

**TO:** Library Board of Trustees

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

**DATE:** February 21, 1995

**SUBJECT:** 2nd Quarter Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1994-1995

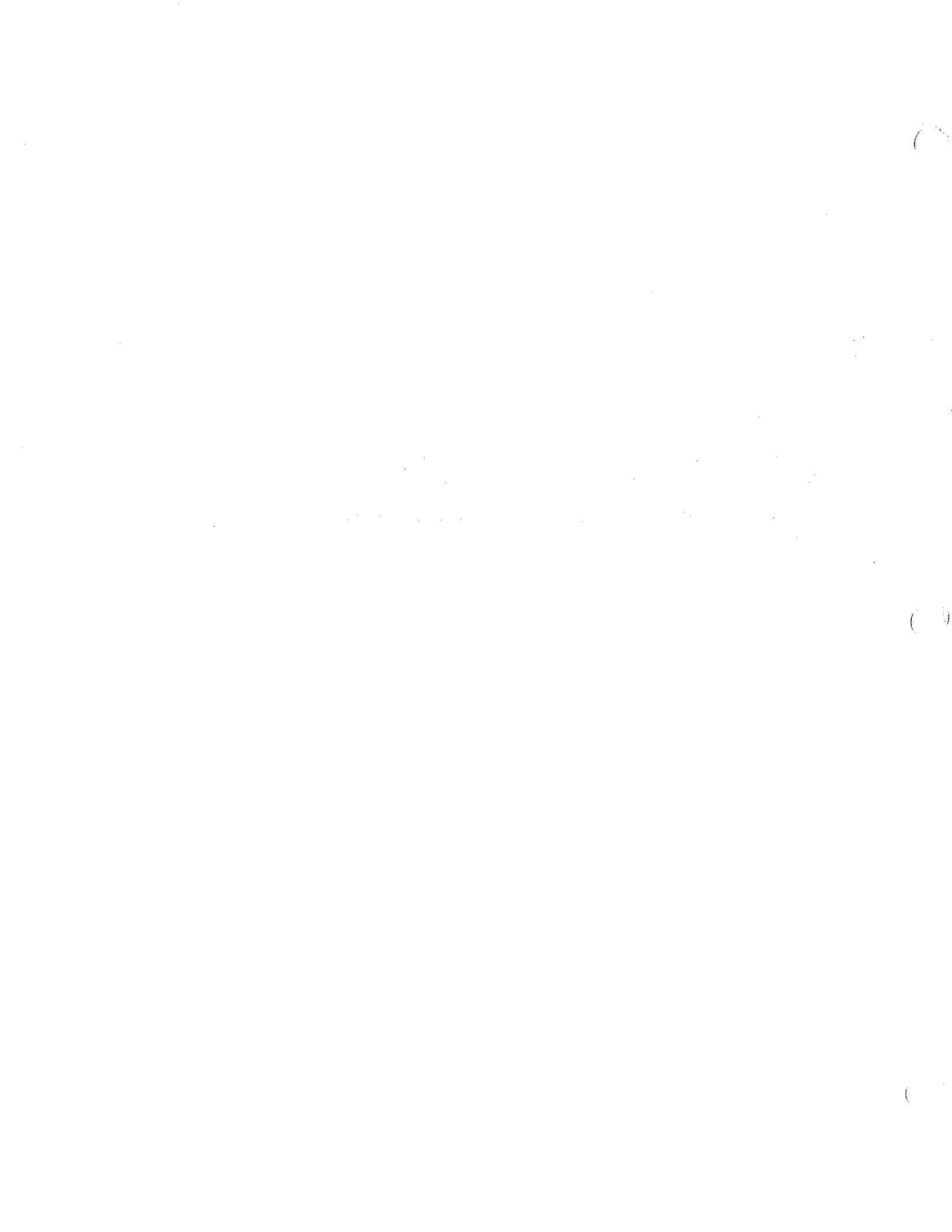
**BACKGROUND:**

Attached is a copy of the District's 2nd Quarter Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1994-1995.


Filing this report is required in order for the District to remain eligible for future California Literacy Campaign Matching Grants.

**RECOMMENDATION:**

Receive and file.



TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: February 21, 1995

**SUBJECT: Semi-Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1994-1995**

**BACKGROUND:**

Attached is a copy of the District's Semi-Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1994-1995.

Filing this report is required in order for the District to remain eligible for future California Literacy Campaign Matching Grants.

**RECOMMENDATION:**

Receive and file.



CALIFORNIA STATE LIBRARY

1994-95 FAMILIES FOR LITERACY PROGRAM

Mid-Year Report  
December 2, 1994

NAME OF LIBRARY Placentia Library District

PERSON COMPILING REPORT Juanita Walker FFL Coordinator  
Signature Title

PHONE NUMBER (714) 524-8408

A. Program Participants and Partners

1. Number eligible Families participating through 12/31/94 25 (families can participate in a number of different ways; attending programs is just one way to participate)
2. Family Composition

Parents/ Guardians	Other Adult Family Members	Children 0-4	Children 5-8	Children 9-11	Children Over 12
25		36	13	3	

Ethnicity

ADULTS

	16-19	20-29	30-39	40-49	50-59	60-69	70-79	80+	TOTAL
Asian									
Black									
Hispanic		8	9	3					20
Native American									
Pacific Islander									
White									
TOTAL		8	9	3					20

All of the participating adults are Hispanic. Some of the adults did not wish to disclose their age however, and so the total shown in the ethnicity table does not equal the number shown for parents in the Family Composition table.

**Ethnicity**

**CHILDREN**

	0-4	5-8	9-11	Over 12	TOTAL
Asian					
Black	1	12			1
Hispanic	35	13	3		51
Native American					
Pacific Islander					
White					
<b>TOTAL</b>	<b>36</b>	<b>13</b>	<b>3</b>		<b>52</b>

**Primary Language of Children**

**CHILDREN**

	0-4	5-8	9-11	Over 12	TOTAL
Spanish	35	13	3		51
Portugese					
Vietnamese					
English	1				1
Hmong					
Pacific Island Languages					
Other					
<b>TOTAL</b>	<b>36</b>	<b>13</b>	<b>3</b>		<b>52</b>

3. Community Partners

Please list below the community partners who have participated in your Families for Literacy Program and the role that they have played in your success. (Example: Pittsburg HeadStart/Canal Day Care - Referrals of low literacy parents with pre-school children)

<u>Community Partner</u>	<u>Role</u>
City of Placentia	Provided meeting facilities and support services for facilities
Placentia Chamber of Commerce	Provided venue for community networking
Placentia/Yorba Linda Unified School District	Use of school busses for transportation to and from the library and ESL classes

(continued on next page)

B. Narrative Description of Services Provided

The following is a list of the minimum services which a program must provide in order to receive FFL funding. Please describe briefly but completely how each service has been delivered in your library's Families for Literacy Program during the last 6 months. *Feel free to attach additional pages if needed, being careful to clearly identify which service is being described.*

- 1) Please explain your procedures for giving books away to children. Do you give to all children in family or only preschoolers?

Books are distributed to families twice a month during the weekly program. Prior to each distribution, the FFL Coordinator selects certain titles from the books on hand and takes multiple copies of each title to the meeting. Parents and children then are able to choose the books that they want from that week's selection.

Parents are allowed to take a book home for each child in their family regardless of the age of the child. This allows older brothers and sisters who are beyond the preschool stage to benefit from the parent's participation in the program.

- 1a. Average number of books per child actually distributed 6.5.
- 1b. Total number of books distributed as of 12/31/94 292.
- 1c. Number of books received by children under 5 189.
- 1d. Number of books received by children over 5 83.

(A.3. continued)

Placentia/Yorba Linda  
Unified School District  
Adult Education office

- Secured facilities for ESL classes and childcare
- Provided ESL teacher
- Recommended persons for bilingual childcare worker positions
- Prepared and sent flyers advertising the ESL classes and FFL program to Placentia residents
- Contributed to the payment of transportation costs

Scholastic Book Fairs, Inc.

- Donated books to the FFL program for distribution to families
- Gave books directly to participating families
- Allowed participants to come to one of their local warehouses on a field trip, organized an appearance by Clifford, and made other special arrangements for the families' enjoyment



2. Briefly explain the types, structure and content of the regular meetings of parents and children conducted by FFL in public library settings. How often do you hold these meetings? (This should include but not be limited to storytimes.)

Meeting are held once a week for two hours in the Library's Meeting Room. Typically, each program consists of 30-45 minutes of stories and crafts that include both parents and children. The remainder of the two hours is used in a variety of ways that differ from week to week. Examples of some of these ways are tours of the library, training in finding library materials, training in using the library's computer catalog, training in selecting books for children, and training in creating a reading environment at home.

- 2a. Total Number of FFL Meetings Held as of 12/31/94 14
- 2b. Total Number of Attendees as of 12/31/94 417
- 2c. Total Number Different Families attending public library programs as of 12/31/94 42 (count each family only once)  
(some programs have families who are not FFL eligible attend/they are counted in this total)
- 2d. Total Number Different, Eligible Families attending programs in public library settings as of 12/31/94 25  
(some programs have families who are not FFL eligible attend but do not count here)
- 2f. Do you hold family storytimes outside of the library? If yes, where and how often? How do you then mainstream the FFL families into library storytimes?

All family storytimes are currently held at the Library.

- 3) If you promote the enjoyment of reading for your parents in ways other than the regular meetings described in #2 above, please describe.

When a family joins the program, they are given a "Calendar of Home Activities". This calendar has an activity for each day of the year that can be done at home by parents and children. These activities primarily involve reading or the development of pre-reading skills. Parents are encouraged to do these activities at home and are given an opportunity to share their experiences at the following week's program. If a family has done at least one of the activities during the week, they are encouraged to continue doing them by being allowed to choose a gift for their children from a selection of stickers and small toys.

- 4) Please describe how tutors/teachers are incorporating language experience stories and children's literature from the FFL program in the adult learner's instructional program. Briefly describe how/when you train tutors in these techniques.

The English language instruction component of the FFL program is taught by a credentialed ESL instructor. Her professional training has included instruction in the inclusion of language experience stories and children's literature in classroom curriculum.

Between September and December, Mother Goose nursery rhymes, a book entitled The First Thanksgiving by Linda Howard, and the poem T'was the Night Before Christmas by Clement C. Moore were used. The instructor used strategies such as Directed Reading and Thinking Activities (DRTA), role playing, and pictorial charts to expose the students to the literature, and provided assessment through Cloze testing and "Who's got my answer," techniques that she learned as part of her professional training.

- 5) Do you train parents in book selection for their children other than the use of storytimes and lapsits for modeling to parents listed under question B-2 or 3? If yes, please describe.

Parents have received training in book selection for their children through a video presentation entitled "Reading to your children." The video discusses the types of literature that are appropriate for different age groups, as well as different sources for books. Parents have also been given opportunities to practice choosing books for their children at the biweekly book distributions, and during a field trip to a local Scholastic Book Fairs warehouse.

- 6) Do you provide any other FFL services that enhance full family participation and foster a family environment conducive to reading other than those already listed? If yes, please describe.

At times the local elementary schools have had "in-service" days during which the students have been excused from school. Parents have been encouraged to bring their school-age children to the program on these days, and the older children have joined in the activities enthusiastically.

- 7) How do you help parents in using services to access books and other materials on such topics as parenting, child care, health, nutrition and family life education, as well as assistance in the use of the full range of library services. Do you provide sessions, trainings, etc, on parenting?

Parents are given training in library skills during the weekly meetings held at the Library. This training includes a tour of each Library department given by the appropriate department head. Training in the Dewey Decimal System and use of the Library's computer catalog system is also included. Special sections such as nutrition, childcare, and health care are emphasized, and books from these sections are used as examples at programs throughout the year.

There is also a section in the Children's Department called the "Parent/Teacher" section. It contains books on reading to children at home, parenting skills, arts and crafts, and any topic that might be

**(B.7. continued)**

interest to parents or teachers.

A video entitled "Reading to your children" has also been used several times. It discusses and models parenting skills as they relate to reading.

- 8) Do you provide any other services which enable families to participate in the Families for Literacy Program? /e  
briefly describe. If incentives were used, please list.

Child care services are provided twice a week during the adult ESL classes and at appropriate times during the weekly Library program. This allows the parents to fully concentrate on their lessons. For participants who do not have their own transportation and live too far from the meeting locations to walk, transportation to the Library and the ESL classroom is also provided.

- 9) How do you recruitment your families? Is that effective?  
Any particularly effective retention strategies?

Recruitment is accomplished through brochures sent out by the Adult Education Department of the Placentia-Yorba Linda Unified School District. The FFL program is offered as a component of one of the regularly scheduled ESL classes. These brochures are written in both English and Spanish and are received by all households in Placentia.

Students receiving instruction by tutors provided by Placentia Library Literacy Services (PLLS), which is the name of the Adult Literacy Department at Placentia Library, are also encouraged to participate in the program.

(continued on next page)

- 10) How many FFL staff were budgeted for with FFL or library funds? Was this adequate? Explain.

<u>FFL Position</u>	<u>Hours per week</u>	<u>FFL funded?</u>	<u>If no, where do funds come from?</u>
Coordinator	20	partially	Library budget
Childcare staff	16	partially	Library budget
Translator	2	yes	

- 11) How do you determine or measure success in your FFL program?  
How do you track the progress of your adults and children as they move through their FFL involvement?  
(please attach copies of any pre and post surveys which you have developed or use)

Weekly attendance is taken and both total attendance and individual consistency is noted. It is also noted if students from a previous semester or year return to the program following a semester break.

A program evaluation form was distributed in November which asked participants to discuss their reading habits at home. Another evaluation form will be distributed in the Spring and the answers on the two forms compared.

(B.9. continued)

This is the second year that the FFL program has used these brochures as a method of recruitment and the response from them has been very good.

There are no formal retention strategies at this time.

### C. Lessons Learned This Year

The State Library is very much interested in sharing your successes and difficulties with other program participants and in improving the overall program in future years. Please respond, as fully as possible to the following, keeping in mind Attach additional pages as necessary.

- 1) Describe those elements of your program that you feel have been most successful. What are the key factors that have contributed to their success (e.g., talents, library administrative support, communication, etc).

The major component of the FFL program at Placentia Library District is the weekly program which is held at the Library. The continuation of this program would not be possible were it not for the support and assistance of the entire Library staff. The Circulation Supervisor and pages can be counted on to have the meeting room set up according to the particular needs of any one week. The Library's Principal Librarian and the Literacy Departments' supervisor is always willing to discuss problems and their solutions and to serve as a sounding board for new ideas. The Children's Librarian readily shares her ideas and her experience. The Coordinator of the Adult Literacy office continually offers support and encouragement and proactively works to improve the Adult Literacy program which in turn serves to improve the FFL program.

Most valuable of all is the support from Library Administration. The Library Director sees the FFL program as an integral part of the Library's service to the community. Administrative staff time is allocated to the program as needed and the Director is always available so that problems can be

- 2) ~~(continued on next page)~~  
An important element of FFL is the cooperation between Children's Services and the adult literacy program. Describe your relationship with Children's Services in your library and how you have worked together with FFL.

There is a continual interchange of information between the Children's Department and the FFL program. Programs developed by the Children's Librarian are used during some of the FFL weekly meetings. Books and activities used by the FFL Coordinator are recommended in turn to the Children's Librarian.

The FFL Coordinator also works 10 hours a week as an assistant in the Children's Department. This provides additional exposure to materials and resources and additional time to discuss ideas and plans with the Children's Librarian.

- 3) Describe the most difficult challenges your program has faced so far and what actions you have initiated to overcome them. Are these actions proving successful?

An ongoing challenge for the past year and a half has been the program staff's lack of experience. This has been overcome in part by hiring childcare workers who have previously worked with school-age children from backgrounds similar to those of the families who participate in the program. They know the difficulties that some of these children will encounter and can help plan programs that address these difficulties and hopefully will help to minimize them.

The Coordinator's experience has been greatly increasing as well. Part of this is simply the result  
(continued on next page)

(C.1. continued)

addressed and resolved as they arise. This tremendous amount of support allows the FFL Coordinator to concentrate on the planning and implementation of the unique and critical aspects of the program, without having to personally oversee every detail of the program.

The program is also fortunate to have the support of the school district's Adult Education office. The administrator of Adult Education secured facilities for the ESL classes and childcare, made arrangements with the school district for transportation, provided an excellent ESL teacher, and recommended school district aides for the bilingual childcare worker positions.

The childcare workers this year have been another valuable asset. Gloria Luna, the primary bilingual aide, previously worked as a teacher's aide at a local elementary school. She has prior experience in working with families similar to those who participate in the FFL program and knows what needs to be done to prevent the problems that can arise later when the children begin attending school. A second childcare worker has also worked for the school district as a teacher's aide and playground monitor. The third childcare worker was a pre-school teacher in her native country.

(C.3. continued)

having planned and implemented the program for a year and a half. However, the experiences and advice of other practitioners in the field have been tremendously helpful as well. This outside experience has been gleaned by attending workshops, conferences, and training seminars, establishing contact with more experienced practitioners in the field, and by reading any available materials on the subject.

The FFL program along with the rest of the Library was under a temporary expenditure freeze due to the County of Orange's financial difficulties. Payrolls were met, but other expenditures had to be postponed. Fortunately, supplies and books had been purchased just prior to the freeze, so that program implementation was not noticeably affected. A "wish list" of items to be purchased in the future is being compiled, so that funds can be incumbered when they become available.

- 4) If you knew at the outset of your program what you know now, what, if any, changes would you make?

During the program last year, the Coordinator's primary goal was to learn the basics of the program, i.e. what needed to be done to keep the program going. This year it is becoming apparent that there is a need for a clearly defined purpose statement and a list of goals and objectives. This will help facilitate program planning and staff training throughout the year, and is necessary when seeking community support.

- 5) Are there additional ways in which the State Library or the Family Literacy Specialist could provide you with additional help, training, or information? Please be specific.

It would be helpful if the information submitted in these reports could be compiled and distributed to participating programs. Then each program could benefit from the lessons learned by the other programs.

- 6) How do you see the future of the Families for Literacy Program in your library? What aspects have you already incorporated into regular library services? What aspects of the FFL program could you offer in your setting by reallocating resources or without outside (funding other than that provided by your library or community) funding? What are the barriers to achieving incorporation?

The FFL program has very strong support from both Library administration and the governing Board of Trustees. Despite severe financial set-backs in recent years, the Library has continued to offer a FFL program. This has been possible through the reallocation of staff members and finances from other departments to this program and by stretching available resources as much as possible. With the bankruptcy filing by the County of Orange, resources are having to be stretched even more.

The Library has also proved its commitment to literacy by recognizing PLLS as a department with the same standing as the Reference, Children's, and Circulation departments. Although some funding for PLLS comes from state and federal sources, the bulk of the department's expenditures are paid by Placentia Library.

Placentia Library has literally and figuratively supported literacy programs in the past and hopes to be able to continue to do so in the future. Given the economic uncertainties of the past and present, however, it is difficult to make any predictions for the future.



- 7) Please share any anecdotes or interactions that occurred in the course of your program that would give us a better understanding of the benefits to individual families gained through your FFL program. Attach additional pages as necessary. *(These are particularly helpful to Dr. Starr as he gives presentations about our FFL programs and uses these anecdotal stories as illustrations of our impact on individual families.)*

One of our participants is a mother with three children under the age of three. She wants to learn English so that she can take good care of her children and help them as they get older and go to school. She has told us that her husband is not encouraging her to learn English, but she continues to come to both the group instruction classes and to sessions with her individual PLLS tutor. She has told us that now after having received English lessons, when she goes to the doctor, she is able to completely fill out the form, whereas before she was only able to fill out part of it. She is also able to communicate with the doctor with the help of a dictionary and tell him her children's symptoms and understand the doctor's response.

Her oldest son has developed a love for books and writing. He likes to pretend that he is writing a letter to his grandmother and tells her all about the Library and what he has been doing there. He has favorite books which have also become the favorites of his little brother, who is not yet old enough to talk. Each week they look forward to the times that they can come to the Library.

D. Financial Report

Fiscal Year 1994-95

Category	Budget		Expended as of Dec. 31, 1994	
	CLSA	OTHER	CLSA	OTHER
1. Personnel	17,150	29,213	17,150	886.30
2. Library Materials	-0-	1,500	-0-	-0-
3. Operative Total	5,734	8,100	1,309	-0-
3a. Contract Services	400	-0-	-0-	-0-
3b. Travel	500	-0-	45	-0-
3c. Office Supplies/ Communications	350	-0-	389	-0-
3d. Printing	700	-0-	15	-0-
3e. Instructional Resources	600	-0-	-0-	-0-
3f. Children's Books Resources	3,184	500	860	-0-
3g. Other**	-0-	7,600	-0-	120
4. Equipment	-0-	-0-	-0-	-0-
5. Indirect	-0-	116	-0-	-0-
TOTAL	23,000	38,813	18,459.00	1006

  
Signature of Representative of Fiscal Agent  
or of Library Receiving Funds

Library Director  
Title

\*\*If any single expenditure over \$300 here, please explain on separate sheet

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *DMV*  
DATE: February 21, 1995  
SUBJECT: **Distribution of Statement of Economic Interest Forms for 1994-1995**

**BACKGROUND:**

Attached are the instructions and Form 730, Statement of Economic Interests for Designated Officials and Employees.

Each Trustees is required by California Code to file a Form 730 every year.

In addition to the annual filing newly elected/appointed Trustees must also file a separate Form 730 effective for when they assume office.

There are fines/penalties for individual office holders who do not file their Form 730 by the deadline.

Please return your completed Form 730 to Charlene Dumitru and she will send all of the to the Orange County Clerk.

**RECOMMENDATION:**

Complete Form 730 and return to Administrative Assistant Dumitru by **Thursday, March 16, 1995.**





ESTABLISHED 1889

## County of Orange

CLERK OF THE BOARD OF SUPERVISORS

Agenda Item 24

Attachment A

CLERK OF THE BOARD OF SUPERVISORS

HALL OF ADMINISTRATION  
10 CIVIC CENTER PLAZA  
P.O. BOX 687  
SANTA ANA, CALIFORNIA 92702-0687

TELEPHONE: 714 834-2206  
714 834-4439 (FAX)

January 27, 1995

**TO:** FORM 730 FILERS REQUIRED TO FILE WITH THE CLERK OF THE BOARD OF SUPERVISORS, COUNTY OF ORANGE

**FROM:** NANCY K. SWANSON, ASSISTANT CLERK OF THE BOARD OF SUPERVISORS

**SUBJECT:** FAIR POLITICAL PRACTICES COMMISSION FORM 730 - STATEMENT OF ECONOMIC INTERESTS

Your agency's Conflict of Interest Code designates you as one who must file a disclosure statement with our office each year.

Attached is the 1994/1995 Form 730 covering the period January 1 through December 31, 1994 which the Fair Political Practices Commission (FPPC) advises is the only form acceptable for filing for 1994.

Instructions regarding filing Form 730 are included on the form. The cover page must include: Filer name, agency name, position title, mailing address, and daytime telephone number. The appropriate type of statement must be checked and applicable dates entered. You must complete the verification at the bottom of the cover page. Additionally, the schedules on the second page must be checked as appropriate and the completed schedules attached.

Keep a copy of your completed form, and transmit the original to your agency/contact person in sufficient time for them to forward it to us prior to the Annual Filing date. Your statement must be received by our office or postmarked by April 1, 1995 (or by your agency's Annual Filing date as specified in your Code). Please note that failure to file statements timely may result in certain criminal and civil penalties, including, but not limited to, late fines.

Questions relating to your agency's Code or disclosure categories should be directed to your legal counsel. General questions can be directed to the FPPC at (916) 322-5660. If you have any other questions, please call me at (714) 834-3453.

NKS

Attachments



# California Fair Political Practices Commission

January 1995

## FACT SHEET FOR LOCAL OFFICIALS

### GIFTS, HONORARIA AND TRAVEL

The Political Reform Act<sup>1/</sup> imposes limits on gifts and prohibits honoraria payments received by local elected officers, designated employees of local government agencies (i.e., individuals required to file statements of economic interests under a local agency's conflict of interest code), elected or appointed members of the governing board of any special district,<sup>2/</sup> and candidates<sup>3/</sup> for any of these offices or positions. (Section 89501.)

This fact sheet summarizes the major provisions of the Act concerning gifts, honoraria and travel. You should not, however, rely on the fact sheet alone to ensure compliance with the Act. If you have any questions, contact the Fair Political Practices Commission at (916) 322-5901.

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1/ Government Code Sections 81000-91015. All statutory references are to the Government Code unless otherwise indicated. Commission regulations appear at 2 California Code of Regulations Section 18000, et seq. All references to regulations are to Title 2, Division 6 of the California Code of Regulations.

2/ For purposes of the gift limit and honoraria prohibition, "special district" means any agency of the state established for the local performance of governmental or proprietary functions within limited boundaries, and includes a county service area, a maintenance district or area, an improvement district or zone, an air pollution control district, or a redevelopment agency. (Section 82048.5.)

3/ For purposes of the gift limit and honoraria prohibition, you become a "candidate" when you file a statement of organization (Form 410) as a controlled committee for the purpose of seeking elective office, a candidate intention statement (Form 501), or a declaration of candidacy, whichever occurs first. If you are an unsuccessful candidate, you will no longer be subject to the gift limit and honoraria prohibition when you are eligible to terminate your campaign filing obligations and have filed a statement of termination (Form 416), or after certification of election results if you did not establish a controlled committee. (Section 89501(d).)

## I. GIFTS

### Gift Limitation

If you are a local elected officer, a designated employee of a local government agency, an elected or appointed member of the governing board of any special district, or a candidate for any of these offices or positions, you may not accept gifts from any single source totaling more than \$280 in a calendar year. (Section 89501.)<sup>4/</sup>

### Definition of "Gift"

Under the Act, a gift is any payment or other benefit provided to you for which you do not provide goods or services of equal or greater value. A gift includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the regular course of business to members of the public without regard to your official status. (Section 82028.)

Except as discussed below, you have "received" or "accepted" a gift when you know that you have actual possession of the gift or when you take any action exercising direction or control over the gift, including discarding the gift or turning it over to another person. (Regulation 18941.)

### Exceptions to the Definition of "Gift"

The Act and Commission regulations provide exceptions for certain types of gifts. (Section 82028; Regulations 18940-18946.5.) The following are not subject to any gift limit and are not required to be disclosed on a statement of economic interests (Form 721 or 730):

1. Gifts which you return (unused) to the donor, or for which you reimburse the donor, within 30 days of receipt. (Section 82028(b)(2); Regulation 18943.)

2. Gifts which you donate (unused) to a charitable organization or a government agency within 30 days of receipt without claiming a deduction for tax purposes. (Section 82028(b)(2); Regulation 18943.)

3. Gifts from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin or the

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<sup>4/</sup> The gift limit is adjusted biennially to reflect changes in the Consumer Price Index. For 1995-96, the gift limit is \$280. (Section 89504; Regulation 18954.) Gifts aggregating \$50 or more must be disclosed and gifts aggregating \$280 or more received by an official may subject the official to disqualification with respect to the source. (Section 87103(d).)

spouse of any such person, unless he or she is acting as an agent or intermediary for another person who is the true source of the gift. (Section 82028(b)(3); Regulation 18942(a)(3).)

4. Gifts of hospitality involving food, drink or occasional lodging which you receive in an individual's home when the individual or a member of his or her family is present. (Regulation 18942(a)(7).)

5. Gifts approximately equal in value exchanged between you and another individual on holidays, birthdays, or similar occasions. (Regulation 18942(a)(8).)

6. Informational material provided to assist you in the performance of your official duties, including books, reports, pamphlets, calendars, periodicals, videotapes, or free admission to informational conferences or seminars.

"Informational material" may also include scale models, pictorial representations, maps, and other such items, provided that if the item's fair market value is more than \$250, you have the burden of demonstrating that the item is informational. In addition, on-site demonstrations, tours, or inspections designed specifically for public officials are considered informational material, but this exception does not apply to meals or to transportation to the site unless the transportation is not commercially available. (Section 82028(b)(1); Regulations 18942(a)(1) and 18942.1.)

7. A bequest or inheritance. (Section 82028(b)(5); Regulation 18942(a)(5).)

8. Campaign contributions, including rebates or discounts received in connection with campaign activities. (Section 82028(b)(4); Regulation 18942(a)(4).) However, campaign contributions must be reported in accordance with the campaign disclosure provisions of the Act.

9. Personalized plaques and trophies with an individual value of less than \$250. (Section 82028(b)(6); Regulation 18942(a)(6).)

10. Tickets to attend fundraisers for campaign committees or other candidates, and tickets to fundraisers for organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. (Regulation 18946.4.)

11. Free admission, refreshments and similar non-cash nominal benefits provided to you at an event at which you give a speech, participate in a panel or seminar, or provide a similar service. Transportation within California, and any necessary lodging and subsistence provided directly in connection with the speech, panel, seminar, or service are also not considered gifts. (Regulation 18942(a)(9).)



12. Passes or tickets which provide admission or access to facilities, goods, services or other benefits (either on a one-time or repeated basis) that you do not use and do not give to another person. (Regulation 18946.1.)

13. Gifts provided directly to members of your family unless you receive direct benefit from the gift or you exercise discretion and control over the use or disposition of the gift. (Regulation 18944.) (Note: In most cases, the full amount of a gift made to you and your spouse must be counted for purposes of disclosure and the gift limits. However, see the discussion below regarding wedding gifts.)

14. Gifts provided to your government agency. This may include passes or tickets to facilities, goods or services, travel payments, and other benefits. However, certain conditions must be met before a gift received by an official through his or her agency would not be considered a gift to the official. (Regulations 18944.1-18944.2.) Contact the FPPC Legal Division at (916) 322-5901 for detailed information.

#### Other Gift Exceptions Which May Be Reportable

The following exceptions are also applicable to gifts, but you may be required to report these items on a statement of economic interests (Form 721 or 730) and they can subject a public official to disqualification:

1. Certain payments for transportation, lodging and subsistence are not subject to gift limits but may be reportable on a statement of economic interests (Form 721 or 730). Travel payments are discussed below.

2. Wedding gifts are subject to the gift limit and are reportable. However, for purposes of valuing wedding gifts, one-half of the value of each gift is attributable to each spouse, unless the gift is intended exclusively for the use and enjoyment of one spouse, in which case the entire value of the gift is attributable to that individual. (Regulation 18946.3.)

3. A prize or award received in a bona fide competition not related to your official status is not subject to the gift limit, but must be reported as income if the value of the prize or award is \$250 or more. (Regulation 18946.5.)

4. Passes or tickets which provide admission or access to facilities, goods, services, or other benefits are reportable and subject to the gift limit if you use them or give them to another person. The value of a pass or ticket which provides one-time admission is the face value of the pass or ticket, or the price which would be offered to the general public. (Regulation 18946.1(a).)

The value of a pass or ticket which provides repeated admission or access to facilities, goods, services, or other benefits is the fair market value of your actual use of the pass or ticket, including guests who accompany you and who are admitted with the pass or ticket, plus the fair market value of any possible use by any person to whom you transfer the privilege or use of the pass or tickets. (Regulation 18946.1(b).)

## II. HONORARIA

### Honoraria Prohibition

If you are a local elected official, a designated employee of a local government agency, an elected or appointed member of the governing board of any special district, or a candidate for any of these offices or positions, you may not accept honoraria payments. (Section 89501.)

### Definition of "Honorarium"

An "honorarium" is any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Section 89502; Regulation 18931.)

A "speech given" means a public address, oration, or other form of oral presentation, including participation in a panel, seminar, or debate. (Regulation 18931.1.)

An "article published" means a nonfictional written work: 1) that is produced in connection with any activity other than the practice of a bona fide business, trade, or profession; and 2) that is published in a periodical, journal, newspaper, newsletter, magazine, pamphlet, or similar publication. (Regulation 18931.2.)

"Attendance" means being present during, making an appearance at, or serving as host or master of ceremonies for any public or private conference, convention, meeting, social event, meal, or like gathering. (Regulation 18931.3.)

### Exceptions to the Definition of "Honorarium"

The Act and Commission regulations provide certain exceptions to the prohibition on honoraria. (Section 89502; Regulations 18930-18935.) The payments described below are not prohibited and are not required to be disclosed on a statement of economic interests (Form 721 or 730):

1. An honorarium which you return (unused) to the donor or the donor's agent or intermediary within 30 days. (Section 89502(e); Regulation 18933(b).)

2. An honorarium which is delivered to your government agency within 30 days for donation to the agency's general fund or equivalent account for which you do not claim a deduction for income tax purposes. (Section 89502(e); Regulation 18933(b).)

3. A payment which is not delivered to you but is made directly to a bona fide charitable, educational, civic, religious, or similar tax-exempt, non-profit organization. However, you may not make the donation a condition for your speech, article or attendance, you may not claim the donation as a deduction for income tax purposes, the donation may have no reasonably foreseeable financial effect on you or on any member of your immediate family, and you may not be identified to the non-profit organization in connection with the donation. (Regulation 18932.5.)

4. A payment received from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person. However, a payment which would be considered an honorarium is prohibited if one of these persons is acting as an agent or intermediary for someone else. (Regulation 18932.4(b).)

5. Items 6, 8, 9, and 11 under "Exceptions to the Definition of 'Gift'" on page 3 of this fact sheet.

Other Honoraria Exceptions Which May Be Reportable

The following payments are not considered "honoraria" but may be reportable and can subject a public official to disqualification:

1. Payments received for a comedic, dramatic, musical, or other similar artistic performance, and payments received for the publication of books, plays, or screenplays. (Regulations 18931.1-18931.2.) However, such payments are reportable income.

2. Income earned for your personal services if the services are provided in connection with a bona fide business, trade or profession--such as teaching, practicing law, medicine, insurance, real estate, banking, or building contracting--and the services are customarily provided in connection with the business, trade, or profession. This exception does not apply if the sole or predominant activity of the business, trade, or profession is making speeches. In addition, you must meet certain criteria to establish that you are practicing a bona fide business, trade or profession (such as maintenance of business records, licensure, proof of teaching post) before a payment received for personal services which may meet the definition of honorarium would be considered earned income and not an honorarium. (Section 89502(c); Regulations 18932-18932.3.) Earned income is required to be reported. Contact the FPPC Legal Division at (916) 322-5901 for detailed information.

3. Free admission, food, beverages, and other non-cash nominal benefits provided to you at any public or private conference, convention, meeting, social event, meal, or similar gathering, whether or not you provide any substantive service at the event. (Regulation 18932.4(f).) Although these items are not considered honoraria, they may be reportable gifts and subject to the gift limit.

4. Certain payments for transportation, lodging, and subsistence are not considered honoraria but may be reportable and subject to the gift limit. (Sections 89501(c) and 89506.) Travel payments are discussed below.

### III. TRAVEL PAYMENTS

The Act and Commission regulations provide exceptions to the gift limit and honoraria prohibition for certain types of travel payments. (Section 89506; Regulations 18950-18950.4.)

The term "travel payment" includes payments, advances, or reimbursements for travel, including actual transportation and related lodging and subsistence. (Section 89501(c).)

#### Travel Payments Not Subject to Limits and Reporting

The following types of travel payments are not subject to any limit and are not reportable on a statement of economic interests (Form 721 or 730):

1. Transportation within California provided to you directly in connection with an event at which you give a speech, participate in a panel or seminar, or provide a similar service. (Regulation 18950.3.)

2. Free admission, refreshments and similar non-cash nominal benefits provided to you during the entire event (inside or outside California) at which you give a speech, participate in a panel or seminar, or provide a similar service. (Regulation 18950.3.)

3. Necessary lodging and subsistence (inside or outside California), including meals and beverages, provided to you directly in connection with an event at which you give a speech, participate in a panel or seminar, or provide a similar service. However, the exclusion for meals and beverages is limited to those provided on the day of the activity. (Regulation 18950.3.)

4. Travel payments provided to you by your government agency or by any state, local, or federal government agency which would be considered income and not a gift (i.e., payments for which you provide equal or greater consideration). (Section 89506(d)(2); Regulation 18950.2(e).)

5. Reimbursements for travel expenses provided to you by a bona fide educational, academic, or charitable organization for which you provide equal or greater consideration. (Section 82030(b)(2).)

6. Travel payments provided to you directly in connection with campaign activities. However, these payments must be reported in accordance with the campaign disclosure provisions of the Act. (Regulations 18950.2(d); 18950.4.)

7. Any payment which is excluded from the definition of "gift" as described on pages 2-4 of this fact sheet.

#### Reportable Travel Payments Not Subject to Limit

The following travel payments are not subject to the gift limit but may be reportable on a statement of economic interests (Form 721 or 730, Schedule D-1):

1. Travel which is reasonably necessary in connection with a bona fide business, trade, or profession, and which satisfies the criteria for federal income tax deductions for business expenses specified in Sections 162 and 274 of the Internal Revenue Code. (Section 89506(d)(3); Regulation 18950.2(f).) For reporting purposes, these travel payments would be considered part of the salary, wages, and other income received from the business entity and would be reported on Schedule D of Form 721 or 730.

2. Travel within the United States which is reasonably related to a legislative or governmental purpose--or to an issue of state, national, or international public policy--in connection with an event at which you give a speech, participate in a panel or seminar or provide a similar service. Lodging and subsistence expenses in this case are limited to the day immediately preceding, the day of, and the day immediately following the speech, panel, or other service. (Section 89506(a)(1); Regulation 18950.2(a).)

Note that this exception is different than travel payments described earlier. Under the circumstances described in this paragraph, transportation outside California but within the United States is not subject to the \$280 gift limit but is reportable and can subject a public official to disqualification. On the other hand, transportation inside California in connection with a speech is neither limited nor reportable. (Regulation 18950.3.)

In addition, the lodging and subsistence payments described in this paragraph can be provided both the day before and the day after a speech without being subject to the \$280 limit. However, lodging and subsistence payments are reportable unless they are received directly in connection with the event.

3. Travel not in connection with giving a speech, participating in a panel or seminar or providing a similar service but which is reasonably related to a legislative or governmental purpose--or to an issue of state, national, or international public policy--and which is provided by:

a) A government, governmental agency, foreign government, or government authority;

b) A bona fide public or private educational institution defined in Section 203 of the Revenue and Taxation Code;

c) A nonprofit charitable or religious organization that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code; or

d) A person that is domiciled outside the United States and that substantially satisfies the requirements for tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

(Section 89506(a)(2); Regulation 18950.2(c).)

# ***NEW GIFT LIMIT AND HONORARIA BAN***

*Effective January 1, 1995,  
most local officials, as well as candidates for local office,  
may not accept a gift in excess of \$280  
from a single source during a calendar year.*

*For information on how  
the restrictions apply to your position,  
refer to page one of the Forms 721 and 730  
and the fact sheet on gifts, honoraria, and travel  
for an explanation of the biennial  
adjustment, prohibitions, limitations and exceptions.*










# 1994-1995

## FORM 730 AND INSTRUCTIONS

### STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED OFFICIALS AND EMPLOYEES

IF YOU ARE AN OFFICIAL OR EMPLOYEE WHOSE POSITION IS DESIGNATED IN  
A CONFLICT OF INTEREST CODE, USE THE FORM 730 TO FILE:

-  ASSUMING OFFICE STATEMENT
-  ANNUAL STATEMENT
-  LEAVING OFFICE STATEMENT
-  INITIAL STATEMENT
-  CANDIDATE STATEMENT

Prepared by the  
Fair Political Practices Commission, P.O. Box 807, Sacramento, CA 95812  
Phone: (916) 322-5662

# IMPORTANT

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## Prohibitions: Gifts and Honoraria

### Local Offices:

Effective January 1, 1995, local elected or appointed officeholders (including members of the governing board of a special district), candidates for local offices, and designated employees of local governmental agencies may not accept a gift or gifts aggregating more than \$280 in a calendar year from a single source. In addition, these officials may not accept any honorarium. An honorarium is a payment made in consideration for a speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

For detailed information and exceptions, see the Commission's Fact Sheet on Gifts, Honoraria and Travel. The Fact Sheet can be obtained from your filing officer or the Fair Political Practices Commission at (916) 322-5662.

### State Offices:

State board and commission members and state agency officials and employees may not accept a gift or gifts aggregating more than \$10 in a calendar month from a lobbyist or lobbying firm registered to lobby their agencies.

State board and commission members and state agency designated officials and employees may not accept a gift or gifts aggregating more than \$280 in a calendar year from a single source, and may not accept any honorarium, if the member would be required to report the receipt of income or gifts (including honoraria) from that source on his or her statement of economic interests. An honorarium is a payment made in consideration for a speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

This prohibition does not apply to a part-time member of the governing board of a public institution of higher education unless the member is also an elected official.

For detailed information and exceptions, see the Commission's Fact Sheet on Gifts, Honoraria and Travel. The Fact Sheet can be obtained from your filing officer or the Fair Political Practices Commission at (916) 322-5662.

## Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions which will affect any of their financial interests, not just those which they are required to disclose on a statement of economic interests.

For assistance in determining when disqualification is required, please contact the FPPC Legal Division at (916) 322-5901.

## Post-Governmental Employment

Certain state agency officials who leave office are subject to restrictions on representing clients or employers before their former agencies.

For assistance concerning restrictions on post-governmental employment, please contact the FPPC Legal Division at (916) 322-5901.

(continued on next page)

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## Enforcement

The filing officer for Form 730 may impose penalties for statements of economic interests which are filed late. The fine is \$10 per day, beginning the day after the filing deadline, up to a maximum of \$100. Late filing penalties can be reduced or waived under certain circumstances.

In addition, the Fair Political Practices Commission may initiate investigations with respect to any suspected violation of the Political Reform Act. Other law enforcement agencies (the Attorney General or district attorney) may initiate investigations under certain circumstances. If violations are found, the Commission may initiate administrative enforcement proceedings which could result in the imposition of monetary penalties of up to \$2,000 per violation. In lieu of administrative prosecution, a civil action may be brought for negligent or intentional violations by the appropriate civil prosecutor (the Commission, Attorney General or district attorney) where the measure of damages for most violations is the amount or value not properly reported. Persons who violate the conflict of interest disclosure provisions of the Political Reform Act can also be subject to discipline by their agency, including dismissal.

Finally, a knowing or willful violation of any provision of the Political Reform Act is a misdemeanor. Persons convicted of a misdemeanor may be disqualified for four years from the date of the conviction from serving as a lobbyist or running for elective office, in addition to other penalties which may be imposed. The Act also provides for numerous civil penalties, including monetary penalties and damages, and injunctive relief from the courts.

## TYPES OF STATEMENTS AND FILING DEADLINES

### ASSUMING OFFICE STATEMENT:

(For Newly-Elected and Newly-Appointed Officials ONLY)

**Appointed Position Not Subject to Confirmation by the State Senate--**File no later than 30 days after assuming your position. Your assuming office date is the date you are sworn in or otherwise authorized to serve in the position.

**Appointed Position Subject to Confirmation by the State Senate--**File no later than 30 days after appointment or nomination, whichever is earlier.

**Elected Official--**File no later than 30 days after assuming office. Your assuming office date is the date you are sworn in or otherwise authorized to serve in the position.

- Disclose all reportable investments, interests in real property and business positions of the type described in your disclosure category held on the date you assumed your office or position (Schedules A, B, C-1, C-2 and G). In addition, disclose reportable income of the type described in your disclosure category received during the 12 months prior to the date you assumed your office or position (Schedules D, D-1, E, F, and H-1 through H-3).

#### Exception:

- An official who is re-elected or re-appointed without a break in service is not required to file an assuming office statement. Instead, you should file the next annual statement.

### ANNUAL STATEMENT:

- File at the time prescribed in your agency's conflict of interest code (April 1 for most filers).
- Disclose all reportable investments, interests in real property, business positions held and income received as described in your disclosure category. This statement covers the period January 1, 1994 through December 31, 1994.

#### Exception:

- If you assumed an office or position between October 1, 1994 and December 31, 1994, and filed an assuming office or initial statement, you are not required to file an annual statement in 1995. Your next statement will be due in 1996. This statement will cover the day after you assumed your office or position through December 31, 1995. This exception does not apply if your annual statement is due after April 1 (e.g., your Form 730 is due June 1, 1995).

### LEAVING OFFICE STATEMENT:

- File no later than 30 days after leaving your office or position.
- Disclose all reportable investments, interests in real property, business positions held and income received as described in your disclosure category. This statement will cover the day after the closing date of your last statement through the date of leaving your office or position.
- If you leave an office or position between January 1 and the filing deadline of your annual statement, you may combine your leaving office statement and your annual statement. The statement is due no later than the filing deadline of your annual statement or 30 days after leaving your office or position, whichever is earlier.

To file a combined leaving office statement and annual statement, check the boxes on the cover page for both types of statements, complete the space indicating the date you left your office or position, and report the interests described in your disclosure category which you held during the period.

#### The reporting period begins on:

The day after the closing date of your previous annual statement, in most cases this date is January 1; or

If you assumed office during 1994, the period will begin the day after you assumed office.

#### The reporting period ends on:

The day you left office.

#### Exception:

- If you leave an office or position and assume another office or position within the same jurisdiction on the same day, you are not required to file leaving office and assuming office statements. Instead, you should file the next annual statement.

(continued on next page)

## TYPES OF STATEMENTS

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### INITIAL STATEMENT:

If your agency has a newly-adopted or amended conflict of interest code--File no later than 30 days after the effective date of the conflict of interest code or amendment, whichever is applicable.

- Disclose all reportable investments, interests in real property and business positions of the type described in your disclosure category held on the date your agency's conflict of interest code became effective or your position was newly designated (Schedules A, B, C-1, C-2 and G). In addition, disclose reportable income of the type described in your disclosure category received during the 12 months prior to the date your agency's conflict of interest code became effective or your position was newly designated (Schedules D, D-1, E, F and H-1 through H-3).

### CANDIDATE STATEMENT:

- File no later than the final filing date for your declaration of candidacy (if required by the conflict of interest code of the agency for which you are seeking elective office).
- The conflict of interest code specifies the types of interests you must disclose.

#### Exception:

- If you have filed an assuming or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy, you are not required to file a candidate statement.

### WHERE TO FILE

All statements, except those filed by State Senate and Assembly staff members, are filed with your own agency, board or commission unless otherwise specified in your agency's conflict of interest code.

State Senate and Assembly staff members file their statements directly with the Fair Political Practices Commission.

**IMPORTANT:** You must file an originally signed statement of economic interests with each agency, board or commission with which you hold a designated position covered by a conflict of interest code.

## INSTRUCTIONS FOR COMPLETING THE COVER PAGE

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- Before completing this form, contact your agency, board or commission to obtain a copy of your disclosure category which outlines the types of interests you must disclose.
- Enter your name, mailing address, and daytime telephone number. You may list your home or business address.
- Indicate the name of the agency under whose conflict of interest code you have been designated to file this statement, and your division, unit, board or bureau within that agency, if applicable.

**Expanded Statement:** A person holding two or more positions may complete one statement covering the disclosure requirements for each position and file a copy with each agency. Each copy must contain an original signature. Reportable interests for each position must be disclosed. (Contact your filing officer for further information.)

- Check the box(es) to indicate the type of statement being filed. If filing an assuming office statement, a leaving office statement, or an initial statement, enter the appropriate date.
- Complete the verification by entering the date and place signed, and sign the statement. An unsigned statement is considered an unfiled statement and you may be subject to late filing penalties.
- Statements must be completed in ink or typed. Statements completed in pencil are not acceptable.
- Faxed statements: A statement containing 30 pages or less may be faxed by the deadline. However, the original statement must be sent by first-class mail or guaranteed overnight delivery service within 24 hours of the deadline.

## Schedule A - Investments (Not Held By A Business Entity Or Trust)

(SEE INSTRUCTIONS ON PRECEDING PAGE)

NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000  Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year:	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY	Date Acquired: _____ Date Disposed: _____	
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000  Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year:	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY	Date Acquired: _____ Date Disposed: _____	
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000  Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year:	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY	Date Acquired: _____ Date Disposed: _____	
NAME OF BUSINESS ENTITY		VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000  Ownership Interest <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP INTEREST	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year:	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY	Date Acquired: _____ Date Disposed: _____	

**NOTE:** YOU MAY BE REQUIRED TO REPORT ON SCHEDULE D ANY SALARY, COMMISSION, DISTRIBUTION OR OTHER INCOME (\$250 OR MORE) RECEIVED BY YOU OR YOUR SPOUSE FROM ANY BUSINESS ENTITY LISTED ON SCHEDULE A.

\*If you have checked this box, you must report on Schedules C-1 and C-2 any interests in real property and investments held by the business entity. In addition, if your pro rata share of the gross income from any one source was \$10,000 or more, you may be required to report the name of that source on Schedule H-2.

If additional space is needed, check box and attach an additional Schedule A.

# INFORMATION FOR COMPLETING SCHEDULE B - Interests In Real Property (Not Held By A Business Entity Or Trust)

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INTERESTS YOU MUST DISCLOSE.**

You must report interests in real property located in your jurisdiction, in which you or your immediate family had a direct, indirect or beneficial interest aggregating \$1,000 or more at any time during the reporting period.

### Jurisdiction for reporting interests in real property:

Judges, court commissioners, state officeholders and state agency officials and employees have statewide jurisdiction and must report real property located anywhere within the State of California. An interest in real property is in the jurisdiction of a city or county if it is located in, or within two miles of, the city or county, or within two miles of any land owned or used by the city or county.

### Interests in real property include:

- A leasehold interest\*
- A beneficial ownership interest
- A deed of trust
- An easement
- An option to acquire any of the above
- An interest in real property held by an IRA in which you have a 10% or greater interest

\*An interest in a lease on real property is reportable if the value of the leasehold interest is \$1,000 or more. The value of the leasehold interest is the total amount of rent owed by you during the reporting period, or on an assuming office statement, during the prior 12 months. No leasehold interest with a value of less than \$1,000 nor a month-to-month tenancy, need be reported. When reporting a leasehold interest, you must include the address or other precise location of the leased property and the date upon which the lease became effective, if this occurred during the reporting period.

### EXAMPLE

Assume that:

- You own property located at 14738 Spruce Street, Little Town, which you rent to Sylvan Taylor. The fair market value of your interest in the property is \$85,000 and you did not acquire or dispose of the property during the reporting period.

### You are not required to disclose the following interests in real property:

- Any residence which you utilize exclusively as your personal residence, unless it is also a place of business, e.g., family farm, retail business, or vacation rental, in which case you are required to disclose only the value of that portion of the property which is used in connection with your business activities.
- Interests in real property acquired by a blind trust pursuant to FPPC Regulation 18235.

### Reporting interests in rental property and income from rental property

If you or your immediate family have an interest in a rental property directly, i.e., not through a business entity, you must report:

- The property on Schedule B;
- Your share of the total amount of rental income received from the property on Schedule D; and
- If your ownership interest is 10% or greater, the name of any tenant who paid rent of which your pro rata share was \$10,000 or more on Schedule H-3.

If you or your immediate family own a 10% or greater interest in a business entity, such as a partnership or joint venture, which owns rental property, do not use this schedule. Report:

- The business entity on Schedule A;
- The property held by the business entity on Schedule C-1;
- Your share of the total amount of income, including rents, received from the business entity on Schedule D;
- The name of any client or customer who provided rental income to the business entity of which your pro rata share was \$10,000 or more on Schedule H-2.

STREET ADDRESS OR PRECISE LOCATION OF PROPERTY <b>14738 Spruce Street</b>		CITY <b>Little Town</b>	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input checked="" type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST <b>Ownership</b>			
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is	<input type="checkbox"/> Less than 10% <input checked="" type="checkbox"/> 10% or greater



NAME \_\_\_\_\_

## Schedule B - Interests In Real Property (Not Held By A Business Entity Or Trust)

(SEE INSTRUCTIONS ON PRECEDING PAGE)

STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR <input type="checkbox"/> \$1,000-\$10,000 MARKET <input type="checkbox"/> \$10,001-\$100,000 VALUE <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	If Rental Property, Ownership Interest Is <input type="checkbox"/> Less than 10% <input type="checkbox"/> 10% or greater*

**NOTE:** You may be required to report on Schedule D any income (\$250 or more) received by you or your spouse from rental property listed on Schedule B.

\*If you have a 10% or greater interest in a rental property, you may have additional reporting requirements on Schedule H-3.

If additional space is needed, check box and attach an additional Schedule B.

## INFORMATION FOR COMPLETING SCHEDULE C-1 - Interests In Real Property Held By A Business Entity Or Trust

*BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INTERESTS YOU MUST DISCLOSE.*

During the reporting period, did you or your immediate family have a 10% or greater interest in a business entity or in a trust (including a living trust)?

NO -- You are not required to complete Schedule C-1.

### Reporting Real Property Held By A Business Entity:

YES -- You must report interests in real property held by the business entity if your pro rata share of an interest in real property is \$1,000 or more and the real property is located in your jurisdiction.

You also must report the business entity holding the interests in real property on Schedule A.

### Reporting Real Property Held By A Trust (Including a Living Trust):

YES -- You must report interests in real property held by the trust if your pro rata share of an interest in real property is \$1,000 or more and the real

property is located in your jurisdiction. Pursuant to FPPC Regulation 18234, you have an interest in a trust if you are:

#### 1. A maker and:

- a. can revoke or terminate the trust; or
- b. have retained any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
- c. have retained any power of appointment including the power to change the beneficiaries.

#### 2. A beneficiary and:

- a. presently receive income; or
- b. have an irrevocable future right to receive income or principal.

If you are only a trustee, you do not have a reportable interest in the trust.

### EXAMPLE

Assume that:

- You have a 50% partnership interest in ABC Land Developers worth \$250,000.
- ABC Land Developers owns real property worth \$300,000 located within your jurisdiction. The real property was not acquired or disposed of during the reporting period.

You must report:

- Your 50% interest in ABC Land Developers on Schedule A. The real property held by ABC Land Developers must be reported on Schedule C-1 as follows:

Name Of Business Entity Or Trust Holding The Real Property: <u>ABC Land Developers</u>	
Your investment in this business entity must be reported on Schedule A-Investments.	

STREET ADDRESS OR PRECISE LOCATION OF PROPERTY <b>AP 029 589202</b>	CITY <b>Little Town</b>	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input checked="" type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST <b>Partnership</b>		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year:	Date Acquired: _____ Date Disposed: _____	

NAME \_\_\_\_\_

### Schedule C-1 - Interests In Real Property Held By A Business Entity Or Trust

(SEE INSTRUCTIONS ON PRECEDING PAGE)

Name Of Business Entity Or Trust Holding The Real Property: _____
Your investment in this business entity must be reported on Schedule A-Investments.

STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: _____ Date Acquired: _____ Date Disposed: _____		
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: _____ Date Acquired: _____ Date Disposed: _____		
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: _____ Date Acquired: _____ Date Disposed: _____		
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: _____ Date Acquired: _____ Date Disposed: _____		
STREET ADDRESS OR PRECISE LOCATION OF PROPERTY	CITY	FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INTEREST, E.G., OPTION, OWNERSHIP, LEASEHOLD, DEED OF TRUST		
If Acquired Or Disposed During The Reporting Period You Must Indicate Month, Day And Year: _____ Date Acquired: _____ Date Disposed: _____		

If additional space is needed, check box and attach an additional Schedule C-1.

## INFORMATION FOR COMPLETING SCHEDULE C-2 - Investments Held By A Business Entity Or Trust

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INVESTMENTS YOU MUST DISCLOSE.**

During the reporting period, did you or your immediate family have a 10% or greater interest in a business entity or in a trust (including a living trust)?

NO -- You are not required to complete Schedule C-2.

### Reporting Investments Held By A Business Entity:

YES -- You must report investments held by the business entity if your pro rata share of the investment is \$1,000 or more and the investment is in a business entity located in, or doing business in, your jurisdiction.

You also must report the business entity holding such investments on Schedule A.

### Reporting Investments Held By A Trust (Including a Living Trust):

YES -- You must report investments held by the trust if your pro rata share of the investment is \$1,000 or more and the investment is in a business entity located in, or doing business in, your jurisdiction. Pursuant to FPPC Regulation 18234, you have an interest in a trust if you are:

#### 1. A maker and:

- a. can revoke or terminate the trust; or
- b. have retained any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
- c. have retained any power of appointment including the power to change the beneficiaries.

#### 2. A beneficiary and:

- a. presently receive income; or
- b. have an irrevocable future right to receive income or principal.

If you are only a trustee, you do not have a reportable interest in the trust.

**NOTE:** Copies of financial reports are not acceptable as attachments to Schedule C-2 because they ordinarily do not contain all of the information required to be disclosed and may include extraneous information.

### EXAMPLE

Assume that:

- ABC Land Developers owns common stock worth \$3,000 in Ajax Building Materials, which does business in your jurisdiction. The investment was not acquired or disposed of during the reporting period.

You must report:

- Your 50% interest in ABC Land Developers on Schedule A. The common stock held by ABC Land Developers must be reported on Schedule C-2 as follows:

Name Of Business Entity Or Trust Holding The Investment(s): <u>ABC Land Developers</u>	
Your investment in this business entity must be reported on Schedule A-Investments.	

NAME OF BUSINESS ENTITY <b>Ajax Building Materials</b>		FAIR MARKET VALUE <input checked="" type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP <b>Common Stock</b>	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY <b>Manufactures Building Supplies</b>		

NAME \_\_\_\_\_

## Schedule C-2 - Investments Held By A Business Entity Or Trust

(SEE INSTRUCTIONS ON PRECEDING PAGE)

Name Of Business Entity Or Trust Holding The Investment(s): \_\_\_\_\_

Your investment in this business entity must be reported on Schedule A-Investments.

NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		
NAME OF BUSINESS ENTITY		FAIR MARKET VALUE <input type="checkbox"/> \$1,000-\$10,000 <input type="checkbox"/> \$10,001-\$100,000 <input type="checkbox"/> Over \$100,000
NATURE OF INVESTMENT, E.G., COMMON STOCK, PARTNERSHIP	If Acquired Or Disposed During The Reporting Period, You Must Indicate Month, Day And Year: Date Acquired: _____ Date Disposed: _____	
GENERAL DESCRIPTION OF BUSINESS ACTIVITY		

If additional space is needed, check box and attach an additional Schedule C-2.

## INFORMATION FOR COMPLETING SCHEDULE D - Income (Other Than Loans And Gifts)

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

**Honoraria Prohibition:** Refer to page 1 of the Form 730 instructions for an explanation of the honoraria prohibition imposed on certain state and local designated officials and employees.

You must report your gross income and your community property interest in your spouse's gross income. Gross income is the total amount of income before deducting expenses, losses or taxes. Income aggregating \$250 or more received from any source located in or doing business in your jurisdiction must be disclosed. Under the Political Reform Act, reportable income is defined differently than income for tax purposes. Refer to the instructions for Schedule A for assistance in determining whether a source of income is located in or doing business in your jurisdiction.

### Reportable income includes:

- Commission income. (See Schedule H-1-Commission Income.)
- Income from a business entity.
- Your pro rata share of the total gross payments received by a business entity (including rental property) or a trust in which you or your spouse had an ownership interest of 10% or more.
- Your community property interest (50%) in your spouse's income. If your spouse is self-employed, you may be required to report the business entity on Schedule A.
- Proceeds from any sale, including the sale of a house or car. (The total sale price is reportable regardless of any obligation you might have to pay on loans secured by the property.)
- Rental income.
- Prizes or awards not disclosed as gifts.

- Forgiveness of a loan or other indebtedness.
- Loan payments received by you.
- Salary/wages, per diem, reimbursement for expenses. (See exclusions below. Also see Schedule D-1-Income -- Travel Payments, Advances, Reimbursements.)

### You are not required to disclose the following types of income:

- Salary or reimbursements for expenses and per diem from a federal, state or local government agency.
- Reimbursement for travel expenses and per diem received from a bona fide educational, academic or charitable organization.
- Campaign contributions.
- A devise or inheritance. (*However, inheritance of an investment or an interest in real property may be required to be reported on Schedule A or B.*)
- Dividends, interest or other return on a security which is registered with the Securities and Exchange Commission.
- Payments received under an insurance policy.
- Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union, an insurance policy, or a bond or other debt instrument issued by a government agency.
- Income of dependent children.
- Alimony or child support payments.
- Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).

### EXAMPLE

Assume that:

- You received \$10,800 in total rental income from your rental property, which is in your jurisdiction.
- Your spouse received \$25,000 in salary from General Telephone Company, a communications firm which provides services in your jurisdiction.

NAME OF THE SOURCE OF INCOME <b>Rental Property</b>	<input type="checkbox"/> \$250 - \$1,000
ADDRESS <b>14738 Spruce Street, Little Town, CA</b>	<input type="checkbox"/> \$1,001 - \$10,000
NATURE OF BUSINESS, IF ANY <b>Rental Property</b>	<input checked="" type="checkbox"/> Over \$10,000
DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED <b>Rents</b>	
NAME OF THE SOURCE OF INCOME <b>General Telephone Company</b>	<input type="checkbox"/> \$250 - \$1,000
ADDRESS <b>567 Main Street, Little Town, CA</b>	<input type="checkbox"/> \$1,001 - \$10,000
NATURE OF BUSINESS, IF ANY <b>Telephone Services</b>	<input checked="" type="checkbox"/> Over \$10,000
DESCRIPTION OF THE CONSIDERATION FOR WHICH INCOME WAS RECEIVED <b>Spouse's Salary</b>	

NAME \_\_\_\_\_

**Schedule D-1 - Income -- Travel Payments, Advances, Reimbursements**  
(SEE INSTRUCTIONS ON PRECEDING PAGE)

	DATE(S): (mo, day & yr)	AMOUNT(S):	PURPOSE AND LOCATION OF TRAVEL:
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
TYPE OF PAYMENT: (CHECK ONE) <input type="checkbox"/> GIFT <input type="checkbox"/> INCOME			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
TYPE OF PAYMENT: (CHECK ONE) <input type="checkbox"/> GIFT <input type="checkbox"/> INCOME			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
TYPE OF PAYMENT: (CHECK ONE) <input type="checkbox"/> GIFT <input type="checkbox"/> INCOME			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
TYPE OF PAYMENT: (CHECK ONE) <input type="checkbox"/> GIFT <input type="checkbox"/> INCOME			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
TYPE OF PAYMENT: (CHECK ONE) <input type="checkbox"/> GIFT <input type="checkbox"/> INCOME			

If additional space is needed, check box and attach an additional Schedule D-1.

## INFORMATION FOR COMPLETING SCHEDULE E - Income -- Loans (Received Or Outstanding During The Reporting Period)

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

You must report loans, including real estate loans and margin accounts, received by you or your spouse aggregating \$250 or more from a single source which is located in, or doing business in, your jurisdiction. All reportable loans received or outstanding during the reporting period must be disclosed. If you have received more than one loan from a single source, you must aggregate the amounts to determine if you have received \$250 or more from a single source. Report each loan separately. A forgiven loan is a gift and must be reported on Schedule F-Gifts.

**A source of income is located in or doing business in the jurisdiction if it, a parent or subsidiary, or a related business entity:**

- Manufactures, distributes, sells or purchases products or services on a regular basis in the jurisdiction.
- Plans to do business in the jurisdiction.
- Has done business in the jurisdiction within the previous two years.
- Has an interest in real property in the jurisdiction.
- Has an office in the jurisdiction.

**You are not required to disclose the following loans:**

- Any loan from a commercial lending institution used to purchase, refinance the purchase of, or for improvements to, your principal place of residence if the loan was made in the lender's regular course of business on terms available to members of the public without regard to official status.
- Loans from a commercial lending institution in the normal course of business which, in the aggregate, did not exceed \$10,000 at any time during the reporting period.
- Any indebtedness created as part of a retail installment or credit card transaction made in the creditor's regular course of business on terms available to the public without regard to official status if the aggregate amount owed to the creditor did not exceed \$10,000 at any time during the reporting period.
- Any loan from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin or the spouse of any such person, except that a loan from any such person is reportable if the person is acting as an intermediary or agent for any person not covered by this provision.

### EXAMPLE

Assume that:

- You received an equity loan in the amount of \$15,000 from Greatest Savings and Loan on your principal place of residence to consolidate your bills and to take a vacation.
- You received a personal loan from a friend, who resides in the jurisdiction, in the amount of \$1,500.

You must report:

- The equity loan on your principal place of residence because the loan amount was over \$10,000 and the money was not used to refinance or improve your principal residence.
- The loan from your friend.

AMOUNT OF HIGHEST BALANCE DURING THE REPORTING PERIOD:									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">NAME OF LENDER <b>Greatest Savings &amp; Loan</b></td> </tr> <tr> <td colspan="2">ADDRESS <b>123 Main Street, Little Town</b></td> </tr> <tr> <td style="width: 50%;">NATURE OF BUSINESS, IF ANY <b>Lending Institution</b></td> <td style="width: 50%;">WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</td> </tr> <tr> <td colspan="2">SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <b>Personal Residence</b> <input type="checkbox"/> NONE</td> </tr> </table>	NAME OF LENDER <b>Greatest Savings &amp; Loan</b>		ADDRESS <b>123 Main Street, Little Town</b>		NATURE OF BUSINESS, IF ANY <b>Lending Institution</b>	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <b>Personal Residence</b> <input type="checkbox"/> NONE		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> Over \$10,000
NAME OF LENDER <b>Greatest Savings &amp; Loan</b>									
ADDRESS <b>123 Main Street, Little Town</b>									
NATURE OF BUSINESS, IF ANY <b>Lending Institution</b>	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO								
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <b>Personal Residence</b> <input type="checkbox"/> NONE									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">NAME OF LENDER <b>Martin Smith</b></td> </tr> <tr> <td colspan="2">ADDRESS <b>567 A Street, Little Town</b></td> </tr> <tr> <td style="width: 50%;">NATURE OF BUSINESS, IF ANY <b>Construction</b></td> <td style="width: 50%;">WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</td> </tr> <tr> <td colspan="2">SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input checked="" type="checkbox"/> NONE</td> </tr> </table>	NAME OF LENDER <b>Martin Smith</b>		ADDRESS <b>567 A Street, Little Town</b>		NATURE OF BUSINESS, IF ANY <b>Construction</b>	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input checked="" type="checkbox"/> NONE		<input type="checkbox"/> \$250 - \$1,000 <input checked="" type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
NAME OF LENDER <b>Martin Smith</b>									
ADDRESS <b>567 A Street, Little Town</b>									
NATURE OF BUSINESS, IF ANY <b>Construction</b>	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO								
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input checked="" type="checkbox"/> NONE									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">NAME OF LENDER <b>Greatest Savings &amp; Loan</b></td> </tr> <tr> <td colspan="2">ADDRESS <b>123 Main Street, Little Town</b></td> </tr> <tr> <td style="width: 50%;">NATURE OF BUSINESS, IF ANY <b>Lending Institution</b></td> <td style="width: 50%;">WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</td> </tr> <tr> <td colspan="2">SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <b>Personal Residence</b> <input type="checkbox"/> NONE</td> </tr> </table>	NAME OF LENDER <b>Greatest Savings &amp; Loan</b>		ADDRESS <b>123 Main Street, Little Town</b>		NATURE OF BUSINESS, IF ANY <b>Lending Institution</b>	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <b>Personal Residence</b> <input type="checkbox"/> NONE		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> Over \$10,000
NAME OF LENDER <b>Greatest Savings &amp; Loan</b>									
ADDRESS <b>123 Main Street, Little Town</b>									
NATURE OF BUSINESS, IF ANY <b>Lending Institution</b>	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO								
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <b>Personal Residence</b> <input type="checkbox"/> NONE									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">NAME OF LENDER <b>Martin Smith</b></td> </tr> <tr> <td colspan="2">ADDRESS <b>567 A Street, Little Town</b></td> </tr> <tr> <td style="width: 50%;">NATURE OF BUSINESS, IF ANY <b>Construction</b></td> <td style="width: 50%;">WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</td> </tr> <tr> <td colspan="2">SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input checked="" type="checkbox"/> NONE</td> </tr> </table>	NAME OF LENDER <b>Martin Smith</b>		ADDRESS <b>567 A Street, Little Town</b>		NATURE OF BUSINESS, IF ANY <b>Construction</b>	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input checked="" type="checkbox"/> NONE		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
NAME OF LENDER <b>Martin Smith</b>									
ADDRESS <b>567 A Street, Little Town</b>									
NATURE OF BUSINESS, IF ANY <b>Construction</b>	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO								
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address) <input checked="" type="checkbox"/> NONE									



**Schedule E - Income -- Loans**  
 (Received or Outstanding During the Reporting Period)

(SEE INSTRUCTIONS ON PRECEDING PAGE)

		AMOUNT OF HIGHEST BALANCE DURING THE REPORTING PERIOD:
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS		
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address)		
		INTEREST RATE <input type="checkbox"/> NONE
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS		
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address)		
		INTEREST RATE <input type="checkbox"/> NONE
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS		
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address)		
		INTEREST RATE <input type="checkbox"/> NONE
NAME OF LENDER		<input type="checkbox"/> \$250 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> Over \$10,000
ADDRESS		
NATURE OF BUSINESS ACTIVITY, IF ANY	WAS THE ENTIRE LOAN REPAID DURING THE REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIFIC SECURITY FOR LOAN INCLUDING GUARANTOR (If Real Property, Provide Address)		
		INTEREST RATE <input type="checkbox"/> NONE

If additional space is needed, check box and attach an additional Schedule E.

## INFORMATION FOR COMPLETING SCHEDULE F - Income -- Gifts

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

**Gift Limit and Honoraria Prohibition:** Refer to page 1 of the Form 730 instructions for an explanation of the honoraria prohibition and gift limit imposed on certain state and local designated officials and employees.

"Gift" means anything of value, whether tangible or intangible, for which equal or greater value is not provided. You must disclose gifts with an aggregate value of \$50 or more received during the reporting period from a single source covered by your disclosure category. Gifts are reportable without regard to where the donor is located. Any number of gifts from one person, the values of which add up to \$50 or more during the reporting period, must be disclosed.

It is the acceptance of a gift, and not the ultimate use to which it is put, that imposes your reporting obligation. Therefore, except as noted below, you must report a gift even if you never make use of it or if you give it away to another person.

If the exact amount of a gift is not known, you must make a good faith estimate of the item's fair market value. Listing the value of the gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you receive a gift through an intermediary, you must disclose the name, address and business activity of both the donor and the intermediary.

In most cases, the full amount of a gift made to you and your spouse must be counted to determine if the gift must be disclosed. However, for wedding gifts, only one-half of the value of each gift is attributable to you, unless the gift is intended exclusively for your use and enjoyment.

**You are not required to disclose the following types of gifts:**

- Gifts which are not used and which, within 30 days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes.
- Gifts from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, niece,

### EXAMPLE

Assume that:

- You received 2 tickets to a professional baseball game from Valley Pipe Systems.

nephew, or first cousin or the spouse of any such person, provided that a gift from any such person must be disclosed if the person is acting as an agent or intermediary for a reportable source of income.

- Gifts of hospitality involving food, drink or occasional lodging provided in an individual's home.
- Gifts equal in value exchanged between you and an individual, other than a lobbyist, on holidays, birthdays, or similar occasions.
- Gifts of informational material provided to assist you in the performance of your official duties, such as books, pamphlets, reports, calendars or periodicals.
- A bequest or inheritance. (However, an inheritance of an investment or an interest in real property may be required to be reported on Schedule A or B.)
- Personalized plaques and trophies with an individual value of less than \$250.
- Campaign contributions.
- Food, beverage, and necessary accommodations received directly in connection with an event at which you gave a speech, participated in a panel or provided a similar service. However, any extra benefits (such as an extra night's lodging) which were not provided directly in connection with your participation in the event must be reported as a gift.
- Tickets to a fundraising event for a 501(c)(3) organization.
- Tickets to a political fundraiser.
- A pass or ticket which provides a one time admission to an event (theater performance, sporting event) that is not used and is not transferred to another person. Commission Regulation 18946.1 provides a method for determining the value of a ticket or pass that is used or transferred to another person and for determining the value of a pass or tickets which provide repeated admission to facilities or services.
- Gifts provided directly to members of your immediate family unless you receive direct benefit from the gift or you exercise discretion and control over the use or disposition of the gift.

	DATE(S) RECEIVED: (mo, day & yr)	VALUE(S):	DESCRIPTION OF GIFT(S):						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">NAME OF DONOR</td> <td>Valley Pipe Systems</td> </tr> <tr> <td style="font-size: small;">ADDRESS</td> <td>200 E. Fifth, Hometown</td> </tr> <tr> <td style="font-size: small;">NATURE OF BUSINESS, IF ANY</td> <td>Manufactures Irrigation &amp; Plumbing Supplies</td> </tr> </table>	NAME OF DONOR	Valley Pipe Systems	ADDRESS	200 E. Fifth, Hometown	NATURE OF BUSINESS, IF ANY	Manufactures Irrigation & Plumbing Supplies	March 1, 1994	\$50	Tickets to Hometown A's Baseball Game
NAME OF DONOR	Valley Pipe Systems								
ADDRESS	200 E. Fifth, Hometown								
NATURE OF BUSINESS, IF ANY	Manufactures Irrigation & Plumbing Supplies								

NAME \_\_\_\_\_

### Schedule F - Income -- Gifts

(SEE INSTRUCTIONS ON PRECEDING PAGE)

	DATE(S) RECEIVED: (mo, day & yr)	VALUE(S):	DESCRIPTION OF GIFT(S):
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			
NAME OF SOURCE			
ADDRESS			
NATURE OF BUSINESS ACTIVITY, IF ANY			

If additional space is needed, check this box and attach an additional Schedule F.

## INFORMATION FOR COMPLETING SCHEDULE G - Business Positions

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF POSITIONS YOU MUST DISCLOSE.**

You must report the name of any business entity covered by your disclosure category for which you are a director, officer, partner, trustee, employee, or hold any position of management.

Positions held in non-profit or charitable organizations or campaign committees are not reportable.

### EXAMPLE

Assume that:

- Your disclosure category requires you to disclose business positions in entities which are contractors, land developers, or manufacturers of equipment used by your agency. You have been a partner in ABC Land Developers during the entire reporting period.
- You would report that position as follows:

NAME OF BUSINESS ENTITY <b>ABC Land Developers</b>	ADDRESS OF ENTITY <b>5744 Tenth Street, Little Town</b>
NATURE OF BUSINESS ACTIVITY, IF ANY <b>Land Developer</b>	YOUR JOB TITLE OR POSITION <b>Partner</b>
POSITION HELD THROUGH ENTIRE REPORTING PERIOD? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF NO      POSITION COMMENCED ON _____ PLEASE INDICATE: POSITION TERMINATED ON _____

**INFORMATION FOR COMPLETING SCHEDULE H-3 --  
Income From Rental Property**

*BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.*

If, during the reporting period, you and your spouse owned an aggregate interest of 10% or more in any rental property, you must provide the name of each individual or entity which made rent payments, provided that your pro rata share of the receipts was \$10,000 or more.

**IMPORTANT:** The requirement to report sources of rental income is determined by the location of the source of income--not by the location of the rental property.

If the rental property in which you have a 10% or greater interest is located in your jurisdiction, it must also be reported on Schedule B. Your pro rata share of the gross rental income from the property must also be reported on Schedule D.

**EXAMPLE**

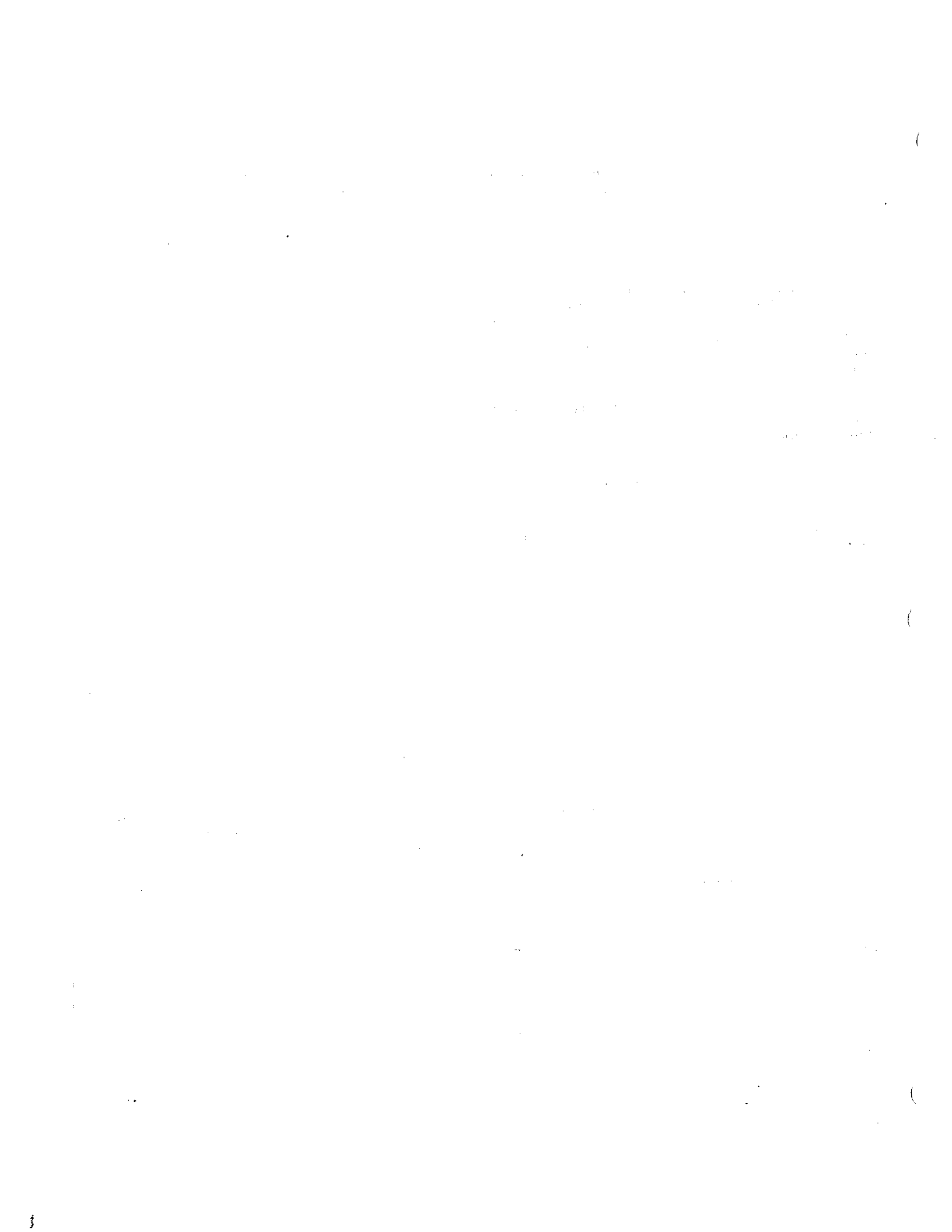
Assume that:

- You own a home in your jurisdiction from which rental income was received from a single tenant in the amount of \$10,800.
- You own rental property which is located in Sierra Springs, which is not in your jurisdiction. Your rental tenant owns J.R. Car Dealership which is located in your jurisdiction.

You must report:

- The name of the rental tenant who paid rent in the amount of \$10,000 or more to rent the property.
- The name of the rental tenant (John Roberts) who paid rent in the amount of \$10,000 or more.

ADDRESS OF RENTAL PROPERTY <b>14738 Spruce Street</b>	CITY <b>Little Town</b>
NAMES OF RENTERS <b>Sylvan Taylor</b>	
ADDRESS OF RENTAL PROPERTY <b>15255 Maple Street</b>	CITY <b>Sierra Springs</b>
NAMES OF RENTERS <b>John Roberts</b>	



NAME \_\_\_\_\_

### Schedule H

(SEE INSTRUCTIONS ON PRECEDING PAGES)

#### Schedule H-1

#### Commission Income Received By Brokers, Agents And Salespersons

NAME OF BUSINESS ENTITY	
NAMES OF SOURCES OF INCOME	

#### Schedule H-2

#### Income And Loans To A Business Entity Or Trust

NAME OF BUSINESS ENTITY OR TRUST	ADDRESS OF BUSINESS ENTITY OR TRUST
NATURE OF BUSINESS	
NAMES OF SOURCES OF INCOME AND LOANS TO THE BUSINESS ENTITY OR TRUST	

#### Schedule H-3

#### Income From Rental Property

You must disclose the name(s) of any renter(s) who made rent payments, provided that your pro rata share of such receipts from any one renter was \$10,000 or more.

ADDRESS OF RENTAL PROPERTY	CITY
NAMES OF RENTERS	
ADDRESS OF RENTAL PROPERTY	CITY
NAMES OF RENTERS	

If additional space is needed, check box and attach additional schedules.

## INFORMATION FOR COMPLETING SCHEDULE H-2-- Income And Loans To A Business Entity Or Trust

**BEFORE COMPLETING THIS SCHEDULE, CONSULT YOUR AGENCY'S CONFLICT OF INTEREST CODE TO DETERMINE THE TYPES OF INCOME YOU MUST DISCLOSE.**

If, during the reporting period, you and your spouse owned an aggregate interest of 10% or more in any business entity or a trust, you must provide the name of each individual or entity which:

- Is located in, or is doing business in, your jurisdiction; and
- Was a source of income to the business entity or trust, provided that your pro rata share of such payments or receipts was \$10,000 or more. Income includes, but is not limited to, payments received for legal or other services, rental income, loans received or outstanding, forgiveness or payment of indebtedness, and retail sales.

**IMPORTANT:** The requirement to report sources of income to a business entity or trust is determined by the location of the source of the loan or income--not by the location of the business entity or trust which received the loan or income.

If the business entity in which you have a 10% or greater interest is located in or doing business in your jurisdiction, it must also be reported on Schedule A and you may be required to complete Schedules C-1 and C-2. Your pro rata share of the gross income to the business entity must be reported on Schedule D.

FPPC Regulation 18740 provides a procedure for obtaining an exemption from the disclosure requirement of clients' names which are legally recognized as privileged under California law. You may obtain a copy of Regulation 18740 by contacting the Fair Political Practices Commission.

**NOTE:** If your pro rata share of income or a loan to a business entity or trust is \$250 or more, you may be required to disqualify yourself from decisions affecting that source of income or loan, even though you are not required to report it.

### EXAMPLE

Assume that:

- During the reporting period, ABC Land Developers, in which you have a 50% partnership interest, received a loan from the Little Town Bank in the amount of \$30,000. The bank has a branch which is located in your jurisdiction.
- Your spouse owns 100% of a law firm. A client paid your spouse \$20,000 during the reporting period. This client is doing business in your jurisdiction.

You must report:

- The loan to ABC Land Developers from the Little Town Bank because your pro rata share (50%) of the \$30,000 loan is \$15,000 and meets the \$10,000 reporting threshold.
- Your spouse's law firm and its client because your pro rata share (50%) of the \$20,000 paid to the law firm is \$10,000 and meets the reporting threshold.

NAME OF BUSINESS ENTITY OR TRUST <b>ABC Land Developers</b>	ADDRESS OF BUSINESS ENTITY OR TRUST <b>5744 Tenth Street, Little Town</b>
NATURE OF BUSINESS, IF ANY <b>Land Developer</b>	
NAMES OF SOURCES OF INCOME AND LOANS TO THE BUSINESS ENTITY OR TRUST <b>Little Town Bank</b>	
NAME OF BUSINESS ENTITY OR TRUST <b>Smith and Jones</b>	ADDRESS OF BUSINESS ENTITY OR TRUST <b>1261 High Street, Little Town</b>
NATURE OF BUSINESS, IF ANY <b>Law Firm</b>	
NAMES OF SOURCES OF INCOME AND LOANS TO THE BUSINESS ENTITY OR TRUST <b>Joseph Brown and Associates</b>	



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *EDM*  
 DATE: February 21, 1995  
 SUBJECT: **FY 1994-1995 Budget**

**BACKGROUND:**

The revised cash flow analysis for the second half of FY1994-1995 is Attachment A. This analysis changes on a weekly basis as new receipt and expenditure information is received.

President Dinsmore, Trustee Shkoler and Library Director Minter attended the Orange County Investment Pool Membership Meeting at Irvine City Hall on Wednesday, February 15, 1995. The handouts are Attachment B.

The Creditors Committee, representing the OCIP membership as appointed by the Bankruptcy Judge, reported that it anticipates that the final details of the settlement for the OCIP bankruptcy suit will be available by March 17, 1995. It advised the membership that they do not anticipate any change in the basic structure of the settlement plan presented last week, although it continues to negotiate for an improved status of the 11% in subordinate claims.

Placentia Library District's adjusted Pre-Petition Balance, as of January 25, 1995, is \$568,880.02. The District's disbursements from the Pool according to the Non-School Plan A settlement proposal would be as follows:

77% cash	\$438,037.61
Less emergency allocation	( 41,886.98)
Less Professional Services Fees	?
Maximum Cash	396,150.63
3% Recovery Note (Marketable)	17,066.40
9% Senior Secured Claim against Orange County	51,199.20
11% Subordinated Claim against Orange County	62,576.87

Before settlement the beginning balance will be adjusted to reflect interest earned before and after the petition filing as well as the allocation of OCIP interests funds that the Orange County Treasurer's Office diverted into the Orange County Economic Uncertainty Fund. The total impact on the adjusted balance could be as much as 4% or \$22,722.

The Committee is also negotiating the extension and expansion of the emergency allocation program through the end of March.

Buena Park Library Board President Bob Niccum has agreed to represent the independent special library districts at the Legislative Hearing to be held in Orange County on March 3, 1995. Mr. Niccum will be prepared to make a presentation to the Committee. Independent Special Library District Lobbyist Mike Belote will be attending the hearings in Sacramento on the Districts' behalf on February 17, 1995.

A day of meetings with Mike Belote, California Special Districts Association Lobbyist Ralph Heim and members of the Legislature and Legislative Staff is being coordinated by Mr. Belote for March 13, 1995. Secretary Stark and Library Director Minter are scheduled to represent Placentia Library District at this meeting. Other participants will be President Niccum and Library Director Colleen McGregor from Buena Park Library District and representatives from Palos Verdes Library District.

**RECOMMENDATION:**

No action is recommended at this time.

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

Date	Item	Revenue	Expenditure	Balance
*Dec 1	Claim by Library Director		3,203.83	(3,203.83)
*Dec 6	Bankruptcy Petition			(3,203.83)
*Dec 7	Claim by Library Director		3,588.73	(6,792.56)
*Dec 8	Homeowners Subvention	2,197.81		(4,594.75)
*Dec 12	Payroll, Claim 3215		22,498.85	(27,093.60)
*Dec 19	Dec Claims Excl. Payroll		28,958.37	(56,051.97)
*Dec 22	Secured Property Tax	164,576.92		108,524.95
*Dec 22	Payroll, Claim 3216		22,498.85	86,026.10
*Dec 27	Secured Property Tax	55,478.67		141,504.77
*Jan 3	Claim by Library Director		3,940.65	137,564.12
*Jan 5	Payroll, Claim 3226		19,034.68	118,529.44
*Jan 10	Homeowners Subvention	5,128.00		123,657.44
*Jan 16	Jan Claims Excl. Payroll		19,837.29	103,820.15
*Jan 18	Secured Property Tax	23,997.85		127,818.00
*Jan 19	Cal Lit Campaign Grant (not sent to Or Co Treas)	9,185.00		137,003.00
*Jan 19	Payroll, Claim 3227		19,034.68	117,968.32
*Jan 27	Secured Prior Year Property Tax (impounded)	624.42		118,592.74
*Jan 27	Unsecured Property Tax (impounded)	4,614.37		123,207.11
*Jan 27	Public Utility Tax (impounded)	72.96		123,280.07
*Jan 27	Secured Property Tax (impounded)	62,077.83		185,357.90
*Feb 2	Payroll, Claim 3234		19,034.68	166,323.22
*Feb 8	Public Utility Tax	12,493.87		178,817.09
*Feb 9	Emergency Allocation	41,886.98		220,704.07
*Feb 13	Claims		6,460.13	214,243.94
*Feb 16	Payroll, Claim 3235		19,034.68	195,209.26
*Feb 21	Feb Claims		27,916.47	167,292.79
*Feb 28	Family Literacy Grant (not sent to Or Co Treas)	11,500.00		178,792.79
Feb 28	State Foundation Fund Grant (not sent to Or Co Treas)	16,036.00		194,828.79
*Mar 2	Payroll, Claim 3248		19,034.68	175,794.11
*Mar 9	Pension Fund Contribution		33,665.86	142,128.25
*Mar 9	Semi-Annual Bond Payment	35,700	→ <del>37,000.00</del>	104,228.25
*Mar 16	Payroll, Claim 3249		19,034.68	85,193.57
Mar	Mar Claims		24,000.00	61,193.57
Mar	Insurance		17,000.00	44,193.57
Mar 30	Secured Property Tax	42,000.00		86,193.57
*Mar 30	Payroll		19,034.68	67,158.89
*Apr 13	Payroll		19,034.68	48,124.21
Apr 18	Prior Year Secured Tax	4,000.00		52,124.21
Apr 26	Secured Property Tax	158,000.00		210,124.21
*Apr 27	Payroll		19,034.68	191,089.53
Apr	Apr Claims		24,000.00	167,089.53
May 10	Homeowners Subvention	5,128.00		172,217.53
*May 11	Payroll		19,034.68	153,182.85
May 15	Supplemental Property Tax	2,000.00		155,182.85
May	Anaheim Library		40,000.00	115,182.85
May	May Claims		24,000.00	91,182.85
May 18	Secured Property Tax	82,700.00		173,882.85
*May 25	Payroll		19,034.68	154,848.17
May 25	Utility Tax	12,300.00		167,148.17
Jun 8	Homeowners Subvention	2,197.00		169,345.17
*Jun 8	Payroll		19,034.68	150,310.49
Jun 19	Unsecured Tax			150,310.49
Jun	Jun Claims		24,000.00	126,310.49
Jun 21	Prior Year Unsecured Tax			126,310.49
*Jun 22	Payroll		19,034.68	107,275.81



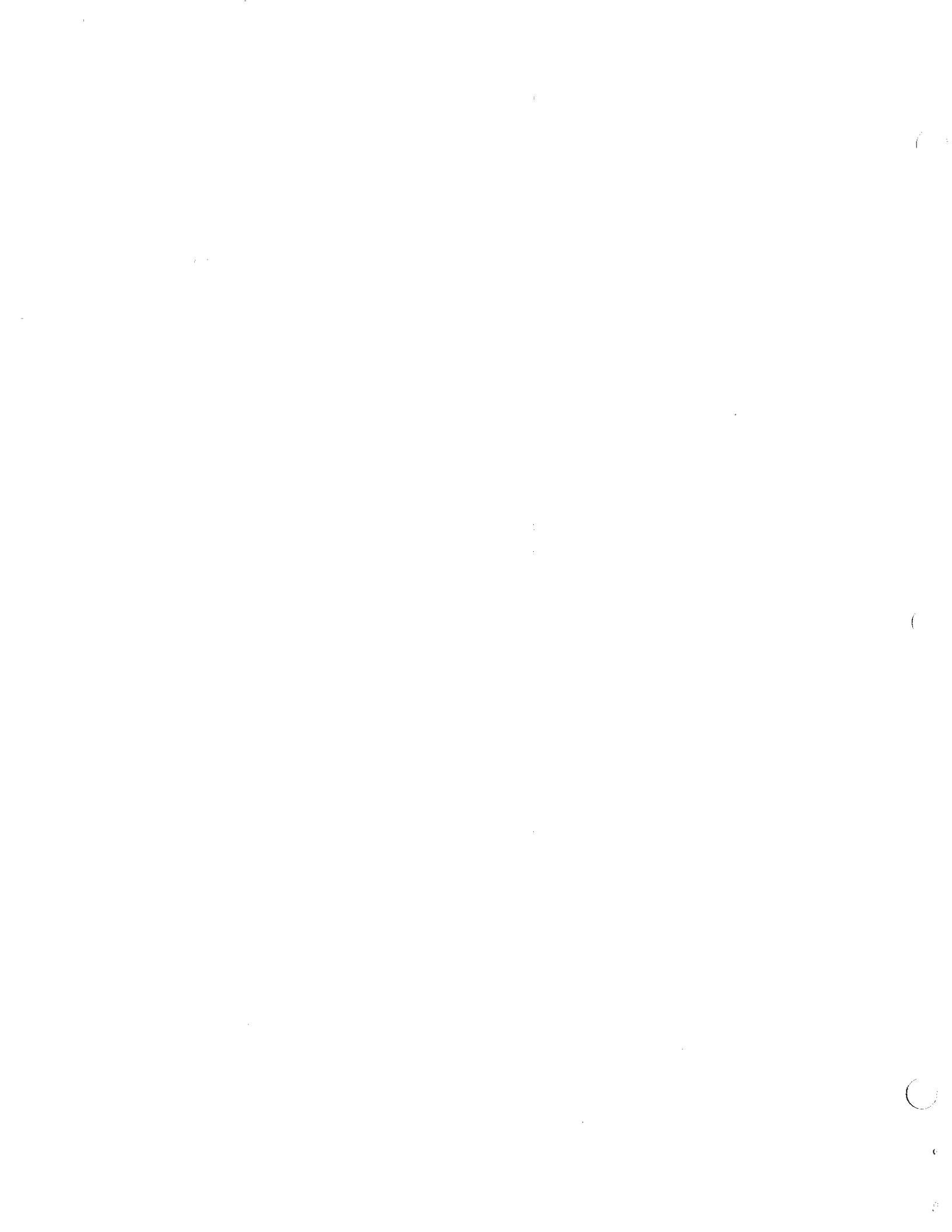
# **ORANGE COUNTY INVESTMENT POOL BANKRUPTCY**

East-Ever Chapter 9

**"We remain committed to reaching a fair settlement and we believe our best path to success is constructive negotiation, and not destructive litigation."**

OCIP Chairman Stan Oftelie  
— February 1, 1995

Agenda Item 2.5  
Attachment B



**POOL PARTICIPANTS COMMITTEE**

**Blake Anderson, Orange County Sanitation Districts General Manager**

**Paul Brady, Jr., Irvine City Manager, *Vice-Chairman***

**Andrew Czorny, Orange County Water District Treasurer/Finance Director**

**Wally Kreutzen, Transportation Corridor Agencies Executive Vice-President**

**Michael Martello, City of Mountain View City Attorney**

**John Nelson, Orange County Department of Education Assistant Superintendent**

**Stan Oftelie, Orange County Transportation Authority Chief Executive Officer, *Chairman***

**Patrick C. Shea, Committee Counsel, Pillsbury Madison & Sutro**

**M. Freddie Reiss, Financial Advisor, Price Waterhouse LLP**

**John Schotz, Financial Advisor, Saybrook Capital, Corp.**

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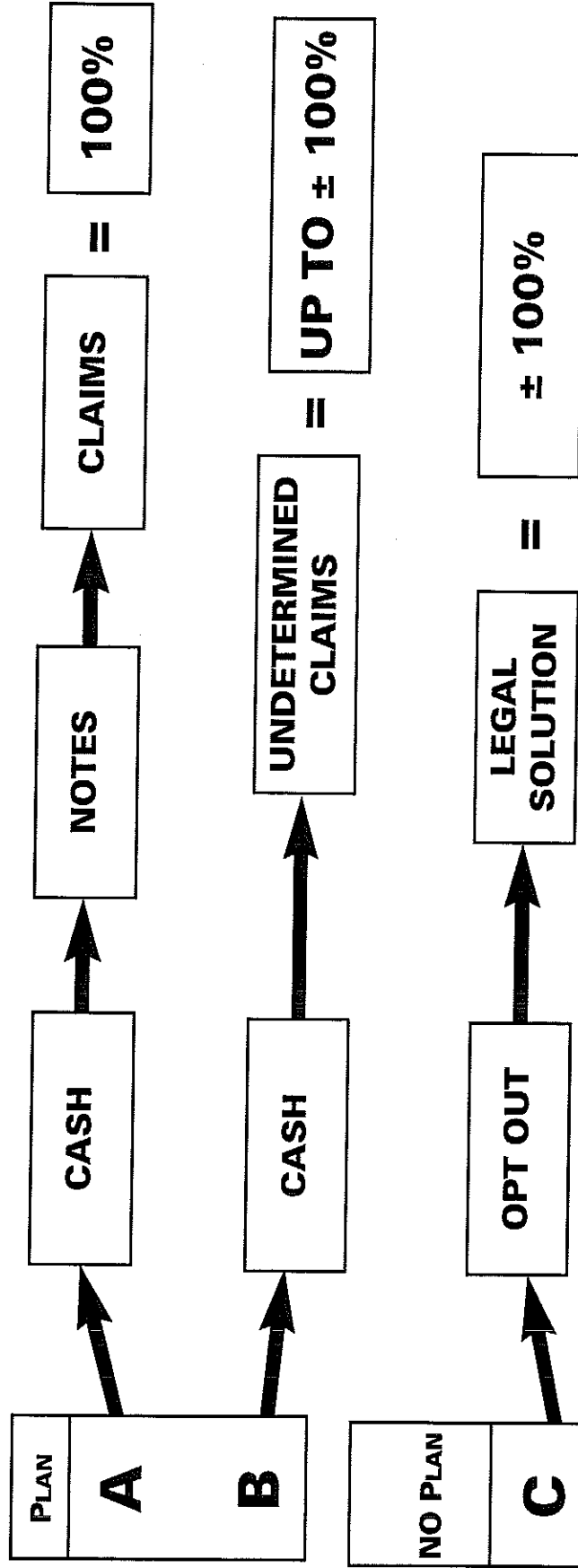
## **OVERVIEW**

- **Presentation of County proposal**
- **Plan overview**
- **Discussion**



# PATH TO 100%

## Debtor Proposal





**P A T H T O 1 0 0 %**

**Non-School Plan Option—A**

Recovery Note  
**3%**



Subordinated Claim  
**11%**

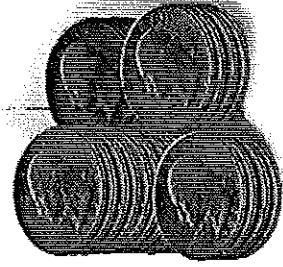
**= 100%**

Senior Secured Claim  
**9%**

Pool Balance (cash)  
**77%**

**Additional Consideration**

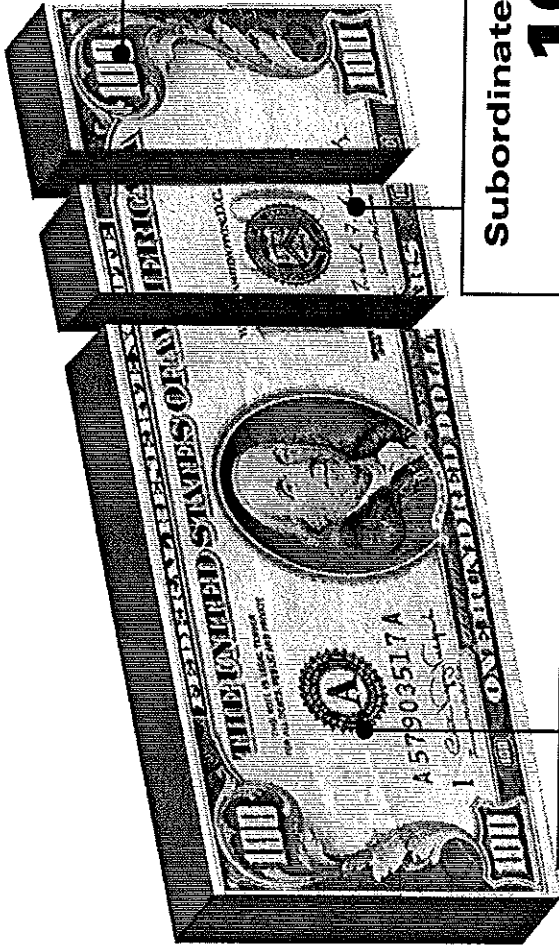
Reallocated interest	1-2%
Interest 7/1/94—12/6/94	<1%
Interest 12/7/94—6/30/95	2-3%





# P A T H T O 1 0 0 %

## School Plan Option—A



Pool Balance (cash)  
**77%**

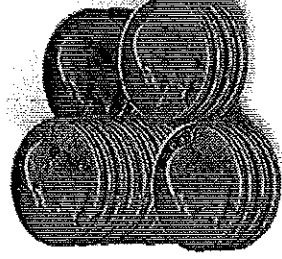
Recovery Notes  
**13%**

**= 100%**

Subordinated Debt  
**10%**

### Additional Consideration

Reallocated interest	1-2%
Interest 7/1/94—12/6/94	<1%
Interest 12/7/94—6/30/95	2.5-3%







**P A T H T O 1 0 0 %**

# **Non-School Plan Option—B**



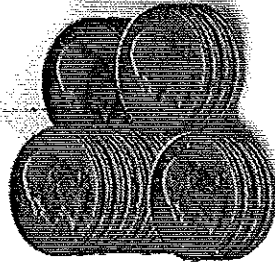
Reservation of Rights  
to Obtain  
Unsecured Claim  
**23%**

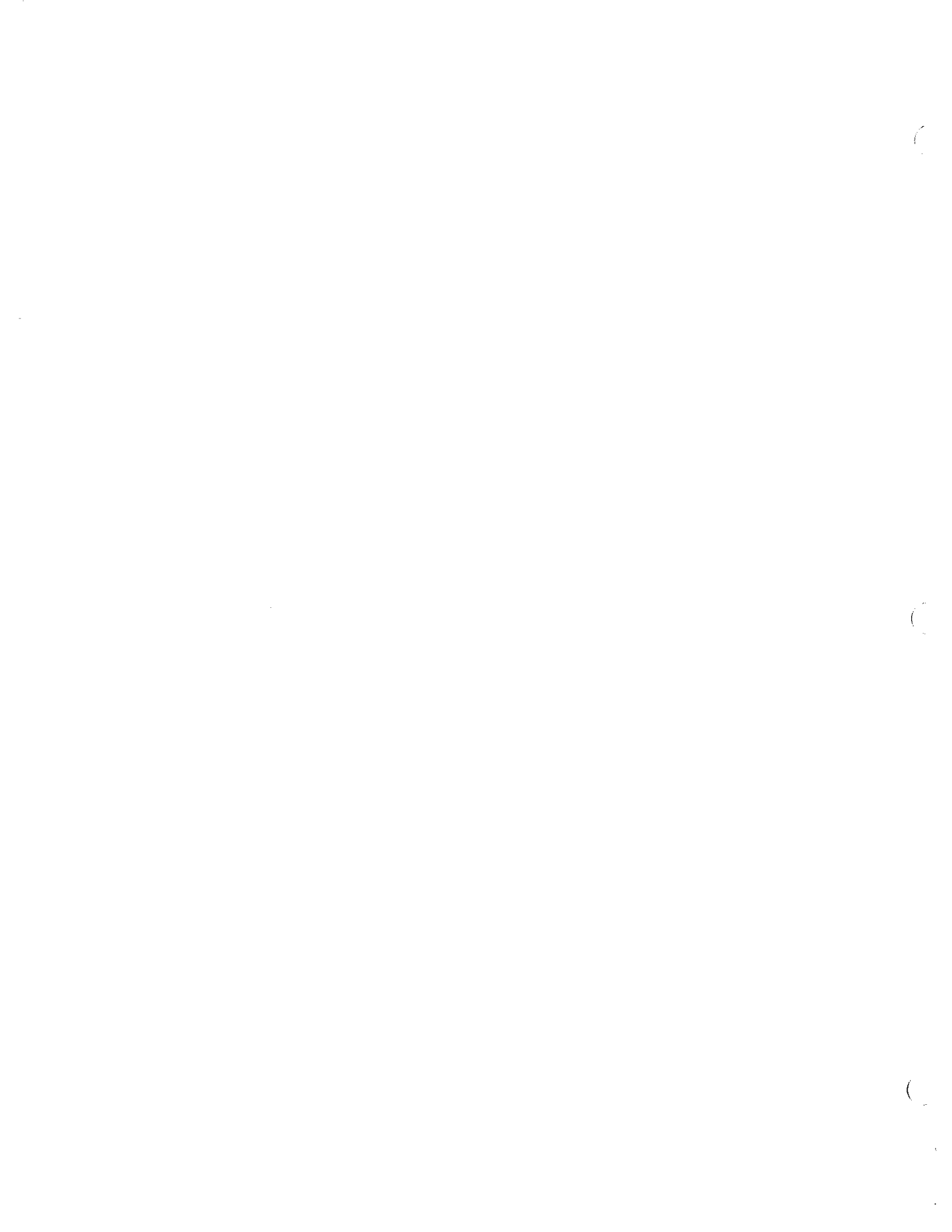
**= 100%**

Pool Balance (cash)  
**77%**

### **Additional Consideration**

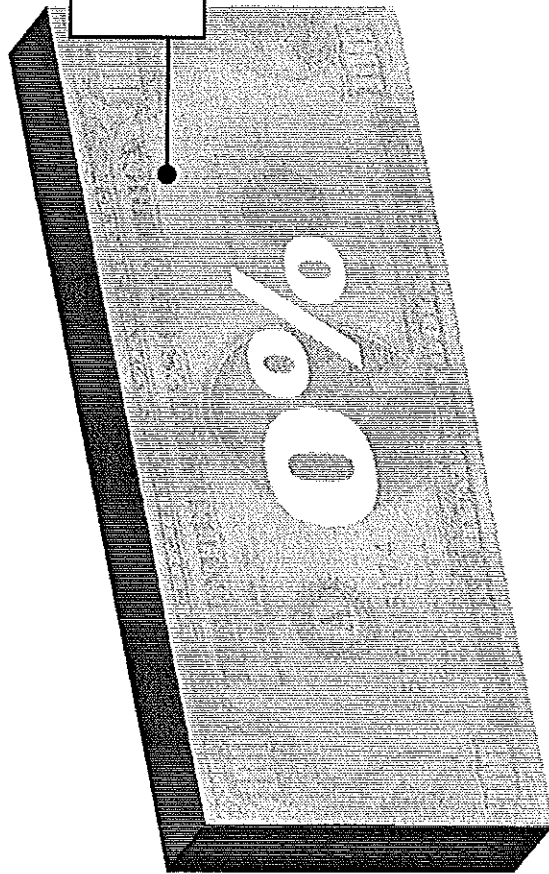
Reallocated interest	1-2%
Interest 7/1/94—12/6/94	<1%
Interest 12/7/94—6/30/95	2-3%





# P A T H T O 1 0 0 %

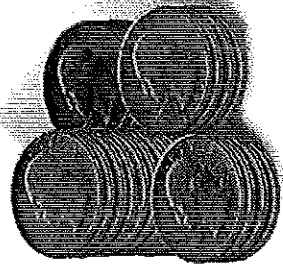
## Option—C



Total Opt Out

File Suit  
Recovery up to 100%

Unspecified Consideration





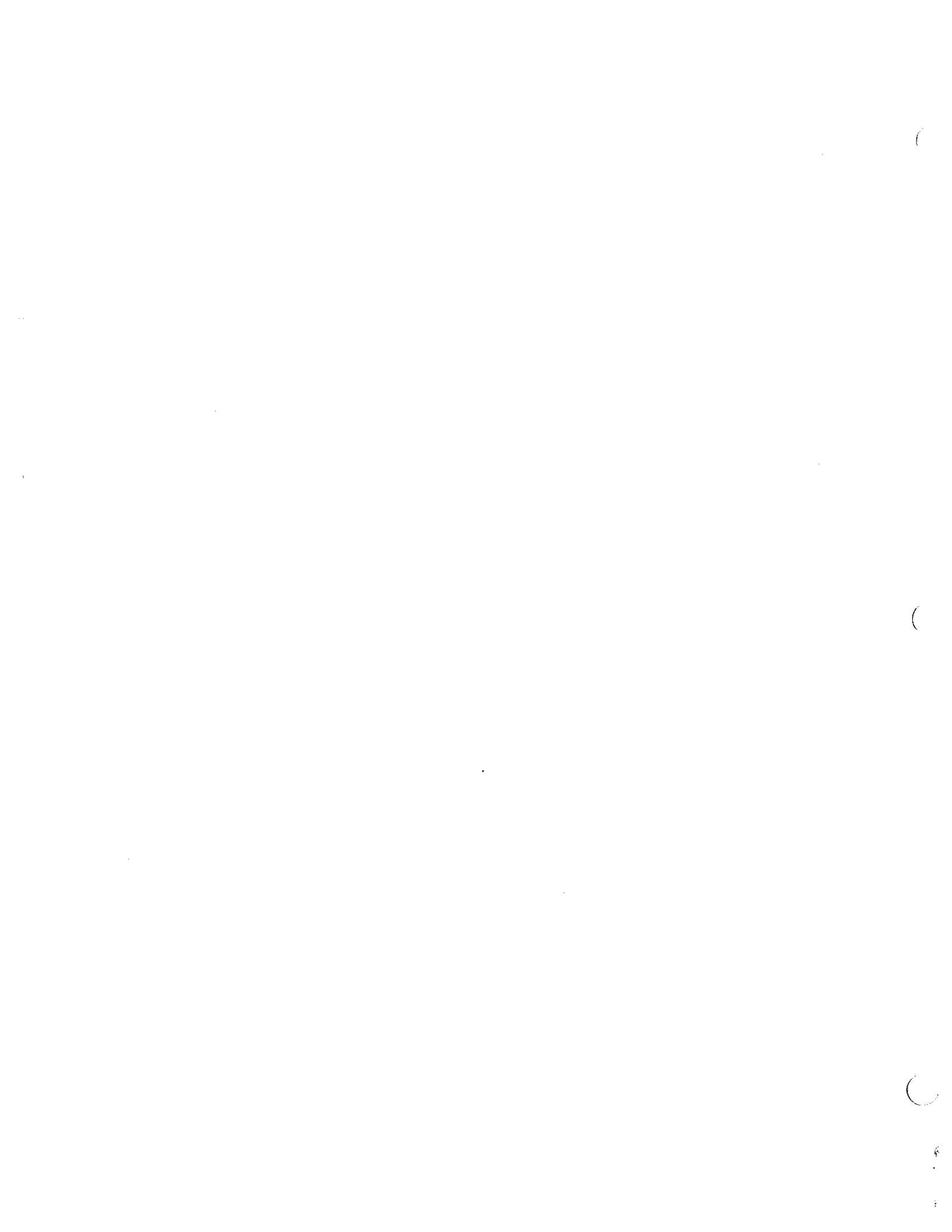
# NEXT STEPS

- Legal considerations
- Timing
- OCIP Committee recommendation

...were really worried by  
 ...court, even as losses were  
 ...ring -- losses some experts  
 ...say he might have to...

...the court  
 ...and the court  
 ...and the court  
 ...and the court

...used to  
 ...and the court  
 ...and the court  
 ...and the court



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: February 21, 1995  
SUBJECT: **Travel Authorizations**

**BACKGROUND:**

1. California Association of Library Trustees and Commissioners (CALTAC) Workshop in Library Leadership, March 11, 1995, at the Newport Beach Public Library. \$20.00 per person plus mileage. Trustees. Information is on Attachment A.
2. Meeting with California Advocates, CSDA Lobbyist Ralph Heim and several legislators as recommended by Mike Belote along with Library Directors and Trustees from Buena Park and Palos Verdes Library Districts. Travel to Sacramento on Sunday, March 12 and return on March 13. Cost not to exceed \$570.00. Trustee Stark and Library Director Minter.
3. CALTAC Board of Directors Meeting and California Library Association Legislative Day, Sacramento, May 1-2, 1995. Cost not to exceed \$400.00. President Dinsmore.

**RECOMMENDATION**

Approve travel expenses as follows:

1. Trustees for CALTAC Workshop at a cost of \$20.00 per person plus mileage.
2. Secretary Stark and Library Director Minter for trip to Sacramento to meet with California Advocates and Legislators for up to 2 days at a cost not to exceed \$570.00.
3. President Dinsmore for trip to Sacramento to attend the CALTAC Board of Directors Meeting and CLA Legislative Day for up to 2 days at a cost not to exceed \$400.00.

*Al Habi - to pay  
projects to Pat Stark  
sh will attend  
for us.*



# TRUSTEES AND RESTRUCTURING

## 1995 WORKSHOPS IN LIBRARY LEADERSHIP

Saturday, February 25, 1995  
Yolo County Library  
Davis Branch  
Davis, California  
9:00 a.m. - 3:00 p.m.

Saturday, March 11, 1995  
Huntington Beach Library  
and Cultural Center  
Huntington Beach, California  
9:00 a.m. - 3:00 p.m.

You should have received a registration form by this time. If not, contact the Workshop Coordinators or your Library Director.

# CALTAC

CALIFORNIA ASSOCIATION OF LIBRARY TRUSTEES AND COMMISSIONERS

- ▶ meet Dr. Kevin Starr, California State Librarian and workshop keynote speaker
- ▶ hear speakers address the issues that are currently facing our public libraries
- ▶ provide trustee input and comments to the Restructuring Public Libraries Task Force
- ▶ get to know other trustees, commissioners, advisory board members, and library advocates

For more information, please call the Workshop Coordinators:  
Pat Baur (714) 970-6714      Barbara Campbell (408) 377-6389



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *adm*  
DATE: February 21, 1994  
SUBJECT: Review Health Insurance Proposals for 1994-1995

**BACKGROUND:**

At the Library's request Anderson & Anderson has completed its annual review of group medical insurance policy options for the District. The new contract year begins April 1, 1995.

Attachment A summarizes their findings.

Staff recommendation is for renewal with CareAmerica based on both cost and services provided..

**RECOMMENDATION:**

Determine level of benefit, select vendor, and authorize the Library Director to sign all contract documents.

*Review with  
Care America*

# Placentia Library

## Medical Options Analysis

*Blair Shuler*

	NAME	AGE	FAMILY CODE
1	Annat, S	60	EE
2	Burklich, P	57	EE
3	Conn, G	27	EE
4	Dumitru, C	47	EE
5	Matas, K	36	EE+1
6	McClain, C	46	EE
7	Minter, E	49	EE+1
8	Shook, E	32	EE
9	Walters, J	44	EE
10	Willauer, C	43	EE+2
11	Wnek, E	33	EE

Current Carrier	CareAmerica Renewal Rates*	FHP/Take Care	PacificCare
<b>HMO</b>	<b>HMO</b>	<b>HMO</b>	<b>HMO*</b>
Care 1900 100% Hosp \$10 Dr Co-Pay Rx: \$10 Co-Pay Life: \$15K Age Rated	Care 1900 100% Hosp \$10 Dr Co-Pay Rx: \$10 Co-Pay Life: \$15K Age Rated	TakeCare Select + 100% Hosp \$10 Dr Co-Pay Rx: \$10 Co-Pay Life Not Quoted	Standard 100 Plan \$250 Copay: 100% Hosp \$10 Dr Co-Pay Rx: \$10 Co-Pay Life: \$15K Age Rated
\$194.50	\$184.54	\$224.44	\$167.42
\$194.50	\$146.29	\$205.32	\$167.42
\$115.74	\$82.58	\$118.71	\$167.42
\$164.28	\$121.86	\$152.46	\$167.42
\$279.52	\$233.25	\$279.60	\$254.44
\$164.28	\$121.86	\$152.46	\$167.42
\$343.09	\$252.14	\$314.05	\$254.44
\$134.67	\$97.90	\$135.74	\$167.42
\$134.67	\$121.86	\$152.46	\$167.42
\$464.99	\$341.91	\$467.84	\$384.46
\$134.67	\$97.90	\$135.74	\$167.42

Quoted Monthly Premium	\$2,324.91	\$1,802.09	\$2,338.82	\$2,232.70
Quoted Annual Premium	\$27,898.92	\$21,625.08	\$28,065.84	\$26,792.40
Standard Annual (100%)	N/A	N/A	\$28,065.84	\$26,792.40
Minimum Annual (80%)	N/A	N/A	\$22,452.67	\$21,433.92
Maximum Annual (120%)	N/A	N/A	\$33,679.01	\$32,150.88

\*Composite rates

\*80% risk adj factor used

Final rates and benefits are subject to final underwriting approval by the carriers. The above is for illustration purposes only and does not constitute coverage.

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## Placentia Library HMO Schedule of Benefits

### Current Plan

Schedule of Benefits	CareAmerica Plus 1900	FHPT/InkCare Select +	PacificCare
<b>Physician Services</b>			
Office Visit	\$10 Co-Pay	\$10 Co-Pay	\$10 Co-Pay
Dr. Visit/Hospital	100%	100%	100%
Out of Pocket	\$1,000 Individual, \$2,000 Family	\$1,000 Individual, \$3,000 Family	\$1,500 Individual, \$4,500 Family
<b>Hospital Services</b>			
Inpatient	100%	100%	100% after \$250 per hospital admission
Outpatient	100%	100%	100%
<b>X-Ray &amp; Diagnostic</b>			
inpatient	100%	100%	100% after \$250 per hospital admission
outpatient	100%	100%	100%
<b>Preventive Care</b>	\$10 Co-Pay	\$10 Co-Pay	\$10 Co-Pay
<b>Maternity</b>			
Nursery Care	100%	100%	100% after \$250 per hospital admission
Well Child	\$10 Co-Pay	\$10 Co-Pay	\$10 Co-Pay
<b>Family Planning</b>			
Sterilization			
o male	\$50 Co-Pay	\$75 Co-Pay	\$50 Co-Pay
o female	\$100 Co-Pay	\$150 Co-Pay	\$100 Co-Pay
Infertility	50% of Charges	50% of Charges	50% Copayment
<b>Emergencies</b>			
Ambulance	\$50 per Trip	100%	100%
Emergency Room	\$50 per Visit	\$50 per Visit	\$50 per Visit
<b>Mental Health</b>			
in patient	Not Covered	100%	Not Covered
out patient	\$25 Co-Pay per Visit, 20 Visits per Year	\$40 Co-Pay per Visit, 20 Visits/Year	\$35 Co-Pay per Visit, 20 Visits/Year
<b>Substance Abuse</b>			
in patient	Acute Detoxification 100%	Acute Detoxification	Acute Detoxification
out patient	\$10 Co-Pay per Visit	Not Covered	100% after \$250 per hospital admission
<b>Pharmacy</b>	\$10 Rx Co-Pay	\$10 Rx Co-Pay	\$10 Rx Co-Pay

Final rates and benefits are subject to final underwriting approval by the carriers. This is for illustration purposes only and does not constitute coverage.

*Shirley Sheeh*


*Carol*

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TO: Elizabeth Minter, Library Director

FROM: Julie Shook, Reference Librarian 

DATE: February 21, 1995

SUBJECT: <sup>5 years</sup> Acquisitions Report

**Dollars Spent 1/1/95 to 1/31/95**

Adult Continuations Print	\$3,649.67
Adult Continuations Electronic	
Adult Fiction	323.94
Adult Non-Fiction	219.48
Adult Reference	145.46
Adult Audio	
Adult Video	
Juvenile Continuations Print	91.40
Juvenile Continuations Electronic	
Juvenile Fiction	
Juvenile Reference	79.77
Juvenile Non-Fiction	1,897.93
Juvenile Audio	
Juvenile Video	
Gifts	86.40
<b>Total</b>	<b>\$6,494.05</b>

**Dollars Spent 7/1/94 to 1/31/95**

Adult Continuations Print	\$7,946.42
Adult Continuations Electronic	7,753.75
Adult Fiction	4,646.88
Adult Non-Fiction	2,912.71
Adult Reference	423.46
Adult Audio	32.22
Adult Video	101.90
Juvenile Continuations Print	237.66
Juvenile Continuations Electronic	
Juvenile Fiction	683.91
Juvenile Reference	1,508.50
Juvenile Non-Fiction	4,845.61
Juvenile Audio	
Juvenile Video	
Gifts	2,822.52
<b>Total</b>	<b>\$33,915.54</b>

Acquisitions Report, February 21, 1995, Page 2.

**Outstanding Orders: Dollars Encumbered:**

Regular Accounts	\$473.63
Gift Accounts	486.79

**Donated Items 7/1/94 to 2/8/95**

Adult Books	483	\$8, 237.45
Juvenile Books	63	669.45
Adult Videos	125	2,900.00
Juvenile Videos	34	635.00


(These figures do not include paperbacks.)

TO: Elizabeth Minter, Library Director  
 FROM: Suad Ammar, Principal Librarian *SA*  
 DATE: February 14, 1995  
 SUBJECT: Program Committee Report for the Month of January, 1995.

<b>PLACENTIA LIBRARY DISTRICT</b>		
<b>PROGRAM STATISTICS</b>		
<b>DEPARTMENT</b>	<b>DECEMBER 94</b>	
	<b># PROGRAMS</b>	<b># ATTENDEES</b>
<b><i>ADULT SERVICES</i></b>		
Placentia Pride	1	18
<b><i>CHILDREN'S SERVICES</i></b>		
After School Special	1	9
Group Visits	6	167
Visits to Schools	1	23
PreSchool Story Hours	5	54
<b><i>LITERACY SERVICES</i></b>		
Families For Literacy	2	41
Winter Potluck	1	22
Tutor Training	3	17





TO: Elizabeth Minter, Library Director  
FROM: Kay Schneider, Librarian II   
DATE: February 14, 1995  
SUBJECT: **Activities in the Children's Department for January 1995**

**Book Reviews** - In response from a request from SLS I agreed to write reviews for three new children's books each month. In return for this time and effort I will be able to keep these books for incorporation into our collection.

**Easy Readers & Caldecott Winners** - The picture book section was still overcrowded and it was decided to move several sections in order to make the collection more usable and inviting. The Easy Readers and Caldecott books were moved to shelving that had previously been for Young Adult Fiction and this allowed for expansion of the picture book section. This seems to be working very well.

**Paperback Books** - The juvenile paperback racks have been relocated to a more visible position at the front of the department. It is our hope that this increased visibility will increase their usage.

**After School Specials** - The *After School Specials* for children ages 7 - 12 and *Preschool Story Hours* for ages 3 - 6 resumed in January. There are currently three regular programs presented weekly in the children's department and these 6 programs were attended by 63 children. Also 6 classes visited for a total of 167 children.

**Bulletin Boards and Displays** - This month's bulletin board featured snowflakes, reading snowmen, books and a sign proclaiming that **READING IS COOL**.

The book display featured science fiction titles and they were well received. This is part of our ongoing efforts to expose the children to several genre that they may not as yet have located on their own.

**Summer Reading Program 1995** - The children's department staff is still working to develop programs and activities around the theme (PAWS FOR READING) to make it a great summer for the children in the Placentia Library. We have most of our clip art and have begun designing the materials needed to run the program. The room will be decorated with reading dogs, books and paw prints. Jeannine Walters has contacted many local businesses and has already received several prizes to be used as reading incentives this summer.



**TO:** Elizabeth D. Minter, Library Director  
**FROM:** Cheryl Willauer, Library Assistant (W)  
**DATE:** February 13, 1995  
**SUBJECT:** Publicity materials produced for January 1995

Information added for this month on Channel 53 the Placentia Library cable channel included adding information on how the Library has been affected by the Orange County debacle, January quotes, Literacy asking for volunteers to take the tutor training courses and help to change a life, the Friends of the Library ongoing book sale in the Library lobby, Children's story hour starting January 16, Afterschool Specials starting January 25, asking for volunteers to help check in Library materials, the meeting of the Storytellers Guild of Orange County's North Story Circle featuring "Uncle Bill".

Newspaper articles include, articles on the Library subscribes to want ad service, PreSchool story hour, Orchid Society meeting, Library hours, Placentia City troubles and resume, Understanding Living Trusts, Library Anniversary a top 1994 story, New ways for Libraries to survive, Author's Luncheon featuring Elizabeth George, Library Hit Big by Orange County debacle.

The Placentia NewsTimes new reporter is Sharilyn Miller. Her work number is 704-3704, home number is 777-6653 and her fax number is 704-3714.

Placentia News  
Weekly JAN - 5 1995

# Library anniversary also a top 1994 story

<sup>332</sup>  
The Placentia News-Times has already come up with our first New Year's resolution: Apologize a million times to the Placentia Library District.

In the Dec. 29, issue we listed some of the events that graced our pages throughout 1994. Included were stories like the new Veterans Monument and the arson fire inside Valencia High School's administration building.

We even touched on a story about how some trees in the city sprout these science fiction looking pods each Spring. Sadly, we must have been taken over by the pod people when putting the paper together.

We forgot to mention possibly one of the most historic stories of the entire year. The Placentia Library celebrated its 75th anniversary.

The event featured public television commentator Huell Howser as the special guest speaker. It also marked the opening of the new Pla-

centia History Room, which will archive yearbooks, old letters, memorabilia and other items for future generations.

The fact the library has been open 75 years is a miracle in itself, according to Head Librarian Suad Ammar. The library is a special district that is autonomous, unlike city or county-run systems.

There are only a handful of special library districts still left in the state, including one in Buena Park. Many have fallen to hard economic times and joined larger library systems, Ammar said.

"We are lucky to be around," said Ammar at the time. "We still have that small town atmosphere here, and you won't find that at other libraries."

There were a lot of events that happened in Placentia through 1995, but this one shouldn't have been missed. Sorry, and here's to another 75 years.

**pacific clippings**

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The Register  
Daily

JAN 18 1995

## Do libraries need to turn page?

**IDEAS:** Librarians are asked to think of new ways to survive hard times.

By ANN PEPPER  
The Orange County Register

332

Readers will be able to dine, get their laundry done, buy a book and mail it to a friend — all during a trip to the library, if a proposal to create entrepreneurial libraries becomes reality.

Recognizing that libraries are strapped for funds, an Irvine real estate and construction company urged librarians and city officials Thursday to think of librar-

ies in new ways.

Ideas from locating libraries in shopping malls to putting businesses — such as copy shops, restaurants and day-care centers — on-site not far from the book stacks were greeted eagerly by many librarians.

"I think that a library on a shopping mall would be the busiest library in the city," said Bob Felthaus, a librarian in Orange.

"We definitely will be discussing these ideas at our staff meet-

ing next week."

At his library, 32 positions have been eliminated and funding has been cut from \$3.5 million to \$2 million over the past two years.

Some of the ideas may be years off, but the funding crunch facing libraries — especially in Orange County — is real now — so much so that some branches may close before the year is over.

The subject of money and how  
Please see **LIBRARIES** Page 2

# LIBRARIES: It's time to think about turning a profit, O.C. conference attendees are told

FROM 1  
to get it for cash-squeezed public libraries is such a concern that a day-long conference Thursday drew more than 300 librarians, city officials and businesspeople. The conference was sponsored by Snyder Langston Real Estate and Construction Services of Irvine; the California Library Association, and the League of California Cities among others. It was held at the Embassy Suites hotel in Brea.

The conference was scheduled before Orange County filed for bankruptcy, but the timing could not have been better since local libraries are likely to have their budgets slashed for the second year in a row.

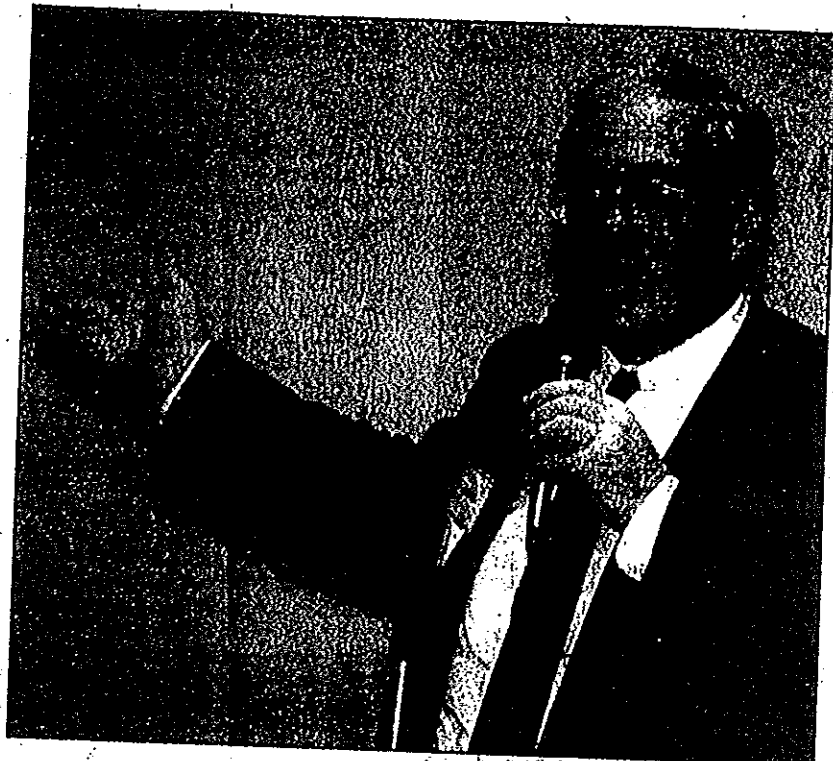
"Two years ago, you wouldn't have gotten this turnout," said Stephen Jones, president of Snyder-Langston.

No one at the conference has more financial worries than Orange County librarian John Adams. Already stung by sharp budget cuts before the county's December bankruptcy, the county system can now expect no more than an \$18 million budget July 1, down from \$27.5 million in 1993, Adams said.

Adams said that will probably mean closing library branches, reducing hours, scaling back purchases of books and other materials or some combination of those.

"Using private enterprise to support public libraries is a fairly new thought and one a lot of people are interested in," Adams said. "But there is a basic tight-rope that will have to be walked if we move in this direction. Libraries have a basic mission to provide access to information for everyone. Fees to check out best sellers more quickly does not strike me as undermining our fundamental mission. But charging a fee for a library card is different. We cannot place obstacles in the way of basic access to library services."

Snyder Langston's Jones said: "For nearly two years now we've been looking at ways to develop (library) land with compatible uses and then use the resulting



JEBB HARRIS/The Orange County Register

**POINTING TO FUTURE?** Kevin Starr, state librarian, appears at a conference Thursday in Brea to discuss ways in which libraries can become more entrepreneurial in these difficult financial times.

revenue to run the operation. A nonprofit could hold the lease on the library-owned building and then manage the operation or contract out the management for a coffee house, a restaurant or a theater. The kinds of things that would make the library a destination, a place that you go."

Small steps toward these larger projects can be taken right away at existing libraries, Jones said.

The Huntington Beach City Library has installed food vending machines. A number of libraries include gift shops.

Los Angeles has included a 6,200-square-foot full-service restaurant in the new wing of its Central Library. It's set to open in the fall.

Libraries still in the design stage — such as those under way in Mission Viejo and Aliso Viejo — could include more grandiose enterprises.

"The Aliso Viejo branch library will be ... strongly consid-

ering these ideas," Adams said about the branch scheduled to open in 1997.

Snyder Langston is project manager for the proposed Mission Viejo library, but the city has not decided whether it wants to adopt any of the ideas.

The idea of the forum was to introduce as well as discover ways to make libraries more self-sufficient, Jones said.

"We had thought we would just wait until things got better financially for public libraries," said Greg McDonald, a Riverside administrator. "But the realization now is that they're not going to get better, and we have to work from here. Not to sell out, but to see where the private sector can benefit us."

**LIBRARY LINE:** To hear schedules of events, meetings and collections at Orange County and Buena Park libraries, call the Library Line at (714) 550-4636, category BOOK (2665).

# Big hit

## Library district may lose about \$170,000

By Joe Bel Bruno  
Placentia News-Times

The Placentia Library District expects to take a \$170,000 hit as part of the fallout from the Orange County investment fund debacle. The library invested \$560,000 in the investment, about half of its estimated \$1 million annual budget, Director Elizabeth Minter said.

An estimated \$140,000 of the investment was supposed to pay for day-to-day services, Minter said. The rest was a majority of the library's savings and reserve accounts, she said.

"That kind of a loss is all in proportion to your size. Though we aren't a big-bucks operation, this can still cause a lot of concern," she said. "We are in a relatively good position because we don't have any debt whatsoever, it is not going to hurt us right now."

The library, which is independent from the city or county system, is funded through local property taxes. Because it is a special district, all funds must be invested with the county, Minter said.

In fact, the library district is regulated by the California Education Code. It is that code that forced schools to let the county handle all investments. Cities, however, have a choice.

The Placentia and Buena Park libraries

Please see LIBRARY/8

# LIBRARY

FROM 3

are the only two special library districts in the county. Both are in about the same shape, Minter said.

Though it looks like the library districts escaped deep problems, Minter is worried about the future. Districts were supposed to receive their local property tax funding on Dec. 12. Instead, the county has frozen the money and is supposed to deposit it in an account separate

from the pool.

The Placentia Library District could be "devastated" without that money, Minter said.

"If we don't get access, we are in big trouble. It could be devastating," she said. "They have promised we are going to get our property tax money, but things are confusing right now and you don't know who to believe."

The district collects an estimated \$780,000 in property tax funds, which is given in two installments each year. They should know when the money will become available

by Friday, she said. Meanwhile, Placentia Library District directors on Tuesday approved about \$120,000 in cuts. The cuts will most likely come from the library's \$150,000 annual book budget, Minter said.

The book budget was practically non-existent last year when the state siphoned the district's property tax funds to pay its own bills. This was the first year the library has been able to purchase new books, she said.

Minter said there will be no layoffs and doesn't see any difficulties paying bills.

Yes, the Placentia Library District is directly affected by the Orange County Investment Pool debacle. This is the heading of a brochure available at the library, explaining the current situation. Pick up one the next time you're at the library.

Valencia PTSA goat bingo update: Carolyn Simpson won the \$500 prize at the goat bingo game.

By the way, Kathy Frazee told me the game raised more than \$2,000 which was used for scholarships and grad night activities.

Their motto is TOPS - yeah, yeah, hips hips away. Who? TOPS, Ca 557 Club.

And I bet there will be a lot of TOPS cheers at the upcoming annual open house, 7:30 p.m. Jan. 30 at Redeemer Lutheran Church.

Gerry Knutson, a TOPS leader, invites former members and visitors. It's going to be a fun open house! Gerry can be reached at 524-1641.



APRIL OTTAVIAN

## **pacific clippings**

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The Register  
Daily  
JAN 20 1995

### **PLACENTIA 332**

Tickets are available at the library circulation desk for the Friends of the Placentia Library author's luncheon featuring Elizabeth George, mystery novelist and winner of the Agatha Award for best first novel. The lunch, to be held at noon Jan. 28 at the Alta Vista Country Club, 777 Alta Vista St., will benefit the library's book budget. Tickets are \$25 each. Celebrity waiters will include Police Chief Manuel Ortega and Susan Parman of the Placentia Pride Committee.

- Ann Pepper/(714) 704-3777

## **pacific clippings**

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Placentia News  
Weekly  
DEC 22 1994

### **Library subscribes to want ad service**

<sup>332</sup>The Placentia Library now subscribes to a service that compiles the "help wanted" ads from 64 cities, publishes the ads on microfiche, and delivers the ads weekly to the library.

The ads are complete and unedited, providing full-time job opportunities for experienced or entry-level, white and blue collar positions. Cities include Atlanta, Georgia; San Francisco and San Diego; St. Louis, Missouri; Boston, Massachusetts; and Dallas and Houston, Texas, to name a few.

To view the microfiche, ask at the library's reference desk for Help Wanted USA. The library is at 411 E. Chapman Ave. Hours are: noon to 8 p.m. Monday-Wednesday; 10 a.m. to 6 p.m. Thursday; Friday closed; 10 a.m. to 6 p.m. Saturday; and 1 to 5 p.m. Sunday.

## **pacific clippings**

post office box 11789 Agenda It  
santa ana, calif. 92711 Page 5

Placentia News  
Weekly  
JAN 26 1995

## **AROUND TOWN**

### <sup>332</sup>**Mystery writer hosts luncheon fund-raiser**

Award-winning mystery writer Elizabeth George will speak at a noon luncheon Saturday, held at the Alta Vista Country Club, 777 Alta Vista. Admission is \$25 each. All proceeds from the luncheon will benefit the Placentia Public Library's book fund.

Ms. George is currently at work on her eighth novel. Her first, "A Great Deliverance," garnered an Agatha Award for best first mystery novel.

The following "celebrity waiters" will serve the luncheon: Police Chief Mannie Ortega, City Administrator Robert D'Amato, Placentia Round Table Women's Club President Kay Suiter, and more. For reservations, call 528-1336.

## **pacific clippings**

post office box 11789  
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The Register  
Daily  
JAN 31 1995

### **PLACENTIA 332**

Friends of the Placentia Public Library raised more than \$2,200 for its book fund Saturday when award-winning mystery writer Elizabeth George spoke at the author's luncheon sponsored by the group at Alta Vista Country Club. Participants paid \$25 each for a seat at the event, where celebrity waiters such as city administrator Robert D'Amato and Police Chief Mannie Ortega glided among the tables, pouring coffee and serving a gourmet luncheon.

- Sharilyn Miller  
(714) 704-3704

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Los Angeles Times  
OC Edition JAN - 9 1995  
Daily

## Countywide

# Library Chief to Discuss Alternatives for Funding

Innovative solutions to the statewide funding crisis for libraries will be explored at an all-day seminar in Brea on Thursday.

Delivering the keynote address at The Forum for Entrepreneurial Libraries will be Dr. Kevin Starr, California's newly appointed state librarian. Starr will speak on "The Entrepreneurial Library: Current Practice, Future Opportunities."

Among those attending will be librarians, city and county managers, finance directors, library commissioners and library supporters.

One of the event organizers is Stephen Langston, president of Irvine-based Snyder Langston, a real estate and construction services company. Langston envisions future libraries as being anchor tenants in centers geared toward information-related businesses.

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**santa ana, calif. 92711**

Los Angeles Times  
OC Edition JAN 15 1995  
Daily

## PERFORMANCE

**TODAY**  
Storytelling (Placentia Library, 411 E. Chapman Ave., Placentia, [714] 496-1960). Members of the South Coast Storytellers Guild tell stories about healing. An informal story swap follows. 1 p.m. Free.

Agenda Item 31  
Page 6

These park-like centers could be on city-owned land, he said, that would be leased to companies, such as computer and book stores, and businesses that offer copying and faxing services. Lease income from these companies would help pay for library construction costs, and also pay for a significant portion of the library's operating expenses.

People working on research projects would find such centers helpful, Langston said, because they could gather data from the library for free, then process the material for a fee at one or more of the adjoining retail establishments.

"There are some really neat opportunities" for financially supporting libraries, Langston said. And this entrepreneurial approach is also in keeping with the trend toward privatization in government, he said.

At the forum in Brea Langston will discuss "The Library as a Joint-Venture Partner." Other topics will include "The Library as a Real Estate Asset," "Capitalizing on the Library as a Catalyst for Urban Revitalization," and "Past, Present and Future Images of the Library."

The forum will be at the Embassy Suites Hotel. The registration fee is \$50.

For more information, call Wendy Petak at Snyder Langston Real Estate and Construction Services, (714) 863-9200.

-ALAN EYERLY

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Placentia News  
Weekly JAN 26 1995

## Learn about living trusts at seminar

33 Understanding Living Trusts, a free seminar, will be offered at 7 p.m. Feb. 21 at the Placentia Library, 1411 E. Chapman Ave. Attorney Scott A. Bourdelaix instructs the class.  
Call 541-9569.

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Placentia News  
Weekly JAN 26 1995

## SATURDAY

33 Author's Luncheon: Mystery writer Elizabeth George will speak at a luncheon to benefit the Placentia Public Library's book fund. Tickets: \$25 each, including lunch at Alta Vista Country Club, Alta Vista. For tickets, call library at 528-1906.

**The Wiz:** Catch a performance of "The Wiz" by El I rado's drama team at 8 p.m. night, at 1651 N. Valencia Ave. For tickets, call 993-5350.

## MONDAY

**Oil Painting Class:** Learn paint in oils at the senior center in the Powell building at 143 Bradford Ave. Call 993-6084.

**Story Hour:** Preschoolers can enjoy a free story hour at 1 p.m. today at the Placentia Public Library, 411 E. Chapman Ave. Call 528-1906.

**Infant Care:** A class in infant care will be offered from 7 to 8 p.m., at Placentia Linda Hospital, 1301 N. Rose Dr. Call 993-2000.

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Los Angeles Times  
OC Edition  
Daily JAN 16 1995

# WHAT GOES ON

## Today

33 A story time program for children begins at the Placentia Library, 411 Chapman Ave., Placentia. Stories will be told Mondays at 1 p.m. and Thursdays at 10:30 a.m. indefinitely. Free (714) 528-1906.



Page 7  
Resident Wayne Smith became so hostile during an unusually tense council meeting that he was thrown out by Police Chief Manuel Ortega.

"Where's our money?" Smith shouted immediately after Maertzweiler pleaded for calm. As Ortega led him from the room, Smith shouted "Recall!" and some of the 30 people in the audience called out, "Let him speak."

The council will meet again on Tuesday. More of the same is expected, residents said. Residents, such as regular council watcher Howard Kay, intend to bring the subject up at meetings.

At the last meeting, Kay handed out a brochure that states "the juice is loose" in reference to the county's financial disaster.

The humor drew laughs from the audience, but a cold reaction from city officials.

"We've got a lot of people that want to know what happened. Our city doesn't fill us in on everything," said Kay, who asked D'Amato to create a special committee made up of residents and specialists to review the crisis.

He also called for Town Hall meetings.

"Now is the time for residents to get involved and find out what is going on. We can't just leave this up to city government. This isn't their money, it is ours."

The library might be in a little better shape going into the New Year, but officials there are still worried. They expect to take a \$170,000 hit when the fund is liquidated.

The library is an independent district and governed by the California Education Code. Like schools, the Placentia Library District was forced to sink all of their savings and operating budget into the fund.

They put \$560,000 into the fund, about half of it's \$1 million annual budget, Director Elizabeth Minter said.

"Being a small fish in a big sea, this will have a visible impact on the library," Minter said. "I wish I knew what next year will hold for us. It will be bad, but just how bad."

Already Minter has frozen the library's annual book budget. However, she believes there will be no layoffs and doesn't see any difficulty paying bills.

## 1994 IN REVIEW

# BONDS: Mayor says he's optimistic

By Joe Bel Bruno  
Placentia News-Times

It will be the first New Year that city officials will quietly dread.

1994 began as an ordinary year of accomplishing normal road projects, re-election of two council veterans and basic operations of a city. But the final three weeks of the year took a drastic turn.

Headlines screamed of the \$1.5 billion crash of Orange County's Investment Pool.

Locally, it meant a loss of \$5.4 million to a city already reeling from budget problems.

Mayor Michael Maertzweiler, who took office when news of the debacle broke, is guardedly optimistic about the future.

"We have a lot of tough challenges ahead of us next year," Maertzweiler said. "There are a lot of decisions that have to be made. But Placentia has always been a city that pulls together when times are bad."

It is still too soon to tell how the loss will impact the city next year, City Administrator Robert D'Amato said. There should be no problems in the short-term, he said, but the loss could wipe out the city's savings accounts.

Placentia has \$20.7 million in the investment pool, which is about 90 percent of it's savings and is equal to a full year's operating budget.

An estimated \$13 million has been borrowed through the sale of revenue-anticipation bonds, which must be paid back to investors in June.

Outside of the pool, the city has \$1 million invested with LAIF and a \$1 million Farmers Home Loan Bank callable note held at a local bank.

D'Amato has set-up a Emergency Crisis Management team to deal with the losses. That team — which includes D'Amato, Finance Director Howard Longballe and investment specialists — is expected to guide the city through the rough times expected in 1995.

For now, there are a lot of questions unanswered and information too varied to speculate on, he said.

"We're not jumping to any conclusions. We will pass the information on to residents as soon as we get something solid," he said. "Right now there are too many rumors going around, too much bad information getting out. We must be prudent."

Though D'Amato's strategy might be wise, residents are still concerned about the impact next year.

Residents at the Dec. 20 City Council meeting turned their anger at Orange County's fiscal crisis toward city officials who invested local funds in the pool.

A few called for administrators and elected officials to take responsibility for their actions or step down.

"There are a lot of decisions that have to be made. But Placentia has always been a city that pulls together when times are bad."

Mayor Michael Maertzweiler

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The Register  
Daily

JAN 30 1995

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santa ana, calif.

The Register  
Daily

JAN 25 1

**PLACENTIA** 332  
You won't find a New York Times at the library — if you're looking for a place to go. As a member of the Beirut Times, it's a place to go. As a member of the Santiago Library System, Placentia was assigned to develop an Arabic language collection. It offers about 300 fiction, fiction and research books in Arabic as well as the newspaper and a magazine — Al Hadeeth.

— Ann Pepper/(714) 70


## CITY RESUME

### STATISTICS

Population	44,100*
Median income	\$50,945
People under age 18	26%
Percent unmarried	33%

\* 1994 estimate

## PLACENTIA

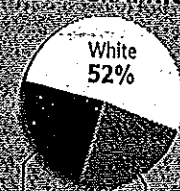


ZIP code 92670  
Size 7.2 sq. mi.

### HOUSING

Median home value	\$252,800
Median rent	\$809
Housing units	14,035
Housing vacancy	2.3%
People per household	3.19 291 countywide

### DEMOGRAPHICS



### BUSINESSES\*

Total	593
Total as a percent of county	0.7%
Total employed	8,834
Employed as a percent of total county	0.9%

**TOP 5 EMPLOYERS**

Placentia Linda Hospital	325
Knott's Berry Farm Foods	200
Hartwell Corp.	197
Control Air Conditioning	180
TNT Plastic Molding	125

\*Some information is based on ZIP code boundaries.

### TOP THREE MAJOR BUSINESS ACTIVITIES

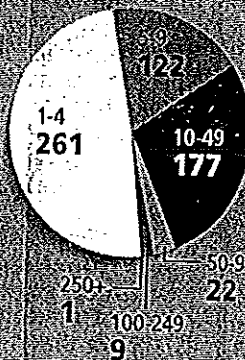
Activity	No. of firms	Percent
Retail trade	124	20.9%
Services/Hotels/personal business	103	17.4%
Wholesale trade	92	15.5%

### FIRM TYPE

Single location	420
Headquarters	45
Franchises	23
Divisions	5
Branches	100

### FIRM SIZE

By number of employees



### BUSINESS FEES

For a new retail, wholesale or service business license the flat fee is \$33, good until the end of the calendar year. For general contractor it's \$105, subcontractors \$60. For professional businesses, the fee is \$60 per professional, \$13 per nonprofessional in company good for the fiscal year.

### SPECIAL BUSINESS AREAS

For retail areas you'll find Placida Santa Fe at Santa Fe Street and Bradford Avenue. There are some major retail centers along Yorba Linda Boulevard. Industrial areas can be found in southern Placentia.

### TAXABLE SALES

\$240 million in 1993, down 1 percent from 1992

### ITEMS OF INTEREST

Early Spanish settlers called the area "peor que nada," meaning "worse than nothing." The word "Placentia" could be a derivative of a Spanish word meaning "pleasure" or "pleasant." The city says the name means "pleasant place." The city hosts its annual Festival of Arts and Culture, Street Faire in August and Heritage Days Festival and Parade in October.

### TELEPHONE

City Hall: 401 E. Chapman Ave.	993-8117	Gas: So. California Gas Co.	(800) 427-2200
Chamber of Commerce: 2011 E. Yorba Linda Blvd., Suite C.	528-1873	Water: So. California Water Co.	528-1462
Telephone: Pacific Bell	(800) 300-2355	Yorba Linda Water District	777-3018
Electricity: Southern California Edison Co.	835-5200	Trash: Placentia Disposal	238-3300

Compiled by Melodie Nyman Posada  
Some business data provided by Incite

### INFOSTORE: Register

InfoStore sells City Resumes for O.C. cities, Long Beach, Oceanside, La Mirada and Corona. Individual resumes are \$5. A package of all cities is \$25. Call (714) 565-6077 to

TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Literacy Coordinator *KLM*  
DATE: February 21, 1995  
SUBJECT: **Placentia Library Literacy Services Report for the month of January**

**Program Statistics**

Active tutors: 50  
Active students: 70  
Students waiting to be matched: 27  
Percentage of tutors reporting (January hours): 94%  
Tutoring hours reported: 250  
Other volunteer hours reported: 273  
Total volunteer hours: 523

**Tutor Training.** January 17, 1995 was the first meeting of the current Tutor Training Workshop. There are 17 people participating in the workshop which will conclude Tuesday, February 14, 1995. Fifteen of the individuals in the workshop have been assigned students listed above as waiting to be matched and will begin tutoring them at the conclusion of the training. Two of the workshop participants have chosen not to be matched with students at this time.

**Southern California Library Literacy Network (SCLLN).** Literacy Coordinator Matas and Board President Dinsmore attended the January 24, 1995 SCLLN meeting. Jim Roberts, Literacy Program Administrator at Monterey Park Library, gave a presentation on what is involved in being an approved test site for the History, Government and Writing portion of the Immigration and Naturalization Service interview for U.S. Citizenship. Literacy Coordinator Matas is looking into the possibility of becoming an approved test site and administering the test once a month.

**Author's Luncheon.** For the second year in a row, Rotary Club of Placentia donated tickets to the Friends of the Placentia Library Author's Luncheon to participants in the Literacy Program. The tickets enabled students and their tutors to enjoy the event together and supported the Friends of the Library as well.

**Holiday Potluck.** Literacy Coordinators Matas and Walters participated in the annual Literacy Volunteer Holiday Potluck on Monday, January 30, 1995 in the meeting room. The students, tutors and LVA Board members in attendance shared food, experiences, and ideas and received door prizes.

**Networking.** Literacy Coordinator Matas represented the Literacy Program at the Placentia Community Network.



TO: Elizabeth D. Minter, Library Director  
FROM: Jeannine Walters, Families For Literacy Coordinator *JW*  
DATE: February 21, 1995  
SUBJECT: Families For Literacy Report for the month of January

**Program Statistics.**

Attendance

January 18	13 adults	12 children	25 TOTAL
January 25	7 adults	9 children	16 TOTAL

Books distributed

January 25	19 books
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**Current Program Status.** The program resumed on January 10 following a 3 week break. Due to inclement weather, attendance at the first ESL class was very low. Parents were concerned about taking their children out in the rain and were reassured that they would not be penalized if they chose to stay home the next day. Consequently, families did not come to the Library on January 11, and the first program was held on January 18.

**Networking.** The director of the HeadStart program in Yorba Linda contacted the PLLS office requesting information about literacy programs. Literature was sent to her and several parents associated with Yorba Linda's HeadStart program are now participating in the FFL program.

An intern from Cal State Fullerton's Human Services Department will begin working with the FFL program in February. In preparation, the FFL Coordinator Walters attended a Supervisor Orientation and Training seminar on January 26 at Cal State Fullerton.



TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian SA  
DATE: February 14, 1995  
SUBJECT: Placentia Pride Council Report for the Month of January, 1995.

**Legal workshops:** The January 12, 1995 legal seminar "Consumer Rights and Filing a Small Claims Action " was presented by Attorney Keith de Brucky. Eighteen people were in attendance. The presentation focused more on "Small Claims Action" than on "Consumer Rights" because of the audience's interest in the subject and the numerous questions it generated.

The next seminar in the series will be "Immigration Law and Citizenship Training" presented, in Spanish, by Attorney Alfredo Amezcua. The program will be held on February 23, at 7:30 P.M. at the Whitten Center. Flyers in English and Spanish are being distributed in the Library, the Human Services Department, through the Families for Literacy program, and various City locations.

Attorney Michael Eng will be presenting the March seminar. " How to Become a United States Citizen" will be the subject. Mr. Eng has written and lectured extensively on the subject.

**Oral History:** The planning grant for the Oral History project that was sent to the California Council for the Humanities on December 23, 1994 was denied. Another attempt will be made to apply for the grant with a change in focus on the intended use of the grant funds.

**Placentia Pride Salutes:** Pat Irot, President of the Friends of the Placentia Library, has suggested to the Council a program to recognize local community service organizations. The suggestion has been accepted. Every month an organization will be chosen, notified, and acknowledged by a press release and by making the lobby display case available for the organization to fill with whatever reflects its activities. The Friends were the first group to be recognized during the month of January, followed by the League of Women Voters for February.

