



# AGENDA

## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING

December 19, 2016  
6:30 p.m.  
Community Meeting Room

### Mission Statement:

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

### The Centennial Vision Statement:

The Vision of the Trustees is intended to help celebrate the 100-year anniversary of the District.

- 📖 We will be the place where the community “sees and experiences” the technical edge and premier programming.
- 📖 We will renovate and expand our Library.
- 📖 We will remain financially self-sufficient.
- 📖 We will seek strong community support.
- 📖 We will reach our community with an active marketing plan.
- 📖 We will increase the percentage of our operating budget that supports establishing the premier collection in Orange County.
- 📖 We will plan for maintaining our qualified and professional staff.

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

### **CALL TO ORDER**

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

### 3. Adoption of Agenda

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

Presentation:      Library Director  
Recommendation:      Adopt by Motion

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 22)**

Presentation: Library Director

Recommendation: Approve by Motion

*Items 9 – 22 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.*

**MINUTES (Item 9)**

9. Minutes of the November 21, 2016 Library Board of Trustees Meeting. (Receive & File and Approve)

**CLAIMS (Items 10 – 11)**

10. Check Register for November 2016. (Receive & File and Approve)

11. FY2016-2017 Cash Flow Analysis through November 2016; the Schedule of Anticipated Property Tax Revenues for FY2016-2017 as provided by the Orange County Auditor. (Receive & File).

**TREASURER'S REPORTS (Items 12 – 15)**

12. Financial Reports for November 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for November 2016. (Receive & File)

14. Acquisitions Report for November 2016. (Receive & File)

15. Entrepreneurial Activities Report for November 2016. (Receive & File)

**GENERAL CONSENT REPORTS (Items 16 – 18)**

16. Personnel Report for November 2016. (Receive, File, and Ratify Appointments)

17. Circulation Report for November 2016. (Receive & File)

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

**STAFF REPORTS (Items 19 – 22)**

19. Administration Report for November 2016.
20. Children's Services Report for November 2016.
21. Adult Services Report for November 2016.
22. Placentia Library Web Site & Technology Report for November 2016.

**NEW BUSINESS**

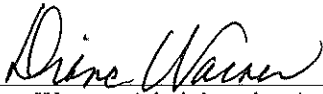
23. Trustee Shkoler will provide an update from the Redevelopment Successor Agency Oversight Board.
24. Adoption of Resolution 16-13: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2017.
25. Adoption of Resolution 16-14: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Appointments for the Office of Trustee of the Placentia Library District; Administration of the Oath of Office; Reorganization of the Placentia Library District Board.
26. Appointment of Library Board Representatives for 2017 by the Board President:  
*Incumbents are italicized.*
  - Representative to Special District Local Area Formation Commission (LAFCO) – *Trustee Shkoler and Secretary Martin* as alternate.
  - Representative to the Orange County Council of Governments – *Trustee DeVecchio.*
  - Representative to the Placentia Library Friends Foundation (PLFF) – *President Carline and Secretary Martin* as alternate.
  - Representative to the Independent Special District of Orange County – *Trustee Minter*
  - Personnel Committee – *President Carline and Trustee Shkoler*
  - Redevelopment Successor Agency Oversight Board – *Trustee Shkoler*
27. Authorize the Library Director to execute a consultant agreement with Group 4 Architecture Research + Planning, Inc. for conceptual design services for the Centennial Remodel project.
28. Authorize the Library Director to sign the Memorandum of Understanding with the Placentia Yorba Linda Art Association.

**ADJOURNMENT**

29. Agenda Preparation for the January Unusual Date Meeting which will be held on January 25, 2017 unless re-scheduled by the Library Board of Trustees.
30. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
31. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the December 19, 2016 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 15, 2016.

  
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Diane Warner, Administrative Assistant



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MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 21, 2016

**CALL TO ORDER**

President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 21, 2016 at 6:31pm.

**Members Present:** President Gayle Carline, Secretary Jo-Anne Martin, Trustee Richard DeVecchio, Trustee Elizabeth Minter, Trustee Al Shkoler

**Members Absent:** None

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Diane Warner, Administrative Assistant

**Guests:** Marina Tutty, Financial Consultant; Wendy Townsend, Adult Services Supervising Librarian; Tim Worden, Emerging Technologies Assistant; Joseph Nguyen, Children's Library Assistant

**ADOPTION OF AGENDA**

It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the November 21, 2016 meeting agenda as presented:

AYES:	Carline, Martin, DeVecchio, Minter, Shkoler
NOES:	None
ABSENT:	None

**ORAL COMMUNICATION**

None

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

President Carline attended the annual Placentia Prayer Breakfast and the Placentia Library Friends Foundation (PLFF) Shining Stars Reception. (Item 5)

Secretary Martin enjoyed the annual Placentia Library District Staff Appreciation Dinner, held at the Placentia Round Table Women's Club. (Item 6)

Trustee DeVecchio also enjoyed the PLFF Shining Stars Reception and the Staff Appreciation Dinner. (Item 6)

Trustee Minter attended the Anaheim Prayer Breakfast, as well as the PLFF Shining Stars Reception and the Staff Appreciation Dinner. (Item 6)

Trustee Shkoler also attended the PLFF Shining Stars Reception and Staff Appreciation Dinner. (Item 6)

**LIBRARY DIRECTOR  
REPORT**

Library Director Jeanette Contreras, attended the California Library Association (CLA) Conference in Sacramento and co-presented, with the Assistant Deputy Director of Sacramento Public Library, a "Bark After Dark" evening session, which recognizes library "Read To The Dog" programs. Library Director Contreras also participated at the Chamber Education Committee joint meeting with Yorba Linda, to revise the scholarship application program and an upcoming Bingo fundraiser; attended the school presentation to our student winner, Jacob Ardalo, who also received a PYLUSD award; attended the swearing-in ceremony for new Placentia Police Chief, Darin Lenyi; met with a district negotiator to discuss JPA contract issues with the City; enjoyed the PLFF Shining Stars Reception and

prepared for Staff Development Day. Library Director Contreras reported that the Placentia Chamber of Commerce has downsized their administrative staff to one person, and Michele Severson, and also introduced the new Placentia Library Children’s Library Assistant, Joseph Nguyen and Emerging Technologies Assistant, Tim Worden, to the Trustees. (Item 7)

**FRIENDS FOUNDATION REPORT**

No one attended from the Placentia Library Friends Foundation. (Item 8)

**CONSENT CALENDAR**

It was moved by Trustee Minter and seconded by Trustee DeVecchio to approve Agenda Items 9-22. (Item 9) A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler  
NOES: None  
ABSENT: None

**MINUTES for the OCTOBER 17, 2016 BOARD MEETING**

Minutes for the October 17, 2016 Trustees meeting were received, approved and filed. (Item 9)

**TREASURER’S REPORTS**

Check Registers/Vendor Payments for October 2016 – received and filed (Item 10)

Fund 707 Balance Report for October 2016 – received and filed (Item 11)

Financial Reports through October 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments - received and filed (Item 12)

Balance Sheets for October 2016 - received and filed. (Item 13)

Acquisitions Report for October 2016 – received and filed. (Item 14)

Entrepreneurial Activities Report for October 2016 – received and filed. (Item 15)

Moved by Secretary Martin and seconded by Trustee Minter to receive, file and approve the Financial Reports for Check Registers/Vendor Payments, Fund 707, Payroll, Balance Sheets, Acquisitions and Entrepreneurial Activities. A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler  
NOES: None  
ABSENT: None

**GENERAL CONSENT REPORTS**

Personnel Report for October 2016 – received and filed. (Item 16)

Circulation Report for October 2016 – received and filed. (Item 17)

Review of Shared Maintenance Costs with the City of Placentia for July through October 2016, under the JPA – received and filed. (Item 18)

**STAFF REPORTS**

Administration Report for October 2016 (Item 19)

Children's Services Report for October 2016 (Item 20)

Adult Services Report for October 2016 (Item 21)

Placentia Library Website Technology Report - October 2016 (Item 22)

**NEW BUSINESS**

**NOVEMBER 21, 2016  
CLOSED SESSION REPORT  
OUT**

President Carline reported on the Closed Session held today with legal counsel, to discuss ongoing parking lot usage issues at the Civic Center Plaza. A parking lot usage survey will be conducted by staff during December 2016, followed by estimates from a surveyor. (Item 23)

**EMPLOYEE OF THE YEAR  
PRESENTATION**

President Carline presented the 2016 Employee of the Year award to Wendy Townsend, Adult Services Supervising Librarian, congratulating her for management of Placentia Library's History Room and support of the city's Historical Society. Wendy received a plaque and 5-year service pin from the Trustees and a check for \$500 from PLFF. (Item 24)

**INTRODUCTION OF NEW  
PLACENTIA POLICE CHIEF**

On October 19, 2016, Darin Lenyi was appointed as the permanent Placentia Police Chief, succeeding Interim Chief Ronald Lowenberg. As Chief Lenyi was not able to attend tonight's Board of Trustee's meeting, his introduction will take place at a later date. (Item 25)

**AMEND VERBIAGE ON  
POLICY 2110 – HEALTH AND  
WELFARE BENEFITS**

Special District Risk Management Authority (SDRMA) requested clarification about employee-paid insurance premium costs. Library Director Contreras submitted revised verbiage for Policy 2110 section 2110.1.2, which specifies that Placentia Library District pays all premium costs for non-exempt regular full-time and part-time employees. For non-exempt employees, any additional dependent coverage premiums are paid by the employee through payroll deduction. In section 2110.5.4, the PARS verbiage has been changed to read, "Eligibility for Distribution includes retirement, termination, permanent disability or death." After discussion it was moved by Trustee Shkoler and seconded by Trustee Minter to approve revised Policy 2110. (Item 26) A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler  
NOES: None  
ABSENT: None

**AMEND VERBIAGE ON  
POLICY 2115 – VOLUNTEER  
WORKERS' COMPENSATION  
INSURANCE**

SDRMA provided updates on the 2016 Fair Employment and Housing Act at the recent California Special District Association (CSDA) Conference. The need for districts to have volunteer policies that clearly state they are volunteering "at will." Library staff recommends adding verbiage to Placentia Library's Volunteer Application which clearly states an "at will" unpaid volunteer status. After discussion it was moved by Trustee Shkoler and seconded by Secretary Martin to approve verbiage changes to Policy 2115 – Volunteer Workers' Compensation Insurance. (Item 27) A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler  
NOES: None  
ABSENT: None

**ADOPTION OF RESOLUTION  
16-10: MAINTAIN  
PARTICIPATION IN THE  
INVESTMENT POOL WITH  
THE COUNTY OF ORANGE**

Although Placentia Library District transitioned to in-house accounting effective July 1, 2016, Library Director Contreras recommends maintaining participation in the County of Orange Investment Pool. Library Director Contreras presented Resolution 16-10 to “Maintain Participation in the Investment Pool with the County of Orange” for Trustee approval. After discussion it was moved by Secretary Martin and seconded by Trustee Shkoler to approve Resolution 16-10. (Item 28) A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler  
NOES: None  
ABSENT: None

**ADOPTION OF RESOLUTION  
16-11: DISCONTINUE  
ACCOUNTING SERVICES  
WITH THE COUNTY OF  
ORANGE**

Placentia Library District has transitioned to in-house accounting and is no longer using the County of Orange for accounting processes and vendor payments. County of Orange has requested a resolution be submitted to confirm this transition. Library Director Contreras presented Resolution 16-11 to “Discontinue Accounting Services with the County of Orange” for Trustee approval. After discussion it was moved by Trustee Minter and seconded by Secretary Martin to approve Resolution 16-11. (Item 29) A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler  
NOES: None  
ABSENT: None

**ADOPTION OF RESOLUTION  
16-12: DISCONTINUE  
CUSTODIAL SERVICES WITH  
THE CITY OF PLACENTIA**

City of Placentia has been providing custodial services to the Placentia Library District since June 2014. After several meetings this year with the City of Placentia, it was decided in October 2016 that the agreement will be terminated, effective February 28, 2017 as the City is unable to provide the same level of service due to its decrease in staffing. Library Director Contreras presented Resolution 16-12 to “Terminate Custodial Service Agreement with the City of Placentia” for Trustee approval. After discussion it was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve Resolution 16-12. (Item 29) A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler  
NOES: None  
ABSENT: None

**SELECT DATE FOR JANUARY  
2017 BOARD OF TRUSTEES  
MEETING**

As two trustees will not be available on January 16<sup>th</sup> or 23<sup>rd</sup> for the January 2017 Board of Trustees meeting, Library Director Contreras requested another meeting date be selected. After discussion about calendar conflicts for both January and February 2017, the Library Board of Trustee meeting dates were approved as noted below. (Item 31)

Wednesday, January 25, 2017  
Wednesday, February 22, 2017



**REPORT ON  
FINGERPRINTING POLICY  
2205**

Library Director Contreras reported that 61 staff, interns, substitutes and volunteers have experienced the LiveScan fingerprinting process in compliance with a criminal records check, per Policy 2205. Although the Department of Justice fee is \$32 and Federal fee is \$22 per LiveScan, the City of Placentia fee of \$20 is waived in exchange for an annual advertisement in the Library's EXPLORE Newsletter. Information only, no action required.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of November 21, 2016 was adjourned at 7:05pm.

The next Board of Trustees meeting will be held on the regular date of December 19, 2016 at 6:30pm.

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Gayle Carline, President  
Library Board of Trustees

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Jo-Anne W. Martin, Secretary  
Library Board of Trustees



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**Placentia Library District**  
**Check Register**

November 2016

1000 · General Fund - Checking

<u>Type</u>	<u>Date</u>	<u>Num</u>
Bill Pmt -Check	11/04/2016	8648
Bill Pmt -Check	11/04/2016	8649
Bill Pmt -Check	11/04/2016	8650
Bill Pmt -Check	11/04/2016	8651
Bill Pmt -Check	11/04/2016	8652
Bill Pmt -Check	11/04/2016	8653
Bill Pmt -Check	11/04/2016	8654
Bill Pmt -Check	11/11/2016	8655
Bill Pmt -Check	11/11/2016	8657
Bill Pmt -Check	11/11/2016	8658
Bill Pmt -Check	11/11/2016	8659
Bill Pmt -Check	11/11/2016	8660
Bill Pmt -Check	11/11/2016	8661
Bill Pmt -Check	11/11/2016	8662
Bill Pmt -Check	11/11/2016	8663
Bill Pmt -Check	11/11/2016	8664
Bill Pmt -Check	11/11/2016	8665
Bill Pmt -Check	11/11/2016	8666
Bill Pmt -Check	11/11/2016	8667
Bill Pmt -Check	11/14/2016	8656
Bill Pmt -Check	11/18/2016	8668
Bill Pmt -Check	11/18/2016	8669
Bill Pmt -Check	11/18/2016	8670
Bill Pmt -Check	11/18/2016	8671
Bill Pmt -Check	11/18/2016	8672
Bill Pmt -Check	11/18/2016	8673
Bill Pmt -Check	11/18/2016	8674
Bill Pmt -Check	11/18/2016	8675
Bill Pmt -Check	11/18/2016	8676
Bill Pmt -Check	11/18/2016	8677
Bill Pmt -Check	11/18/2016	8678
Bill Pmt -Check	11/18/2016	8679
Bill Pmt -Check	11/18/2016	8680
Bill Pmt -Check	11/18/2016	8681
Bill Pmt -Check	11/18/2016	8682
Bill Pmt -Check	11/18/2016	8683
Bill Pmt -Check	11/25/2016	8684
Bill Pmt -Check	11/25/2016	8685
Bill Pmt -Check	11/25/2016	8686
Bill Pmt -Check	11/25/2016	8687
Bill Pmt -Check	11/25/2016	8688
Bill Pmt -Check	11/25/2016	8689
Bill Pmt -Check	11/25/2016	8690
Bill Pmt -Check	11/25/2016	8691

**Placentia Library District**  
**Check Register**  
November 2016

<u>Type</u>	<u>Date</u>	<u>Num</u>
Bill Pmt -Check	11/25/2016	8692
Bill Pmt -Check	11/25/2016	8693
Bill Pmt -Check	11/25/2016	8694
Bill Pmt -Check	11/25/2016	8695
Bill Pmt -Check	11/25/2016	8696
Bill Pmt -Check	11/25/2016	8697
Bill Pmt -Check	11/25/2016	8698
Bill Pmt -Check	11/25/2016	8699
Bill Pmt -Check	11/25/2016	8700
Bill Pmt -Check	11/25/2016	8701
Bill Pmt -Check	11/25/2016	8702

Total 1000 - General Fund - Checking

**TOTAL**

Placentia Library District  
Check Register  
November 2016

1000 - General Fund - Checking

Name	Memo
Placita Santa Fe Merchants Association	Booth Fee
Public Agency Reirement Services	PD 11/02
Jeanette Contreras	Reimb.
Tyco Integrated Security LLC	Qtrly Svc
Staples Advantage	Supplies
Baker & Taylor	Books
Midwest Tape	ACDs/DVDs
BankCard Center-Bank of the West	09/29-10/28/2016
Wendy Townsend	Reimb
State Board of Equalization	07/01-09/30/2016
Republic Services	10/01-10/31/2016
Tim Worden	mileage reimb
Recorded Books Inc.	Annual Subscription
Recorded Books Inc.	Annual Renewal
Legacy Integrative Solutions	End 10/17/2016
Richards Watson Gershon	Legal Matters
Cintas	Jan. Supplies
Baker & Taylor	Books
Ingram Inc	Books
Adriana Baltierra	Make up Consultation
Diane R. Warner	Staff Dev 11/18 Reimb
Michelle Meades	Reimb cookies
Fernando Maldonado	Reimb
Lori Worden	Reimb Campfire Night
Josepg Nguyen	Reimb Halloween supplies
El Cantarito	History room
Placentia Library Foundation	Nov 2016
Tyco Integrated Security LLC	11/03 Work
Dick's Lock & Safe	Rekey and keys
State of CA - Department of Justice	oCT 2016
Time Warner Cable	11/14-12/13/16
Time Warner Cable	11/12-12/11/2016
Marina Tutty	Acctg Svcs
Rowman & Littlefield Publishing Group Inc	AC 549152
Baker & Taylor	Books
Midwest Tape	DDs/ACDs
Public Agency Reirement Services	Pd11/16
The Gas Company	10/17-11/16
Glasby Maintenance Supply	Supplies
Click Consulting	Mo Svc
Unique Management Services, Inc.	Oct Placements
Ray-Lite Industries, Inc.	6 light bulbs
Gaylord Bros., Inc.	1/2 size letter record
Brodart Co.	Case/tape

Placentia Library District  
**Check Register**  
November 2016

<u>Name</u>	<u>Memo</u>
CALNET3	10/02-11/01
Staples Advantage	Supplies
MD Medical Clinics	10/26-27 EA/PM/DS
FedEx	Sacramento Shipment
Cintas	Supplies
Golden State Water Company	09/20-10/20/16
County of Orange Treasurer	Parcel 340-312-02
EBSCO Industries, Inc.	1 year subscripion
Baker & Taylor	Books
Midwest Tape	DDs/ACDs
David Yarnell	12/10 Event

Total 1000 · General Fund - Checking

**TOTAL**

**Placentia Library District  
 Check Register**

November 2016

	<u>Split</u>	<u>Amount</u>
1000 · General Fund - Checking		
2000 · Accounts Payable		-75.00
2000 · Accounts Payable		-1,694.98
2000 · Accounts Payable		-266.20
2000 · Accounts Payable		-1,563.16
2000 · Accounts Payable		-259.04
2000 · Accounts Payable		-378.24
2000 · Accounts Payable		-663.40
2000 · Accounts Payable		-12,914.48
2000 · Accounts Payable		-53.99
2000 · Accounts Payable		-409.95
2000 · Accounts Payable		-134.30
2000 · Accounts Payable		-4.70
2000 · Accounts Payable		-1,500.00
2000 · Accounts Payable		-1,278.56
2000 · Accounts Payable		-810.67
2000 · Accounts Payable		-1,489.10
2000 · Accounts Payable		-1,023.04
2000 · Accounts Payable		-2,380.03
2000 · Accounts Payable		-128.10
2000 · Accounts Payable		-120.00
2000 · Accounts Payable		-87.35
2000 · Accounts Payable		-10.00
2000 · Accounts Payable		-314.77
2000 · Accounts Payable		-54.21
2000 · Accounts Payable		-136.74
2000 · Accounts Payable		-95.04
2000 · Accounts Payable		-32.75
2000 · Accounts Payable		-3,139.83
2000 · Accounts Payable		-1,462.88
2000 · Accounts Payable		-96.00
2000 · Accounts Payable		-290.64
2000 · Accounts Payable		-384.09
2000 · Accounts Payable		-3,080.00
2000 · Accounts Payable		-91.03
2000 · Accounts Payable		-5,866.31
2000 · Accounts Payable		-843.50
2000 · Accounts Payable		-1,664.51
2000 · Accounts Payable		-238.43
2000 · Accounts Payable		-122.08
2000 · Accounts Payable		-4,000.00
2000 · Accounts Payable		-98.45
2000 · Accounts Payable		-50.07
2000 · Accounts Payable		-103.20
2000 · Accounts Payable		-292.23

# Placentia Library District Check Register

November 2016

<u>Split</u>	<u>Amount</u>
2000 · Accounts Payable	-159.82
2000 · Accounts Payable	-1,046.69
2000 · Accounts Payable	-260.00
2000 · Accounts Payable	-8.04
2000 · Accounts Payable	-341.37
2000 · Accounts Payable	-847.07
2000 · Accounts Payable	-4,146.11
2000 · Accounts Payable	-4,233.73
2000 · Accounts Payable	-1,356.71
2000 · Accounts Payable	-529.45
2000 · Accounts Payable	-300.00
Total 1000 · General Fund - Checking	<u>-62,930.04</u>
<b>TOTAL</b>	<u><u>-62,930.04</u></u>



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Marina Tutty  
**SUBJECT:** Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)  
**DATE:** December 19, 2016

<b>Fiscal Year 2016-2017</b>	
07/31/16	2,471,328.58
8/31/2016	2,472,833.87
9/30/2016	2,474,399.04
10/31/16	2,475,950.51
11/30/2016	2,477,456.70
12/31/2016	
01/31/17	
2/29/2017	
3/31/2017	
04/30/17	
5/31/2017	
6/30/2017	
General Reserves	414,789.10
Impact Fees	620,037.82

<b>Fiscal Year 2015-2016</b>	
07/31/15	2,039,958.86
8/31/2015	1,964,131.43
9/30/2015	1,814,121.60
10/31/15	1,621,301.45
11/30/2015	1,684,004.08
12/31/2015	2,433,359.90
01/31/16	2,378,291.05
2/28/2016	2,235,388.76
3/31/2016	2,192,337.72
04/30/16	2,697,676.47
5/31/2016	2,642,755.94
6/30/2016	2,439,183.06
General Reserves	414,789.10
Impact Fees	578,824.90



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director


**SUBJECT:** Financial Reports through November 2016 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

**DATE:** December 19, 2016

**Summary of Cash and Investments as of November 30, 2016**

Cash with Orange County Treasurer Fund 707	2,477,456.70
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	620,037.82
General Fund Checking – Bank of the West	210,533.62
General Fund Savings – Bank of the West	495,953.30
Payroll Checking – Wells Fargo Bank	54,198.94
<b>Total Cash and Investments</b>	<b>4,272,969.48</b>

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



Jeanette Contreras  
Library Director



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PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
November 30, 2016

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	2,037,868	240,181	(1,797,686.60)	11.8%
6220		Property Taxes - Current Unsecured	57,632	50,764	(6,867.80)	88.1%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	13,256	-	(13,256.00)	0.0%
6280		Property Taxes - Curr Supplemental	65,732	8,135	(57,596.71)	0.0%
6290		Other Taxes	3,120	-	(3,120.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	7,216	7,216.20	100%
6540		Penalties & Costs on Delinq Taxes	1,014	380	(634.03)	37.5%
		<b>Sub Total</b>	<b>2,178,622</b>	<b>306,677</b>	<b>(1,871,944.94)</b>	<b>14.1%</b>
<b>REVENUE FROM USE OF MONEY &amp; PROPY</b>						
6610		Interest	5,720	6,916	1,195.50	120.9%
		<b>Sub Total</b>	<b>5,720</b>	<b>6,916</b>	<b>1,195.50</b>	<b>120.9%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	8,792	-	(8,792.00)	0.0%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		<b>Sub Total</b>	<b>10,792</b>	<b>-</b>	<b>(10,792.00)</b>	<b>0.0%</b>
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)		20,314		
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	19,370	(25,629.88)	43.0%
		Fines & Fees	45,000	19,370	(25,629.88)	43.0%
		Passport/Photos	125,000	59,669	(65,331.00)	47.7%
		Meeting Room Fees	5,000	1,055	(3,945.00)	21.1%
		Test Proctor	7,000	3,100	(3,900.00)	44.3%
		<b>Sub Total</b>	<b>227,700</b>	<b>102,564</b>	<b>(125,135.76)</b>	<b>45.0%</b>
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		<b>YTD Actual</b>	<b>2,422,834</b>	<b>416,157</b>	<b>(2,006,677.20)</b>	<b>17%</b>
		<b>FY 14/15 Funds Available</b>	<b>70,000</b>			
<b>TOTAL REVENUES FY 15/16:</b>						
			<b>2,492,834</b>	<b>416,157</b>	<b>(2,076,677.20)</b>	<b>16.7%</b>
<b>MISCELLANEOUS REVENUES</b>						
		Restricted Impact Fees	0	41,213	41,212.92	100%
		SLS Account	0	-	0.00	100%

**PLACENTIA LIBRARY DISTRICT**

**EXPENDITURES REPORT**

November 30, 2016

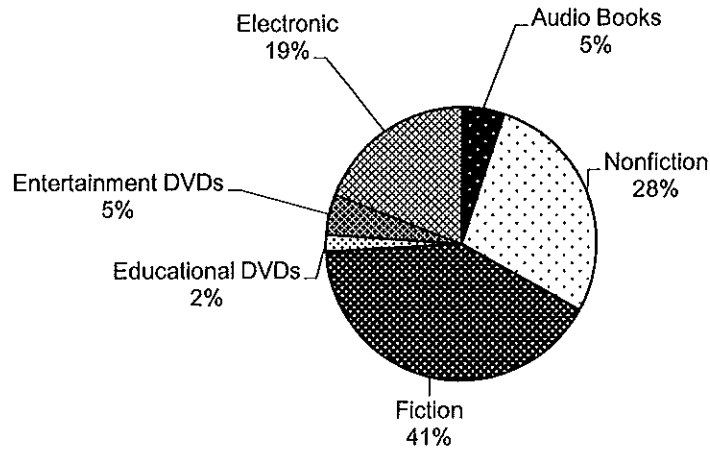
42% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,227,447	547,504	0.45	\$679,943
0200	Retirement	46,549	18,074	0.39	\$28,475
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	45,193	0.21	\$165,350
0306-0770	Employee Assistance Program	715	60	0.08	\$655
0308	Dental Insurance	12,833	3,448	0.27	\$9,385
0309	Life Insurance	7,320	1,962	0.27	\$5,358
0310	AD & D Insurance	4,627	1,391	0.30	\$3,236
0319	Vision Insurance	2,526	699	0.28	\$1,827
0350	Workers' Compensation Insurance	12,000	5,740	0.48	\$6,260
	<b>TOTAL</b>	<b>\$1,524,560</b>	<b>\$624,071</b>	<b>0.41</b>	<b>\$900,489</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	23,000	5,160	0.22	\$17,840
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	20,000	9,260	0.46	\$10,741
1100	Library Insurance	15,000	5,025	0.33	\$9,975
1300	Maintenance, Equipment	32,000	15,443	0.48	\$16,557
1400	Maintenance, Buildings & Improvements	106,700	17,134	0.16	\$89,566
1600	Memberships	9,000	2,684	0.30	\$6,316
1700	Miscellaneous Expense	2,500	0	0.00	\$2,500
1800	Office Expenses	48,000	28,449	0.59	\$19,551
1803	Postage	14,000	4,545	0.32	\$9,455
1900	Prof./Specialized Services	206,100	66,302	0.32	\$139,798
1912	Investment Administrative Fees	1,700	541	0.32	\$1,159
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	0	0.00	\$1,100
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	89,136	0.30	\$205,038
2600	Transportation & Travel	4,500	252	0.06	\$4,248
2700	Meetings	19,500	14,511	0.74	\$4,989
2800	Utilities	87,500	43,391	0.50	\$44,109
	<b>TOTAL</b>	<b>\$887,274</b>	<b>\$301,833</b>	<b>0.34</b>	<b>\$585,441</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$11,000	\$9,614	0.87	\$1,386
	<b>OPERATING EXPENSES</b>	<b>\$2,422,834</b>	<b>\$935,518</b>	<b>0.39</b>	<b>\$1,487,316</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$60,000	\$24,675	0.41	\$35,325
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$70,000</b>	<b>\$24,675</b>	<b>0.35</b>	<b>\$45,325</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,492,834</b>	<b>\$960,194</b>	<b>0.39</b>	<b>\$1,532,640</b>
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$620,038	\$0	0.00	\$620,038
	Grants	\$35,000	\$36,558	0.00	-\$1,558

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2016-2017 THROUGH THE MONTH OF NOV. 2016

	YTD 2016/17	YTD 2016/17	YTD 2016/17	YTD 2015/16	YTD 2015/16	YTD 2015/16
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$37,010	1635	1725	\$41,556	1775	2057
Total Non-Fiction	\$25,244	1099	1517	\$21,734	805	1082
Total Electronic	\$17,230	297		\$312	7	0
Total Audio Books	4,553	101	101	\$6,212	141	141
Total Educational DVDs	1752	52	53	\$1,733	52	54
Total Entertainment DVDs	4318	106	160	\$4,961	155	223
YTD TOTAL MATERIALS	\$85,559	3290	3556	\$76,508	2935	3557
Budget	\$255,700			\$249,174		
% Spent YTD	33%			31%		



The spent amounts on this report reflect items and invoices received through the end of the month. Budget amounts are regular budget dollars. Spent amounts include regular budgeted dollars as well as adopt-a-book and grant dollars. Invoices paid during the month are shown on the Financial Report rather than the Acquisitions report.

ACQUISITIONS REPORT FOR FISCAL YEAR 2016-2017 THROUGH THE MONTH OF NOVEMBER 2016

Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$20,355	596	657	\$330	23	23	\$20,685	619	680	0	0	0	\$20,711	620	681
Califia Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$26	1	1	\$0	0	0
Total Adult Fiction	\$20,355	596	657	\$330	23	23	\$20,685	619	680	\$26	1	1	\$20,711	620	681
Adult Non-Fiction	\$7,912	338	341	\$20	1	1	\$7,932	339	342	1218	46	46	\$9,150	385	388
Adult Reference	\$675	11	11	\$0	0	0	\$675	11	11	0	0	0	\$675	11	11
Adult magazines	\$4,919	69	447	\$0	0	0	\$4,919	69	447	0	0	0	\$4,919	69	447
Califia Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Adult Non-Fiction	\$13,506	418	799	\$20	1	1	\$13,526	419	800	\$1,218	46	46	\$14,744	465	846
TOTAL ADULT PRINT MATERIALS	\$33,861	1014	1456	\$350	24	24	\$34,211	1038	1480	\$1,244	47	47	\$35,455	1,085	1,527
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Adult Audio Books	\$4,553	101	101	\$390	8	8	\$4,933	109	109	0	0	0	\$4,933	109	109
Adult E-books	\$0	266	0	\$0	0	0	\$0	266	0	0	0	0	\$0	266	0
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Adult Educational DVDs	\$1,714	51	51	\$0	0	0	\$1,714	51	51	0	0	0	\$1,714	51	51
Adult Entertainment DVDs	\$3,607	99	153	\$0	0	0	\$3,607	99	153	0	0	0	\$3,607	99	153
TOTAL ADULT NON-PRINT MATERIALS	\$9,874	517	305	\$390	8	8	\$10,254	525	313	\$0	0	0	\$10,254	525	313
TOTAL ADULT MATERIALS	\$43,735	1,531	1,761	\$730	32	32	\$44,465	1,563	1,793	\$1,244	47	47	\$45,709	1,810	1,840
Juvenile Fiction	\$11,489	785	806	\$30	2	2	\$11,519	787	808	0	0	0	\$11,519	787	808
Califia Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Fiction	\$4,168	254	262	\$23	0	0	\$5,189	254	262	0	0	0	\$5,189	254	262
Califia Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Juvenile Fiction	\$16,655	1039	1068	\$53	2	2	\$16,708	1041	1070	\$0	0	0	\$16,708	1,041	1,070
Juvenile Non-Fiction	\$10,379	474	479	\$0	0	0	\$10,379	474	479	0	0	0	\$10,379	474	479
Califia Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Non-Fiction	\$622	60	60	\$0	1	1	\$622	61	61	0	0	0	\$622	61	61
Califia Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Reference	\$188	0	0	\$0	0	0	\$188	0	0	0	0	0	\$188	0	0
Young Adult Reference	\$0	140	140	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$349	7	39	\$0	0	0	\$349	7	39	0	0	0	\$349	7	39
Juvenile Manga/Graphic Novels	\$11,738	881	718	\$0	1	1	\$11,738	542	579	\$0	0	0	\$11,738	542	579
Total Juvenile Non-Fiction	\$28,393	1,720	1,786	\$53	3	3	\$28,446	1,593	1,649	\$0	0	0	\$28,446	1,593	1,649
TOTAL JUVENILE PRINT MATERIALS	\$45,048	3,259	3,854	\$106	5	5	\$45,154	3,634	3,889	\$1,244	47	47	\$46,398	3,681	3,936
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile E-books	\$0	26	0	\$0	0	0	\$0	26	0	0	0	0	\$0	26	0
SLS Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Video Games	\$543	9	9	\$0	0	0	\$543	9	9	0	0	0	\$543	9	9
Juvenile Educational DVDs	\$38	1	2	\$0	0	0	\$38	1	2	0	0	0	\$38	1	2
Juvenile Entertainment DVDs	\$168	7	7	\$0	0	0	\$168	7	7	0	0	0	\$168	7	7
TOTAL JUVENILE NON-PRINT MATERIALS	\$749	43	18	\$0	0	0	\$749	43	18	\$0	0	0	\$749	43	18
TOTAL JUVENILE MATERIALS	\$45,847	3,302	3,872	\$106	5	5	\$45,953	3,677	3,907	\$1,244	47	47	\$47,197	3,724	3,954
On-line databases	\$17,230	5	0	\$0	0	0	\$17,230	5	0	0	0	0	\$17,230	5	0
E-books	\$0	292	0	\$0	0	0	\$0	292	0	0	0	0	\$0	292	0
SLS E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$17,230	297	0	\$0	0	0	\$17,230	297	0	\$0	0	0	\$17,230	297	0
Total Fiction	\$37,010	1635	1725	\$383	25	25	\$37,393	1660	1750	\$26	1	1	\$37,419	1661	1751
Total Non-Fiction	\$25,244	1099	1517	\$20	2	2	\$25,264	981	1379	\$1,218	46	46	\$26,482	1007	1425
Total Electronic	\$17,230	297	0	\$0	0	0	\$17,230	297	0	\$0	0	0	\$17,230	297	0
Total Audio Books	\$4,553	101	101	\$390	8	8	\$4,933	109	109	\$0	0	0	\$4,933	109	109
Total Educational DVDs	\$1,752	52	53	\$0	0	0	\$1,752	52	53	\$0	0	0	\$1,752	52	53
Total Entertainment DVDs	\$4,318	106	160	\$0	0	0	\$4,318	106	160	\$0	0	0	\$4,318	106	160
TOTAL MATERIALS	\$90,107	3290	3556	\$783	35	35	\$90,890	3,185	3,451	\$1,244	47	47	\$92,134	3232	3499

Outstanding Orders as of November 2016  
Adults-book/Grant \$0

General Fund \$6,645

TOTAL \$6,645



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marina Tutty  
**SUBJECT:** Entrepreneurial Activities Report for November 2016  
**DATE:** December 19, 2016

**Net Revenue Summary for November 2016**

	Nov-16	Nov-15	YTD 2016-2017	YTD 2015-2016
Passport	9,300	7,346	47,835	45,170
Passport Photos	2,148	1,951	11,834	10,972
Test Proctor	200	650	3,100	3,313
Meeting Room	90	425	1,055	1,940
<b>Total</b>	<b>11,738</b>	<b>10,372</b>	<b>63,824</b>	<b>61,395</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Personnel Report for NOVEMBER 2016  
**DATE:** December 19, 2016

			YTD	YTD
	Nov-16	Nov-15	2016-2017	2015-2016
Separation	0	0	1	0
Retirement	0	0	0	0
Appointments	2	0	7	2
Open Positions	1	1	6	1
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>3</b>	<b>1</b>	<b>14</b>	<b>3</b>

SEPARATION: None  
 RETIREMENT: None  
 APPOINTMENTS: Mariana Penaloza – SUB Library Aide  
 Angelica Estrada – SUB Library Aide  
 OPEN POSITIONS: SUB Library Assistant



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Venessa Faber, Support Services Manager  
**SUBJECT:** Circulation Activity Report: November 2016  
**DATE:** December 19, 2016

<b>CIRCULATION</b>	Nov-16	Nov-15	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
New Patron Registrations	237	271	1,570	1,805	-13.0%
Total Circulation	22,249	26,758	120,685	132,222	-8.7%
Total Active Borrowers*	7,862	8,279			
Attendance	21,800	21,957	124,391	133,755	-7.0%
Adult Fiction	2,713	3,020	14,454	16,484	-12.3%
Adult Nonfiction	1,953	2,496	10,133	12,214	-17.0%
Adult Magazines	137	293	720	1,298	-44.5%
Adult Music CDs	94	108	772	1,072	-28.0%
Adult Audio Books	548	624	2,875	3,341	-13.9%
Adult DVDs**	2,086	1,859	8,133	8,467	-3.9%
JV Fiction	9,666	12,492	52,460	63,135	-16.9%
YA Fiction	1,135	1,889	7,280	8,958	-18.7%
JV Nonfiction	2,091	2,968	11,196	12,353	-9.4%
YA Nonfiction	110	68	613	527	16.3%
JV Magazines	4	5	55	21	161.9%
JV Music CDs	14	29	117	141	-17%
JV Audio Books	60	61	308	361	-15%
JV DVDs**	1,565	829	6,973	6,799	3%
Video Games	73	17	471	156	202%

\* YTD % change not applicable.

\*\*As of July 1, 2015 all DVDs are free.

**TEST PROCTORING**

November 2016	November 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
4	13	63	64	-2%

**PATRON COUNT**

Nov-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		280	350	330	272	115	347	1694
10:00		285	312	310	279	81	294	1561
11:00		245	315	262	162	97	287	1368
12:00		247	302	298	152	137	358	1494
1:00	584	310	339	438	239	108	423	2441
2:00	396	329	411	517	226	153	356	2388
3:00	394	580	712	678	350	161	343	3218
4:00	233	511	563	535	351	304	190	2687
5:00		470	466	507	258			1701
6:00		356	325	410	190			1281
7:00		223	194	265	100			782
DAY TOTALS	1607	3836	4289	4550	2579	1156	2598	20615

Nov 2016	Nov 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
20,615	21,846	116,174	129,357	-11%

Hours Open	Average Per Hour
251	82

Outside Gate Counts	
Adult Programs	109
Children/Teen Programs	991
Meeting Room Rentals	85
<b>TOTAL</b>	<b>1185</b>

Library Attendance Total
21,800

**PASSPORTS**

Nov-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		0	4	3	0	4	9	20
10:00		3	1	4	1	6	15	30
11:00		2	1	6	0	5	11	25
12:00		4	5	6	2	4	16	37
1:00	20	5	5	5	2	3	18	58
2:00	20	4	3	9	1	3	17	57
3:00	19	9	3	9	5	1	1	47
4:00	4	8	4	6	0	0	0	22
5:00		9	5	12	4			30
6:00		8	4	13	2			27
7:00		0	2	3	1			6
DAY TOTALS	63	52	37	76	18	26	87	359

Nov 2016	Nov 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
359	307	1927	1855	4%

**STAFF ACTIVITY**

- Katie and Tim attended Friday Huddle on November 4<sup>th</sup>.
- Staff provided Setup/Take Down in the Meeting Room: 34 set-ups/ 36 breakdowns
- Laura took deposits to the bank on November 1<sup>st</sup>, 8<sup>th</sup> and 29<sup>th</sup>
- Laura, Estella, Katie, Tim, Beatrice, and Victor attended the Support Services Department meeting on November 9<sup>th</sup>.
- The new library card designs arrived and patrons are enjoying choosing the design of their new cards.
- Victor transferred the stats codes binder at the Information Desk to an Excel file and placed a clear folder with the stats code at each station at the Information Desk.
- Katie met with the Public Services Staff to review turnover and weeding reports in Horizon.
- Katie and Yesenia met with Diana Reviello and Ryan Gallagher from Baker & Taylor on November 29<sup>th</sup>.
- Katie, Beatrice, Estella, Laura, Tim, Danny, Eric, Elizabeth, Venessa, Sandra, and Victor attended Staff Development Day on November 18<sup>th</sup>.
- Tim designed fliers and publicity materials for the Holiday Merriment and Winter Wonderland programs, as well as created the December calendars and Constant Contact email.
- Tim met with Venessa to give an update on Emerging Technologies Assistant projects on Nov. 16.
- Victor created an Excel sheet to gather the number cards created annually on Nov. 30<sup>th</sup>.
- Venessa worked with Jeanette and Yesenia to create a parking lot survey and survey schedule.
- Venessa met with a member of the Placentia Chamber to learn about adding content to their website.
- Venessa attended the Placentia Round Table Women's Club general meeting on November 2<sup>nd</sup> and assisted with soup fundraiser assembly.

**ONGOING PROJECTS**

- Tim is designing the March – August 2017 eXPLORE.
- Katie catalogued and processed 46 donations for the Literacy Collection.

**NEW PROJECTS AND ACTIVITIES**

- Victor trained Liz on how to discard materials.
- Tim began using Adobe Creative Cloud programs including Photoshop and InDesign to design publicity materials.
- Laura began training new substitute clerks Angie and Mariana on November 5<sup>th</sup>
- Estella continued training Angie and Mariana on November 6<sup>th</sup>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** City of Placentia Invoice for DECEMBER 2016  
**DATE:** December 19, 2016

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUND (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-16	*	*	*	*	*	*	*
Aug-16	*	*	*	*	*	*	*
Sep-16	09-13-16	21,226.41	4,357.47	427.50	19.27	*	26,030.65
Oct-16	*	*	*	*	*	*	*
Nov-16	11-07-16	11,501.61	2,904.98	142.50	*	10,162.28	24,711.37
Dec-16	12-08-16	3,908.38	1,452.49	142.50	4.69	*	5,508.06
Jan-17							
Feb-17							
Mar-17							
Apr-17							
May-17							
Jun-17							
	<b>TOTAL</b>	<b>36,636.40</b>	<b>8,714.94</b>	<b>712.50</b>	<b>23.96</b>	<b>10,162.28</b>	<b>56,250.08</b>
	<b>AVG</b>	<b>6,106.07</b>	<b>1,452.49</b>	<b>118.75</b>	<b>4.00</b>	<b>2,540.57</b>	<b>9,375.02</b>

*\* City Billing Not Received*

PERIOD IN FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF	GROUND (SA Aquatics)	IRRIGATION CONTROL	FACILITY MAINT	<u>TOTAL</u>
July-Aug 2015	8-13-15	20,450.37	4,357.47	427.50	*	6,122.66	31,358.00
15-Sep	*	*	*	*	*	*	*
15-Oct	10-22-15	7,586.78	2,904.98	142.50	63.21	6,122.66	16,820.13
15-Nov	11-18-15	13,819.28	1,452.49	285.00	19.01	3,061.33	18,637.11
15-Dec	12-17-15	4,246.91	1,452.49	142.50	*	3,061.33	8,903.23
16-Jan	*	*	*	*	*	*	*
16-Feb	02-11-16	7,219.97	2,904.98	142.50	28.73	6,122.66	16,418.84
16-Mar	03-21-16	4,107.92	1,452.49	285.00	9.60	6,122.66	11,977.67
16-Apr	04-19-16	3,952.48	1,452.49	142.50	9.60	1,554.00	7,111.07
16-May	05-18-16	4,163.19	1,452.49	142.50	*	2,520.00	8,278.18
16-Jun	07-11-16	4,377.70	*	142.50	19.18	*	4,539.38
	<b>TOTAL</b>	<b>69,924.60</b>	<b>17,429.88</b>	<b>1,852.50</b>	<b>149.33</b>	<b>34,687.30</b>	<b>124,043.61</b>
	<b>AVG</b>	<b>5,827.05</b>	<b>1,452.49</b>	<b>154.38</b>	<b>12.45</b>	<b>2,890.61</b>	<b>10,336.97</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Administration Report for November 2016

**DATE:** December 19, 2016

**Accomplishments**

- Planned and facilitated the Staff Development Day on November 18<sup>th</sup>, leading budget discussions and introduction of the Harwood Outward practice.
- Met with legal counsel to discuss JPA related matter.
- Assisted with planning of the H.I.S. House fundraiser.

**Meetings**

- Library Board of Trustees – November 21<sup>st</sup>
- Placentia Library Friends Foundation (PLFF) – November 14<sup>th</sup>
- Friday Huddles – November 18<sup>th</sup>, 25<sup>th</sup>
- Staff Meeting – November 22<sup>nd</sup>
- City of Placentia – November 8<sup>th</sup>, 23<sup>rd</sup>
- Placentia Chamber of Commerce – November 17<sup>th</sup>
- Education Committee – November 2<sup>nd</sup>

**Community Function / Training**

- Harwood Webinar – November 15<sup>th</sup>
- PLFF Donor Reception – November 18<sup>th</sup>
- Community Conversation @ Whitten Center – November 28<sup>th</sup>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Public Services Manager  
**SUBJECT:** Children’s Services Report for November 2016  
**DATE:** December 19, 2016

**MONTHLY STATISTICS**

<b>Children's Reference</b>	<b>November 2016</b>	<b>November 2015</b>	<b>Y-T-D 2016-2017</b>	<b>Y-T-D 2015-2016</b>	<b>Y-T-D % change</b>
Reference—in person	611	434	2,965	2,386	24.27%
Reference--telephone	15	25	106	210	-49.52%
<b>Total Reference</b>	<b>626</b>	<b>459</b>	<b>3,071</b>	<b>2,596</b>	<b>18.30%</b>
Total Number of Programs	42	43	193	195	-1.03%
Total Programs Attendance	1,464	972	8,851	7,753	14.16%

**Children’s Services Programs**

<b>Children's Services Programs</b>	<b>November 2016</b>	<b>November 2016</b>	<b>November 2015</b>	<b>November 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 15/16 - 16/17</b>	<b>Y-T-D 15/16 - 16/17</b>
	<b>Number of Programs</b>	<b>Total Attendance</b>	<b>Number of Programs</b>	<b>Total Attendance</b>	<b>Total Programs</b>	<b>Total Attendance</b>	<b>Total Programs</b>	<b>Total Attendance</b>	<b>% Change Programs</b>	<b>% Change Attendance</b>
<b>Ongoing Programs</b>										
0-2 year old Storytime Classes	6	368	6	265	34	1,847	36	1,570	-5.56%	17.64%
3-6 year old Storytime Classes	5	131	8	183	25	595	36	888	-30.56%	-33.00%
Music Classes	5	118	4	99	18	679	18	825	0.00%	-17.70%
Read to the Dogs	1	41	1	25	5	204	5	90	0.00%	126.67%
Master Builders Club	1	11	1	29	5	122	4	126	25.00%	-3.17%
Sensational Saturdays	1	40	1	47	4	110	5	132	-20.00%	-16.67%
Homework Club	14	215	17	180	45	778	48	809	-6.25%	-3.83%
PTAC (Placentia Teen Advisory Council)	2	42	1	10	10	187	11	154	-9.09%	21.43%
PLD Collaboratory	1	8	-	-	4	25	-	-	100.00%	100.00%
The Vault	1	4	-	-	3	28	-	-	100.00%	100.00%
Teen Practice Exams	-	-	-	-	1	23	1	27	0.00%	-14.81%
<b>Special Programs</b>										
Outreach	-	-	-	-	6	485	1	275	500.00%	76.36%
School Visits	-	-	-	-	-	-	1	25	-100.00%	-100.00%
Library Tours	-	-	-	-	-	-	-	-	0%	0.00%
Bilingual Programs	2	106	-	-	2	106	2	145	0.00%	-26.90%
Seasonal Programs	3	380	3	134	9	787	7	566	28.57%	39.05%
Teen Programs	-	-	1	-	9	137	6	126	50.00%	8.73%
SRP Registrations	-	-	-	-	6	399	6	457	0.00%	-12.69%
SRP Events	-	-	-	-	7	2,339	8	1,538	-12.50%	52.08%
<b>Totals</b>	<b>42</b>	<b>1,464</b>	<b>43</b>	<b>972</b>	<b>193</b>	<b>8,851</b>	<b>195</b>	<b>7,753</b>	<b>-1.03%</b>	<b>14.16%</b>

**ACHIEVEMENTS**

- Lori Worden and Michelle Meades presented a fall reading display in the library display case.

**MEETINGS**

- Fernando Maldonado, Jennifer Rydberg, Brenda Ramirez, and Lori Worden participated in the Public Services Team meeting on November 14<sup>th</sup>.
- Fernando Maldonado, Joseph Nguyen, Jennifer Rydberg, Brenda Ramirez, and Lori Worden participated in the Staff Development Day on November 18<sup>th</sup>.
- Jennifer Rydberg and Lori Worden participated in the all staff meeting on November 15<sup>th</sup>.
- Jennifer Rydberg, Brenda Ramirez, Joseph Nguyen, and Lori Worden participated in the Children's Department staff meeting on November 21<sup>st</sup>.
- Brenda Ramirez met with Yesenia Baltierra on November 9<sup>th</sup>, 15<sup>th</sup> and 23<sup>rd</sup>.
- Brenda Ramirez met with Joseph Nguyen on November 2<sup>nd</sup> and 30<sup>th</sup>.
- Brenda Ramirez met with Jennifer Rydberg on November 28<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

- Fernando Maldonado began a 4-week, online, InfoPeople Readers' Advisory class.
- Jennifer Rydberg attended a webinar called "STEP into Storytime" on November 7<sup>th</sup>.
- Lori Worden participated in an Infopeople "Tabletop Games" webinar on November 9<sup>th</sup>.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Public Services Manager

**SUBJECT:** Adult Services Report for November 2016

**DATE:** December 19, 2016

**MONTHLY STATISTICS****Reference Desk Activity**

	<b>November 2016</b>	<b>November 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
Reference -- in person	1181	845	7,541	3,750	101.09%
Reference -- telephone	446	220	2784	920	202.61%
Reference -- email/chat	0	21	33	39	-15.38%
Technology assistance	244	234	1380	1056	30.68%
Guest passes	52	67	355	364	-2.47%
Adult and Children's computer use (desktops)	2175	2450	13614	16880	-19.35%
Adult computer usage (desktop)	1989	2241	11171	12705	-12.07%
Public computer use (express laptops)	5	45	52	260	-80.00%

**History Room Activity**

	<b>November 2016</b>	<b>November 2015</b>	<b>Y-T-D FY2016-17</b>	<b>Y-T-D FY2015-16</b>	<b>Y-T-D % change</b>
History Room Visitors	6	6	40	49	-18.37%

**Volunteer Hours**

	<b>November 2016</b>	<b>November 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
History Room	14.25	43.5	39.75	145.75	-72.73%
PLFF	484.25	442.5	2403.25	2503.75	-4.01%
General Library	357	534.5	3197.02	2494.25	28.18%
Technology	14	6	175.75	42.5	313.53%
Homework Club	100	73	326.5	249.75	30.73%
Adult Literacy Tutors	116	179	719.25	742.72	-3.16%
PTAC	59	30.5	281.75	345.88	-18.54%
<b>Total Volunteer Hours</b>	<b>1144.5</b>	<b>1309</b>	<b>7751.52</b>	<b>7590.7</b>	<b>2.12%</b>

**Adult Services Programs**

Type of Program	Number of Programs November	Attendance November 2016	Number of Programs November	Attendance November 2015	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2016	2016	2015	2015	FY16-17	FY16-17	FY15-16	FY15-16		
Book Club	1	12	1	11	5	60	5	53	0.00%	13.21%
Computer Workshops	3	24	2	16	13	120	10	83	30.00%	44.58%
Literacy Programs	5	42	4	42	28	231	26	205	7.69%	12.68%
Summer Reading Program	0	0	0	0	2	281	2	347	0.00%	-19.02%
Summer Reading Events	0	0	0	0	2	141	1	38	100.00%	271.05%
Database Instruction	7	11	3	7	23	39	14	44	64.29%	-11.36%
Volunteer Programs	1	16	1	43	5	146	3	101	66.67%	44.55%
Health & Fitness Programs	0	0	3	45	14	340	12	156	16.67%	117.95%
Parenting Programs	0	0	1	10	0	0	4	16	-100.00%	-100.00%
Fine Arts Programs	0	0	0	0	0	0	1	20	-100.00%	-100.00%
Educational Programs-varied topics	2	67	2	73	6	210	6	234	0.00%	-10.26%
Outreach	1	7	4	29	2	14	11	56	-81.82%	-75.00%
<b>Totals</b>	<b>20</b>	<b>179</b>	<b>21</b>	<b>276</b>	<b>100</b>	<b>1582</b>	<b>95</b>	<b>1353</b>	<b>5.26%</b>	<b>16.93%</b>

<b>Adult Literacy</b>		
	Nov 2016	Nov 2015
Number of Tutors	17	16
Number of Students	27	26
<b>Total Number of Participants</b>	<b>44</b>	<b>42</b>

<b>Computer Literacy</b>		
	Nov 2016	Nov 2015
Number of Tutors	2	1
Number of Students	2	3
<b>Total Number of Participants</b>	<b>4</b>	<b>4</b>

**ACHIEVEMENTS**

- Patricia Grimm attended the CSUF Field Day on November 7<sup>th</sup>.
- Michelle Meades coordinated "The History of Tamales on November 8<sup>th</sup>.
- Michelle Meades and Fernando Maldonado coordinated a Volunteer Orientation on November 12<sup>th</sup>.
- Michelle Meades coordinated the Spanish Introduction to Computer Classes on November 15<sup>th</sup> and 22<sup>nd</sup>.
- Coleen Wakai led the Conversation Club on November 4<sup>th</sup> and coordinated November 24<sup>th</sup>.
- Wendy Townsend coordinated outreach services at Emerald Isle on November 10<sup>th</sup>.
- Wendy Townsend coordinated the Book Club on November 8<sup>th</sup>.



- Wendy Townsend completed one staff evaluation.
- Michelle Meades trained a new History Room volunteer.
- Michelle Meades and Fernando Maldonado held the volunteer orientation on October 25<sup>th</sup>.
- Michelle Meades coordinated the Stress Reliever Adult Coloring Class on October 27<sup>th</sup>.
- Wendy Townsend completed 2017 SRP badges and program outline for RBD.
- Coleen Wakai held a literacy orientation on November 15<sup>th</sup>
- Patricia Grimm held a literacy orientation on November 19<sup>th</sup>.
- Wendy Townsend coordinated the Winter Reading Program beginning November 17<sup>th</sup>.

### **MEETINGS**

- Wendy Townsend attended Kiwanis meetings on November 3<sup>rd</sup>, 10<sup>th</sup> and 17<sup>th</sup>.
- Wendy Townsend and Patricia Grimm met on November 3<sup>rd</sup>.
- Wendy Townsend and Jeannie Killianey met on November 7<sup>th</sup>.
- Wendy Townsend and Coleen Wakai met on November 3<sup>rd</sup>.
- Wendy Townsend and Michelle Meades met on November 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup>.
- Wendy Townsend and Yesenia Baltierra met on November 1<sup>st</sup>, 15<sup>th</sup> and 29<sup>th</sup>.
- Wendy Townsend and Yesenia Baltierra attended the Supervisors meeting on November 9<sup>th</sup> and 17<sup>th</sup>.
- Michelle Meades, Patricia Grimm, Coleen Wakai, Jeannie Killianey, and Wendy Townsend attended the Adult Services meeting on November 28<sup>th</sup>.
- Coleen Wakai, Michelle Meades, Yesenia Baltierra and Wendy Townsend attended the Staff Meeting on November 22<sup>nd</sup>.
- Patricia Grimm met with a literacy student for tutoring on November 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup> and 29<sup>th</sup>.
- Coleen Wakai met with 4 literacy tutors on November 3<sup>rd</sup>, 7<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>.
- Coleen Wakai met with a potential Literacy student on November 22<sup>nd</sup>.
- Michelle Meades met with Charlene Riggins to discuss the Share Day on November 27<sup>th</sup>.
- Wendy Townsend and Michelle Meades attended the SLS meeting on November 8<sup>th</sup>.
- Michelle Meades, Patricia Grimm, Coleen Wakai, Jeannie Killianey, Yesenia Baltierra and Wendy Townsend attended the Public Services meeting on November 14<sup>th</sup>.
- Michelle Meades, Patricia Grimm, Coleen Wakai, Jeannie Killianey, Yesenia Baltierra and Wendy Townsend attended Staff Development Day on November 18<sup>th</sup>.
- Wendy Townsend and Michelle Meades met with Newspaper Archive to discuss digitization opportunities on November 18<sup>th</sup>.
- Wendy Townsend and Brenda Ramirez met on November 21<sup>st</sup> to discuss 2017 SRP.
- Jeannie Killianey and Michelle Meades met on November 14<sup>th</sup> for Computer Workshops training.
- Coleen Wakai met with 2 CSUF literacy tutors on November 3<sup>rd</sup>, 4<sup>th</sup>, 9<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup>.
- Yesenia Baltierra attended Huddle Meetings on November 4<sup>th</sup> and 25<sup>th</sup>.
- Yesenia Baltierra attended the Placita Santa Fe Merchants' Association Meeting on November 8<sup>th</sup>.

### **PROFESSIONAL DEVELOPMENT**

- Michelle Meades attended CLA November 3-6, 2016.
- Yesenia Baltierra participated in the Project Outcome: Communicating Your Results webinar on November 10<sup>th</sup>.
- Yesenia Baltierra participated in the Harwood Coaching webinar on November 15<sup>th</sup>.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Tim Worden, Emerging Technologies Assistant

**SUBJECT:** Placentia Library Website & Technology Report for November 2016

**DATE:** December 19, 2016

**On-line database usage**

	November 2016	Onsite Usage 11/16	Remote Usage 11/16	November 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Library Catalog	12,164	N/A	N/A	12,988	76,283	73,880	3%
General Reference Center	31	20	11	108	137	275	-50%
Biography In Context	14	10	4	282	283	460	-38%
Opposing Viewpoints	725	634	91	465	1,008	693	45%
Consumer Reports (new July 2016)	132	N/A	N/A	N/A	657	NA	NA
Freegal	1,149	N/A	N/A	1,410	5,681	6,003	-5%
Heritage Quest	132	N/A	N/A	1,981	3,113	5,803	-46%
Novelist	82	N/A	N/A	23	267	318	-16%
Public Library Core Collection Nonf	333	N/A	N/A	584	1,342	1,657	-19%
Pronunciator (new Sept. 2014)	47	N/A	N/A	47	449	488	-8%
ABC Mouse (new Sept. 2014)	412	N/A	N/A	53	1,162	344	238%
Career Cruising (new June 2015)	0	N/A	N/A	5	1	31	-97%
Tumblebooks	328	N/A	N/A	8	873	545	60%
Reference USA	117	N/A	N/A	236	1,044	962	9%
Enki (new Oct. 2014)	2	N/A	N/A	0	12	11	9%
Hoopla (new May 2015)	303	N/A	N/A	143	1,583	754	110%
Overdrive e-books	608	N/A	N/A	881	4,487	4,894	-8%
Overdrive audio books	1,014	N/A	N/A	532	3,239	2,684	21%
Zinio (new Oct. 2014)	63	N/A	N/A	70	410	396	3.54%
<b>TOTAL DATABASE USAGE</b>	<b>17,656</b>	<b>664</b>	<b>106</b>	<b>19,816</b>	<b>102,031</b>	<b>100,198</b>	<b>2%</b>

**Website Traffic**

	November 2016	November 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Website visits	10,467	11,399	63,860	62,132	3%
Page Hits	16,978	18,993	105,605	103,833	2%
Users	4,816	5,066	28,635	29,282	-2%
Pages/Session	1.62	1.67	N/A	N/A	N/A
Avg. Session Duration	00:02:34	0:03:00	N/A	N/A	N/A
% New Sessions	36	35	N/A	N/A	N/A

**Computer & Online Resource Use**

	<b>November 2016</b>	<b>November 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
Placentia Residents	1297	1,244	6,676	6,689	0%
Non-Placentia Residents	884	869	4,749	4,180	14%
<b>Total</b>	<b>2181</b>	<b>2,113</b>	<b>11,425</b>	<b>10,869</b>	<b>5%</b>

**Wifi Use**

	<b>November 2016</b>	<b>November 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
	2,588	2,069	13,269	9,430	41%
<b>Total</b>	<b>2,588</b>	<b>2,069</b>	<b>13,269</b>	<b>9,430</b>	<b>41%</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Redevelopment Successor Agency Oversight Board Update  
**DATE:** December 19, 2016

**BACKGROUND**

The Oversight Board of the Successor Agency to the Redevelopment Agency for the City of Placentia is a required function due to the implementation of Assembly Bill X1 26 which dissolved all redevelopment agencies effective February 1, 2012.

Upon dissolution, Successor Agencies were formed to wind down the former redevelopment agency functions. On January 17, 2012 the City Council elected to become both the Successor Agency and the Housing Successor Agency to handle all low and moderate housing functions of the former agency.

Under Health and Safety Code § 34179, all Successor Agencies are to have an Oversight Board comprised of seven (7) members representing various taxing agencies to include the City, County, Community Colleges, County Department of Education and the largest taxing entity in the former redevelopment area. Trustee Shkoler was appointed to represent the Placentia Library District.

Attachment A is the Board packet for the December 14, 2016 Oversight Board meeting.



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## **Special Meeting Agenda December 14, 2016**

### **Board Members**

Mr. James Harman, Chair  
*Orange County Board of  
Supervisors Representative*

Mr. Al Shkoler, Vice Chair  
*Placentia Library District  
Representative*

Mr. Craig Green,  
*City of Placentia Mayor's  
Representative*

Mr. David Giordano  
*County Superintendent of  
Education Representative*

Mr. Rodrigo Garcia  
*Chancellor of the California  
Community College  
Representative*

Vacant  
*Orange County Board of  
Supervisors Representative*

Vacant  
*Former Redevelopment Agency  
of the City of Placentia  
Employee's Representative*

### **Staff**

Damien Arrula  
*Executive Director*

Brian Moncrief  
*Staff to the Successor Agency*

Candice Martinez  
*Clerk of the Board*

**City of Placentia  
C/O Oversight Board  
401 E Chapman Avenue  
Placentia, CA 92870**

**Phone: (714) 993-8131  
Fax: (714) 961-0283  
Website: [www.placentia.org](http://www.placentia.org)**

Oversight Board  
of the  
Successor Agency  
to the  
Redevelopment Agency  
of the City Of Placentia

Copies of all agenda materials are available for public review in the Clerk of the Board's Office (City Clerk) and online at [www.placentia.org](http://www.placentia.org), and at Placentia Library Reference Desk. Persons who have questions concerning any agenda item may call the Clerk of the Board's Office, (714) 993-8231, to make inquiry concerning the nature of the item described on the agenda.

### **Procedures for Addressing the Board Members**

Any person who wishes to speak regarding an item on the agenda or on a subject within the Oversight Board's jurisdiction during the "Oral Communications" portion of the agenda should fill out a "Speaker Request Form" and give it to the Clerk of the Board BEFORE that portion of the agenda is called. Testimony for Public Hearings will only be taken at the time of the hearing. Any person who wishes to speak on a Public Hearing item should fill out a "Speaker Request Form" and give it to the Clerk of the Board BEFORE the item is called.

PLEASE SILENCE ALL PAGERS, CELL PHONES, AND OTHER ELECTRONIC EQUIPMENT WHILE BOARD MEMBERS ARE IN SESSION.

### **Special Accommodations**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board's Office at (714) 993-8231. Notification 48 hours prior to the meeting will generally enable Staff to make reasonable arrangements to ensure accessibility.  
(28 CFR 35.102.35.104 ADA Title II)

In compliance with California Government Code § 54957.5, any writings or documents provided to a majority of the Oversight Board regarding any item on this agenda that are not exempt from disclosure under the Public Records Act will be made available for public inspection at the Clerk of the Board's Office at City Hall, 401 East Chapman Avenue, Placentia, during normal business hours.

**OVERSIGHT BOARD  
OF THE SUCCESSOR AGENCY TO THE  
REDEVELOPMENT AGENCY OF THE CITY OF PLACENTIA  
SPECIAL MEETING AGENDA  
December 14, 2016  
4:00 p.m. – City Council Chambers  
401 E. Chapman Avenue, Placentia, CA**

**CALL TO ORDER:**

**ROLL CALL:**

Chair Harman  
Vice Chair Shkoler  
Board Member Garcia  
Board Member Giordano  
Board Member Green

**PLEDGE OF ALLEGIANCE:**

**PUBLIC OATH OF OFFICE:**

a. Eric Hendrickson

**ORAL COMMUNICATIONS:**

At this time, the public may address the Oversight Board concerning any agenda item or on matters within the jurisdiction of the Oversight Board.

1. **ADMINISTRATIVE REPORTS:** None
2. **CONSENT CALENDAR:** None
3. **OLD BUSINESS:** None
4. **NEW BUSINESS:**

a. **Approve and Adopt Amended Long Range Property Management Plan for the Successor Agency to the Former Placentia Redevelopment Agency**

Fiscal Impact: The costs associated with the preparation and submittal of this document are to be paid through Redevelopment Property Tax Trust Fund (RPTTF) received by the Successor Agency for approved enforceable obligations and administrative cost allowance budget.

Recommended Action: It is recommended that the Oversight Board:

- 1) Adopt Resolution OB-2016-03, A Resolution of the Oversight Board to the Successor Agency of the Redevelopment Agency of the City of Placentia, California, Approving an Amended Long Range Property Management Plan Pursuant to Health and Safety Code Section 34191.5.

5. **PUBLIC HEARING:** None

**BOARD MEMBERS COMMENTS AND REQUESTS:**

Board Members may make requests or ask questions of Staff. If a Board Member would like formal action on any item, it will be placed on a future Board Agenda.

**ADJOURNMENT:**

The Oversight Board will adjourn to January 25, 2017 at 4:00 p.m.

**CERTIFICATION OF POSTING**

I, Candice Martinez, Clerk of the Board, hereby certify that the Agenda for the December 14, 2016 meeting of the Oversight Board was posted on Monday, December 12, 2016.

\_\_\_\_\_  
Candice Martinez, Clerk of the Board





# Oversight Board of the Successor Agency to the Redevelopment Agency of the City of Placentia

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## **AGENDA REPORT**

**TO:** OVERSIGHT BOARD

**FROM:** EXECUTIVE DIRECTOR

**DATE:** DECEMBER 14, 2016

**SUBJECT:** **APPROVE AND ADOPT AMENDED LONG RANGE PROPERTY MANGEMENT PLAN FOR THE SUCCESSOR AGENCY TO THE FORMER PLACENTIA REDEVELOPMENT AGENCY**

**FISCAL IMPACT:** The costs associated with the preparation and submittal of this document are to be paid through Redevelopment Property Tax Trust Fund (RPTTF) received by the Successor Agency for approved enforceable obligations and administrative cost allowance budget.

### **SUMMARY:**

Pursuant to Health and Safety Code ("HSC") 34191.5, the Successor Agency to the former Placentia Redevelopment Agency ("Successor Agency") is required to prepare a Long Range Property Management Plan ("LRPMP"). This action respectfully requests the Oversight Board's review and approval of an amended LRPMP and to transmit it to the Department of Finance ("DOF").

### **RECOMMENDATION:**

**It is recommended that the Oversight Board take the following action:**

1. Adopt Resolution OB-2016-XX, A Resolution of the Oversight Board to the Successor Agency of the Redevelopment Agency of the City of Placentia, California, Approving an Amended Long Range Property Management Plan Pursuant to Health and Safety Code Section 34191.5.

### **DISCUSSION:**

Pursuant to Health and Safety Code Section 34191.5, within six months after receiving a Finding of Completion from the DOF, all successor agencies for former redevelopment agencies that owned property as of the time of redevelopment dissolution in 2011 are required to prepare a LRPMP. The LRPMP governs the disposition and use of property held by the former redevelopment agency pursuant to legal requirements contained in the law. The Successor Agency to the former Placentia Redevelopment Agency ("Successor Agency") has prepared the

OVERSIGHT BOARD  
December 14, 2016  
Page 2

LRPMP, which provides the information required pursuant to Health and Safety Code Section 34191.5(c) (part of Assembly Bill ("AB") 1484).

The LRPMP specifically includes pertinent data, such as the date and purpose of acquisition, parcel characteristics, estimate of the current value and any lease, rental or other revenues, histories of environmental contamination, a description of each property's potential for transit-oriented development and the advancement of the City's planning objectives, and previous development proposals. Finally, the LRPMP addresses the use or disposition of each property. Permissible uses include retention for governmental use, retention for future development, sale of the property, or use of property to fulfill an enforceable obligation.

The Oversight Board to the Successor Agency of the former Placentia Redevelopment Agency ("Oversight Board") and DOF approved the original LRPMP of the Successor Agency on June 25, 2014 and October 14, 2015, respectively ("Original LRPMP"). However, post January 1, 2016, the Successor Agency identified two additional properties located at 110 S. Bradford Avenue and 312 S. Melrose Street (Property Nos. 3 and 4 as identified in Section 1.3 of the Amended LRPMP) that were owned by the former Placentia Redevelopment Agency and were inadvertently left off the Original LRPMP document submitted by the Successor Agency. Therefore, the Successor Agency has prepared the Amended LRPMP for the Successor Agency to include the aforementioned additional properties and obtain Oversight Board and DOF approval in accordance with HSC 34191.5 ("Amended LRPMP").

The property, located at 110 S. Bradford Avenue, was acquired by the Placentia Redevelopment Agency in 2009 and is currently an improved parcel with a fire station (Station No. 35). The fire station is operated by the Orange County Fire Authority for the provision of fire protection services to the City. The property, located at 312 S. Melrose Street, was acquired by the Placentia Redevelopment Agency in 2009 and served as a surface parking lot. The former Redevelopment Agency's purpose for the acquisition was to provide an opportunity to address existing parking deficiencies in the downtown area and support transit oriented development and infrastructure projects such as the future Metrolink Station. The Successor Agency maintains that both properties were acquired prior to redevelopment dissolution for governmental purposes and to serve as a public benefit. The Successor Agency proposes to transfer the subject property to the City as a governmental use to ensure that these properties are maintained for their specified public uses.

On December 6, 2016, the Successor Agency Board approved the Amended LRPMP and authorized the transmittal of the Amended LRPMP to the Oversight Board and DOF for their approval. Subject to the review of the Amended LRPMP as hereby transmitted to the Oversight Board on December 14, 2016 it is respectfully requested that the Oversight Board approve and adopt the resolution, as submitted hereto as Attachment 1, approving the Amended LRPMP and authorizing the transmittal of the Amended LRPMP to the DOF for its review and approval.

OVERSIGHT BOARD

December 14, 2016


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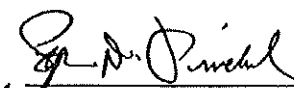
**FISCAL IMPACT:**

The costs associated with the preparation and submittal of this document are to be paid through Redevelopment Property Tax Trust Fund (RPTTF) received by the Successor Agency for approved enforceable obligations and administrative cost allowance budget.

Prepared by:

Reviewed and approved:

  
for Brian Moncrief,  
Staff to Successor Agency

  
Damien R. Arrula,  
City Administrator/Executive Director

**Attachment:**

1. Resolution OB-2016- \_\_\_\_, approving an Amended Long Range Property Management Plan (LRPMP)

## RESOLUTION NO. OB-2016-XX

A RESOLUTION OF THE OVERSIGHT BOARD TO THE SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF PLACENTIA, CALIFORNIA, APPROVING AN AMENDED LONG RANGE PROPERTY MANAGEMENT PLAN PURSUANT TO HEALTH AND SAFETY CODE SECTION 34191.5.

## A. Recitals.

(i). On December 29, 2011, the California Supreme Court rendered its decision in *California Redevelopment Association v. Matosantos*, upholding ABx1 26 ("Dissolution Act");

(ii). As a result of the California Supreme Court's decision, all redevelopment agencies in the State of California, including the Redevelopment Agency for the City of Placentia ("former RDA") dissolved as of February 1, 2012;

(iii). On January 17, 2012, the Placentia City Council adopted Resolution No. R 2012-03 accepting the City of Placentia's role as Successor Agency to the former RDA;

(iv). Under the Dissolution Act, the Successor Agency must prepare and receive approval from the State of California Department of Finance of its Long Range Property Management Plan ("LRPMP") which governs the disposition and use of property held by the former RDA;

(v). On or about October, 2014 the State of California Department of Finance approved the Successor Agency's LRPMP;

(vi). However, post January 1, 2016, the Successor Agency identified two additional properties located at 110 S. Bradford Avenue and 312 S. Melrose Street (Property Nos. 3 and 4 as identified in Section 1.3 of the Amended PMP) that were owned by the former RDA and were inadvertently left off the LRPMP;

(vii). The Successor Agency has prepared the Amended LRPMP for the Successor Agency to include the aforementioned additional properties in accordance with HSC 34191.5 ("Amended PMP");

(viii). On or about December 6, 2016, the Successor Agency approved an Amended PMP that includes Property Nos. 3 and 4 as identified in Section 1.3 of the Amended PMP.

(ix). All other legal prerequisites to the adoption of this Resolution have occurred.

**B. Resolution.**

NOW, THEREFORE, THE OVERSIGHT BOARD TO THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF PLACENTIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. The Oversight Board hereby approves the amended Long Range Property Management Plan attached hereto.

2. The Oversight Board hereby authorizes and directs the Successor Agency staff to take all actions necessary under the Dissolution Act for approval of the amendment LRPMP.

3. The Chair shall sign this resolution, and the Clerk shall attest and certify to the passage and adoption thereof.

4. The Oversight Board declares that, should any provision, section, paragraph, sentence or word of this resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive or inconsistent legislation, the remaining provisions, sections, paragraphs, sentences and words of this resolution shall remain in full force and effect.

PASSED, APPROVED and ADOPTED this 14<sup>th</sup> day of December, 2016.

\_\_\_\_\_  
JAMES HARMAN, OVERSIGHT BOARD CHAIR

Attest:

\_\_\_\_\_  
CANDICE N. MARTINEZ, CLERK OF THE BOARD

STATE OF CALIFORNIA  
COUNTY OF ORANGE

I, Candice N. Martinez, Clerk of the Board of the Oversight Board of the Successor Agency to the Redevelopment Agency of the City of Placentia, do hereby certify that the foregoing Resolution was adopted at a special meeting of the Oversight Board held on the 14<sup>th</sup> day of December, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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CANDICE N. MARTINEZ, CLERK OF THE BOARD

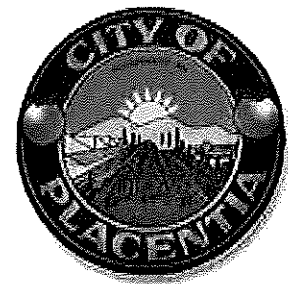
Exhibit A:

Amended Long Range Property Management Plan

# LONG-RANGE PROPERTY MANAGEMENT PLAN

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## PLACENTIA SUCCESSOR AGENCY



Prepared By:



**KOSMONT COMPANIES**  
1230 Rosecrans Avenue, Suite 300  
Manhattan Beach, CA 90266  
Telephone: (424) 456-3088  
[www.kosmont.com](http://www.kosmont.com)

**JUNE 2014**  
**AMENDED DECEMBER 2016**

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The analyses, projections, assumptions, rates of return, and any examples presented herein are for illustrative purposes and are not a guarantee of actual and/or future results. Project pro forma and tax analyses are projections only. Actual results may differ materially from those expressed in this analysis.



# 1.0 Introduction

## 1.1 Background & Purpose

Health and Safety Code ("HSC") Section 34191.5, added by Assembly Bill ("AB") 1484 (signed into law on June 27, 2012), requires each Successor Agency ("SA") to prepare and approve a Long-Range Property Management Plan ("PMP") that addresses the disposition and use of the real properties of the former redevelopment agency. Properties held by a successor agency cannot be disposed of until the State Department of Finance ("DOF") has approved the PMP.

The Oversight Board to the Successor Agency of the former Placentia Redevelopment Agency ("Oversight Board") and DOF approved the original PMP of the Successor Agency to the former Placentia Redevelopment Agency ("Successor Agency") on June 25, 2014 and October 14, 2015, respectively ("Original PMP").

However, post January 1, 2016, the Successor Agency identified two additional properties located at 110 S. Bradford Avenue and 312 S. Melrose Street (Property Nos. 3 and 4 as identified in Section 1.3) that were owned by the former Placentia Redevelopment Agency and were inadvertently left off the Original PMP document submitted by the Successor Agency.

Therefore, the Successor Agency has prepared this amended PMP for the Successor Agency to include the aforementioned additional properties and obtain Oversight Board and DOF approval in accordance with HSC 34191.5 ("Amended PMP").

## 1.2 Legal Requirements

Pursuant to Health and Safety Code section 34191.5, a successor agency that holds property owned by a former redevelopment agency is required to submit a PMP to the State Department of Finance ("DOF") for approval within six months after it receives a "Finding of Completion" from the DOF. Prior to the submittal of the PMP to the DOF, the oversight board to the successor agency must review and approve the PMP. AB 1484 requires that the PMP include the following components:

1. Inventory of all properties in the Community Redevelopment Property Trust Fund ("Property Trust Fund"), established to serve as the repository of the former redevelopment agency's real properties. This inventory shall include the following information:

- a. Date of acquisition of the property and the value of the property at that time, and an estimate of the current value of the property.
- b. Purpose for which the property was acquired.
- c. Parcel data, including address, lot size, and current zoning in the former redevelopment agency redevelopment plan or specific, community, or general plan.



The analyses, projections, assumptions, rates of return, and any examples presented herein are for illustrative purposes and are not a guarantee of actual and/or future results. Project pro forma and tax analyses are projections only. Actual results may differ materially from those expressed in this analysis.

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- d. Estimate of the current value of the parcel including, if available, any appraisal information.
  - e. Estimate of any lease, rental, or any other revenues generated by the property, and a description of the contractual requirements for the disposition of those funds.
  - f. History of environmental contamination, including designation as a brownfield site, and related environmental studies, and history of any remediation efforts.
  - g. Description of the property's potential for transit-oriented development and the advancement of the planning objectives of the successor agency
  - h. Brief history of previous development proposals and activity, including the rental or lease of property.
2. Address the use or disposition of all the properties in the Property Trust Fund. Permissible uses include:
- a. Retention for governmental use pursuant to subdivision (a) of Section 34181;
  - b. Retention for future development;
  - c. Sale of the property; or
  - d. Use of property to fulfill an enforceable obligation.
3. Separately identify and list properties in the Property Trust Fund dedicated to governmental use purposes and properties retained for purposes of fulfilling an enforceable obligation. With respect to the use or disposition of all other properties, all the following shall apply:
- a. If the plan directs the use or liquidation of the property for a project identified in an approved redevelopment plan, the property shall be transferred to the city, county, or city and county.
  - b. If the plan directs the liquidation of the property or the use of revenues generated from the property, such as lease or parking revenues, for any purpose other than to fulfill an enforceable obligation or other than that specified in subsection 3(a) above, the proceeds from the sale shall be distributed as property tax to the taxing agencies.
  - c. Property shall not be transferred to a successor agency, city, county, or city and county, unless the PMP has been approved by the oversight board and DOF.

**1.3 Successor Agency Property Summary**

The former Placentia Redevelopment Agency is the owner of four (4) properties in the City of Placentia that are now retained and controlled by the Successor Agency. The Oversight Board and DOF approved the Original PMP, which contained only property numbers 1 and 2 in the table below. However, property numbers 3 and 4 in the table below have been added and the Successor Agency is seeking approval from the Oversight Board and DOF on their disposition and proposed permissible use category.

Further details are provided in Attachment No. 1, which is the Property Inventory Data Worksheet that was provided by the DOF. The following table includes a brief summary of basic property information as well as the permissible use category that the Successor Agency has selected for each property:

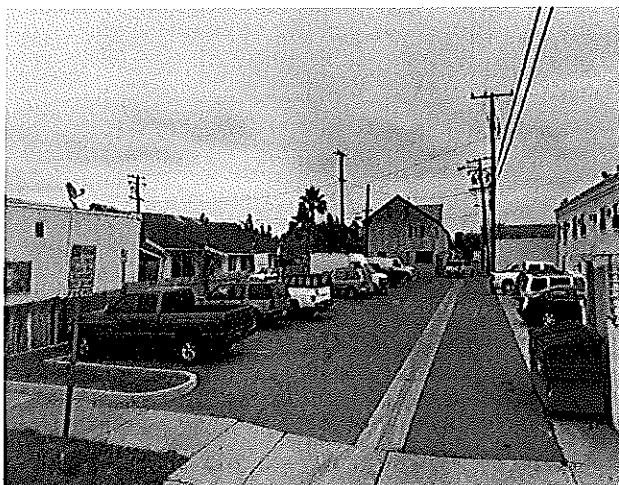
#	Address/Description	APN	Permissible Use			
			Gov. Use	Future Development	Sale	Enf. Oblig.
1	Property: 234 S. Main St.	339-365-09	X			
2	Property: 234 S. Melrose St.	339-364-09	X			
3	Property: 110 S. Bradford Ave.*	339-052-24	X			
4	Property: 312 S. Melrose*	339-393-10	X			

\*PMP has been amended to include the properties identified above.

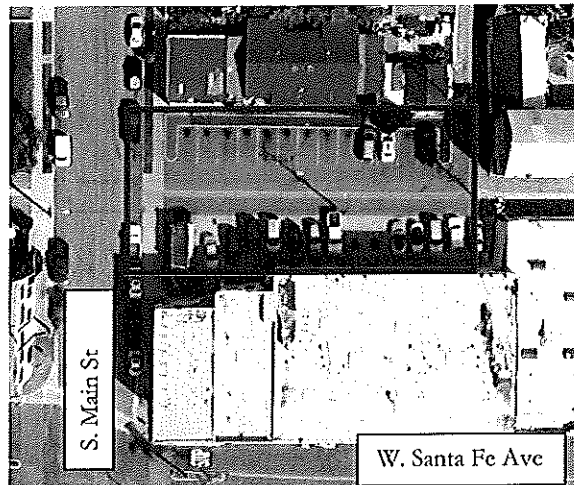
## 2.0 Long-Range Property Management Plan (PMP)

All properties contained in this Amended PMP are proposed to be transferred to the City of Placentia ("City") as a governmental use pursuant to Health and Safety Code Section 34181 (a), which allows properties of a former redevelopment agency to be transferred to a public jurisdiction. A description of all properties, including the legally required information, aerial maps, and photographs of each property, are presented in this section.

### Property #1: 234 S Main Street – Parking Lot (Approved in Original PMP)



Photograph 1: The photograph above depicts a view of the thirteen car parking lot from S. Main Street.



Photograph 2: This photograph provides an aerial view of the property, which is indicated by the red outline.

One of the many elements critical to the revitalization of the Old Town area in the City of Placentia has been the provision of conveniently located public parking. Prior to dissolution, the former Placentia Redevelopment Agency ("Redevelopment Agency") created the off-alley thirteen space parking lot in Old Town to serve this purpose (Attachment No. 2). The property is specifically located at 234 S. Main Street, which is immediately behind downtown businesses along Santa Fe Avenue.

The Redevelopment Agency has since used the subject property as a governmental purpose (providing public parking), which the Successor Agency contends is a public benefit and should continue to remain available to the public. The economic success of the downtown businesses in the Old Town area as well as the retention of existing businesses is dependent on the City's ability to provide free parking to customers and residents in Downtown Placentia.

The Successor Agency proposes to transfer the subject property to the City as a governmental use to ensure that this property is maintained for its specified public uses.

**Parcel Data**

<b>Address</b>	234 S. Main St
<b>APN</b>	339-365-09
<b>Lot Size</b>	0.09 acres
<b>Use</b>	Public Parking Lot
<b>Zoning</b>	SF-C Santa Fe Commercial
<b>General Plan</b>	C - Commercial
<b>Current Title</b>	Placentia Redevelopment Agency
<b>Future Title</b>	City of Placentia

**Acquisition & Valuation Information**

<b>Acquisition Date</b>	02/20/2002
<b>Value at Time of Purchase</b>	\$227,000
<b>Funding Source</b>	Tax Increment
<b>Purpose</b>	Property was specifically purchased to provide public parking to support and provide a public benefit to the businesses, customers, and residents in Downtown Placentia area.
<b>Estimate of Current Value</b>	258,361
<b>Method of Valuation</b>	Book Value

**Revenues Generated by Property & Contractual Requirements**

<b>City / Successor Agency Lease Agreement</b>	No revenue is generated. The parking is free to the public. The City currently maintains the public parking lots.
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**History of Environmental Contamination, Remediation Efforts and Other Deficiencies**

<b>None</b>	There is no known history of environmental contamination or remediation on this site.
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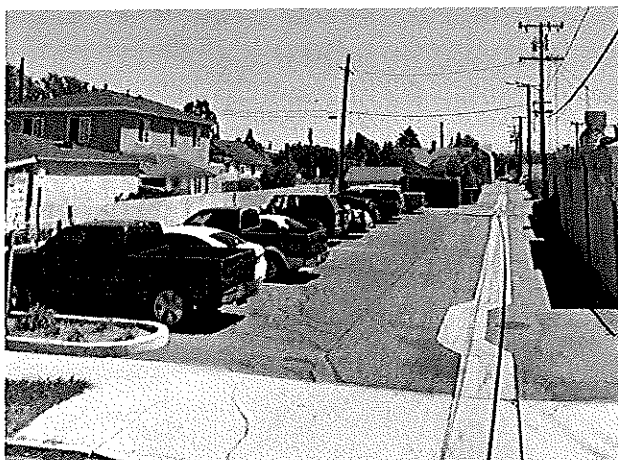
**Transit-Oriented Development & Advancement of Agency Planning Objectives**

<b>Potential for TOD</b>	Not applicable
<b>Agency Planning Objectives</b>	<i>Assist local merchants that wish to revitalize older retail shopping centers through various strategies that might include: assistance in providing parking and/or the establishment of business improvement districts.</i>

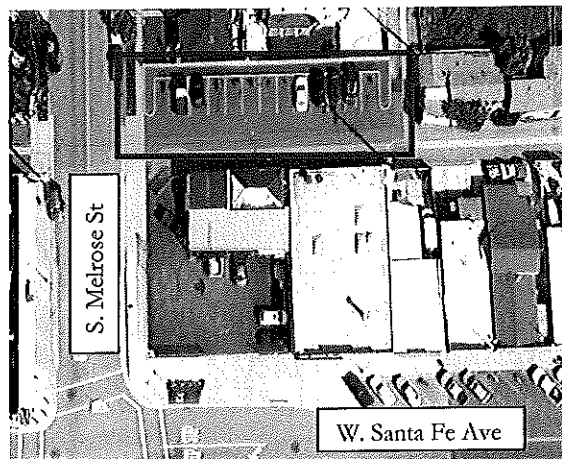
**Recommendation for Disposition**

<b>Retain for Government Use</b>	Property to be transferred to the City of Placentia to continue to provide public parking to support and provide a public benefit to the businesses, customers, and residents in and around the Downtown Placentia area.
----------------------------------	--

**Property #2: 234 S. Melrose St. (Approved in Original PMP)**



Photograph 3: The photograph above provides a view of the property from S. Melrose St.



Photograph 4: The photograph provides an aerial view of the property as indicated by the red border.

The revitalization of the Old Town area in the City of Placentia has been, as previously stated, the provision of conveniently located public parking. Prior to dissolution, the former Placentia Redevelopment Agency ("Redevelopment Agency") acquired the subject property in 2002 (Attachment No. 2) and created the off-alley thirteen space parking lot in Old Town. The property is specifically located at 234 S. Melrose Street, which is immediately behind downtown businesses along Santa Fe Avenue.

The Redevelopment Agency developed and has since used the subject property as a governmental purpose (providing public parking) and is considered to be a public benefit, which should remain available to the public. The economic success of the downtown businesses in the Old Town area as well as the retention of existing businesses is dependent on the City's ability to provide free parking to customers and residents in and around Downtown Placentia.

The Successor Agency proposes to transfer the subject property to the City as a governmental use to ensure that this property is maintained for its specified public uses.

**Parcel Data**

<b>Address</b>	234 S. Melrose St.
<b>APN</b>	339-364-09
<b>Lot Size</b>	0.09 acres
<b>Use</b>	Public Parking Lot
<b>Zoning</b>	SF-C Santa Fe Commercial
<b>General Plan</b>	C - Commercial
<b>Current Title</b>	Placentia Redevelopment Agency
<b>Future Title</b>	City of Placentia

**Acquisition & Valuation Information**

<b>Purchase Date</b>	08/28/2002
<b>Purchase Price</b>	\$223,000
<b>Funding Source</b>	Tax Increment
<b>Purpose</b>	Property was specifically purchased to provide public parking to support and provide a public benefit to the businesses, customers, and residents in the Downtown Placentia area.
<b>Estimate of Current Value</b>	248,692
<b>Method of Valuation</b>	Book Value

**Revenues Generated by Property & Contractual Requirements**

<b>City / Successor Agency Lease Agreement</b>	No revenue is generated. The parking is free to the public. The City currently maintains the public parking lots.
--	---

**History of Environmental Contamination, Remediation Efforts and Other Deficiencies**

<b>None</b>	There is no known history of environmental contamination or remediation on this site.
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**Transit-Oriented Development & Advancement of Agency Planning Objectives**

<b>Potential for TOD</b>	Not applicable
<b>Agency Planning Objectives</b>	General Plan: <i>Assist local merchants that wish to revitalize older retail shopping centers through various strategies that might include: assistance in providing parking and/or the establishment of business improvement districts.</i>

**Recommendation for Disposition**

<b>Retain for Government Use</b>	Property to be transferred to the City of Placentia to continue to provide public parking to support and provide a public benefit to the businesses, customers, and residents in and around the Downtown Placentia area.
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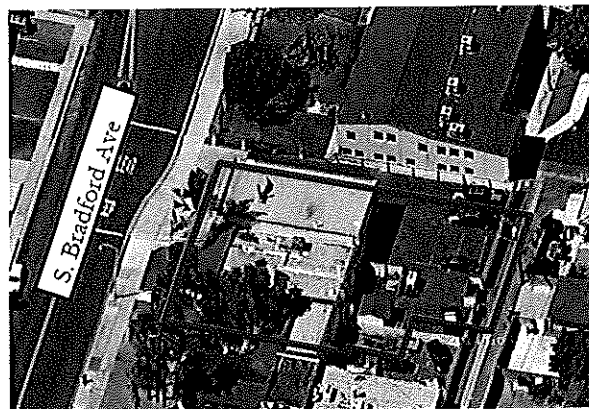
The analyses, projections, assumptions, rates of return, and any examples presented herein are for illustrative purposes and are not a guarantee of actual and/or future results. Project pro forma and tax analyses are projections only. Actual results may differ materially from those expressed in this analysis.

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**Property #3: 110 S. Bradford Avenue (New Property Added to PMP)**



Photograph 5: The photograph above provides a view of the property from S. Bradford Avenue.



Photograph 6: The photograph provides an aerial view of the property as indicated by the red border.

The subject property, located at 110 S. Bradford Avenue, was acquired by the Placentia Redevelopment Agency ("Redevelopment Agency") in 2009 and is currently an improved parcel with a fire station (Station No. 35). The fire station is operated by the Orange County Fire Authority for the provision of fire protection services to the City (Attachment No.8).

The purpose of the acquisition by the former Redevelopment Agency was to provide an opportunity to initiate revitalization efforts of the fire station such as public safety facility expansion, seismic retrofitting, and repairs to existing drainage conditions in order to ensure adequate capacity to meet the community's current and future fire protection needs. The subject property was constructed and is currently used for a governmental purpose in accordance with Health and Safety Code 34181 (a).

The Successor Agency proposes to transfer the subject property to the City as a governmental use to ensure that the property is operated and maintained for its specified public uses.

Parcel Data	
<b>Address</b>	110 S. Bradford Avenue
<b>APN</b>	339-052-24
<b>Lot Size</b>	0.22 Acres
<b>Use</b>	Orange County Fire Authority – Fire Station #35
<b>Zoning</b>	SF-C, Santa Fe Commercial
<b>General Plan</b>	C - Commercial
<b>Current Title</b>	Placentia Redevelopment Agency
<b>Future Title</b>	City of Placentia



**Acquisition & Valuation Information**

<b>Purchase Date</b>	01/20/2009
<b>Purchase Price</b>	\$985,000
<b>Funding Source</b>	Tax Increment
<b>Purpose</b>	Property was specifically purchased to expand and revitalize an existing fire station and provide businesses, customers, and residents in and around the Downtown Placentia area adequate fire protection services.
<b>Estimate of Current Value</b>	\$985,000
<b>Method of Valuation</b>	Book Value

**Revenues Generated by Property & Contractual Requirements**

<b>City / Successor Agency Lease Agreement</b>	No revenue is generated.
--	--------------------------

**History of Environmental Contamination, Remediation Efforts and Other Deficiencies**

<b>None</b>	There is no known history of environmental contamination or remediation on this site.
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**Transit-Oriented Development & Advancement of Agency Planning Objectives**

<b>Potential for TOD</b>	Not applicable
<b>Agency Planning Objectives</b>	Ensure that the adequate level of public services are provided to maintain the safety of residents and community and to meet the community's current and future fire protection needs.

**Recommendation for Disposition**

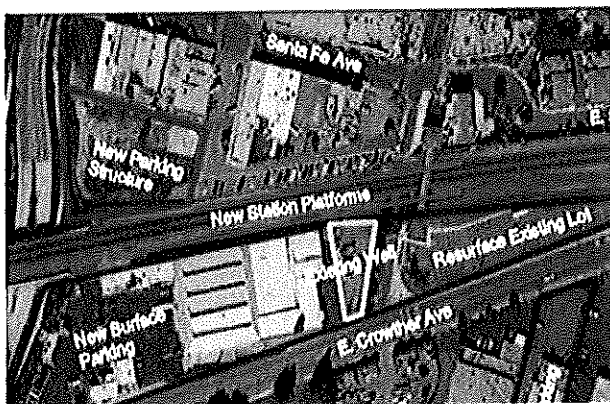
<b>Retain for Government Use</b>	Property to be transferred to the City of Placentia to continue to provide fire protection services and provide a public benefit to the businesses, customers, and residents in and around the Downtown Placentia area.
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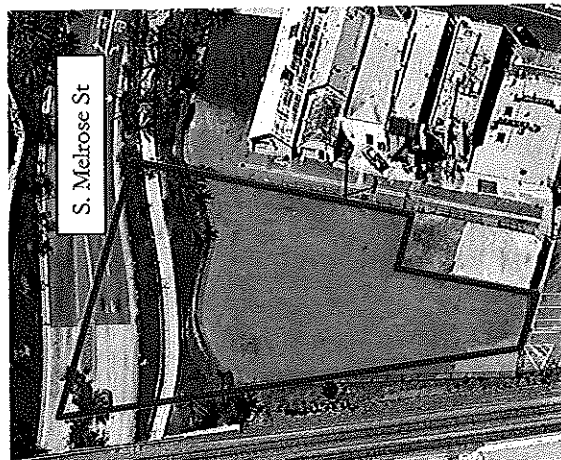
The analyses, projections, assumptions, rates of return, and any examples presented herein are for illustrative purposes and are not a guarantee of actual and/or future results. Project pro forma and tax analyses are projections only. Actual results may differ materially from those expressed in this analysis.

865 South Figueroa Street, 35th Floor Los Angeles California 90017 ph 213.417.3300 fax 213.417.3311

#### Property #4: 312 S Melrose Street (New Property Added to PMP)



Photograph 7: The photograph depicts the initial Metrolink station project concept and planning area and proposed parking structure on the subject property (outlined in Green).



Photograph 8: The photograph provides an aerial view of the property as indicated by the red border.

The subject property, located at 312 S. Melrose Street, was acquired by the Placentia Redevelopment Agency ("Redevelopment Agency") in 2009 and served as a surface parking lot. Prior to the dissolution of the Redevelopment Agency, a portion of the subject property was utilized by the City as part of the Melrose Street underpass infrastructure improvement project. The remnant portion of the subject property still retained vehicular access available through an alley behind commercial buildings on Santa Fe Avenue to the north.

The former Redevelopment Agency's purpose for the acquisition was to provide an opportunity to address existing parking deficiencies in the downtown area and support transit oriented development projects such as the future Metrolink Station with a public parking structure (Attachment No. 8). The intent of the former Redevelopment Agency (now Successor Agency) is to develop the surface parking lot into a public parking structure in cooperation with the Orange County Transportation Authority ("OCTA").

At the June 27, 2016 OCTA Board of Directors meeting, the Board Members approved the funding and cooperative agreement for the construction of the Metrolink Station in the City and the development of parking. The City has been working with OCTA on the construction of a Metrolink Station and parking structure to serve the City and surrounding area, which will serve as the catalyst for making Old Town Placentia a destination and to meet the regional transportation needs in the North Orange County area.

The economic success of the downtown businesses in the Old Town area as well as the retention of existing businesses is dependent on the City's ability to provide free parking to customers and residents in and around Downtown Placentia. The Successor Agency proposes to transfer the subject property to the City as a governmental use to ensure that this property is maintained for its specified public uses.

**Parcel Data**

<b>Address</b>	312 S. Melrose St
<b>APN</b>	339-393-10
<b>Lot Size</b>	0.74 Acres
<b>Use</b>	Public Parking Structure
<b>Zoning</b>	C-1, Neighborhood Commercial
<b>General Plan</b>	C - Commercial
<b>Current Title</b>	Placentia Redevelopment Agency
<b>Future Title</b>	City of Placentia

**Acquisition & Valuation Information**

<b>Purchase Date</b>	01/20/2009
<b>Purchase Price</b>	\$1,285,000
<b>Funding Source</b>	Tax Increment

<b>Purpose</b>	Property purchased to provide public parking to support and provide a public benefit to the businesses, customers, and residents in and around the Downtown Placentia area.
<b>Estimate of Current Value</b>	\$1,285,000
<b>Method of Valuation</b>	Book Value

**Revenues Generated by Property & Contractual Requirements**

<b>City / Successor Agency</b>	No revenue is generated.
<b>Lease Agreement</b>	

**History of Environmental Contamination, Remediation Efforts and Other Deficiencies**

<b>None</b>	There is no known history of environmental contamination or remediation on this site.
-------------	---

**Transit-Oriented Development & Advancement of Agency Planning Objectives**

<b>Potential for TOD</b>	The property is an integral part of the downtown and will be utilized to support the development of the new Metrolink Station located immediately south of the subject property. The City has also initiated planning efforts to adopt a Transit Oriented Development district adjacent to the property, which relies on the development of the subject property to address any immediate parking deficiencies.
<b>Agency Planning Objectives</b>	Ensure the City's General Plan goal of: <i>Assist local merchants that wish to revitalize older retail shopping centers through various strategies that might include: assistance in providing parking and/or the establishment of business improvement districts.</i>

**Recommendation for Disposition**

<b>Retain for Government Use</b>	Property to be transferred to the City of Placentia to continue to provide public parking to support and provide a public benefit to the businesses, customers, and residents in and around the Downtown Placentia area.
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## **3.0 Attachments**

**Attachment No. 1:** Property Data Inventory Worksheet

**Attachment No. 2:** Placentia Redevelopment Agency Agenda Report & Resolution (9.25.2002)

**Attachment No. 3:** Finding of Completion (Placentia Successor Agency)

**Attachment No. 4:** Oversight Board Resolution Approving the PMP

**Attachment No. 5:** DOF Long Range Property Management Plan Checklist

**Attachment No. 6:** Oversight Board Agenda Report & Resolution (5.9.2012)

**Attachment No. 7:** Oversight Board Agenda Report & Resolution (approval of Amended PMP)

**Attachment No. 8:** Background Documentation (110 S. Bradford Avenue and 312 S Melrose St.)

# Attachment No. 1 – Property Data Inventory Worksheet

Successor Agency: Pinalanta Successor Agency  
County: Orange

LONG RANGE PROPERTY MANAGEMENT PLAN: PROPERTY INVENTORY DATA

HSC 34191.5 (c)(1)(C)	HSC 34191.5 (c)(2)		HSC 34191.5 (c)(3)(A)		HSC 34191.5 (c)(1)(B)		HSC 34191.5 (c)(1)(C)		HSC 34191.5 (c)(1)(E)		HSC 34191.5 (c)(3)(F)		HSC 34191.5 (c)(3)(G)		HSC 34191.5 (c)(3)(H)					
	Address or APN Descr.	Property Type	Permissible Use	If Sale of Property, specify intended use of sale proceeds	Permissible Use Detail	Acq. Date	Value at Time of Acq.	Estimated Current Value	Date of Estimated Current Value	Estimated Current Value Basis	Prop. Sale Value	Prop. Sale Date	Purpose for which property was acquired	Lot Size	Current Zoning	Annual Estimate of Income/Revenue	Are there any contractual requirements for use of Income/Revenue?	Has there been historic environmental, contamination, studies, and/or remediation, and designation as a brownfield site for the property?	Does the property have the potential as a transit oriented development?	Were there advancements to the successor agency's planning objectives?
1	234 S. Main Street	Parking Lot/Structure	Governmental Use	Not Applicable	Property to be transferred to the City of Pinalanta to continue to provide public parking to support the Downtown Pinalanta area.	2/20/2002	227,000	258,381	8/30/2013	Book	Not Applicable	Not Applicable	To provide public parking to support and provide a public benefit to the customers and residents in and around the Downtown Pinalanta area.	0.09 Acres	SF-C, Santa Fe Commercial	0	No	No	No	Yes
2	234 S. Main St.	Parking Lot/Structure	Governmental Use	Not Applicable	Property to be transferred to the City of Pinalanta to continue to provide public parking to support the Downtown Pinalanta area.	8/28/2002	223,000	248,892	8/30/2013	Book	Not Applicable	Not Applicable	To provide public parking to support and provide a public benefit to the customers and residents in and around the Downtown Pinalanta area.	0.09 Acres	SF-C, Santa Fe Commercial	0	No	No	No	Yes
3	110 S. Bradford Ave	Police/Fire Station	Governmental Use	Not Applicable	Property to be transferred to the City of Pinalanta to continue to provide public parking to support the Downtown Pinalanta area.	01/20/2009	985,000	985,000	12/1/2018	Book	Not Applicable	Not Applicable	To provide fire protection services to the businesses and customers, and residents in the city.	0.22 Acres	SF-C, Santa Fe Commercial	0	No	No	No	Yes
4	212 S. Main St.	Parking Lot/Structure	Governmental Use	Not Applicable	Property to be transferred to the City of Pinalanta to continue to provide public parking to support the Downtown Pinalanta area.	01/20/2009	1,285,000	1,285,000	12/1/2018	Book	Not Applicable	Not Applicable	To provide public parking to support and provide a public benefit to the businesses and customers, and residents in and around the Downtown Pinalanta area.	0.74 Acres	C-1, Neighborhood Commercial	0	No	No	Yes	Yes

Attachment No. 2 – Placentia Redevelopment  
Agency Agenda Report & Resolution  
(9.25.2002)





# Placentia Redevelopment Agency

## AGENDA REPORT

TO: EXECUTIVE DIRECTOR  
 FROM: PUBLIC WORKS DEPARTMENT  
 DATE: SEPTEMBER 25, 2002  
 SUBJECT: REQUEST OF FUNDS FOR THE DEMOLITION AND ASBESTOS TESTING OF A RESIDENTIAL PARCEL AT 234 MELROSE STREET AND THE CONSTRUCTION OF A TWELVE-SPACE PARKING LOT FOR PUBLIC USE  
 FINANCIAL IMPACT: \$44,000.00 (REDEVELOPMENT AGENCY - RESTRICTED FUNDS FOR HOUSING AND COMMUNITY INFRASTRUCTURE IMPROVEMENTS)  
 FUND NO. 950, PROJECT NO: 200005

**INTRODUCTION:**

The Agency recently approved the acquisition of a residential parcel located at 234 Melrose Street. The Agency purchased the property with the intent to construct a twelve-space public parking lot. Approval is recommended at this time for the demolition of the single family residence currently located on the lot, the necessary asbestos testing and the construction of a twelve space parking lot.

The intent of the project is to quickly improve upon the appearance and function of the Santa Fe area.

**DISCUSSION:**

The Melrose Street underpass is due to begin construction this month. The Agency has identified "low hanging fruit" that would enhance the appearance and function of the Santa Fe area. Parking was a major element. This particular parcel would be utilized for a twelve-space parking lot identical to the recently completed parking lot at 234 Main Street.

The parking lot plan would include installation of landscaping, irrigation systems as well as ample lighting.

**Project Budget:**

Below is the estimated cost for the various project elements. Funding is available for this effort from the recently financed Redevelopment Agency bonds, which are restricted funds that must be used for housing and community infrastructure projects located inside and in proximity to the Agency boundaries. This project meets this criteria.

Item	Cost
Demolition - Melrose Street House	\$ 15,000.00
Asbestos Report & Abatement	\$ 4,000.00
Parking Lot Construction	\$ 25,000.00
<b>TOTAL</b>	<b>\$44,000.00</b>

In summary, completion of this project will add much needed parking to the Santa Fe area. Construction contract bids will be brought back for Agency consideration in the next thirty days.

**ACTION:**

- Approved  Denied
  - Receive & File
  - Continued to \_\_\_\_\_
- RA 2002-12

VOTE: 5-0  
FILE # 916

AGENDA ITEM NO.: RA2  
 COUNCIL MEETING DATE: OCT 01 2002

EXECUTIVE DIRECTOR  
SEPTEMBER 25, 2002  
PAGE TWO


**RECOMMENDATION:**

It is recommended that the Agency approve the implementation of the listed Improvement project and approve the attached resolution to amend the budget to fund them.

Respectfully submitted:

  
\_\_\_\_\_  
STEVEN L. BRISCO  
Finance Director

Reviewed and Approved:

  
\_\_\_\_\_  
CHRISTOPHER BECKER  
Director of Public Works

  
for \_\_\_\_\_  
ROBERT D'AMATO  
Executive Director

CB/kik

Attachment: As stated

PW#02-53

Attachment No. 3 – Finding of Completion  
(Placentia Successor Agency)



DEPARTMENT OF  
**FINANCE**

EDMUND G. BROWN JR. ■ GOVERNOR

915 L STREET ■ SACRAMENTO CA ■ 95814-3706 ■ WWW.DOF.CA.GOV

October 18, 2013

Mr. Kenneth A. Domer, Assistant City Administrator  
City of Placentia  
401 E. Chapman Avenue  
Placentia, CA 92870

Dear Mr. Domer:

Subject: Request for a Finding of Completion

The California Department of Finance (Finance) has completed the Finding of Completion for the City of Placentia Successor Agency.

Finance has completed its review of your documentation, which may have included reviewing supporting documentation submitted to substantiate payment or obtaining confirmation from the county auditor-controller. Pursuant to Health and Safety Code (HSC) section 34179.7, we are pleased to inform you that Finance has verified that the Agency has made full payment of the amounts determined under HSC section 34179.6, subdivisions (d) or (e) and HSC section 34183.5.

This letter serves as notification that a Finding of Completion has been granted. The Agency may now do the following:

- Place loan agreements between the former redevelopment agency and sponsoring entity on the ROPS, as an enforceable obligation, provided the oversight board makes a finding that the loan was for legitimate redevelopment purposes per HSC section 34191.4 (b) (1). Loan repayments will be governed by criteria in HSC section 34191.4 (a) (2).
- Utilize proceeds derived from bonds issued prior to January 1, 2011 in a manner consistent with the original bond covenants per HSC section 34191.4 (c).

Additionally, the Agency is required to submit a Long-Range Property Management Plan to Finance for review and approval, per HSC section 34191.5 (b), within six months from the date of this letter.

Please direct inquiries to Andrea Scharffer, Staff Finance Budget Analyst, or Chris Hill, Principal Program Budget Analyst, at (916) 445-1546.

Sincerely,

  
JUSTYN HOWARD  
Assistant Program Budget Manager

cc: Mr. Troy Butzlaff, City Administrator, City of Placentia  
Ms. Karen Ogawa, Finance Director, City of Placentia  
Mr. Frank Davies, Property Tax Manager, Orange County

Attachment No. 4 – Oversight Board Resolution  
Approving the PMP

RESOLUTION NO. OB-2014-04

A RESOLUTION OF THE OVERSIGHT BOARD TO THE SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF PLACENTIA, CALIFORNIA, APPROVING THE LONG RANGE PROPERTY MANAGEMENT PLAN PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE § 34191.5

A. Recitals.

(i). On December 29, 2011, the California Supreme Court delivered its decision in *California Redevelopment Association v. Matosantos*, finding ABx1 26 ("Dissolution Act") largely constitutional.

(ii). The Dissolution Act and the California Supreme Court's decision in *California Redevelopment Association v. Matosantos*, all California redevelopment agencies, including the Redevelopment Agency for the City of Placentia ("former Agency"), were dissolved on February 1, 2012.

(iii). On January 17, 2012, the Placentia City Council adopted Resolution No. R-2012-03 accepting for the City the role of Successor Agency to the former agency ("Successor Agency"). Under the Dissolution Act, the City, in its capacity as Successor Agency, must prepare a long range property management plan ("PMP") that addresses the disposition and use of the real properties of the former redevelopment agency for consideration by a local oversight board and State Department of Finance ("DOF").

(iv). The PMP shall be submitted to the Oversight Board and DOF within six (6) months after receiving a Finding of Completion from DOF.

(v). The PMP shall include an inventory of all properties in the Community Redevelopment Property Trust fund, which serves as the repository of the former Agency's real properties.

(vi). The PMP has been prepared by the Successor Agency staff and is consistent with the provisions of the Dissolution Act, California Health and Safety Code § 34191.5.

(vii). The Oversight Board approves the Long Range Property Management Plan, as attached hereto as Attachment 1, and directs the Successor Agency to transmit it to the DOF as required by Health and Safety Code § 34191.5.

(viii). All legal prerequisites to the adoption of this Resolution have occurred.

**B. Resolution.**

NOW, THEREFORE, the Oversight Board of the Successor Agency to the Redevelopment Agency of the City of Placentia hereby finds, determines and resolves as follows:

1. In all respects as set forth in the Recitals, Part A., of this Resolution.

2. The Oversight Board hereby approves and adopts the Long Range Property Management Plan as required by California Health and Safety Code § 34191.5.


3. The Successor Agency hereby is authorized and directed to transmit a copy of the Long Range Property Management Plan to the State Department of Finance as well as all required County and State agencies, and post the PMP on the Successor Agency's website as required by California Health and Safety Code § 34191.5.

4. The Chairperson shall sign this Resolution and the Clerk of the Board shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED and ADOPTED this 25<sup>th</sup> day of June, 2014.

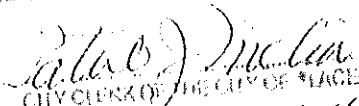
  
ED GARCIA, CHAIRPERSON

ATTEST:

  
CANDICE N. MARTINEZ,  
CLERK OF THE BOARD

STATE OF CALIFORNIA  
COUNTY OF ORANGE

THIS DOCUMENT IS A FULL, TRUE AND CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE

ATTEST   
CITY CLERK OF THE CITY OF PLACENTIA  
DATE 7/3/14

I, Candice N. Martinez, Clerk of the Board of the Oversight Board of the Successor Agency to the Redevelopment Agency of the City of Placentia, do hereby certify that the foregoing Resolution No. OB-2014-04 was adopted at a regular meeting of the Oversight Board held on the 25<sup>th</sup> day of June, 2014, by the following vote:

AYES: Board Members: Butzlaff, Christakos, Ed Garcia, Rodrigo Garcia, Green, Harman, Shkoler

NOES: None

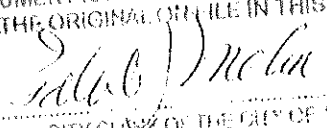
ABSENT: None

ABSTAIN: None

  
CANDICE N. MARTINEZ,  
CLERK OF THE BOARD

Attachment 1:

Long Range Property Management Plan

THIS DOCUMENT IS A FULL, TRUE AND CORRECT  
COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.  
ATTEST   
CITY CLERK OF THE CITY OF PLACENTIA  
DATE 7/3/14



Attachment No. 5 – DOF Long Range Property  
Management Plan Checklist



## LONG-RANGE PROPERTY MANAGEMENT PLAN CHECKLIST

**Instructions:** Please use this checklist as a guide to ensure you have completed all the required components of your Long-Range Property Management Plan. Upon completion of your Long-Range Property Management Plan, email a PDF version of this document and your plan to:

Redevelopment\_Administration@dof.ca.gov

The subject line should state “[Agency Name] Long-Range Property Management Plan”. The Department of Finance (Finance) will contact the requesting agency for any additional information that may be necessary during our review of your Long-Range Property Management Plan. Questions related to the Long-Range Property Management Plan process should be directed to (916) 445-1546 or by email to [Redevelopment\\_Administration@dof.ca.gov](mailto:Redevelopment_Administration@dof.ca.gov).

Pursuant to Health and Safety Code 34191.5, within six months after receiving a Finding of Completion from Finance, the Successor Agency is required to submit for approval to the Oversight Board and Finance a Long-Range Property Management Plan that addresses the disposition and use of the real properties of the former redevelopment agency.

### GENERAL INFORMATION:

Agency Name: **Placentia Redevelopment Agency**

Date Finding of Completion Received: October 18, 2013

Date Oversight Board Approved LRPMP: June 25, 2014

Date Oversight Board Approved Amended LRPMP: December 2016

### Long-Range Property Management Plan Requirements

For each property the plan includes the date of acquisition, value of property at time of acquisition, and an estimate of the current value.

Yes    No

For each property the plan includes the purpose for which the property was acquired.

Yes    No

For each property the plan includes the parcel data, including address, lot size, and current zoning in the former agency redevelopment plan or specific, community, or general plan.

Yes    No

For each property the plan includes an estimate of the current value of the parcel including, if available, any appraisal information.

Yes    No

For each property the plan includes an estimate of any lease, rental, or any other revenues generated by the property, and a description of the contractual requirements for the disposition of those funds.

Yes  No

For each property the plan includes the history of environmental contamination, including designation as a brownfield site, any related environmental studies, and history of any remediation efforts.

Yes  No

For each property the plan includes a description of the property's potential for transit-oriented development and the advancement of the planning objectives of the successor agency.

Yes  No

For each property the plan includes a brief history of previous development proposals and activity, including the rental or lease of the property.

Yes  No

For each property the plan identifies the use or disposition of the property, which could include 1) the retention of the property for governmental use, 2) the retention of the property for future development, 3) the sale of the property, or 4) the use of the property to fulfill an enforceable obligation.

Yes  No

The plan separately identifies and list properties dedicated to governmental use purposes and properties retained for purposes of fulfilling an enforceable obligation.

Yes  No

## **ADDITIONAL INFORMATION**

- If applicable, please provide any additional pertinent information that we should be aware of during our review of your Long-Range Property Management Plan.

---

**Agency Contact Information**

Name:	Damien R. Arrula	Name:	Jeannette Ortega
Title:	City Administrator	Title:	Economic Development Manager
Phone:	714-993-8118	Phone:	714-993-8264
Email:	darrula@placentia.org	Email:	jortega@placentia.org
Date:	12.1.16	Date:	12.1.16

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**Department of Finance Local Government Unit Use Only**

DETERMINATION ON LRPMP:  APPROVED  DENIED

APPROVED/DENIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVAL OR DENIAL LETTER PROVIDED:  YES DATE AGENCY NOTIFIED: \_\_\_\_\_

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Form DF-LRPMP (11/15/12)

Attachment No. 6 – Oversight Board Agenda  
Report & Resolution (5.9.2012)

# Oversight Board

## of the Successor Agency of the Redevelopment Agency of the City of Placentia

### **AGENDA REPORT**

TO: BOARD MEMBERS

FROM: EXECUTIVE DIRECTOR

DATE: MAY 9, 2012

SUBJECT: DIRECTION TO, AND APPROVAL OF, SUCCESSOR AGENCY TRANSFER OF THREE (3) PROPERTIES TO THE CITY OF PLACENTIA IN COMPLIANCE WITH HEALTH AND SAFETY CODE § 34181 FOR GOVERNMENTAL AND PUBLIC BENEFIT PURPOSES

FISCAL  
IMPACT: N/A

#### **SUMMARY:**

On May 1, 2012, the Successor Agency for the Redevelopment Agency of the City of Placentia adopted Resolution RSA-2012-04 approving the transfer of three properties to the City of Placentia as the appropriate public jurisdiction as defined by Health and Safety Code § 34181. The three properties consists of two public parking lots and one vacant lot to be used for affordable housing. All three properties were determined to be developed and/or purchased for governmental purposes and that the transfer was a public benefit. This action seeks approval of the Successor Agency action to transfer the three properties to the City of Placentia.

#### **RECOMMENDATION:**

It is recommended that the Board take the following action(s):

1. Adopt Resolution OB-2012-06, A Resolution of the Oversight Board to the Successor Agency of the Redevelopment Agency of the City of Placentia, California, providing direction to, and approval of, an action by the Successor Agency to transfer three (3) properties to the City of Placentia for governmental and public benefit purposes.

#### **DISCUSSION:**

On January 17, 2012, the City Council elected to become the Successor Agency to the Redevelopment Agency of the City of Placentia per AB X1 26. As part of the winding down process of the former agency, the Successor Agency is to undertake several tasks. Per Health and Safety Code § 34177 (e), a Successor Agency is required to: "Dispose of assets and properties of the former redevelopment agency as directed by the oversight board; provided, however, that the oversight board may instead direct the successor agency to transfer ownership of certain assets pursuant to subdivision (a) of Section 34181. The disposal is to be done expeditiously and in a manner aimed at maximizing value." HSC § 34181 (a) states in part "...the oversight board may instead direct the successor agency to transfer ownership of those assets that were constructed and used for a governmental purpose, such as roads, school buildings,

Approval of Transfer of Three Properties to City of Placentia  
May 9, 2012  
Page 2 of 2

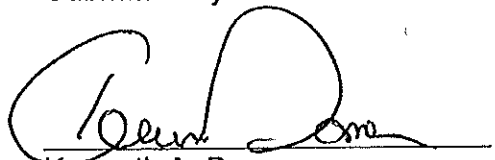
parks, and fire stations, to the appropriate public jurisdiction pursuant to any existing agreements relating to the construction or use of such an asset." The intent of these two sections is to seek the transfer of public benefit assets from a defunct agency to the appropriate public agency.

In this case, the two public parking lots which were purchased and built by the former redevelopment agency are used as a governmental purpose (providing public parking) and are considered a public benefit worthy of remaining available to the public. For the two public parking lots (APNs: 339-365-09 and 339-364-09), the most appropriate public jurisdiction to transfer these parcels to is the City of Placentia.

The third property, a vacant residential lot located at 314 Baker Street (APN: 339-391-14), is also recommended for transfer to the City of Placentia since the City has been designated the Successor Housing Agency. This parcel was purchased in 2006 initially for potential parking associated with the forthcoming Metrolink Station, but most recently the parcel was considered a potential site for a relocated water well due to the construction of the Metrolink Station. However, due to a redesign of the passenger platforms, the water well is no longer required to be relocated. The adjacent properties, which are also City of Placentia owned, are deed restricted for affordable housing purposes. The former agency, and now the City of Placentia, are looking to develop a workforce housing development to provide affordable housing opportunities for commuters since this property and the other City-owned sites are adjacent to the forthcoming Metrolink Station. The property at 314 Baker Street is adjacent to the railroad tracks and two other City-owned properties. Transferring the property to the City for governmental purposes (affordable housing in support of the City's Housing Element and Regional Housing Needs Allocation) is a public benefit.

Per AB X1 26, all actions of the Successor Agency must be approved by the Oversight Board. On May 1, 2012, the Successor Agency adopted Resolution RSA-2012-04 which sets forth the transfer of the three properties. If approved by the Oversight Board, the item is to be forwarded to the State Department of Finance (DOF) for review. Upon successful review by the DOF, the above actions shall take place.

Submitted by:



Kenneth A. Domer  
Executive Director

Attachments:

Resolution OB-2012-06  
Map of Former Redevelopment Properties



Attachment No. 7 – Oversight Board  
Agenda Report & Resolution (approval of  
Amended PMP)

Attachment No. 8 – Background Documentation  
(110 S Bradford Ave & 312 S Melrose St.)



# Placentia City Council and Redevelopment Agency

## AGENDA REPORT

TO: CITY COUNCIL/AGENCY BOARD

FROM: CITY ADMINISTRATOR/EXECUTIVE DIRECTOR

DATE: JANUARY 20, 2009

SUBJECT: JOINT PUBLIC HEARING TO CONSIDER ACQUISITION BY THE REDEVELOPMENT AGENCY OF 110 SOUTH BRADFORD AVENUE AND 312 SOUTH MELROSE STREET FROM THE CITY OF PLACENTIA

FINANCIAL Revenue to City: \$158,900 annually (interest only payments from Agency)  
IMPACT: Expense to Agency: \$158,900 annually (interest only payments to City)

### BACKGROUND

The City of Placentia owns numerous properties both developed and undeveloped. Two of these properties, which are located in the Redevelopment Project Area, have been identified as potential properties to be sold to the Redevelopment Agency to assist in the implementation of the Redevelopment Plan. This action would authorize the sale and purchase of two properties, 110 South Bradford Avenue and 312 South Melrose Avenue, from the City to the Redevelopment Agency.

### RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Approve the sale of 110 South Bradford Avenue (APN No. 339-052-24) to the Placentia Redevelopment Agency pursuant to the conditions of the Purchase and Sale Agreement by and between the Agency and the City dated January 20, 2009 and adopt the attached resolution.
2. Approve the sale of 312 South Melrose Street (APN No. 339-393-10) to the Placentia Redevelopment Agency pursuant to the conditions of the Purchase and Sale Agreement by and between the Agency and the City dated January 20, 2009 and adopt the attached Resolution.

#### ACTION:

Approved  Denied  
 Receive & File  
 Continued to \_\_\_\_\_



VOTE: 5-0  
FILED: 905

AGENDA ITEM NO.: CC/RA 1.

MEETING DATE: JAN. 20, 2009

R-2009-06; R-2009-07;  
RA-2009-01; RA-2009-02

It is recommended that the Agency Board take the following actions:

1. Approve the purchase, accept the conveyance of 110 South Bradford Avenue (APN No. 339-052-24) from the City, and authorize the Executive Director to execute the Certificate of Acceptance in substantially the form attached to the Grant Deed (Exhibit "A") pursuant to the conditions of the Purchase and Sale Agreement by and between the Agency and the City dated January 20, 2009 and adopt the attached Resolution.
2. Approve the purchase, accept the conveyance of 312 South Melrose Street (APN No. 339-393-10) from the City, and authorize the Executive Director to execute the Certificate of Acceptance in substantially the form attached to the Grant Deed (Exhibit "B") pursuant to the conditions of the Purchase and Sale Agreement by and between the Agency and the City dated January 20, 2009 and adopt the attached Resolution.

**DISCUSSION:**

The City owns property at 110 South Bradford Avenue ("Bradford Property") and 312 South Melrose Street ("Melrose Property"). Both City-owned properties are located within the Placentia Redevelopment Project Area.

The property at 110 South Bradford Avenue (APN No. 339-052-24) is improved parcel with a fire station (Station No. 35) operated by Orange County Fire Authority pursuant to a lease by and between the Orange County Fire Authority and the City for the provision of fire protection services pursuant to a Fire Protection Agreement by and between the Orange County Fire Authority and the City. The 110 South Bradford parcel is zoned "SF-C," Santa Fe Commercial.

The property at 312 South Melrose Street (APN No. 339-393-100) was once a parking lot and is now a vacant weed-covered lot. Access to the lot from Melrose Street was eliminated when the Melrose Street underpass was constructed. Vehicular access to a small portion of the lot is still available from Main Street through an alley behind the retail buildings on Santa Fe Avenue. This property is zoned "C-1," Neighborhood Commercial.

Pursuant to Health and Safety Code Section 33220, the City may sell property it owns to the Redevelopment Agency ("Agency") to help assist the Agency in the implementation of the Redevelopment Plan.

The Agency's acquisition of the both properties provides an opportunity for the lots to be revitalized and blighting influences to be eliminated. Future development on the Bradford Property may include public safety facility expansion, seismic retrofitting, and repairs to existing drainage conditions, within the meaning of Health & Safety Code Section 33445 (the "Statute"). Future development on the Melrose Property may include development of a parking lot to serve the parking-deficient downtown area and the future Metrolink Station, also within the meaning of the Statute.

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### **Payment for Land or Buildings Publicly Owned**

According to the Statute, the Redevelopment Agency may, with the consent of the City Council, pay all or a part of the value of the land for and the construction of any building, facility or structure, or other improvement which is publicly owned either within or without the project area, if the legislative body determines all of the following:

1. That the buildings, facilities, structures or other improvements are of benefit to the project area or the immediate neighborhood in which the project is located, regardless of whether the improvement is within another project area, or in the case of a project area in which substantially all of the land is publicly owned that the improvement is of benefit to an adjacent project area of the Redevelopment Agency.
2. That no other reasonable means of financing the buildings, facilities, structures, or other improvements, are available to the community.
3. That the payment of funds for the acquisition of land or the costs of buildings, facilities, structures, or other improvements will assist in the elimination of one or more blighting conditions inside the project area or provide housing for low or moderate income persons, and is consistent with the implementation plan adopted pursuant to Health & Safety Code Section 33490.

### **Elimination of Blighting Conditions**

Future development of the Bradford Property and the Melrose Property will assist in the Agency's revitalization efforts for the Placentia Redevelopment Project Area.

As further described in the attached "*Summary Report Pursuant to Section 33445 of the California Community Redevelopment Law on the Use of Placentia Redevelopment Agency Funds to Acquire and Improve Publicly Owned Land and Facilities*," the Agency's acquisition of the Bradford Property and the Melrose Property provides an opportunity for the lots to be revitalized and blighting influences to be eliminated. Station No. 35 has insufficient capacity to meet the community's fire protection needs at an optimal level of service thereby contributing to the social and economic blight in the Project Area. The aging building is also in need of improvement and rehabilitation, including seismic retrofitting and drainage improvements which will assist in the elimination of physical blight and protect the structural integrity of an important historic public building. Acquisition of the Melrose Property and development of parking improvements thereon will also assist in the elimination of physical blight and the provision of needed parking to service the parking-deficient downtown area and the future Metrolink Station.

### **Method of Financing**

The City's General Fund is the primary financial source for operating the City. The City's June 30, 2007 audited financial statements show a General Fund deficit of \$3.1 million. The City Administrator has presented a fiscal recovery plan for the General Fund, which could take two or more years to eliminate the current deficit and bring the General Fund budget into balance. Therefore, there are no General Fund current resources or fund balances available to pay for the expansion, improvement and rehabilitation of the Bradford Property and the Melrose Property. The

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acquisition of these properties is consistent with the City Administrator's fiscal recovery plan.

### **Cost of Acquisition**

Based on appraisals conducted on each of the properties, the 110 South Bradford parcel was valued at Nine Hundred Eighty Five Thousand Dollars (\$985,000) and the 312 South Melrose parcel was valued at One Million Two Hundred Eighty Five Thousand Dollars (\$1,285,000).

### **Purchase and Sale Agreements**

The City wishes to sell and the Agency wishes to acquire both City-owned properties for full appraised value. Purchase and Sale Agreements by and between the City and the Agency have been prepared and are attached to this Report as Exhibits "B-1" and "B-2". According to the Purchase and Sale Agreements, the Agency shall be responsible for making monthly interest only payments to the City for both properties. Interest shall be paid at a rate of seven percent (7%) per annum. This rate is consistent with what the Agency would pay for long-term financing. The Agency's obligation to make monthly interest only payments shall be evidenced by a Promissory Note secured by a Deed of Trust.

The initial term on the Promissory Note is five (5) years at which time the unpaid principal balance of the purchase price is due and payable. The Promissory Note requires that the Agency and the City meet and confer not less than every two years to discuss the financial condition of both entities. The City and the Agency may by mutual agreement extend the initial term of the Promissory Note and/or to change the interest rate on the Agency's payments.

Agency funds are available to pay the cost of acquisition in accordance with the terms and provisions of the Purchase and Sale Agreements and to improve the properties as needed. Payments made by the Agency to the City shall be made from the Agency's 80% funds. No housing funds will be used to make the monthly interest only payments to the City.

### **Conformance with the Redevelopment Plan and the Implementation Plan**

Prior to the transaction being completed, the Planning Commission must make a finding that the conveyance of the properties from the City to the Agency is consistent with the General Plan. The Planning Commission made such findings at their December 9, 2008 meeting.

Acquisition and development of the Bradford Property and the Melrose Property by the Agency is in conformance with the Redevelopment Plan and the Agency's five year Implementation Plan, as amended.

### **FISCAL IMPACT**

The acquisition of the 110 South Bradford property by the Agency from the City in accordance with the proposed Purchase and Sale Agreement will cost the Agency Sixty-Eight Thousand Nine Hundred Fifty Dollars (\$68,950) annually (\$5,745.83 monthly) in interest payments. The principal amount of the purchase price of Nine Hundred Eighty-Five Thousand Dollars (\$985,000) will be paid in a lump sum in five years, unless extended by mutual agreement of the City and the Agency. These payments by the Agency will constitute revenue to the City.

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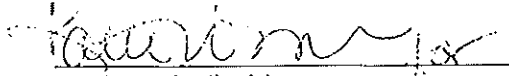
The costs of improvements to the Bradford Property will be determined and paid from available Agency funds.

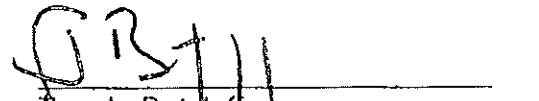
The acquisition of the 312 South Melrose property by the Agency from the City in accordance with the proposed Purchase and Sale Agreement will cost the Agency Eighty-Nine Thousand Nine Hundred Fifty Dollars (\$89,950) annually (\$7,495.83 monthly) in interest payments. The principal amount of the purchase price of One Million Two Hundred Thousand Eighty-Five Dollars (\$1,285,000) will be paid in a lump sum in five years, unless extended by mutual agreement of the City and the Agency. These payments by the Agency will constitute revenue to the City. The costs of improvements to the Melrose Property will be determined and paid from available Agency funds.

The combined payment from both properties is \$158,900 per year.

Submitted by:

Reviewed and Approved by:

  
\_\_\_\_\_  
Barbara Leibold  
Special Agency Counsel

  
\_\_\_\_\_  
Troy L. Butzlaff  
City Administrator/Executive Director

Attachments:      Summary Report Pursuant to Section 33445  
                          City Council Resolutions (2)  
                          Agency Board Resolutions (2)  
                          Purchase and Sale Agreements, Grant Deed, Promissory Note (2)

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**SUMMARY REPORT  
PURSUANT TO SECTION 33445**



**SUMMARY REPORT PURSUANT TO  
SECTION 33445  
OF THE CALIFORNIA COMMUNITY REDEVELOPMENT LAW  
ON USE OF PLACENTIA REDEVELOPMENT AGENCY  
FUNDS TO ACQUIRE AND IMPROVE PUBLICLY OWNED LAND AND  
FACILITIES**

**INTRODUCTION**

The following Summary Report (Report) has been prepared pursuant to Section 33445 of the California Health and Safety Code, also known as the California Community Redevelopment Law (CRL).

**LEGISLATIVE REQUIREMENTS**

CRL Section 33445 states that a Redevelopment Agency (Agency) may, with the consent of the legislative body, pay all or a part of the value of the land for and the construction of any building, facility or structure, or other improvement which is publicly owned either within or without the project area, if the legislative body determines all of the following:

- (1) That the buildings, facilities, structures or other improvements are of benefit to the project area or the immediate neighborhood in which the project is located, regardless of whether the improvement is within another project area, or in the case of a project area in which substantially all of the land is publicly owned that the improvement is of benefit to an adjacent project area of the Agency.
- (2) That no other reasonable means of financing the buildings, facilities, structures, or other improvements, are available to the community.
- (3) That the payment of funds for the acquisition of land or the costs of buildings, facilities, structures, or other improvements will assist in the elimination of one or more blighting conditions inside the project area or provide housing for low or moderate income persons, and is consistent with the implementation plan adopted pursuant to CRL Section 33490.

CRL Section 33679 states that before a redevelopment agency commits to use the portion of taxes to be allocated and paid to an agency pursuant to subdivision (b) of CRL Section 33670 (tax increment financing) for the purpose of paying all or part of the value of land for, and the cost of the installation and construction of, any publicly owned building, other than parking facilities, the legislative body shall hold a public hearing.

The City Council and the Agency published notice in the Placentia News Times on January 8, 2009 and January 15, 2009 of a joint public hearing to be conducted on

January 20, 2009 for purposes of considering the expenditure of Agency funds to purchase two city-owned properties commonly known as 110 South Bradford Avenue and 312 South Melrose Street, Placentia, which properties are located in the Redevelopment Project Area. While the public hearing requirements of CRL Section 33679 do not apply to the financing of 312 South Melrose Street, which consists of land to be acquired for parking facilities, a joint public hearing will be conducted to consider acquisition by the Agency of both properties.

## **BACKGROUND**

The City of Placentia ("City") owns property at 110 South Bradford Avenue (APN No. 339-052-24) (the "Bradford Property") and 312 South Melrose Street (APN No. 339-393-100) (the "Melrose Property"). The Bradford Property and the Melrose Property are located within the Placentia Redevelopment Project Area.

The Bradford Property is improved with a fire station constructed in the 1930's (Station No. 35) leased by the Orange County Fire Authority ("Authority") pursuant to a Lease by and between the Authority and the City and operated by the Authority for the provision of fire protection services to the community pursuant to a Fire Protection Agreement by and between the Authority and the City. The zoning designation for the Bradford Property is "SF-C," Santa Fe Commercial.

The Melrose Property was once a parking lot and is now a vacant weed-covered lot. Access to the Melrose Property from Melrose Street was eliminated when the Melrose Street underpass was constructed. Vehicular access to a small portion of the Melrose Property is still available from Main Street through an alley behind the stores on Santa Fe Avenue. This property is zoned "C-1," Neighborhood Commercial.

Pursuant to CRL section 33220, the City may sell property it owns to the Agency to help assist the Agency in the implementation of the Redevelopment Plan. The City desires to sell the Bradford Property and the Melrose Property to the Agency for redevelopment purposes. The Planning Commission has determined that the proposed conveyance of the properties from the City to the Agency is consistent with the City's General Plan.

## **BENEFIT TO PROJECT AREA; BLIGHT ELIMINATION**

Future development of the Bradford Property and the Melrose Property will assist in the Agency's revitalization efforts for the Placentia Redevelopment Project Area.

The Agency's acquisition of the Bradford Property and the Melrose Property provides an opportunity for the lots to be revitalized and blighting influences to be eliminated. Station No. 35 has insufficient capacity to meet the community's fire protection needs at an optimal level of service thereby contributing to the social and economic blight in the Project Area. The aging building is also in need of improvement and rehabilitation, including seismic retrofitting and drainage improvements which will assist in the

elimination of physical blight and protect the structural integrity of an important historic public building.

Acquisition of the Melrose Property and development of parking improvements thereon will also assist in the elimination of physical blight and the provision of needed parking to service the parking-deficient downtown area and the future Metrolink Station which will be integral to the Agency's revitalization efforts for the Placita Santa Fe commercial area, located in the Project Area.

#### **METHODS OF FINANCING AVAILABLE TO THE AGENCY**

The appraised value and projected cost to acquire the properties is \$2,270,000 as shown below.

110 South Bradford Avenue (APN No. 339-052-24)	\$985,000
312 South Melrose Street (APN No. 339-393-100)	\$1,285,000

The Agency has the legal authority and flexibility to implement the revitalization of the Project Area utilizing any or all of the following revenue sources: (1) funds provided by the City; (2) funds provided by the State of California; (3) funds provided by the Federal government; (4) tax increment funds in accordance with provision of the existing CRL; (5) new tax allocation bonds; (6) interest income; (7) loans from private financial institutions; (8) lease or sale of Agency-owned property; (9) donations; (10) developer payments, and (11) any other legally available public or private sources.

The City's General Fund is the primary financial source for operating the City. The City's June 30, 2007 audited financial statements show a General Fund deficit of \$3.1 million and the City Administrator has presented a deficit recovery plan for the General Fund, which could take two or more years to eliminate the current deficit and bring the General Fund budget into balance. Therefore, there are no General Fund current resources or fund balances available to expand, improve or rehabilitate the properties as needed. Moreover, acquisition by the Agency will ensure long-term local public ownership of the properties which will also assist the Agency in the implementation of the Redevelopment Plan.

The acquisition of the 110 South Bradford property by the Agency from the City in accordance with the proposed Purchase and Sale Agreement will cost the Agency Sixty-Eight Thousand Nine Hundred Fifty Dollars (\$68,950) annually (\$5,745.83 monthly) in interest payments. The principal amount of the purchase price of Nine Hundred Eighty-Five Thousand Dollars (\$985,00) will be paid in a lump sum in five years, unless extended by mutual agreement of the City and the Agency.

The acquisition of the 312 South Melrose property by the Agency from the City in accordance with the proposed Purchase and Sale Agreement will cost the Agency Eighty-Nine Thousand Nine Hundred Fifty Dollars (\$89,950) annually (\$7,495.83 monthly) in interest payments. The principal amount of the purchase price of One Million Two Hundred Thousand Eighty-Five Dollars (\$1,285,000) will be paid in a lump sum in five years, unless extended by mutual agreement of the City and the Agency.

Agency funds are available to pay the cost of acquisition in accordance with the terms and provisions of the Purchase and Sale Agreements. Payments made by the Agency to the City shall be made from available tax increment funds. The costs of improvements to the Melrose Property and the Bradford Property will be determined and also paid from available Agency funds. No Low and Moderate Income Housing Funds will be used to make the monthly interest payments to the City or to complete the improvements.

As a result of the current financial situation of State, Federal and local governments, the City is proposing the plan described above as the last resort to fund the proposed conveyance and improvement of the properties. There is no other identified method for financing.

**CONFORMANCE WITH THE REDEVELOPMENT PLAN AND THE AB 1290 IMPLEMENTATION PLAN**

Acquisition and development of the Bradford Property and the Melrose Property by the Agency is in conformance with the Redevelopment Plan and the Agency's five year Implementation Plan, as amended..