McGregor** seconded the motion.

The Commission Clerk conducted a roll call vote on the item.

**MOTION:** Adopt the Legislative Policy and Guidelines, as amended. (Mike Posey)  
**SECOND:** Derek J. McGregor  
**FOR:** Mike Posey, Derek J. McGregor, Donald Wagner, Lisa Bartlett,  
James Fisler, Peggy Huang, Douglass Davert,  
**AGAINST:** None  
**ABSTAIN:** None

**MOTION PASSED: 7-0.**

**9c. – Six-Month Strategic Objectives Update**

Policy Analyst Gavin Centeno gave the staff presentation and noted the actions recommended by staff.

**Chair Davert** called for Commission discussion and public comments. Commissioners made general comments, and the Executive Officer noted that there were no requests from the public to speak on the item.

**Chair Davert** called for a motion on the recommended action. **Commissioner Posey** motioned to approve the staff recommended action and **Commissioner Bartlett** seconded the motion.

The Commission Clerk conducted a roll call vote on the item.

**MOTION:** Receive and file the Six-Month Strategic Objectives Update.  
(Mike Posey)  
**SECOND:** Lisa Bartlett  
**FOR:** Mike Posey, Lisa Bartlett, Donald Wagner, James Fisler, Peggy Huang,



Derek J. McGregor, Douglass Davert  
AGAINST: None  
ABSTAIN: None

**MOTION PASSED: 7-0.**

**9d. – 2022 Meeting and Events Calendar**

Executive Officer Carolyn Emery presented the item for Commission discussion and consideration.

**Chair Davert** called for Commission discussion and public comments. No comments on the item by Commissioners were made, and the Executive Officer noted that there were no requests from the public to speak on the item.

**Chair Davert** called for a motion on the recommended action. **Commissioner Fisler** motioned to approve the staff recommended action and **Commissioner McGregor** seconded the motion.

The Commission Clerk conducted a roll call vote on the item.

**MOTION:** Reschedule Strategic Planning Workshop to June 8, 2022; Approve the OC LAFCO 2022 Meeting and Events Calendar, as amended. (James Fisler)  
**SECOND:** Derek J. McGregor  
**FOR:** James Fisler, Derek J. McGregor, Donald Wagner, Lisa Bartlett, Peggy Huang, Mike Posey, Douglass Davert  
**AGAINST:** None  
**ABSTAIN:** None

**MOTION PASSED: 7-0.**

**10. COMMISSIONER COMMENTS**

Commissioners made general comments.

**11. EXECUTIVE OFFICER'S REPORT**

The Executive Officer noted that there were no items to report.

**12. INFORMATIONAL ITEMS & ANNOUNCEMENTS**

**12a. - OC LAFCO Web-based Programs**

Policy Analyst Luis Tapia presented a virtual tour of the agency's new Municipal Services Dashboard and Shared Services Program.

**13. CLOSED SESSION**

No closed session items scheduled.

**14. ADJOURNMENT OF THE REGULAR COMMISSION MEETING**

**Chair Davert** called for discussion on meeting in March. **Chair Davert** motioned to adjourn to an in-person meeting on March 9 in accordance with the requirements of AB 361 and the respective OC LAFCO resolution. **Commissioner Posey** seconded the motion and other Commissioners expressed their support.

**MOTION:** Renew findings contained in OC LAFCO Resolution No. CP 21-08 in accordance with AB 361; Adjourn to the March 9, 2022 Regular Meeting in person at the Planning Commission Hearing Room, 10 Civic Center Plaza in Santa Ana. (Douglass Davert)

**SECOND:** Mike Posey

**FOR:** Douglass Davert, Mike Posey, Donald Wagner, Lisa Bartlett, James Fisler, Peggy Huang, Derek J. McGregor

**AGAINST:** None

**ABSTAIN:** None

**MOTION PASSED: 7-0.**

**Chair Davert** adjourned the Regular Commission Meeting at 9:04 a.m.

Douglass Davert, Chair  
Orange County Local Agency Formation Commission

By: \_\_\_\_\_  
Cheryl Carter-Benjamin  
Commission Clerk

March 9, 2022

**6b** | Consent  
Calendar

**REGULAR MEMBERS**

CHAIR

**Douglass Davert**  
Special District Member

VICE CHAIR

**Donald P. Wagner**  
County Member

IMMEDIATE PAST CHAIR

**Derek J. McGregor**  
Public Member

**Lisa Bartlett**  
County Member

**Wendy Bucknum**  
City Member

**James Fisler**  
Special District Member

**Mike Posey**  
City Member

**ALTERNATES**

**Andrew Do**  
County Member

**Kathryn Freshley**  
Special District Member

**Peggy Huang**  
City Member

**Lou Penrose**  
Public Member

**STAFF**

**Carolyn Emery**  
Executive Officer

**Scott Smith**  
General Counsel

**TO:** Local Agency Formation Commission  
of Orange County

**FROM:** Commissioner/CALAFCO Board Member  
Executive Officer

**SUBJECT:** CALAFCO Update

**BACKGROUND**

The following staff report provides an update on key recent activities of the California Association of Local Agency Formation Commissions (CALAFCO).

**CALAFCO Sponsored Legislation**

For the current legislative session, the CALAFCO Board of Directors approved the co-sponsoring of legislation for the following:

- 2022 Omnibus Bill – makes non-substantive changes to the CKH Act.  
**Status: Proposed amendments are currently being reviewed by the Assembly Local Government Committee.**
- LAFCO Protest Provisions – three-year working group effort with multiple stakeholders (CALAFCO, CSDA, CSAC, CA League of Cities, and legislature consultants) to consolidate protest proceedings provisions for clarity and change protest threshold for a Commission-initiated dissolution.  
**Status: Proposed bill in print as SB 938, and additional details are provided in Agenda Item No. 8b.**
- Amendments to 56133 – a joint effort with San Diego LAFCO to amend Government Code Section 56133 to clarify LAFCO’s authority involving the extension of services outside an agency’s jurisdictional boundary.  
**Status: CALAFCO was unable to secure a bill author for 2022 and will discuss whether or not to co-sponsor the proposal for the next legislative session at the Board’s April 22 meeting.**



The CALAFCO Legislative Committee will discuss the status of the above efforts, as well as other current and newly introduced bills of LAFCO interest at its next meeting on March 11. An update will be provided subsequent to the meeting in the April 13 agenda.

#### **CALAFCO Staff Workshop**

As co-host of the CALAFCO Annual Staff Workshop scheduled to take place in Newport Beach in early March, staff has kept the Commission apprised of the impacts to the scheduling of the conference, which has included postponing of the workshop in 2020 and 2021. While the workshop planning committee has worked diligently to keep the workshop program refreshed and OC LAFCO staff supported with the excitement of welcoming LAFCOs across the State, it became apparent with only five weeks until the workshop that the circumstances of the continued pandemic have impacted the workshop registration numbers. In light of this, the CALAFCO Board, on February 22, voted unanimously to cancel the workshop. While there is certainly disappointment with the cancellation of the event, Commissioners and staff will have the opportunity to welcome other LAFCOs to Orange County in the Fall during the CALAFCO 50+1 Annual Conference in Newport Beach. As a note, CALAFCO will be refunding previously paid registration fees to OC LAFCO.

#### **New CALAFCO Executive Director**

At the January 21 Board of Directors meeting, CALAFCO appointed Rene LaRoche as the new Executive Director for the Association. Rene will succeed outgoing Executive Director, Pamela Miller, and brings a diverse background to CALAFCO that includes her current position as the Clerk of the Board of Supervisors in Mariposa County, past President of the CA Clerk of the Board of Supervisors Association, and an Institute Fellow of the CA State Association of Counties. She officially assumed her role on February 28 and will be meeting with the Executive Officers of the Southern Region LAFCOs in part to this transition.

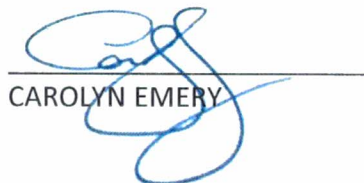
#### **RECOMMENDED ACTION**

Commissioner McGregor and staff recommend that the Commission:

1. Receive and file the CALAFCO Update.

Respectfully submitted,

  
DEREK J. MCGREGOR

  
CAROLYN EMERY



March 9, 2022

**7a** | Public  
Hearing

**REGULAR MEMBERS**

CHAIR

**Douglass Davert**  
Special District Member

VICE CHAIR

**Donald P. Wagner**  
County Member

IMMEDIATE PAST CHAIR

**Derek J. McGregor**  
Public Member

**Lisa Bartlett**  
County Member

**Wendy Bucknum**  
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**ALTERNATES**

**Andrew Do**  
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**Kathryn Freshley**  
Special District Member

**Peggy Huang**  
City Member

**Lou Penrose**  
Public Member

**STAFF**

**Carolyn Emery**  
Executive Officer

**Scott Smith**  
General Counsel

**TO:** Local Agency Formation Commission

**FROM:** Executive Officer  
Assistant Executive Officer  
Accountant

**SUBJECT:** Proposed Fiscal Year 2022-23 OC LAFCO Budget and Fee Schedule

**BACKGROUND**

The State Government Code Section 56381(a) requires the Commission to hold a public hearing to adopt a proposed annual budget. The proposed FY 2022-23 budget is presented in line-item detail for the Commission's review and consideration (**Attachment 1**).

In February, staff participated in meetings with the Commission's Executive Committee, comprised of Chair Douglass Davert, Vice Chair Donald Wagner and Immediate Past Chair Derek McGregor, to review the proposed budget. In accordance with the Commission's Bylaws, the Executive Committee reviews the proposed agency budget and serves in an advisory role on this matter to the full Commission. Upon approval, the proposed budget will be distributed for review and comment to the Board of Supervisors, the cities, and the independent special districts. Subsequently, the final budget, together with any submitted comments, will be considered by the Commission at a second public hearing during the May 11, 2022 regular meeting.

***Fee Schedule Resolution***

The Commission's Fee Schedule, which was originally established in 1995, is structured to ensure that the agency is recovering the actual costs associated with processing an application. The Fee Schedule includes application processing fees and charges and reflects the current rates for staff and legal counsel direct costs. The recommended actions include adopting the Fee Schedule Resolution (**Attachment 3**) for charges that would be effective July 1, 2022.

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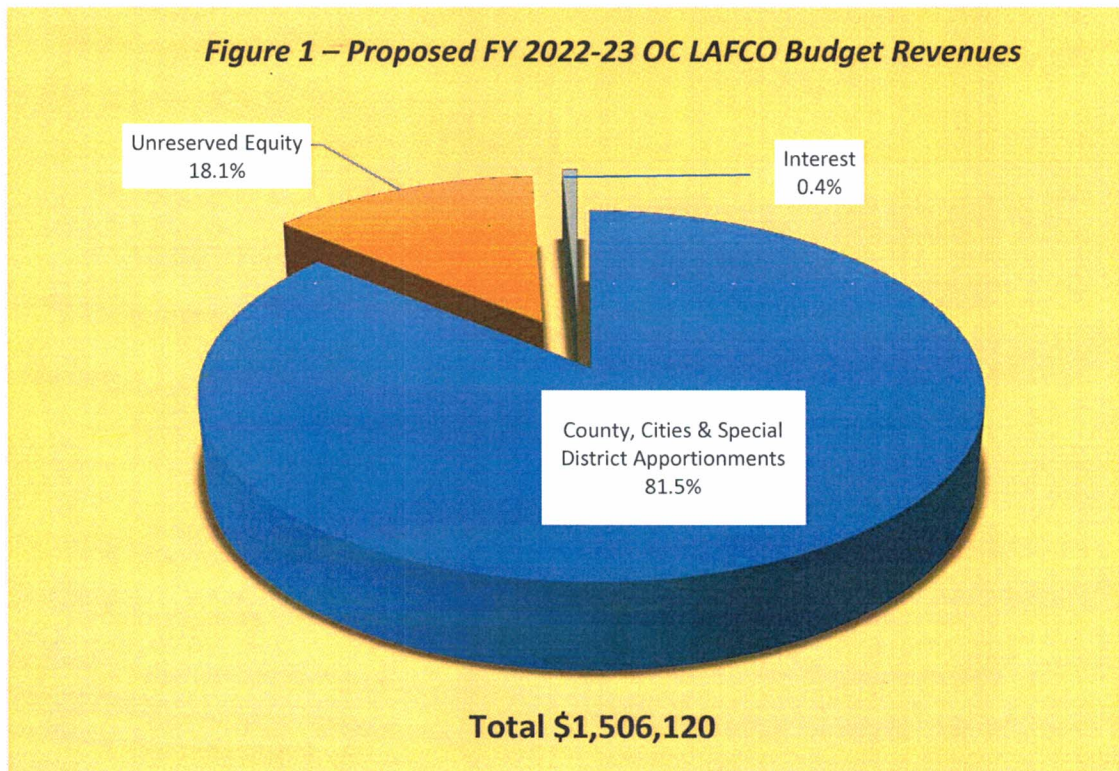
**FY 2022-23 OC LAFCO PROPOSED BUDGET**

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The proposed FY 2022-23 budget is balanced; the expected expenditures are funded by the projected ongoing revenues together with a drawdown of unreserved equity. The proposed budget totals \$1,506,120 resulting in an overall increase of ten percent from the FY 2021-22 budget. The following provides a description and discussion of the revenues, expenditures and reserves contained in the FY 2022-23 proposed budget.

**REVENUES**

Revenues in the FY 2022-23 total \$1,506,120. There are three categories of agency revenues: (1) County, Cities, and Special Districts Apportionments, (2) Interest, and (3) Unreserved Equity. As depicted in *Figure 1*, the apportionments to the funding agencies constitute 81.5 percent of revenues with the balance contributed by unreserved equity and interest revenue.





**(1) County, Cities, and Special Districts Apportionments**

As represented in Figure 1, the apportionments from the funding agencies provide the primary revenue source for OC LAFCO. The total apportionment for FY 2022-23 of \$1,227,730 to be collected from the County, cities and special districts constitutes an overall increase of six percent from the FY 2021-22 budget. The apportionment is equally divided amongst the County, cities and independent special districts. The apportionments for the individual cities and independent special districts are calculated by the County Auditor-Controller using the formulas adopted by the City Selection Committee and the Independent Special Districts Selection Committee, respectively. The projected individual apportionments for the cities and special districts for FY 2022-23 are delineated in **Attachments 1B and 1C**.

**(2) Interest**

This revenue category includes interest earned from the agency's savings account, payroll account and two investment accounts – the Local Agency Investment Fund and the Orange County Fund. Since the Commission receives an influx of revenues in the beginning of each fiscal year from the funding agencies, the apportionments are deposited into the highest interest earning accounts. Throughout the fiscal year, OC LAFCO staff, in consultation with the agency's independent accounting staff, withdraw funds from the accounts to cover the agency's operational expenses. Given current market rates, the proposed FY 2022-23 budget conservatively projects that interest earned on the agency's investment accounts will generate \$6,300 or slightly less than one half percent of the annual revenue.

**(3) Unreserved Equity**

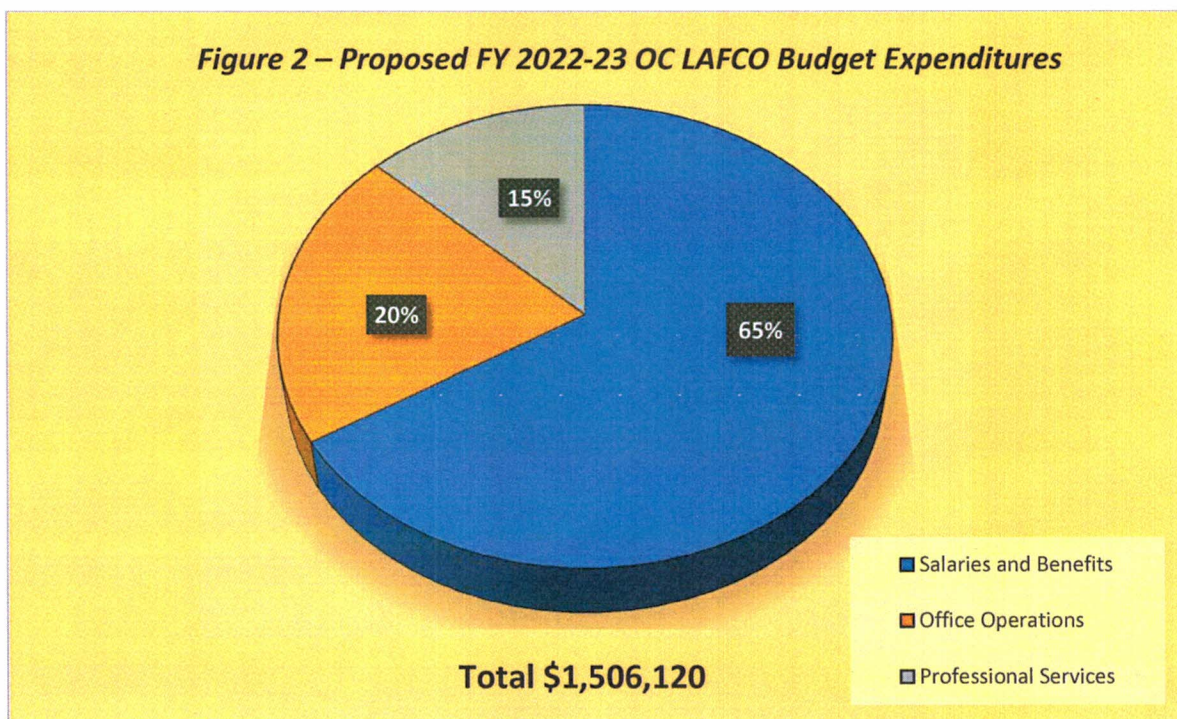
In its reserve policy, the Commission specifies minimum balances of \$100,000 for contingency reserves, \$75,000 for litigation reserves, and \$30,000 for unfunded liability reserves. Additionally, the Commission's policy mandates that three months of operational expenses be maintained in the reserve account, which for FY 2022-23, amounts to \$376,530.

Unreserved equity is any balance available above those minimums. The proposed FY 2022-23 budget revenue assumptions include \$272,090 from the unreserved equity which represents 18.1 percent of the total revenues. Over the past several years, the use of unreserved equity as part of the revenue assumptions has assisted with decreasing its overall balance to the approved reserve levels and avoid large fluctuations in the annual apportionments to the funding agencies. The agency's projected reserves through FY 2024-25 are provided in **Attachment 2**. Based on these budget projections, it is anticipated that the reserve levels will remain within the Commission's approved policy through FY 2024-25. In order to maintain and meet approved reserve levels, as well as respond to the increase in operational costs and future funding of the agency's unfunded pension liability, it is expected that there will be annual overall increases to the LAFCO apportionment. Staff will continue monitoring the reserve levels closely as any future apportionment increases will vary depending on project applications and filing fees.

**EXPENDITURES**

The proposed budget expenditures reflect the resources necessary to support the agency’s operations and to effectively manage the mandated projects that are not supported by applicant fees, such as preparing updates of agencies’ Spheres of Influence, conducting Municipal Service Reviews and the Unincorporated Areas Program.

The proposed budget includes adjustments to specific budget categories based on the national Consumer Price Index (CPI), past trending, actual expenditures and the budget instructions from the County regarding the benefit cost projections. The Commission expenses are described in three categories: (1) Salaries and Benefits, (2) Office Operations, and (3) Professional Services. The percentage of each category is depicted in *Figure 2* and described briefly in the following sections.



**(1) Salaries & Benefits**

The proposed FY 2022-23 budget for salaries and benefits for the five full-time professional staff and any temporary or seasonal staff total \$990,960, which is an increase of 5.8 percent from the budgeted amount in the current fiscal year. The minor increase is consistent with current CPI projections for FY 2022-23 for Orange County and is largely attributed to an increase in benefits costs discussed in the next paragraph.

The assumptions for the employee benefits (health, dental, life and disability insurance, and deferred compensation) are based on information provided by the County of Orange, which



provides these benefits to OC LAFCO employees through a contractual agreement. The benefits for OC LAFCO employees substantially mirror the benefits provided by the County to its employees and Executive Managers. While there are increases over the current fiscal year's budget for some benefits costs, there is a decrease in costs in other areas that include health, dental, and life insurance benefits. Additionally, the proposed budget contains assumptions for retirement costs that are based on the figures provided by the Orange County Employees Retirement System (OCERS). The increase in retirement costs for FY 2022-23 is 14.5 percent.

In accordance with best budgeting practices, the proposed budget provides for fully funding all staff positions. However, when personnel or other costs are associated with a project application, those costs are tracked in a special fund and reimbursed through the fees collected from the applicant. An accounting of the fees collected, personnel or other costs applied, and the balance remaining in these special funds are provided quarterly and annually to the Commission in the comprehensive report and the audited financial statements. Any savings in staff costs to the General Fund generated by the application of costs to a project special fund will effectively result in a reduction in the amount that will be drawn down from the unreserved equity at the end of the fiscal year.

## (2) **Office Operations**

Overall, the Commission operations continue to demonstrate prudent management of agency expenses. The following provides a brief discussion of the key areas that incorporate proposed changes in appropriations for FY 2022-23:

### ➤ **Mapping (line item 5535)**

This budget line item provides the allocation for the agency's Geographic Information System (GIS) and other mapping programs. The proposed budget includes an increase of \$2,000 or 27% from FY 2021-22. The increase allows for projected costs relative to specialized datasets that will be used in preparing the Municipal Service Reviews and improving the agency's GIS.

### ➤ **Unincorporated Areas Program (line item 5610)**

This line item includes costs incurred for the processing of applications under the Commission's Unincorporated Areas Program. In January, this line item was reduced from \$8,000 to \$3,000 to accommodate the implementation of COLAs and costs associated with the use of consultants to prepare fourth cycle MSRs. As staff anticipates costs associated with the processing of unincorporated area annexations during the next fiscal cycle, the proposed amount of \$8,000 for FY 2022-23 returns the budgeting for this line item to the appropriate funding level.

### ➤ **Registration and Travel (line item 5800)**

This line item allocates the funding for the participation by Commissioners and staff in the CALAFCO annual conference and staff workshop, board meetings and other conferences. The proposed budget amounts vary from year to year based on the location and anticipated participation involving these events. The 2022 annual conference will take

place in Newport Beach and the location for the staff workshop has not yet been identified. This line item was also reduced during the current fiscal cycle from \$11,600 to \$3,000 to accommodate the implementation of COLAS and consultant costs associated with the processing of fourth cycle MSRs. The proposed budget amount of \$13,600 for FY 2022-23 returns the budgeting for this line item to the appropriate funding level to accommodate the associated costs.

➤ ***Commission Meeting Expenses (line item 5850)***

This line item allocates funding for costs incurred for communications, room rental, parking and miscellaneous expenses for Commission meetings. The proposed budget includes an increase of \$3,000 or 46% from FY 2021-22. The increase would allow for potential costs relative to pending state legislation involving additional public meeting requirements.

(3) ***Professional Services (line items 5510-5540)***

The Commission's staff performs the majority of the administrative and project related work; however, the agency continues to utilize professional services for certain ongoing and project-related support. Ongoing administrative expenses for this line item include the Commission's accountant, legal counsel, auditor and human resources support. The FY 2022-23 proposed budget allocations for this category include the following: legal services (\$60,000); audit and accounting services (\$49,700) and human resources (\$10,000). Project-related professional services include continued enhancement and implementation of communications resources, the fiscal indicators web-based program, and the preparation of the fourth cycle municipal service reviews and other studies and reports. The proposed allocation for that line item is \$100,000.

***OC LAFCO TWO-YEAR BUDGET PROJECTIONS***

The two-year budget projections are intended to anticipate future changes to the OC LAFCO budget. Additionally, the projections provide the funding agencies with budget projections beyond a single fiscal year. The two-year budgetary projections provided in **Attachment 3** indicate potential apportionment increases of 6 percent in FY 2023-24 and FY 2024-25. The projections use the FY 2022-23 proposed budget as a baseline with personnel expenditures increased annually by the CPI of 3.5% for FY 2023-24 and 3% for FY 2024-25 and general operational expenditures adjusted annually by factors such as current trends, contractual obligations for office and equipment leases, or the CPI. The apportionment projections for FY 2023-24 and FY 2024-25 are subject to change and should be used for trending purposes only.

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**RECOMMENDED ACTIONS**

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Staff recommends that the Commission:

1. Adopt the Proposed FY 2022-23 Budget (*Attachment 1*) and direct the Executive Officer to distribute the document for review and comment to the Board of Supervisors, cities, and special districts.
2. Direct staff to schedule a public hearing, per Government Code Section 56381, for consideration and adoption of the Final FY 2022-23 OC LAFCO Budget at the May 11, 2022 regular meeting.
3. Adopt OC LAFCO Resolution No. CP 22-01 approving the OC LAFCO Fee Schedule, effective July 1, 2022 (*Attachment 3*).

Respectfully submitted,

  
CAROLYN EMERY

  
RAYMOND BARRAGAN

  
CINDY BYERRUM

Attachments:

1. Proposed FY 2022-23 OC LAFCO Budget
  - A. *FY 2022-23 Budget Categories*
  - B. *OC LAFCO City Apportionments for FY 2022-23 (prepared by County Auditor-Controller)*
  - C. *OC LAFCO Special District Apportionments for FY 2022-23 (prepared by County Auditor-Controller)*
2. Two-year OC LAFCO Budget Projections (FYs 2023-24 and 2024-25)
3. OC LAFCO Resolution No. CP 22-01 – LAFCO Fee Schedule (effective July 1, 2022)



## Orange County Local Agency Formation Commission

### Proposed Budget

Fiscal Year 2022/23

	FY 21/22	FY 22/23	\$	%
	Amended	Proposed	Budget	Budget
	Budget	Budget	Variance	Variance
<b>Apportionment Increase Factor (%)</b>	<b>3.00%</b>	<b>6.00%</b>		
<b>Revenue &amp; Use / (Addition) Of Cash</b>				
Use Of / (Addition To) Unreserved Cash \$	200,010	\$ 272,090	\$ 72,080	36.0%
4000 LAFCO Apportionment	1,158,240	1,227,730	69,490	6.0%
4200 Interest	10,000	6,300	(3,700)	-37.0%
4150 Miscellaneous Revenue	-	-	-	0.0%
<b>Net Revenue &amp; Use / (Addition) Of Unreserved Cash</b>	<b>1,368,250</b>	<b>1,506,120</b>	<b>137,870</b>	<b>10.1%</b>
<b>Expense</b>				
<b>Salaries &amp; Benefits</b>				
5000 Salaries	552,330	574,500	22,170	4.0%
5010 Hourly Employees	18,000	20,800	2,800	15.6%
5106 Retirement	218,650	250,300	31,650	14.5%
5109 Retiree Health Benefits	19,040	19,300	260	1.4%
5108 Health Insurance	67,230	65,600	(1,630)	-2.4%
5110 Dental Insurance	5,320	2,700	(2,620)	-49.2%
5112 Life Insurance	500	460	(40)	-8.0%
5102 Optional Benefit Plan	18,500	18,500	-	0.0%
5104 Deferred Compensation	16,800	17,500	700	4.2%
5116 Medicare	8,540	8,900	360	4.2%
5114 Worker's Compensation	2,460	3,520	1,060	43.1%
5120 Salary Continuance	1,450	1,510	60	4.1%
5122 Accidental Death Insurance	150	170	20	13.3%
5125 Executive Car Allowance	7,200	7,200	-	0.0%
<b>SubTotal: Salaries &amp; Benefits</b>	<b>936,720</b>	<b>990,960</b>	<b>54,240</b>	<b>5.8%</b>
<b>Office Operations</b>				
5150 Information Technology	12,700	12,800	100	0.8%
5151 Internet & Telephone	14,500	14,500	-	0.0%
5200 County Charges	11,000	8,200	(2,800)	-25.5%
5250 Insurance	7,400	7,600	200	2.7%
5350 Membership/Subscriptions	35,600	36,400	800	2.2%
5450 Office Equipment/Supplies	19,400	22,500	3,100	16.0%
<b>Professional Services</b>				
5510 Legal	25,000	60,000	35,000	140.0%
5520 Audit/Accounting	43,500	49,700	6,200	14.3%
5530 Human Resources	9,500	10,000	500	5.3%
5540 Other Professional	85,000	100,000	15,000	17.6%

## Orange County Local Agency Formation Commission

### Proposed Budget

Fiscal Year 2022/23

	FY 21/22	FY 22/23	\$	%
	Amended	Proposed	Budget	Budget
	Budget	Budget	Variance	Variance
<b>Other Operations</b>				
5535 Mapping	7,300	9,300	2,000	27.4%
5550 Investment Admin Fees	830	660	(170)	-20.5%
5600 Public Noticing / Communications	11,500	11,650	150	1.3%
5610 Unincorporated Areas Program	3,000	8,000	5,000	166.7%
5650 Rents/Maintenance	100,600	104,100	3,500	3.5%
5675 Equipment Leases & Maintenance	7,700	8,700	1,000	13.0%
5700 Commissioner/Staff Expenses	7,000	7,000	-	0.0%
5710 Commission Stipends & Taxes/Fees	15,500	15,950	450	2.9%
5750 Professional Development	5,000	5,000	-	0.0%
5800 Registration/Travel	3,000	13,600	10,600	353.3%
5850 Commission Meeting Expenses	6,500	9,500	3,000	46.2%
Subtotal: Office Operations & Services	431,530	515,160	83,630	19.4%
<b>Total Expense</b>	<b>1,368,250</b>	<b>1,506,120</b>	<b>137,870</b>	<b>10.1%</b>
<b>Net Budget</b>	<b>\$ -</b>	<b>\$ -</b>		

#### Projected Cash Reserves

<b>Reserved Cash</b>			
Contingency Reserve	100,000	\$	100,000
Reserve for Litigation	75,000		75,000
Unfunded Liability Reserve	30,000		30,000
Operating Reserve - 25% Budgeted Expenses	342,063		376,530
<b>Total Reserved Cash</b>	<b>547,063</b>		<b>581,530</b>
<b>Unreserved Cash</b>			
Balance at the Beginning of FY	891,375		888,988
Addition / (Drawdown) to Unreserved Cash	(200,010)		(272,090)
<b>Total Unreserved Cash</b>	<b>691,365</b>		<b>616,898</b>
<b>Total Projected Cash Reserves</b>	<b>\$ 1,238,428</b>	<b>\$</b>	<b>1,198,428</b>

## OC LAFCO FY 2022-23 BUDGET CATEGORIES

### REVENUES

The following summarizes the revenue categories of the OC LAFCO Budget:

#### **4000 OC LAFCO Apportionment**

These funds are provided by the County, independent special districts and cities. The County pays 1/3 of the total apportionment cost. The cost allocation formulas for the cities and special districts are in accordance with the alternative formulas adopted by the City Selection Committee and the Independent Special Districts Selection Committee respectively.

#### **4050 Filing Fees**

These funds are provided by incoming project applications, including but not limited to annexations, reorganizations, incorporations, dissolutions, and consolidations. Filing fees vary with each project received and are not budgeted as revenue due to the uncertainty of when applications will be filed. Filing fees are collected to offset OC LAFCO salaries, benefits and other expenditures associated with applications.

#### **4150 Miscellaneous Revenue**

These funds are incurred by nonoperational income including but not limited to reimbursements.

#### **4200 Interest**

These funds are the interest earned from the agency's bank and County payroll accounts and investment portfolio, including the Local Agency Investment Fund (LAIF) and Orange County Fund (OC Fund).

### EXPENDITURES

The following summarizes the expenditure categories of the OC LAFCO Budget:

#### **5000-5125 Salaries and Benefits**

These categories include costs incurred for OC LAFCO employee salaries and benefits, including retirement, life, accidental and disability insurance, health and dental insurance, workers' compensation, and Medicare. OC LAFCO contracts with the County of Orange for payroll and benefit services.

#### **5150 Information Technology**

This category includes costs incurred for the technical support for regular maintenance and upgrades to the OC LAFCO computer systems and website. OC LAFCO contracts with independent consultants for IT and website services.

#### **5151 Internet and Telephone**

This category includes costs for the usage, technical support, equipment purchasing, leasing and maintenance for office and mobile telephones and internet service.



**OC LAFCO FY 2022-23 BUDGET CATEGORIES**

**5200 County Charges**

This category includes costs incurred for payroll processing, records archiving and storage, and billing, collection and intranet services provided by the County of Orange.

**5250 Insurance**

This category includes costs incurred for insurance coverage. OC LAFCO contracts with the County and a joint powers authority for the following coverages for instances that occur during the general operation of the agency.

- General Liability– Includes coverage for personal injury (including bodily injury and property damage), non-owned auto liability, public officials’ errors and omissions and employment practices liability.
- Crime – Includes coverage for employee or non-employee theft, burglary, forgery or alteration, computer fraud, funds transfer fraud.
- Property - Includes per occurrence, all perils coverage for damage to property including personal property and business interruption coverage.
- Workers’ Compensation – Includes coverage for employees involving work-related injuries.

**5350 Membership/Subscriptions**

This category includes memberships and subscriptions fees to CALAFCO, CSDA, OCBC, CDR and other applicable memberships.

**5450 Office Equipment and Supplies**

This category includes costs incurred for the purchase of office supplies and equipment, computers, and software that support the efficient operations of the agency.

**5500 Professional Services**

This category includes costs incurred for professional services provided to OC LAFCO. The following are subcategories for professional services:

- ✓ **5510 Legal** – OC LAFCO general counsel services.
- ✓ **5520 Auditing/Accounting** – Bookkeeping, accounting and auditing services. OC LAFCO audited financial statements are prepared by an independent auditor.
- ✓ **5530 Human Resources** – Personnel services that may be provided by an independent consultant for assistance with recruitment, professional development and other human resource areas.
- ✓ **5535 Mapping** – OC LAFCO’s Geographic Information System (GIS) and other mapping programs.

OC LAFCO FY 2022-23 BUDGET CATEGORIES

- ✓ **5540 Other Professional Services** – Consulting and professional services for meeting facilitation, peer reviews, and preparation of Municipal Service Reviews, fiscal studies and other reports and projects.

**5550 Investment Admin Fees**

This category includes costs incurred for administrative fees charged by Wells Fargo and the County of Orange for financial services related to the checking and payroll accounts.

**5600 Public Noticing/Communications**

This category includes costs incurred for required legal notices and other communications for Commission-initiated and other projects (e.g., spheres of influence reviews and updates, municipal service reviews, and annual budget adoption) that are not reimbursable through application fees.

**5610 Unincorporated Areas Program**

This category includes costs incurred for the processing of applications under the Commission's Unincorporated Areas Program.

**5650 Rents/Maintenance**

This category includes costs for leasing and maintenance of OC LAFCO office space.

**5675 Equipment Leases/Maintenance**

This category includes costs for leasing and maintenance of the OC LAFCO copier and printers.

**5700 Commissioner/Staff Expenses**

This category includes costs incurred by Commissioners and staff to attend OC LAFCO and other related business meetings and activities.

**5710 Commissioner Stipends & Taxes/Fees**

This category includes Commissioner meeting stipends and related employment taxes and fees.

**5750 Professional Development**

This category includes costs related to employee professional development (e.g., college/university degree programs and courses, certificate programs, leadership seminars).

**5800 Transportation/Travel/Registration**

This category includes costs incurred for registration and travel expenses for commissioners and staff to attend the CALAFCO annual conference, staff workshop, board meetings and other educational activities.

**5850 Commission Meeting Expenses**

This category includes costs incurred for communications, room rental, parking and miscellaneous expenses for Commission meetings.

OC LAFCO FY 2022-23 BUDGET CATEGORIES

**Contingency Reserve**

Restricted funds used to cover any unforeseen future agency loss and/or urgency (i.e., property or equipment damage, loss or theft).

**Reserve for Litigation**

Restricted funds used for costs related to agency litigation not covered by application fees and deposits.

**Unfunded Liability Reserve**

Restricted funds used to offset anticipated agency liabilities (i.e., employee compensated absences).



### OC LAFCO FY 2022-23 City Allocations

City	FY 2022-23 City Allocation
Aliso Viejo	\$ 6,302.35
Anaheim	45,112.24
Brea	7,243.61
Buena Park	10,108.31
Costa Mesa	14,296.24
Cypress	6,084.08
Dana Point	4,719.94
Fountain Valley	7,325.46
Fullerton	18,415.95
Garden Grove	20,216.62
Huntington Beach	24,950.20
Irvine	41,647.32
Laguna Beach	4,337.98
Laguna Hills	4,542.60
Laguna Niguel	9,712.71
Laguna Woods	2,305.40
La Habra	7,639.21
Lake Forest	11,977.19
La Palma	1,855.24
Los Alamitos	2,100.78
Mission Viejo	13,164.00
Newport Beach	14,514.50
Orange	19,098.02
Placentia	6,329.63
Rancho Santa Margarita	7,707.42
San Clemente	10,558.48
San Juan Capistrano	6,970.78
Santa Ana	36,995.59
Seal Beach	5,306.52
Stanton	4,378.91
Tustin	10,094.67
Villa Park	1,064.03
Westminster	10,858.59
Yorba Linda	11,308.76
<b>TOTAL</b>	<b>\$ 409,243.33</b>

OC LAFCO FY 2022-23 Special District Allocations

District	ISDOC Formula Calculation FY 2022-23
Silverado-Modjeska Rec. & Park	\$ 491.09
Surfside Colony Stormwater	491.09
Surfside Colony CSD	491.09
Rossmoor/Los Alamitos Area Sewer District	2,373.61
Capistrano Bay CSD	2,373.61
Rossmoor CSD	2,373.61
Three Arch Bay CSD	2,373.61
Emerald Bay CSD	2,373.61
Buena Park Library District	2,373.61
Placentia Library District	2,373.61
Orange County Cemetery District	3,601.34
Orange County Vector Control District	4,788.15
<b>Total Non-Enterprise Districts</b>	<b>\$ 26,478.03</b>
Sunset Beach Sanitary District	4,788.15
Serrano Water District	14,364.44
East Orange Co. Water District	19,152.59
Midway City Sanitary District	19,152.59
Trabuco Canyon Water District	19,152.59
Costa Mesa Sanitary District	19,152.59
El Toro Water District	23,899.81
Mesa Water District	23,899.81
Yorba Linda Water District	23,899.81
South Coast Water District	28,687.96
Moulton Niguel Water District	33,476.10
Santa Margarita Water District	33,476.10
Municipal Water District of O.C.	38,264.25
Orange County Water District	38,305.18
Irvine Ranch Water District	43,093.33
<b>Total Enterprise Districts</b>	<b>\$ 382,765.30</b>
<b>Total Special Districts</b>	<b>\$ 409,243.33</b>

## Orange County Local Agency Formation Commission Proposed Budget Projections

Fiscal Year 2022/23 - 2024/25

	FY 22/23 Proposed Budget	FY 23/24 Projected Budget	FY 24/25 Projected Budget
<b>Apportionment Increase Factor (%)</b>	<b>6.00%</b>	<b>6.00%</b>	<b>6.00%</b>
<b>Revenue &amp; Use / (Addition) Of Cash</b>			
Use Of / (Addition To) Unreserved Cash	\$ 272,090	\$ 240,130	\$ 205,430
4000 LAFCO Apportionment	1,227,730	1,301,400	1,379,500
4200 Interest	6,300	6,300	6,420
4150 Miscellaneous Revenue	-	-	-
<b>Net Revenue &amp; Use / (Addition) Of Unreserved Cash</b>	<b>1,506,120</b>	<b>1,547,830</b>	<b>1,591,350</b>
<b>Expense</b>			
<b>Salaries &amp; Benefits</b>			
5000 Salaries	574,500	594,610	612,450
5010 Hourly Employees	20,800	21,530	22,180
5106 Retirement	250,300	261,660	269,590
5109 Retiree Health Benefits	19,300	20,460	21,690
5108 Health Insurance	65,600	69,540	73,720
5110 Dental Insurance	2,700	2,730	2,760
5112 Life Insurance	460	490	520
5102 Optional Benefit Plan	18,500	18,500	18,500
5104 Deferred Compensation	17,500	18,120	18,670
5116 Medicare	8,900	9,210	9,480
5114 Worker's Compensation	3,520	3,650	3,760
5120 Salary Continuance	1,510	1,490	1,540
5122 Accidental Death Insurance	170	180	190
5125 Executive Car Allowance	7,200	7,200	7,200
<b>SubTotal: Salaries &amp; Benefits</b>	<b>990,960</b>	<b>1,029,370</b>	<b>1,062,250</b>
<b>Office Operations</b>			
5150 Information Technology	12,800	13,250	13,650
5151 Internet & Telephone	14,500	15,010	15,470
5200 County Charges	8,200	8,490	8,750
5250 Insurance	7,600	7,870	8,110
5350 Membership/Subscriptions	36,400	37,680	38,820
5450 Office Equipment/Supplies	22,500	15,000	15,450
<b>Professional Services</b>			
5510 Legal	60,000	60,000	60,000
5520 Audit/Accounting	49,700	51,440	52,990
5530 Human Resources	10,000	10,350	10,670
5540 Other Professional	100,000	100,000	100,000



# Orange County Local Agency Formation Commission

## Proposed Budget Projections

Fiscal Year 2022/23 - 2024/25

	FY 22/23 Proposed Budget	FY 23/24 Projected Budget	FY 24/25 Projected Budget
<b>Other Operations</b>			
5535 Mapping	9,300	9,630	9,920
5550 Investment Admin Fees	660	690	720
5600 Public Noticing / Communications	11,650	12,060	12,430
5610 Unincorporated Areas Program	8,000	8,000	8,000
5650 Rents/Maintenance	104,100	107,120	110,360
5675 Equipment Leases & Maintenance	8,700	9,010	9,290
5700 Commissioner/Staff Expenses	7,000	7,250	7,470
5710 Commission Stipends & Taxes/Fees	15,950	16,510	17,010
5750 Professional Development	5,000	5,180	5,340
5800 Registration/Travel	13,600	14,080	14,510
5850 Commission Meeting Expenses	9,500	9,840	10,140
Subtotal: Office Operations & Services	515,160	518,460	529,100
<b>Total Expense</b>	<b>1,506,120</b>	<b>1,547,830</b>	<b>1,591,350</b>
<b>Net Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Projected Cash Reserves

<b>Reserved Cash</b>			
Contingency Reserve	\$ 100,000	\$ 100,000	\$ 100,000
Reserve for Litigation	75,000	75,000	75,000
Unfunded Liability Reserve	30,000	30,000	30,000
Operating Reserve - 25% Budgeted Expenses	376,530	386,958	397,838
<b>Total Reserved Cash</b>	<b>581,530</b>	<b>591,958</b>	<b>602,838</b>
<b>Unreserved Cash</b>			
Balance at the Beginning of FY	888,988	616,898	376,768
Addition / (Drawdown) to Unreserved Cash	(272,090)	(240,130)	(205,430)
<b>Total Unreserved Cash</b>	<b>616,898</b>	<b>376,768</b>	<b>171,338</b>
<b>Total Projected Cash Reserves</b>	<b>\$ 1,198,428</b>	<b>\$ 968,725</b>	<b>\$ 774,175</b>

**CP 22-01**

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF ORANGE COUNTY, CALIFORNIA  
UPDATING THE OC LAFCO FEE SCHEDULE**

**March 9, 2022**

On motion of \_\_\_\_\_ duly seconded and carried, the following resolution was adopted:

WHEREAS, California Government Code Section 56383 allows for a Local Agency Formation Commission to establish a schedule of fees for the costs of proceedings; and

WHEREAS, it is the Commission's policy that fees should be based on actual processing costs plus the costs of necessary indirect and administrative functions; and

WHEREAS, the Executive Officer gave notice of this matter in the manner required by law; and

WHEREAS, the Commission complied with the requirements of Government Code Section 66016; and

WHEREAS, the Commission discussed and considered all written testimony for and against this matter including, but not limited to, the staff report and recommendations from the Executive Officer.

NOW, THEREFORE, the Local Agency Formation Commission of Orange County based on the findings, discussion, and conclusions set forth in the staff report, which is incorporated herein by this reference, DOES HEREBY RESOLVE, DETERMINE and ORDER as follows:

1. The fee schedule set forth in Exhibit A attached hereto is hereby adopted, to become effective on July 1, 2022.
2. The fees set forth in Exhibit A attached hereto do not exceed the estimated reasonable costs of providing the services for which the fees are charged and are necessary to pay the costs of operations related to filing and processing applications to the Local Agency Formation Commission of Orange County.

AYES:

NOES:

STATE OF CALIFORNIA )

) SS.

COUNTY OF ORANGE )

I, Douglass Davert, Chair of the Local Agency Formation Commission of Orange County, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by said Commission at a regular meeting thereof, held on the 9<sup>th</sup> day of March 2022.



IN WITNESS WHEREOF, I have hereunto set my hand this 9th day of March  
2022.

DOUGLASS DAVERT  
Chair of the Local Agency Formation Commission  
of Orange County

By: \_\_\_\_\_  
Douglass Davert

**EXHIBIT A**  
**LOCAL AGENCY FORMATION COMMISSION OF ORANGE COUNTY**  
**SCHEDULE OF FILING AND PROCESSING FEES**

*Effective 7/1/2022*

**FEE SCHEDULE OVERVIEW**

In accordance with Government Code Section 56383, the Commission may establish a schedule of fees and a schedule of service charges for the Local Agency Formation Commission of Orange County (OC LAFCO) proceedings. The submission of an application to OC LAFCO is not officially accepted for processing until the filing fee deposits have been received by the agency. The fees associated with an application or petition are calculated on a time and materials schedule as detailed in the Fee Schedule.

**PROVISIONS**

**1. Additional Deposits:**

- a. The Executive Officer may require an additional deposit from applicants to cover actual costs for review and processing of any application if the Executive Officer determines the project is extraordinary in scope. For example, the Executive Officer may determine that the processing of the proposal will require advice and counsel from OC LAFCO's General Counsel beyond routine review of the Executive Officer's report, Commission resolutions, and agenda materials. Further, OC LAFCO reserves the right to require reimbursement for additional expenses not listed in the fee schedule but incurred as a result of processing an application.
- b. If the actual charges exceed the amount of the deposit, the applicant or petitioner shall be notified and shall pay the excess within 15 days of receipt of a statement from OC LAFCO. Failure to pay may be cause for delay and/or denial of the application/petition, and no proceeding or application shall be completed until all fees due have been paid in full.

**2. Indemnification Agreement Requirement**

As a condition of approval of any change of organization or reorganization, out-of-agency service agreement, sphere of influence or municipal service review by OC LAFCO, the applicant(s) and real party(ies) in interest are required to defend, indemnify, hold harmless, and release OC LAFCO and its agents, officers, attorneys, and employees from any claim, action, or proceeding against OC LAFCO, and its agents, officers, attorneys, and employees to attack, set aside, void, or annul the approval of OC LAFCO concerning the proposal or any action relating to, or arising out of, such approval. In accordance with the Commission's Policy for Indemnification of OC LAFCO by Applicants (adopted March 8, 2000), the applicant(s) and real party (ies) in interest are required to submit a signed indemnification agreement as part of the application.

**ORANGE COUNTY LAFCO FEE SCHEDULE**

**OC LAFCO PROCESSING FEES**

<b>TYPE OF ACTION</b>	<b>COST SCHEDULE</b>	<b>INITIAL DEPOSIT</b>
Change of Organization (e.g., annexation or detachment)	Time and Materials	\$4,600
Change of Organization with Sphere of Influence Change	Time and Materials	\$5,600
Reorganization (two or more changes of organization/sphere of influence change)	Time and Materials	\$7,900
District Formations or Consolidations	Time and Materials	\$10,000
District Dissolutions, Mergers, or Establishment of a Subsidiary District	Time and Materials	\$7,900
City Incorporations/Dis-incorporations <i>(Also see additional project completion fees.)</i>	Time and Materials	\$10,000
Activation of Latent Powers	Time and Materials	\$7,900
Request for Municipal Service Review and/or Sphere of Influence Review/Update	Time and Materials	\$7,900
Out-of-Agency Service Agreement	Time and Materials	\$4,600
Request for Reconsideration	Time and Materials	\$3,200
Request for Extension of Time to Complete Proceedings	Time and Materials	\$1,000

**OC LAFCO STAFF/LEGAL COUNSEL BILLING RATES**

OC LAFCO Staff Rate	Fully Burdened Hourly Rate*
OC LAFCO Legal Counsel	Actual Costs*

\*See Exhibit B.



**PROJECT COMPLETION FEES AND CHARGES**

Public Noticing and Publication Costs	Actual Costs <i>(Based on noticing required by Government Code Section 56661)</i>
State Board of Equalization Fees	Actual Costs <i>(Payable to the State Board of Equalization and based on their latest fee schedule)</i>
Compliance with California Environmental Quality Act (CEQA)	Actual Costs <i>(May include OC LAFCO staff time to prepare environmental documentation, actual consultant costs, and appropriate filing fees. Department of Fish and Wildlife filing fees are required to be paid at the time OC LAFCO files the Notice of Determination with the Clerk of the Board. The fees listed below include the county's \$50 filing fee and are current as of January 1, 2021)</i>  <ul style="list-style-type: none"> <li>a. Negative Declaration \$2,548.00</li> <li>b. Environmental Impact Report \$3,539.25</li> </ul>
Comprehensive Fiscal Analysis for Incorporation or Disincorporation Proposals	Actual Costs <i>(A \$50,000 deposit is required at the time the application is submitted. All excess costs will be the responsibility of the project proponent; any balance will be refunded at the conclusion of the project.)</i>
State Controller's Fiscal Review for Incorporations	Actual Costs <i>(A \$25,000 deposit is required at the time a Request for State Controller Review is submitted. All excess costs will be the responsibility of the project proponent, any balance will be refunded at the conclusion of the project.)</i>
Registrar of Voters – Verification of Signatures	Actual Costs
Special Legal Counsel Costs	Actual Costs
Consultants	Actual Costs

**MATERIALS CHARGES**

Reproduction and Faxing Costs	Actual Costs*
Postage or Overnight Service	Actual Costs
Agenda Packet (Specific Meeting)	Actual cost of reproductions *
Agenda Packet (subscription)	\$250/year (hard copy)

\*See Exhibit B.

**EXHIBIT B**

**ORANGE COUNTY LAFCO FEE SCHEDULE  
DIRECT COSTS  
*Effective 7/1/2022***

1. Fully burdened staff hourly rates:

<b>Position</b>	<b>Hourly Rate</b>
Executive Officer	\$ 173
Assistant Executive Officer	\$ 111
Policy Analyst*	\$ 60-67
Commission Clerk	\$ 61

\*Analyst I and Analyst II Class Series

2. Legal Counsel Hourly Rates - \$ 282 for OC LAFCO-initiated services  
\$ 536 for project applicant-initiated services
3. Reproduction Cost - 0.25 per page
4. Audio Disc Reproduction Cost - \$15.00



March 9, 2022

**8a** | Commission  
Discussion

**REGULAR MEMBERS**

CHAIR

**Douglass Davert**  
Special District Member

VICE CHAIR

**Donald P. Wagner**  
County Member

IMMEDIATE PAST CHAIR

**Derek J. McGregor**  
Public Member

**Lisa Bartlett**  
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**Wendy Bucknum**  
City Member

**James Fisler**  
Special District Member

**Mike Posey**  
City Member

**ALTERNATES**

**Andrew Do**  
County Member

**Kathryn Freshley**  
Special District Member

**Peggy Huang**  
City Member

**Lou Penrose**  
Public Member

**STAFF**

**Carolyn Emery**  
Executive Officer

**Scott Smith**  
General Counsel

**TO:** Local Agency Formation Commission  
of Orange County

**FROM:** Executive Officer  
Policy Analyst

**SUBJECT:** Legislative Report - CALAFCO Sponsored Legislation for  
Protest Provisions (Senate Bill 938)

**BACKGROUND**

The following interim legislative report has been prepared to provide details on proposed legislation (Senate Bill 938), sponsored by the California Association of Local Agency Formation Commissions (CALAFCO), involving the protest provisions. Staff recommends that the Commission adopt a "Support" position on the bill as currently written. Additional details of CALAFCO's effort and SB 938 are highlighted in the next section of this report.

*Protest Provisions Working Group*

In 2017, the Little Hoover Commission (LHC) published a report entitled, "Special Districts: Improving Oversight and Transparency." The report focused on the oversight provided by the 58 LAFCOs and included several recommendations. One of the recommendations embedded within a near 80-page report included a recommendation for the convening of an advisory committee to review the protest process for consolidations and dissolutions of special districts and develop legislation to simplify and create consistency in the process.

Since the publishing of the report, CALAFCO took the lead on addressing the recommendation of the LHC and convened a working group that has for the past three years been working collaboratively on the effort. More recently, the 18-member working group comprised of representatives of CALAFCO, LAFCOs from the four regions, California Special District Association (CSDA), California State Association of Counties (CSAC), the League of California Cities, and committee consultants of the California Legislature achieved consensus on the restructuring, removing and simplifying the reading of the provisions and amending the provisions for dissolutions initiated by LAFCO under specific circumstances. Additional



details of the working group effort are provided in SB 938 Fact Sheet referenced as **Attachment 1** to this report.

To further the final effort of the working group, CALAFCO has secured bill authors to introduce proposed legislation that would effect the changes to the provisions within the Cortese-Knox-Hertzberg Reorganization Act of 2000 (CKH Act). Additional details on the current bill language and expected amendments to the bill are highlighted in the next section of this report.

***SB 938 (Hertzberg): The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000: protest proceedings: procedural consolidation.***

On February 8, 2022, Senator Robert Hertzberg and co-author Assemblymember Chad Mayes introduced SB 938 to the Legislature. In line with the working group's effort, the intent of SB 938 is to restructure and simplify the existing statutory protest provisions and allow LAFCOs to initiate the dissolution of a special district at the 25 percent protest threshold under specific circumstances. At the publishing of the Commission's agenda, the bill in print only includes language involving the proposed consolidation and reorganization of the protest provisions to provide clarity and concise information without substantive changes.

As agreed by the working group, CALAFCO will be submitting amendments to the office of legislative counsel to modify the protest threshold from 10 percent to 25 percent for LAFCO initiated dissolutions of special districts. The amendments include specific conditions under which a LAFCO may initiate the dissolution of a special district with a 25 percent protest threshold. These conditions include the following:

- Determination for the dissolution must be documented in a Municipal Service Review and presented at a 21-day noticed public hearing.
- The subject special district must be granted a minimum of a 12-month remediation period and an opportunity to provide a progress report before the local LAFCO takes any action.
- A second 21-day public hearing must be held to determine if the identified issues are mitigated, resulting in the LAFCO either terminating the dissolution or moving forward under the current standard protest hearing process outlined in the CKH Act with a public notice hearing of 60 days.

The goal of the working group's proposed changes in the CKH Act is to ensure that LAFCOs have the tools to carry out the statutory obligations of orderly and functional local government services and create greater consistency in the statute. CALAFCO is holding discussions with CSDA, CSAC, and the League of CA Cities to obtain formal support on SB 938 and has requested that LAFCOs consider supporting the bill. A hearing of SB 938 by the Senate Governance and Finance Committee is expected to occur on March 31, 2022.

Staff is recommending that the Commission adopt a "Support" position on SB 938 as currently introduced (**Attachment 2**). The current language aligns with the Commission's legislative policy


involving the adoption of a support position on legislation that is consistent with LAFCO's authority and reflects good governance principles. Should SB 938 experience future amendments, staff will agendize continued review of the bill by the Commission.

**RECOMMENDED ACTION**

Staff recommends that the Commission:

1. Adopt a "**SUPPORT**" position on SB 938.
2. Direct staff to send a position letter to the bill authors of SB 938.

Respectfully Submitted,

  
CAROLYN EMERY

  
LUIS TAPIA

Attachments:

1. SB 938 Fact Sheet (Hertzberg)
2. Senate Bill 938 (Hertzberg)



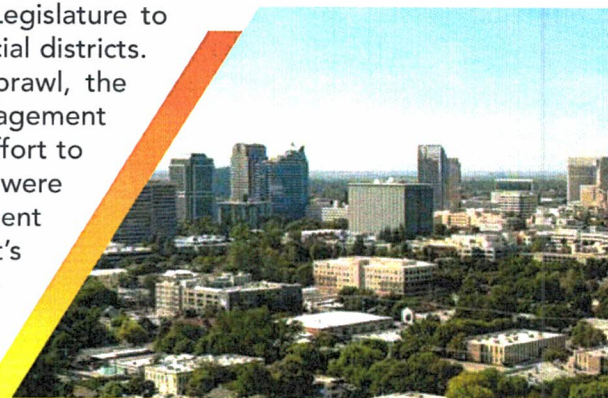


# The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000: Protest Proceedings

**FACT SHEET:  
SB 938 (HERTZBERG)**

## BACKGROUND

LAFCOs are independent regulatory commissions created by the Legislature to control the boundaries of cities, county service areas, and most special districts. The purpose of LAFCOs includes the discouragement of urban sprawl, the preservation of agricultural and open space lands, and the encouragement of the orderly formation and development of local agencies. In an effort to better meet these obligations, the duties and authority of LAFCOs were significantly modified by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (AB 2838, Hertzberg). Chief among the act's provisions is the authority for LAFCOs to conduct Municipal Service Reviews, which, among other things, provide information to guide districts in performance improvement. These reviews can serve as a catalyst for LAFCOs to initiate district consolidations or dissolutions.



In response to a recommendation made in the 2017 Little Hoover Commission report (Special Districts: Improving Oversight and Transparency), the California Association of Local Agency Formation Commissions (CALAFCO) initiated a working group of stakeholders in early 2019 to discuss the protest process for consolidations and dissolutions of special districts.

The statutes related to protest provisions and the disparate protest thresholds established for LAFCO-initiated actions (10 percent) and all other initiated actions (25 percent) make addressing necessary and appropriate special district consolidations and dissolutions considerably more difficult when initiated by a LAFCO. Further, they serve as a deterrent for LAFCO to initiate action, even if meaningful efficiencies in the provision of public services could be achieved or if a district is failing to meet its statutory requirements.

## The working group agreed on three main deliverables:



**First** was to review the **protest provisions** within the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (The Act) for relevance and to delete any obsolete provisions, which was accomplished through AB 1581 (2021).



**The second deliverable** was to **redraft existing scattered protest code sections** within The Act into a single code section to simplify the reading of the code section.



**The final—and most challenging—deliverable** was to **examine the differing protest thresholds** relating to LAFCO-initiated actions and all other initiated actions.





## **AFTER CONSIDERABLE NEGOTIATION, THE WORKING GROUP GAVE CONSENSUS ON THE FOLLOWING CHANGES TO CKH:**



The redrafting of existing protest code sections into one main section to simplify the reading of the section, and to add minor, non-substantive clarifications;



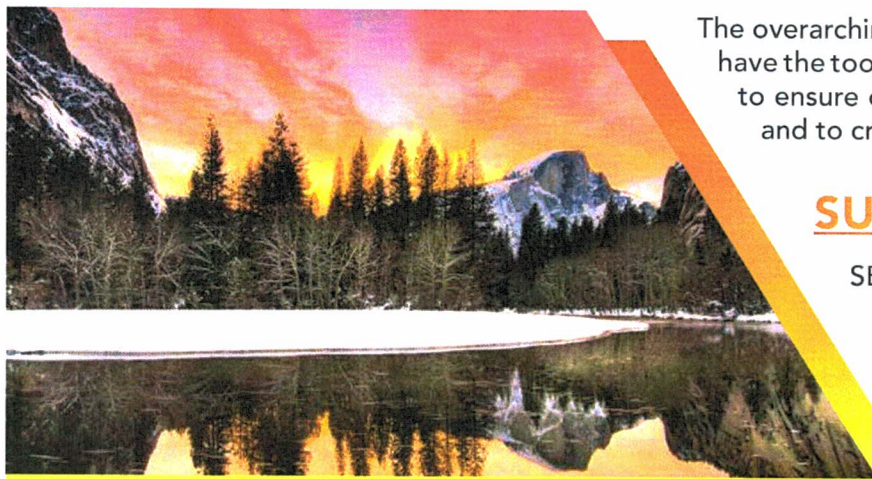
Create specific circumstances under which a LAFCo may initiate dissolution of a district with a 25% protest threshold, with determinations documented in a Municipal Service Review and presented at a 21-day noticed public hearing;



Allow for a minimum 12-month remediation period for the district with a progress report provided by the district to the LAFCo halfway through the remediation period; and



A second 21-day noticed public hearing to determine if the identified issues have been mitigated, which would result in the LAFCo either terminating the dissolution or moving forward with the dissolution using 25% protest threshold under the standard protest hearing process already in statute, with a public notice period of 60 days.



The overarching goal of these changes is to ensure that LAFCOs have the tools they need to carry out their statutory obligations to ensure orderly and functioning local government services and to create greater consistency in the statute.

### **SUMMARY**

SB 938 represents a collaborative three-year effort to clean up, consolidate, and clarify existing statutory provisions associated with consolidations and dissolutions, as well as codify the conditions under which a LAFCo may initiate dissolution of a district at the 25 percent protest threshold.

### **CONTACT:**

**CALAFCO:**  
**Pamela Miller**  
pmiller@calafco.org  
916-442-6536

**Jean Kinney Hurst**  
Hurst Brooks Espinosa, LLC  
jkh@hbeadvocacy.com  
916-803-4754

**Senator Hertzberg:**  
**Martin Bui**  
martin.bui@sen.ca.gov  
916-651-4018



### REGULAR MEMBERS

#### CHAIR

**Douglass Davert**  
Special District Member

#### VICE CHAIR

**Donald P. Wagner**  
County Member

#### IMMEDIATE PAST CHAIR

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Public Member

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**Lou Penrose**  
Public Member

### STAFF

**Carolyn Emery**  
Executive Officer

**Scott Smith**  
General Counsel

March 9, 2022

Senator Robert Hertzberg  
California State Senate  
10210 O Street, Room 8610  
Sacramento, CA 95814

**RE:** *Support* - The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000: Protest Proceedings: Procedural Consolidation (SB 938)

Dear Senator Hertzberg:

The Local Agency Formation Commission of Orange County (OC LAFCO) is pleased to support Senate Bill 938, as currently introduced. SB 938 represents a collaborative three-year effort led by CALAFCO to clean up, consolidate, and clarify existing statutory provisions associated with consolidations and dissolutions. The Commission also understands there are pending amendments to the bill that would codify the conditions under which LAFCO may initiate dissolution of a district at the 25 percent protest threshold, and OC LAFCO looks forward to further review of any amendments to SB 938.

As introduced, the bill represents the redraft of existing protest statutes with some minor technical clarifications added. The pending amendments from CALAFCO allow LAFCOs to initiate the dissolution of a district at the 25 percent protest threshold under specific circumstances. Currently, statutes related to protest provisions and the disparate protest thresholds established for LAFCO-initiated actions (10 percent) and all other initiated actions (25 percent) make addressing necessary and appropriate special district consolidations and dissolutions considerably more difficult when initiated by a LAFCO. Further, they serve as a deterrent for LAFCO to initiate action, even if meaningful efficiencies in the provision of public services could be achieved or if a district is failing to meet its statutory requirements.

The effort to address these issues is in response to a recommendation made in the 2017 Little Hoover Commission report after a year-long study ("Special Districts: Improving Oversight and Transparency") and the formation of a working group by CALAFCO of stakeholders in early 2019. The intent was to examine the protest process for consolidations and dissolutions of special districts, and after three years of work (delayed due to the pandemic), the working group came to a consensus on the redraft of

existing protest statutes represented in SB 938 as introduced. In addition, the working group agreed upon a new process that allows LAFCOs to initiate the dissolution of a district at the 25 percent protest threshold under specific circumstances (pending amendment into SB 939).

The overarching goal of these changes is to ensure that LAFCOs have the tools to carry out the statutory obligations to ensure orderly and functioning local government services and create greater consistency in the statute. The specific circumstances under which dissolution may be initiated are more than reasonable and the subsequent process includes three noticed public hearings, a minimum 12-month remediation period, and a 60-day protest period, all of which are extremely practical. Additionally, the proposed process for LAFCO-initiated actions at the 25 percent protest threshold applies only to dissolutions, making the scope of use exceptionally narrow.

SB 938 makes much-needed and long-awaited improvements to the CKH Act through the restructure and clarification of existing protest provisions and the pending amendments, which would add a fair and appropriate process that offers LAFCOs additional tools necessary to effectively fulfill their statutory obligations.

OC LAFCO appreciates your effort in authoring this important legislation and for continuing your long support of LAFCOs work.

Respectfully,

Douglass Davert  
Chair

cc: Members, Senate Governance and Finance Committee  
Anton Favorini-Csorba, Consultant, Senate Governance and Finance Committee  
Ryan Eisberg, Consultant, Senate Republican Caucus  
Rene LaRoche, Executive Director, California Association of Local Agency Formation Commissions



March 9, 2022

**13** | Adjournment

**REGULAR MEMBERS**

CHAIR

**Douglass Davert**

Special District Member

VICE CHAIR

**Donald P. Wagner**

County Member

IMMEDIATE PAST CHAIR

**Derek J. McGregor**

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Public Member

**STAFF**

**Carolyn Emery**

Executive Officer

**Scott Smith**

General Counsel

**TO:** Local Agency Formation Commission  
of Orange County

**FROM:** General Counsel

**SUBJECT:** Adjournment and Potential Further Extension of Virtual Meetings Pursuant to AB 361; in the Alternative, a Return to Fully In-Person Meetings

**BACKGROUND**

The Governor's Executive Order N-29-20 suspended some of the Brown Act's in-person attendance requirements but has since expired. Assembly Bill (AB) 361 extends the waiver of in-person attendance requirements, under some additional rules.

On October 13, 2021, the Commission adopted Resolution CP 21-08 authorizing virtual public meetings in accordance with AB 361 in order to contain the spread of the COVID-19 virus and keep Commission staff, constituents, and the community safe and operational.

**DISCUSSION**

As authorized by Government Code 54953(e)(3), Resolution CP 21-08 authorizes the Commission to continue to hold virtual, hybrid, or remote meetings for periods of 30 days if the Commission makes the following findings:

1. The Commission has considered the circumstances of the state of emergency; and

2a. State or local officials continue to impose or recommend measures to promote social distancing; *or*

2b. The state of emergency continues to directly impact the ability of members to meet safely in person.

In order to continue to make use of virtual or telephonic meetings and relax in-person attendance requirements for Commission meetings and in accordance with Resolution CP 21-08, the Commission may extend the

application of this Resolution by motion and majority vote, provided that the earlier findings be renewed by the Commission every 30 days, as practicable.

Because the Commission meets regularly on the second Wednesday of a given month, it is possible more than 30 days may elapse between consecutive meetings. As AB 361 is silent as to whether special meetings are required on a more frequent basis to keep up with the 30-day renewal of findings requirement, it is recommended the Commission make its renewed findings in connection with each meeting at which it desires to keep open the opportunity for virtual meetings.

This item would extend the application of Resolution CP 21-08 until April 13, 2022 given the continued need to meet remotely in response to the COVID-19 pandemic. As set forth in the resolution, State and/or local officials continue to recommend social distancing and meeting in person can present imminent risks to the health and safety of attendees, especially those with particular health challenges or vulnerabilities.

Alternatively, the Commission may decide not to extend the application of Resolution CP 21-08, and thereby permanently return to fully in-person meetings unless and until a new state of emergency is declared pursuant to Government Code section 54953. Once the Commission allows its reauthorization of Resolution CP 21-08 to lapse, it cannot be revived under the previous state of emergency.

**RECOMMENDED ACTION:**

1. Extend Resolution CP 21-08 making renewed findings under Government Code section 54953(e)(3) that (1) the Commission has considered the *present* state of emergency and (2) (a) a state of emergency remains in effect *or* (b) state and local officials continue to recommend measures that promote social distancing.
2. In the alternative, do not make any such findings. The remote meeting authorization afforded by Resolution CP 21-08 will lapse and in-person meetings will be required in the same manner and subject to the same requirements as they were pre-pandemic.

Respectfully submitted,



SCOTT SMITH

Attachment 1: CP21-08 Resolution Authorizing Virtual Commission Meetings Pursuant to AB 361



CP 21-08

RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION OF ORANGE COUNTY  
AUTHORIZING VIRTUAL COMMISSION MEETINGS PURSUANT TO AB 361

October 13, 2021

On the motion of Commissioner Bucknum, duly seconded and carried, the following resolution was adopted:

WHEREAS, the Orange County Local Agency Formation Commission (“Commission”) is committed to preserving and nurturing public access and participation in meetings of the Commission; and

WHEREAS, all meetings of the Commission are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate in the Commission’s meetings; and

WHEREAS, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

WHEREAS, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

WHEREAS, pursuant to the Governor’s executive orders, the Commission has been holding virtual meetings during the pandemic in the interest of protecting the health and safety of the public, Commission staff and Commissioners; and

WHEREAS, the Governor’s executive order related to the suspension of certain provisions of the Brown Act expires on September 30, 2021; and

WHEREAS, on September 16, 2021 the Governor signed AB 361 (in effect as of October 1, 2021 – Government Code Section 54953(e)), which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in Orange County, specifically, a state of emergency has been proclaimed related to COVID-19, state and local officials are



recommending measures to promote social distancing, and because of the ongoing threat of COVID-19, meeting in person would present imminent risks to the health and safety of attendees;

NOW, THEREFORE, BE IT RESOLVED BY THE ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION AS FOLLOWS:

Section 1. Recitals.

The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Remote Teleconference Meetings.

Consistent with the provisions of Government Code Section 54953(e), the Commission finds and determines that (1) a state of emergency related to COVID-19 is currently in effect; (2) state and local officials have recommended measures to promote social distancing in connection with COVID-19; and (3) due to the COVID-19 emergency, meeting in person would present imminent risks to the health and safety of attendees. Based on such facts, findings and determinations, the Commission authorizes staff to conduct remote teleconference meetings of the Commission under the provisions of Government Code Section 54953(e).

Section 3. Effective Date of Resolution.

This Resolution shall take effect upon adoption and shall be effective for 30 days unless earlier extended by a majority vote of the Commission in accordance with Section 4 of this Resolution.

Section 4. Extension by Motion.

The Commission may extend the application of this Resolution by motion and majority vote by up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).

PASSED AND ADOPTED by the Orange County Local Agency Formation Commission this 13<sup>th</sup> day of October 2021, by the following vote:

AYES:	Wendy Bucknum, Mike Posey, Donald Wagner, Lisa Bartlett, James Fisler, Derek J. McGregor, Douglass Davert
NOES:	None
ABSENT:	None
ABSTAIN:	None

STATE OF CALIFORNIA)

) SS.

COUNTY OF ORANGE )

I, Douglass Davert, Chair of the Local Agency Formation Commission of Orange County, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by said Commission at a regular meeting thereof, held on the 13<sup>th</sup> day of October 2021.

IN WITNESS WHEREOF, I have hereunto set my hand this 13<sup>th</sup> day of October 2021.

DOUGLASS DAVERT

Chair of the Local Agency Formation Commission of  
Orange County

By: \_\_\_\_\_

  
DOUGLASS DAVERT

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**THRU:** Jeanette Contreras, Library Director

**FROM:** David DeBerry, General Counsel

**SUBJECT:** **Status of Brown Act Teleconferencing Laws**

**DATE:** March 21, 2022

**BACKGROUND**

When the COVID-19 pandemic resulted in a declaration of a state-wide emergency two years ago, Governor Newsom issued a number of emergency orders. One of those orders suspended specified requirements under the Brown Act, the State's open meeting laws, concerning the ability of a public agency to hold their meetings by way of teleconferencing. It dispensed with, among other things, requirements that any site from which a member of the legislative body, be identified in the agenda, that such site be posted with the meeting agenda, and that the site be accessible to the public. The Board of Trustees is a legislative body under the Brown Act. By way of example, under the teleconferencing requirements of the Brown Act, if a Trustee desired to teleconference into a meeting of the Board from home, an agenda would have to be posted at the home in an area accessible to the public and the public would have to be allowed into the home to view the Trustee's participation in the meeting and be able to provide public comment from that location.

In suspending these requirements, the Governor's order permitted Trustees to teleconferencing from their home and other locations without having to post the location or allow members of the public into the location. However, the Governor's order also imposed other requirements for teleconferencing. One of those requirements was if teleconferencing was going to be used, the public must be able to participate in the meeting by way of teleconferencing as well and otherwise hear and/or view the meeting live.

The Governor's order suspending the Brown Act requirements was set to expire last fall even though masks and social distancing were still at the time being mandated or recommended. In response, the State Legislature adopted AB 361 which amended the Brown Act so that public agencies could continue to utilize the relaxed Brown Act teleconferencing rules set forth in the Governor's order to hold meetings provided its legislative body made specified findings which findings are set forth below.



**DISCUSSION**

Under AB 361, the Board may continue to use teleconferencing for public meetings provided that there is proclaimed state of emergency and the state or a local government official continues to either mandate or recommend social distancing. Teleconferencing can also be used if there is a proclaimed state of emergency and the legislative body has determined by a majority vote that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees.

The Governor recently adopted order N-04-22 which terminated many of his prior emergency orders, but extended others through June 30, 2022, meaning the state of emergency has been extended through that date.

As of today's date, a proclaimed state of emergency still exists and social distancing is still being recommended. Masks are still being mandated by OSHA and in some other situations such as travel on public transit and flights. As such, the Board is authorized to teleconference its meetings under the relaxed Brown Act requirements, but to do so it must affirmatively make specified findings, i.e., that the state of emergency continues to directly impact the ability of the members to meet safely in person or there is a state of emergency and state or local officials continue to impose or recommend social distancing.

If those findings are not made, Trustees can still teleconference, but they would need to comply with the normal Brown Act requirements, i.e., the location of the teleconferencing would be identified on the agenda, an agenda would be posted at the location in an area accessible to the public, and the location from which the teleconferencing occurred would have to be accessible to the public. Thus, if a Trustee was teleconferencing from a home office, the public would have to be allowed in and be able to participate in the meeting from that location.

**RECOMMENDATION**

Receive and file.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Conference Authorization: Library Board of Trustees and Library Staff to attend the California Library Association (CLA) Conference, on June 2-4, 2022.**

**DATE:** March 21, 2022

**BACKGROUND**

The 2022 CLA Annual Conference will be held June 2-4, 2022 in Sacramento. This year's theme, "Together Towards Tomorrow: We Strengthen Library Communities" will feature many sessions addressing topics that libraries in California have experienced the last two years, including diversity, equity, and inclusion workshops.

Minda Harts, a Workplace and Equity Consultant and author of *Right Within: How to Heal From Racial Trauma in the Workplace*, will be this year's keynote speaker. Ms. Harts has been a frequent guest on MSNBC and ABC News, Forbes, Fast Company, and Time Magazine. The closing speaker will feature Patricia Wong, ALA President 2021-2022, as the first Asian American president of the ALA. Currently the City Librarian of Santa Clara Public Library, Ms. Wong is also a faculty with the San Jose State University School.

Attendees will have an opportunity to visit many exhibitors on June 2<sup>nd</sup> with opening session on June 3<sup>rd</sup>. In 2019, almost 1,850 librarians attended the conference and with two years of no in-person conference, the Association is expecting a solid attendance for the conference in Sacramento. Additionally, the District submitted a submission for this year's PRExcellence Award - Serving Our Community During COVID-19 Pandemic, which includes the COVID Reopening Plan, face mask PSA, and virtual storytime.

Scholarships will be available for library staff, paraprofessionals, and literacy staff. These scholarships will cover registration costs. Our Literacy Coordinator intends to submit her scholarship application to attend the conference.

**RECOMMENDATIONS**

1. Authorize the Library Board of Trustees and Library Staff to attend the CLA Conference, on June 2-4, 2022 in Sacramento, and the Library Director to attend June 1-4, 2022 due to her CLA Board commitment.
2. Authorize by a roll call vote.
3. Roll call vote.





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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Conference Authorization: Library Board of Trustees and Assistant Library Director to attend the American Library Association (ALA) Conference, on June 23-28, 2022 in Washington, D.C.**

**DATE:** March 21, 2022

### **BACKGROUND**

The 2022 ALA Annual Conference will be held June 23-28, 2022 in Washington, D.C. The conference will feature Mr. John Cho, author of a young adult book, titled “Troublemaker,” and Maria Hinojosa, award-winning journalist and author of her memoir, “Once I Was You.”

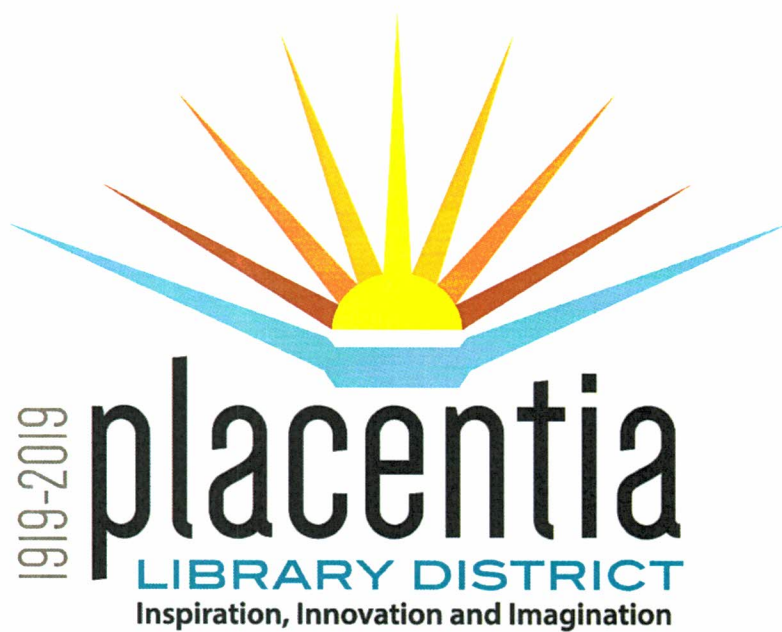
There will be many workshops available for attendees to partake, including:

- Building leadership and equity with staff mentorship
- CA Libraries Cultivating Racial Equity and Inclusion with XR program:
- Everyone is Welcome: Designing for Diversity, Equity, Inclusion & Accessibility in Library Buildings
- Library Policies in a Time of Uncertainty and Controversy
- Stronger Together: Perspectives on Mis-and Disinformation from Professional Communities Outside the Library

There are over 190 sessions and activities and the event is expected to draw a large number of attendees. Many will have a chance to visit the newly renovated Martin Luther King Jr. Memorial Library, which reopened in 2021.

### **RECOMMENDATIONS**

1. Authorize the Library Board of Trustees and Assistant Library Director attend the ALA Conference, on June 23-28, 2022 in Washington, D.C.
2. Authorize by a roll call vote.
3. Roll call vote.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Legislative Updates**

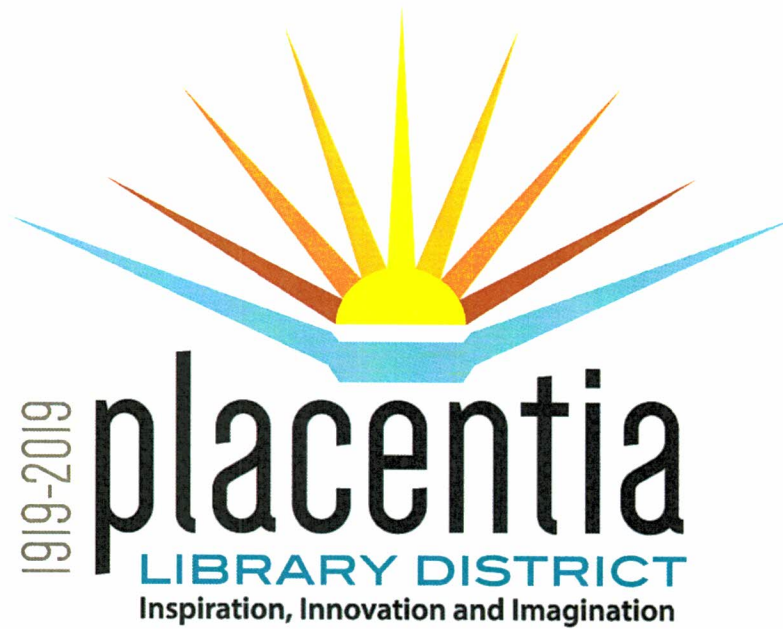
**DATE:** March 21, 2022

**BACKGROUND**

Secretary Carline will provide a report on current legislations.

Attachment A is the most current Congressional Outlook and Library District Bills, provided by the California Special District Association (CSDA).





## Congressional Outlook from California Special District Association (CSDA)

The House will consider [10 bills](#) under suspension of the rules, including a vote on the **Modernizing Access to our Public Land Act or the MAPLand Act (HR 3113)**, which directs the Department of the Interior, the Forest Service, and the U.S. Army Corps of Engineers to develop standards to ensure compatibility among federal databases for collecting and disseminating data related to federal lands. The House will vote on the **Forced Arbitration Injustice Repeal (FAIR) Act of 2022 (HR 963)**, which prohibits pre-dispute arbitration agreements from being valid or enforceable if they require arbitration of an employment, consumer, antitrust, or civil rights dispute. The House will also vote on the **Creating a Respectful and Open World for Natural Hair (CROWN) Act of 2022 (HR 2116)**, which prohibits discrimination against people with hair styles associated with a particular race or national origin. The Senate will vote on **Shalanda Young** to be Director of the Office of Management and Budget and **Susan Grundmann** to be a Member of the Federal Labor Relations Authority for a term of five years expiring July 1, 2025. Sen. Rand Paul (R-KY) is also [expected](#) to force a vote this week to try to end the federal mask mandate requirements on public transportation.

Last week, Congress took significant steps to secure government funding for Fiscal Year (FY) 2022. After a delay over COVID-19 spending, Congress passed the \$1.5 trillion **Consolidated Appropriations Act of 2022 (HR 2471)**, an omnibus spending bill funding the federal government for the remainder of FY 2022. The spending bill notably includes \$13.6 billion in aid to Ukraine and is the first spending bill since 2010 to include [Community Project Funding](#) requests (i.e., earmarks). There were concerns among several House Democrats regarding COVID-19 spending allocations and offsets, causing House Democratic leadership to remove \$15 billion in new relief funds from the bill. This forced Congress to pass the **Extension of Continuing Appropriations Act of 2022 (H.J.Res.75)**, which the President [signed](#) Friday, funding the government on a four-day continuing resolution (CR) through Tuesday, March 15. This gave lawmakers enough time to resolve differences and work through other procedural matters to pass the full-year spending package on Thursday. **President Biden will sign the bill into law by Tuesday.**

Looming large this week is Congress' attempt to salvage COVID-19 preparedness funding, which leaders decided to pull last minute from the FY22 omnibus package.



The [initial rumor](#) was that the Biden Administration would ask for \$30 billion before requesting \$22.5 from Congress to be able to complete vaccine research, secure additional tests, and prepare for future variants. Following negotiations, Congress trimmed that funding down to \$15 billion and removed all money when House Democrats disagreed on how to offset the funding. The White House [commented](#) on the removal of the funds, saying “failing to take action now will have severe consequences for the American people.” The House will continue work on a standalone bill for COVID-19 funding, the **COVID Supplemental Appropriations Act (H.R. 7007)**, this week. While the House works on a new proposal, many believe there is a small path to passing a COVID package in the Senate. House Speaker Nancy Pelosi [said](#) the House will attempt to vote on “at least part” of COVID-19 funding this week. Separately, senators will finish courtesy calls and [meetings](#) to set up the Supreme Court nomination hearing for Judge Ketanji Brown Jackson, which will begin next Monday, March 21. Senate Judiciary Committee Chair Dick Durbin (D-IL) still believes the Senate will finish the Supreme Court nomination process by mid-April and hopes for a four-day hearing schedule next week.

For the remainder of this week, the House will hold several committee hearings, including a Transportation and Infrastructure [hearing](#) on “**Proposals for a Water Resources Development Act of 2022: Members' Day Hearing;**” a Energy and Commerce Committee [hearing](#) on “**The Future of Medicine: Legislation to Encourage Innovation and Improve Oversight;**” and a Agriculture Committee [hearing](#) on “**A 2022 Review of the Farm Bill: The Role of USDA Programs in Addressing Climate Change.**” Several Senate committees will also hold hearings, including a Health, Education, Labor, and Pensions Committee [hearing](#) to discuss “**S. 3799, the PREVENT Pandemics Act to prepare and respond to existing and emerging threats and viruses;**” a Banking, Housing, and Urban Affairs Committee [hearing](#) to examine “**Advancing Public Transportation under the Bipartisan Infrastructure Law;**” and an Environment and Public Works Committee [hearing](#) to discuss “**Oversight of the Clean Water State Revolving Loan Fund Formula.**”





# Library District Bills

**Monday, March 14, 2022**

**[AB 1953](#) ([Maienschein D](#)) **Drinking water: accessible water bottle refill stations.****

**Current Text:** Amended: 2/28/2022 [html](#) [pdf](#)

**Introduced:** 2/10/2022

**Status:** 3/1/2022-Re-referred to Com. on E.S. & T.M.

**Location:** 2/24/2022-A. E.S. & T.M.

**Summary:**

Would require, by January 1, 2025, the owner or operator of a transit hub, local park, public building, publicly owned building, shopping mall, or municipal golf course to install and maintain at least one, or maintain at least one existing, accessible water bottle refill station, as prescribed. The bill would also require those owners and operators that have a water bottle refill station that is not accessible to upgrade, by January 1, 2025, the water bottle refill station to an accessible water bottle refill station.

**Position:** No position

**Assigned:** Rosario

**District Type:** Library, Recreation and Park, Transit

**Subject Area:** Public Works and Facilities

**Working Group:** Public Works

**CSDA SUMMARY:**

**SB 34 (Umberg D) Libraries: student success cards.**

**Current Text:** Amended: 5/20/2021 [html](#) [pdf](#)

**Introduced:** 12/7/2020

**Status:** 1/24/2022-Read third time. Urgency clause adopted. Passed. (Ayes 30. Noes 4.) Ordered to the Assembly. In Assembly. Read first time. Held at Desk.

**Location:** 1/24/2022-A. DESK

**Summary:**

Would require the State Department of Education to develop and implement a competitive grant program to award one-time funding to local educational agencies, as defined, library districts, and public libraries for the purpose of providing every public school pupil enrolled in the local educational agency with a student success card. The bill would require a local educational agency, library district, or public library that applies for grant funding to submit a grant application, as specified, and would require grant recipients to enter into a memorandum of agreement or memorandum of understanding, as specified.

**Attachments:**

**[Senate Bill 34 \(Umberg\) Senate Governance and Finance](#)**

**[Committee - Oppose](#)**

**[Senate Bill 34 \(Umberg\) Author - Oppose](#)**

**Position:** Neutral

**Assigned:** MDetwiler

**District Type:** Library

**Subject Area:** Community Life

**Working Group:** Governance

**Public Notes:** 4/30/2021 A-4/15/2021 to: Neutral

3/26/2021 A-2/24/2021 to: Oppose 3

3/8/2021 A-2/24/2021 to: Watch

**CSDA SUMMARY:** This measure would have put unfunded mandates on local libraries, requiring them to enter into a memorandums of understanding or agreement ("MOUs/MOAs") with school sites in their area for the purpose of providing every public school pupil enrolled in the local educational agency with a "student success card" and mandatory statistical reporting to the state about library use during the 5 year mandatory MOU/MOA period. April 15 amendments instead allow the program to be administered after receiving funds from a competitive grant program. CSDA then changed position from oppose to neutral. The measure was later moved to the inactive file. (*updated 10.5.21*)

**SB 1405 (Ochoa Bogh R) Planning and land use: regional planning districts.**

**Current Text:** Introduced: 2/18/2022 [html](#) [pdf](#)

**Introduced:** 2/18/2022

**Status:** 3/9/2022-Referred to Com. on RLS.

**Location:** 2/18/2022-S. RLS.

**Summary:**

Current law creates the Office of Planning and Research to serve the Governor as staff for long-range planning and research and as a comprehensive state planning agency. The office is required to divide the state into regional planning districts, which, insofar as possible, are to include certain characteristics. This bill would make nonsubstantive changes in the above-described provisions regarding characteristics of regional planning districts.

**Position:** No position

**Assigned:** MDetwiler

**District Type:** Library

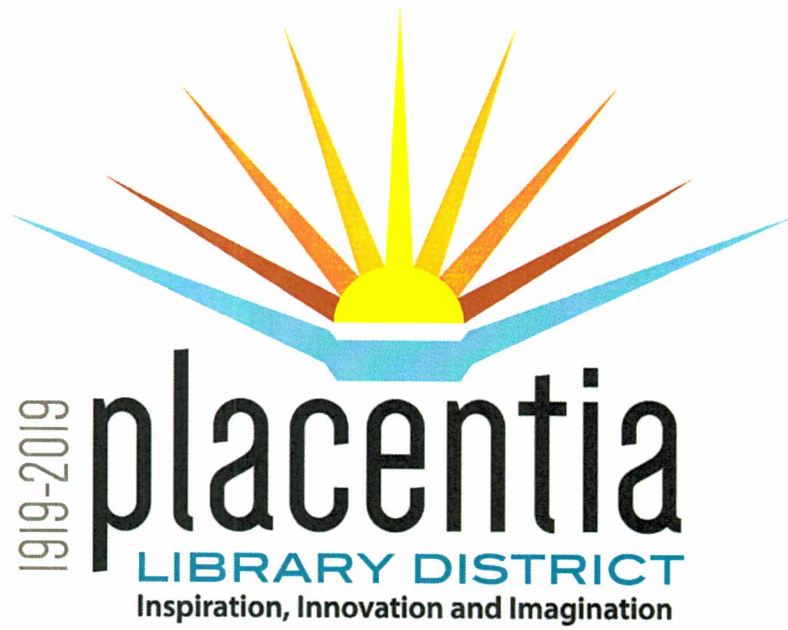
**Subject Area:** Governance

**Issues:** Land Use

**Working Group:** Governance

**Public Notes:** 2/25/2022 I-2/18/2022 to: No position





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

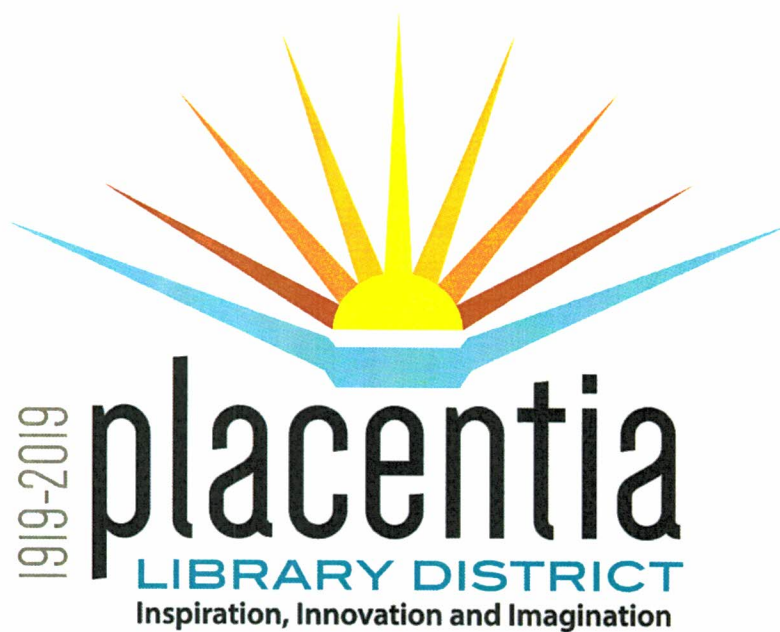
**SUBJECT:** **Senior/Community Center Blue Ribbon Committee Report**

**DATE:** March 21, 2022

**BACKGROUND**

President Martin will provide a report on the work of the Senior/Community Center Blue Ribbon Committee.

Attachment A is the agenda for the March 16, 2022 meeting.







## Blue Ribbon Committee Meeting Agenda

March 16, 2022 6:30 p.m.  
Virtual/Regular Meeting, City Hall

### SPECIAL PROCEDURES NOTICE DURING COVID-19 EMERGENCY

**Chair**  
**Jo-Anne Martin**

On March 4, 2020, pursuant to California Government Code Section 8625, Governor Newsom declared a State of Emergency as a result of the threat of the COVID-19 virus.

**Vice-Chair**  
**Jodi Stout-Ward**

On September 17, 2021, Governor Newsom signed AB 361, which went into immediate effect as urgency legislation. AB 361 added subsection (e) to Section 54953 to authorize legislative bodies to conduct remote meetings provided the legislative body makes specified findings. As of September 19, 2021 the COVID-19 pandemic had killed more than 67,612 Californians. Social distancing measures decrease the chance of the spread of COVID-19.

**Councilmember Craig Green**

**Councilmember Ward Smith**

**Sheila Jordan**

Given the health risks associated with COVID-19, please be advised that while the City Council Chambers are open to the public, some or all of the Placentia City Council Members may attend this meeting via teleconference. Those locations are not listed on the agenda and are not accessible to the public.

**Tricia Montelongo**

**Aaron Mills**

**Grace Carluen**

#### How to join the virtual meeting

Participants will enter a waiting room and be admitted by the meeting host at the beginning of the meeting.

**Todd Rogers**

Join Zoom Meeting

<https://us06web.zoom.us/j/84101462327?pwd=OEltNzladlRJaGdlYkNwcXc0QjNqdz09>

Meeting ID: 841 0146 2327

Passcode: 311554

One tap mobile

+13462487799,,84101462327#,,,,\*311554# US (Houston)

+17207072699,,84101462327#,,,,\*311554# US (Denver)

Dial by your location

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 841 0146 2327

Passcode: 311554

Find your local number: <https://us06web.zoom.us/j/84101462327?pwd=OEltNzladlRJaGdlYkNwcXc0QjNqdz09>

**City of Placentia**  
401 E Chapman Avenue  
City of Placentia, CA 92870

**Community Services**  
**Department**  
**Phone: (714) 993-8232**  
**Fax: (714) 961-0283**  
**Website: [www.placentia.org](http://www.placentia.org)**

#### How to Submit Public Comment

Members of the public may provide public comment by sending comments for the Blue Ribbon Committee meeting consideration by email to the Community Services Supervisor at [vortiz@placentia.org](mailto:vortiz@placentia.org). Please limit to 200 words or less. Comments received before or during a Committee meeting, until the close of the **Oral Communications** portion of the agenda, will be read into the public record, subject to the regular time limitations per speaker. Longer submittals will be included in the public record. If you are unable to

provide your comments in writing, please contact the Community Services Department office for assistance at (714) 993-8232.

**Americans with Disabilities Act Accommodation**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at [cityclerk@placentia.org](mailto:cityclerk@placentia.org) or by calling (714) 993-8231. Notification 48 hours prior to the meeting will generally enable City Staff to make reasonable arrangements to ensure accessibility while maintaining public safety. (28 CFR 35.102.35.104 ADA Title II)

Until further notice the City will implement the guidelines of the California Department of Public Health in regard to social distancing.

The city of Placentia thanks you in advance for taking all precautions to prevent the spread of the COVID-19 virus.

The City will return to normal City Council meeting procedures as soon as the emergency has ended.

# Blue Ribbon Committee

March 16, 2022

## REGULAR MEETING

6:30 p.m.

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### MEETING CALLED TO ORDER

#### ROLL CALL:

Councilmember Craig Green  
Councilmember Ward Smith  
Tricia Montelongo  
Sheila Jordan  
Jo-Anne Martin  
Jodi Stout-Ward  
Aaron Mills  
Grace Carluen

#### PLEDGE OF ALLEGIANCE

#### ORAL COMMUNICATIONS

At this time the public is invited to address the Blue Ribbon Committee concerning any agenda item, which is not a public hearing item, or other items under the jurisdiction of the Blue Ribbon Committee.

#### COMMITTEE COMMENTS AND REPORTS

The purpose of these reports is to provide information on projects and programs that are discussed at sub-committee meetings. No decisions are to be made on these issues. If a Committee member would like formal action on any of the discussed items, it will be placed on a future Committee Agenda.

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### BLUE RIBBON COMMITTEE AGENDA

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1. **Review Proposals - Committee to discuss and review proposals for design of the Senior/Community Center Facility**
2. **Next Steps**
3. **Agenda Building**

#### ADJOURNMENT

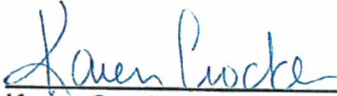
The Blue Ribbon Committee adjourn to a Regular Meeting on Wednesday, March 16, 2022, at 6:30 p.m.

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**CERTIFICATION OF POSTING**

I, Karen Crocker, Community Services Director for the City of Placentia, hereby certify that the Agenda for the March 16, 2022, Regular Meeting of the Blue-Ribbon Committee was posted on Monday, March 7, 2022.



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Karen Crocker  
Community Services Director

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Joint-Use Committee Update**

**DATE:** March 21, 2022

**BACKGROUND**

President Martin will provide a report on the Joint-Use Committee meeting.

Attachment A is the Minutes from the March 10<sup>th</sup> meeting.





MINUTES  
PLACENTIA LIBRARY DISTRICT  
MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND CITY OF PLACENTIA  
TO DISCUSS TO THE JOINT USE AGREEMENT  
MARCH 10, 2022

**CALL TO ORDER**

**Members Present:** President Jo-Anne Martin, Trustee Sherri Dahl, Library Director Jeanette Contreras, Councilmember Ward Smith, Councilmember Craig Green, City Administrator Damien Arrula.

**Members Absent:** None.

**Staff Present:** Deputy City Administrator Luis Estevez, Assistant Library Director Yesenia Baltierra, Executive Assistant Lina Nguyen.

**Guests:** None.

**BACKGROUND**

By its terms, the Joint Use Agreement, or “JPA,” expired on May 21, 2012. The District and City have now entered into a new agreement governing the use of the Common Area which was executed by notary on October 29, 2019. The District and the City have continued to meet on a monthly basis to discuss ongoing and upcoming projects pertaining to the Common Area and shared costs.

**TRELLIS PROJECT UPDATE**

Deputy City Administrator Estevez reported the trellis project is wrapping up and the final inspection will be on Monday, March 14<sup>th</sup>, 2022. The lights and sound system are both up and running. Both City Administrator Arrula and Deputy City Administrator Estevez presented the option to paint the trellis a medium brown hue. Currently, the trellis has been left unpainted and has only been water-sealed. President Martin and Director Contreras have both stated they would be interested in seeing the quotes for this new project. Deputy City Administrator Estevez stated he will bring quotes for the paint job to the next Joint Use meeting.

**PASSPORT SERVICES**

The City’s 2022 Community Services Planning Calendar stated passport services were offered Tuesday through Saturday from 10AM – 4PM. Director Contreras wanted to verify if City Hall was going to start providing passport services to the public. City representatives were not aware of such service offered at the City. Deputy City Administrator Estevez said he would check with his team.

**DISTRICT MAPPING**

Director Contreras reported the District will adopt the same district map the City chose: map 3. The District assignments among the Library’s Board of Trustees are on the agenda to be discussed at a future board meeting. Director Contreras asked the City to provide the District with the interactive district map link used on the City website.

**RESTROOMS**

Director Contreras reported the District has been having plumbing issues with the staff restroom. The District has been quoted a range of \$15-30,000 to fix the issue. The quote includes replacing old pipes with PVC pipes. Director Contreras asked for assistance from the City and if Deputy City Administrator Estevez could get in touch with the District’s Business Manager and walk him through the process of getting an RFP made for this project. Deputy City Administrator Estevez mentioned City Hall, as well as the Placentia Police Department, have also been experiencing plumbing issues and agreed to get in touch with the District’s Business Manager to see if this is a project both the City and the District can take on together.

**CENSURE OF TRUSTEE SHIOURA**

Director Contreras reported the Library Board of Trustees went ahead with the vote to censure Trustee Shioura.

**REVIEW CIVIC CENTER EVENT CALENDAR**

Director Contreras stated there are currently no known issues the District has with the current Civic Center Event Calendar. Assistant Library Director Baltierra mentioned she will give more information on the Lunch at the District event as the date approaches.

**PLACENTIA LIBRARY DISTRICT UPDATE**

Director Contreras reported the District is doing very well. The Author's Luncheon was a success and thanks Councilman Smith, Chief Butts and Chief Dobine for their support. There will be a do over for guests to meet Marla Jo Fisher with an April 22<sup>nd</sup> tentative date. The Easter Eggcitement will be on April 9<sup>th</sup> at Kraemer Park. The Placentia Round Table Women's Club, Kiwanis, and PTAC will be selling food at the event.

**CITY OF PLACENTIA UPDATE**

Councilmember Smith and Deputy City Administrator Estevez reported on many projects the City is currently working on. There are ongoing projects to renovate parks throughout the city including: Goldenrod Park, George J. Koch Park, and Kraemer Park. The City has approved a new Emergency Operations Center will be a state-of-the-art facility and will take place as the main EOC for Placentia. Both President Martin and Director Contreras expressed interest in a tour of the facility when it is finished. Deputy City Administrator Estevez also reported Congresswoman Young Kim's office earmarked a proposal to replace an old bridge. Councilman Smith mentioned the City has talked to Congresswoman Kim's office about the post office on Kraemer and how rundown it looks. Since it is federal property, there is nothing the City can do but wait on Congresswoman Kim's office.

**ACTION ITEMS**

Deputy City Administrator Estevez will bring quotes for the paint job on the trellis for the next Joint Use meeting. Moreover, Deputy City Administrator Estevez will also be getting in touch with the Library's Business Manager to talk about the plumbing issues.

**NEXT MEETING**

The next meeting is scheduled for Thursday, April 7<sup>th</sup>, 2022 at 3:30 p.m. Email Lina Nguyen with any agenda items.