

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2000-2001	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-00	9/7/00	4,188.72	0.00	608.66	107.50			4,904.88
Aug-00	10/2/00	4,377.35	2,015.84	602.40	107.50			7,103.09
Sep-00	11/7/00	4,215.65	0.00	586.37	107.50			4,909.52
Oct-00	12/7/00	2,608.81	2,105.84	577.66	107.50			5,399.81
Nov-00	1/8/01	2,554.36	0.00	648.68	0.00			3,203.04
Dec-00	2/13/01	2,891.81	2,350.27	646.43	0.00			5,888.51
Jan-01	3/13/01	1,926.24	1,076.57	645.72	1,257.50			4,906.03
Feb-01	4/10/01	2,390.20	1,052.92	653.87	107.50			4,204.49
Mar-01	5/9/01	2,597.85	1,052.92	860.29	315.00			4,826.06
Apr-01	6/6/01	3,255.35	1,052.92	515.57	215.00			5,038.84
May-01	7/5/01	3,063.28	1,052.92	621.76	107.50			4,845.46
Jun-01	8/8/01	5,103.35	1,150.57	650.52	535.00			7,439.44
TOTAL		39,172.97	12,910.77	7,617.93	2,967.50	0.00	0.00	62,669.17
AVG		3,264.41	1,075.90	634.83	247.29			5,222.43

PERIOD COVERED FY2001-2002	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-01	9/7/01	5,321.46	0.00	621.76	107.50			6,050.72
Aug-01	10/8/01	5,964.66	0.00	650.52	107.50			6,722.68
Sep-01	11/7/01	6,525.77	2,611.93	797.12	107.50			10,042.32
Oct-01	12/4/01	5,550.58	1,150.57	0.00	0.00			6,701.15
Nov-01		0.00	0.00	0.00	0.00			0.00
Dec-01	2/7/02	8,594.24	2,698.49	0.00	107.50			0.00
Jan-02	3/7/02	4,376.26	1,255.57	0.00	0.00			5,631.83
Feb-02	4/5/02	2,901.15	1,163.56	0.00	0.00			4,064.71
Mar-02	5/14/02	3,918.49	1,150.57	713.31	107.50		6.49	5,896.36
Apr-02	6/11/02	4,891.06	1,347.90	713.31	107.50		14.64	7,074.41
May-02	7/12/02	3,338.44	1,499.16	713.31			8.14	5,559.05
Jun-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
TOTAL		57,343.72	14,056.43	4,861.20	752.50	0.00	37.47	65,651.09
AVG		4,778.64	1,171.37	405.10	62.71			5,470.92

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	7/10/02	5,200.62	1,638.37	650.63			8.18	7,497.80
Aug-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
Sep-02	9/17/02	5,200.62	1,638.37	650.63				7,489.62
Oct-02	10/11/02		1,195.57	650.63			8.17	1,854.37
Nov-02	11/15/02		1,461.17	650.61	107.50		16.35	2,235.63
Dec-02	12/13/03		1,150.57	650.63	537.50			2,338.70
Jan-03	1/16/03		1,632.69	650.63			8.15	2,291.47
Feb-03	2/11/03		1,269.07	762.39				2,031.46
Mar-03	3/17/03		1,177.30	762.39	107.50		10.55	2,057.74
Apr-03	4/7/03		1,263.68	762.39	269.45		7.17	2,302.69
May-03								0.00
Jun-03								0.00
TOTAL		16,362.85	13,605.47	6,842.80	1,129.45	0.00	66.77	38,007.34
AVG		5,454.28	1,360.55	684.28	112.95		6.68	3,800.73

FY2000-2001	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-00	976.84	234.00	6.48	1,217.32	608.66
Aug-00	976.84	219.00	8.96	1,204.80	602.40
Sep-00	976.84	174.00	21.89	1,172.73	586.37
Oct-00	976.84	174.00	4.48	1,155.32	577.66
Nov-00	1,054.38	234.00	8.97	1,297.35	648.68
Dec-00	1,054.38	234.00	4.48	1,292.86	646.43
Jan-01	976.84	294.00	20.60	1,291.44	645.72
Feb-01	1,054.38	234.00	19.36	1,307.74	653.87
Mar-01	1,435.12	279.00	6.46	1,720.58	860.29
Apr-01	1,000.58	294.00	6.46	1,301.04	650.52
May-01	1,000.58	234.00	8.94	1,243.52	621.76
Jun-01	1,000.58	294.00	6.46	1,301.04	650.52
TOTAL	12,484.20	2,898.00	123.54	15,505.74	7,752.87
AVG	1,040.35	241.50	10.30	1,292.15	646.07

TOTAL DOLLARS SPENT

FY2001-2002	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-01	1,000.58	234.00	8.94	1,243.52	621.76
Aug-01	1,000.58	294.00	6.46	1,301.04	650.52
Sep-01	1,235.76	354.00	4.47	1,594.23	797.12
Oct-01	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00
Mar-02	1,297.62	129.00	0.00	1,426.62	713.31
Apr-02	1,297.62	129.00	0.00	1,426.62	713.31
May-02	1,297.62	129.00	0.00	1,426.62	713.31
Jun-02	1,127.26	174.00	2.48	1,303.74	651.87
TOTAL	8,257.04	1,443.00	22.35	9,722.39	4,861.20
AVG	688.09	120.25	1.86	810.20	405.10

TOTAL DOLLARS SPENT

FY2002-2003	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-02	1,127.26	174.00	0.00	1,301.26	650.63
Aug-02	1,127.26	174.00	2.48	1,303.74	651.87
Sep-02	1,127.26	174.00	0.00	1,301.26	650.63
Oct-02	1,127.26	174.00	0.00	1,301.26	650.63
Nov-02	1,127.26	174.00	0.00	1,301.26	650.63
Dec-02	1,127.26	174.00	0.00	1,301.26	650.63
Jan-03	1,127.26	174.00	0.00	1,301.26	650.63
Feb-03	1,350.78	174.00	0.00	1,524.78	762.39
Mar-03	1,350.78	174.00	0.00	1,524.78	762.39
Apr-03	1,350.78	174.00	0.00	1,524.78	762.39
May-03				0.00	0.00
Jun-03				0.00	0.00
TOTAL	11,943.16	1,740.00	2.48	13,685.64	6,842.82
AVG	1,194.32	174.00	0.25	1,368.56	684.28

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	232.62	249.68	59.18	0.00	435.36	976.84
Aug-00	232.62	249.68	59.18	0.00	435.36	976.84
Sep-00	232.62	249.68	59.18	0.00	435.36	976.84
Oct-00	232.62	249.68	59.18	0.00	435.36	976.84
Nov-00	310.16	249.68	59.18	0.00	435.36	1,054.38
Dec-00	310.16	249.68	59.18	0.00	435.36	1,054.38
Jan-01	232.62	249.68	59.18	0.00	435.36	976.84
Feb-01	310.16	249.68	59.18	0.00	435.36	1,054.38
Mar-01	282.16	283.40	59.86	0.00	809.70	1,435.12
Apr-01	282.16	226.72	59.86	0.00	431.84	1,000.58
May-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Jun-01	282.16	226.72	59.86	0.00	431.84	1,000.58
TOTAL	3,222.22	2,961.00	712.88	0.00	5,588.10	12,484.20
AVG	268.52	246.75	59.41	0.00	465.68	1,040.35

DOLLARS BY TYPE OF WORKER

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Aug-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Sep-01	352.70	283.40	59.86	0.00	539.80	1,235.76
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	382.24	293.00	63.58	0.00	558.80	1,297.62
Apr-02	382.24	293.00	63.58	0.00	558.80	1,297.62
May-02	382.24	293.00	63.58	0.00	558.80	1,297.62
Jun-02	382.24	234.40	63.58	0.00	447.04	1,127.26
TOTAL	2,445.98	1,850.24	433.90	0.00	3,526.92	8,257.04
AVG	203.83	154.19	36.16	0.00	293.91	688.09

DOLLARS BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Aug-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Sep-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Oct-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Nov-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Dec-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Jan-03	382.24	234.40	63.58	0.00	447.04	1,127.26
Feb-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Mar-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Apr-03	382.24	234.40	63.58	0.00	670.56	1,350.78
May-03						0.00
Jun-03						0.00
TOTAL	3,822.40	2,344.00	635.80	0.00	5,140.96	11,943.16
AVG	382.24	234.40	63.58	0.00	514.10	1,194.32

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	6.00	8.00	2.00	0.00	16.00	32.00
Aug-00	6.00	8.00	2.00	0.00	16.00	32.00
Sep-00	6.00	8.00	2.00	0.00	16.00	32.00
Oct-00	6.00	8.00	2.00	0.00	16.00	32.00
Nov-00	8.00	8.00	2.00	0.00	16.00	34.00
Dec-00	8.00	8.00	2.00	0.00	16.00	34.00
Jan-01	6.00	8.00	2.00	0.00	16.00	32.00
Feb-01	8.00	8.00	2.00	0.00	16.00	34.00
Mar-01	8.00	10.00	2.00	0.00	20.00	40.00
Apr-01	8.00	8.00	2.00	0.00	16.00	34.00
May-01	8.00	8.00	2.00	0.00	16.00	34.00
Jun-01	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	86.00	98.00	24.00	0.00	196.00	404.00
AVG	7.17	8.17	2.00	0.00	16.33	33.67

TIME BY TYPE OF WORKER

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-01	8.00	8.00	2.00	0.00	16.00	34.00
Aug-01	8.00	8.00	2.00	0.00	16.00	34.00
Sep-01	10.00	10.00	2.00	0.00	20.00	42.00
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	8.00	10.00	2.00	0.00	20.00	40.00
Apr-02	8.00	10.00	2.00	0.00	20.00	40.00
May-02	8.00	10.00	2.00	0.00	20.00	40.00
Jun-02	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	58.00	64.00	14.00	0.00	128.00	264.00
AVG	4.83	5.33	1.17	0.00	10.67	22.00

TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-02	8.00	8.00	2.00	0.00	16.00	34.00
Aug-02	8.00	8.00	2.00	0.00	16.00	34.00
Sep-02	8.00	8.00	2.00	0.00	16.00	34.00
Oct-02	8.00	8.00	2.00	0.00	16.00	34.00
Nov-02	8.00	8.00	2.00	0.00	16.00	34.00
Dec-02	8.00	8.00	2.00	0.00	16.00	34.00
Jan-03	8.00	8.00	2.00	0.00	16.00	34.00
Feb-03	8.00	8.00	2.00	0.00	24.00	42.00
Mar-03	8.00	8.00	2.00	0.00	24.00	42.00
Apr-03						0.00
May-03						0.00
Jun-03						0.00
TOTAL	72.00	72.00	18.00	0.00	160.00	322.00
AVG	7.20	7.20	1.80	0.00	16.00	32.20

To: eminter@placentialibrary.org
From: gneill@csda.net
Subject: CSDA Weekly Legislative Update
Date: Fri, 11 Apr 2003 15:22:46 -0700

 CSDA Legislative

CSDA Weekly Legislative Update for April 11, 2003

Budget Watch

Not much budget-related news in the public media this week, but within the Legislature, legislators are bracing for more bad news when Governor Davis releases his May Revision on May 14th. It is clear that the state's budget crisis continues to grow, and the only question remaining is how much larger the budget deficit has grown since Governor Davis released his proposed 2003-04 State Budget. Most believe it will be huge. Don't expect much in the way of legislative action on the budget until after the release of the May Revision.

This Week in Review / Legislation

The following bills of interest to CSDA were considered this week and presented below are short summaries of committee actions on those bills:

1. Assembly Bill 28 (Pavley): This bill would provide funding, allocated by the Legislature through the budget process, for fire protection agencies for hazardous materials equipment. The bill passed the Assembly Governmental Organization Committee 24 to 0.
2. Assembly Bill 740 (Pavley): This measure enacts the Clean Air, Clean Water, and Coastal Protection Act of 2004 and passed the Assembly Natural Resources Committee 9 to 2. CSDA supports AB 740.
3. Assembly Bill 93 (Canciamilla): This will would enact the Safe, Clean, and Reliable Water Supply Bond Act of 2004 and passed the Assembly Water, Parks and Wildlife Committee 16 to 0. CSDA supports AB 93.
4. Assembly Bill 306 (Kehoe): This bill would require communities without water meters to install same within specific timeframes and under specified conditions. The bill passed the Assembly Water, Parks and Wildlife Committee 16 to 3. Prior to recent amendments, CSDA assumed a "Watch" position, but that was without the most recent amendments; we will review said amendments and reevaluate our position.
5. Assembly Bill 53 (Simitian): This bill would cap the ERAF over a period of years and was passed, on consent, by the Assembly Local Government Committee. CSDA supports AB 53.

Bill of the Week

On April 7th, Assembly Member Wiggins introduced **Assembly Constitutional Amendment No. 15**, relating to voter approval of special taxes for public safety services. The operative provision of ACA No. 15 states in part:

A local government may not impose, extend, or increase any special tax for the support of any local public safety department under its jurisdiction unless and until that tax is submitted to the electorate and approved by a majority of the voters voting on the proposition. A special tax for the support of a local public safety department is not deemed to have been increased if it is imposed at a rate not higher than the maximum

rate so approved. For the purposes of this paragraph, "local public safety department" means a local government department or division that has the primary purpose of providing firefighting, police, medical, sheriff, or other emergency services.

CSGA's position on this new constitutional amendment will be developed during the next CSGA Legislative Committee meeting on May 9.

LOCAL's Legislative Action Days – May 14-15

Register for LOCAL Legislative Action Days for FREE, and get an immediate reaction to the Governor's May Budget Revise from LOCAL leaders (Governor's May revise will be released in Sacramento on May 14th during Leg Action Days). Join hundreds of California's community leaders to help ensure our local services are not sacrificed to solve state budget problems! Participate in meetings with State Legislators in their Capitol offices and join legislators at a reception on Wednesday evening. Attend a budget briefing from the Administration and State Legislative Leaders and join hundreds of your fellow LOCAL representatives at a Capitol News Conference on Thursday morning. Last year's event was an enormous success, make sure you don't miss the action this time around!

Meet with a Legislator during GAD? Report Your Local Outreach Progress!

Remember to report your local outreach progress! The fight has begun to protect local funding from state budget cutbacks. Building statewide influence begins at the local level, and we need your help! We hope you have taken the time to review your local outreach packet. This information was created to help direct your outreach effort as you begin meeting with community members to build a strong local presence. Please visit our website (www.csga.net) to access copies of the materials and to keep us up-to-date on your activities and the outcome of your meetings. To report your progress, simply click on the red bar at the top of CSGA's homepage and fill out the form. If you have any questions about this program, please contact Geoffrey Neill toll free at 877.924.CSGA or via email at gneill@csga.net.

If others affiliated with your district would like to start receiving this notice via email, or if you would like to stop getting these email updates please contact Geoffrey Neill at 877.924.CSGA or gneill@csga.net.

****This update is brought to you exclusively as a CSGA member benefit**
CSGA...keeping special districts informed!**

1215 K Street, Suite 930 * Sacramento, CA 95814
(916) 442-7887 * (916) 442-7889 fax
(877) 924-CSGA * www.csga.net

To: eminter@placentiallibrary.org
Subject: CSDA Weekly Legislative Update

 CSDA Legislative

CSDA Weekly Legislative Update for April 4, 2003

Budget Watch

Budget subcommittees continued to meet this week and, for the most part, are deferring actions on most major issues until after the Governor releases his May Revision on May 14th. To that end, early this week Governor Davis announced that, despite the worsening budget deficit, "no solution is likely for at least another six weeks." The Governor's spokesperson said the Governor expects no further action on the budget until mid-May, when the state finishes tallying its tax receipts.

Also on the budget front, the California Supreme Court met on Tuesday to hear arguments relative to whether or not state employees will receive only minimum wages if the budget is not adopted by July 1st. Court observers indicated that the Court showed little inclination to grant an order sought by taxpayer groups. Some justices, including Chief Justice Ronald George, appeared skeptical about arguments by the state and labor unions that all of the state's 200,000-plus employees have the right to be paid in full if they work continuously through a budget impasse. A ruling is due within 90 days, which coincides with the end of the current fiscal year.

Bill of the Week

The Legislature's reliance on data from the State Controller's report on financial transaction of cities, counties and special districts was never so evident as during last year's state budget deliberations. Unfortunately, much of the Controller's data was out-of-date and of little value during the budget discussions. Over the years, the Legislature has raised with the Controller's Office the need to issue their report on a more timely basis, but most attempts to do so have produced few results. This year the Senate Committee on Local Government introduced Senate Bill 1068, which CSDA is supporting. SB 1068 would require the Controller, on or before April 1st, July 1st and October 1st of each year following the end of the annual reporting period, to compile and publish reports of the financial transactions of each county, city and special district, and make the data collected pursuant to these provisions available upon request, on or before April 1 of each year.

Status of Legislation

Now that the policy committees are in full swing, starting next week we will report on all legislation CSDA is following that received action during the week. This added feature will provide timely updates on key legislation and action taken by the policy and/or fiscal committees.

LOCAL's Legislative Action Days – May 14-15

Register for LOCAL Legislative Action Days for FREE, and get an immediate reaction to the Governor's May Budget Revise from LOCAL leaders (Governor's May revise will be released in Sacramento on May 14th during Leg Action Days). Join hundreds of California's community

leaders to help ensure our local services are not sacrificed to solve state budget problems! Participate in meetings with State Legislators in their Capitol offices and join legislators at a reception on Wednesday evening. Attend a budget briefing from the Administration and State Legislative Leaders and join hundreds of your fellow LOCAL representatives at a Capitol News Conference on Thursday morning. Last year's event was an enormous success, make sure you don't miss the action this time around!

Meet with a Legislator during GAD? Report Your Local Outreach Progress!

Remember to report your local outreach progress! The fight has begun to protect local funding from state budget cutbacks. Building statewide influence begins at the local level, and we need your help! We hope you have taken the time to review your local outreach packet. This information was created to help direct your outreach effort as you begin meeting with community members to build a strong local presence. Please visit our website (www.csda.net) to access copies of the materials and to keep us up-to-date on your activities and the outcome of your meetings. To report your progress, simply click on the red bar at the top of CSDA's homepage and fill out the form. If you have any questions about this program, please contact Geoffrey Neill toll free at 877.924.CSDA or via email at gneill@csda.net.

If others affiliated with your district would like to start receiving this notice via email, or if you would like to stop getting these email updates please contact Geoffrey Neill at 877.924.CSDA or gneill@csda.net.

****This update is brought to you exclusively as a CSDA member benefit**
CSDA...keeping special districts informed!**

1215 K Street, Suite 930 * Sacramento, CA 95814
(916) 442-7887 * (916) 442-7889 fax
(877) 924-CSDA * www.csda.net

To: eminter@placentiallibrary.org
Subject: CSDA Weekly Legislative Update

CSDA Legislative

CSDA Weekly Legislative Update for March 28, 2003

Budget Watch

Most of the Legislature's budget subcommittee continued to meet this week and for the most part delayed action on major items, probably until after the Governor releases his May Revision on May 14. On Tuesday, Senate Republican Leader Jim Brulte, on behalf of the Senate Republican Caucus, appeared before the Senate Budget Committee to present the Senate Republicans' budget proposal. In addition to calling for an additional 7% across-the-board reduction in the Governor's proposed budget, the plan also included a \$1.5 billion, 3-year hit on local governments. Senator Brulte stated that while he opposes most of the impacts on local government proposed by Governor Davis, Brulte said: "**We need local governments to help participate in the solution.**" Brulte said that the \$500 million hit over the next 3-years would be left to local governments relative to which revenues and from which agencies would be left to the local governments themselves and the Legislature should not make that decision without their input. Brulte also discussed two other elements contained in the Senate Republicans' plan. The first includes a constitutional amendment designed to "protect local government revenues from future state intervention." Again, few details were presented. The final component of the plan relates to state mandated local programs. Brulte said that local governments should not be required to implement new mandated programs, or higher levels of service for existing programs, unless the state fully reimburses them for those costs. Most of the Democrat members of the Senate Budget Committee were highly critical of the Senate Republicans' plan, specifically the 7% additional across-the-board reduction in the Governor's proposed budget. Brulte responded: "At least we have put a budget plan forward – where's your plan?"

Legislative Analyst Liz Hill also appeared before the Senate Budget Committee and informed the Committee that even with the \$3.3 billion mid-year reductions the Legislature passed last week, the state will end this fiscal year **\$8.2 billion in deficit**. Not good news!

Bill of the Week

On March 24th, Assembly Member Steinberg introduced **Assembly Constitutional Amendment #14**, relating to local government special taxes. The bill would authorize local governments, with the approval of only a **majority** of its voters voting on the proposition in an election, to impose a **special tax** that it is otherwise authorized by law to impose, if the tax is **imposed exclusively to fund projects for local infrastructure**. The bill defines infrastructure as follows:

1. General infrastructure,
2. Conservation of land dedicated to agricultural use, recreational or open-space use, and the maintenance and creation of neighborhood parks, or
3. Construction, acquisition and rehabilitation of emergency shelters, and the provision of housing, including rental housing, that will be affordable to persons of lower income households of very low income households for not less than 55 years.

Assembly Constitutional Amendment #14 requires a two-thirds vote in each house of the

Legislature prior to its placement on a statewide ballot.

Government Affairs Day – April 1st and 2nd (That's Next Week!)

CSDA's Government Affairs Day will prepare you to deal with all the changes this year has to offer, and equip you to plan for your district's future. CSDA is sending out the rallying cry for all special district representatives to embrace their roles as crucial elements of the government system, and to understand that only when working together can we truly fulfill our legislative potential. There will be several informational segments, including presentations by CSDA's inimitable Legislative Advocate Ralph Heim and the syndicated political columnist Dan Walters. And, perhaps most importantly, you get the opportunity to visit with your legislators! CSDA would like to coordinate group visits with legislators, so please contact Geoffrey Neill for further information at 877.924.CSDA, or email him at gneill@csda.net. Register today either through CSDA's website (www.csda.net) or by filling out the brochure you received in the mail.

Report Your Local Outreach Progress

Remember to report your local outreach progress! The fight has already begun to protect local funding from state budget cutbacks. Building statewide influence begins at the local level, and we need your help! We hope you have taken the time to review your local outreach packet. This information was created to help direct your outreach effort as you begin meeting with community members to build a strong local presence. Please visit our website (www.csda.net) to access copies of the materials and to keep us up-to-date on your activities and the outcome of your meetings. If you have any questions about this program, please contact Geoffrey Neill toll free at 877.924.CSDA or via email at gneill@csda.net.

If others affiliated with your district would like to start receiving this notice via email, or if you would like to *stop* getting these email updates please contact Geoffrey Neill at 877.924.CSDA or gneill@csda.net.

****This update is brought to you exclusively as a CSDA member benefit**
CSDA...keeping special districts informed!**

1215 K Street, Suite 930 * Sacramento, CA 95814
(916) 442-7887 * (916) 442-7889 fax
(877) 924-CSDA * www.csda.net

To: "MCLS/SLS/SSCLS Directors" <mclshq@mcls.org>
 Cc: <sdubin@mcls.org>, "Susan McGlamery" <smcglamery@mcls.org>,
 "bchute" <bchute@mcls.org>, "bcusten" <bcusten@mcls.org>,
 "bgallardo" <bgallardo@mcls.org>, "cbonnefil" <carol@247ref.org>,
 "ccarlisle" <ccarlisle@mcls.org>, "hdaniels" <hdaniels@mcls.org>,
 Subject: FW: NEWS FROM THE CAPITOL

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

From: owner-calix@listproc.sjsu.edu
 [mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
 Sent: Monday, April 07, 2003 5:30 PM
 To: CLA Listserve- CALIX
 Subject: NEWS FROM THE CAPITOL

April 7, 2003

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

I. ASSEMBLY BUDGET SUBCOMMITTEE HEARS TESTIMONY REGARDING PLF AND TBR

Last week, the Assembly Budget Subcommittee Number Two on Education Finance convened to consider the State Library issues in the Governor's January Budget, including possible reductions to the Public Library Foundation and the Transaction Based Reimbursement programs. Specifically, Governor Davis is proposing a \$15.8 million cut to the PLF, and the elimination of all \$12.1 million in the TBR for 2003-04. The Governor believes that \$12.1 million in replacement funding could be achieved by charging patrons \$1 for a direct loan, and \$5 for an Inter-Library Loan.

You will recall that the PLF was initially targeted by the Governor for reduction during the "Mid Year Cuts" discussion in January of this year. Thankfully, the Assembly Budget Subcommittee, Chaired by Assemblyman Joe Simitian (D-Palo Alto) and the Senate Budget Subcommittee, Chaired by Senator Jack Scott (D-Altadena) rejected the cut and held the PLF baseline at \$31.5 million in the current year.

Now, facing a similar cut to the PLF in the Budget Year, the subcommittee

wrestled last Wednesday with its options for trying to save the important library program. Testifying before the committee was State Librarian, Dr. Kevin Starr, CLA, representatives from the Legislative Analyst's Office and Department of Finance, CLA Legislative Chair and Contra Costa County Library Director Anne Cain, and Santa Clara County Library Director, Melinda Cervantes.

The Department of Finance representative began by stating, "Given the magnitude of the Budget problem, we were faced with a series of tough choices. Unfortunately when you look at where the bulk of the money is in the State Library Budget, it is in the PLF, and that's why we took money out of there." During CLA's testimony, we called the committee's attention to our now-famous "72 percent cut chart," indicating the chronology of the severe reductions to the PLF, over a two year period. We further argued that the proposed reduction was a disproportionate cut, particularly when compared with other K-12 and higher education proposals. Anne Cain testified as to the dramatic increase in usage and circulation in Contra Costa County. She added that Contra Costa had received \$1.3 million in PLF funding in 2001-02, but with the Governor's proposed reductions, that amount will have dropped to \$375,000 over an 18 month period.

With regard to the TBR, despite the fact that the subcommittee has not had this issue before them for consideration in recent memory, the members had a very good grasp on the concept and the way in which the program works. CLA called the proposal to eliminate the funding a "disaster" and noted our strong opposition to the fundamental shift in the way library services would be provided under the Governor's plan. Melinda Cervantes told committee members that the unintended consequences of a shift to a fee-based proposal could produce situations where libraries were charging annual fees to non-resident users, as high as \$30-50. She added that "there are many people who can't afford that fee. Moreover, there are rich libraries and there are poor libraries. You will find that the rich libraries will start shutting their doors to non-residents." The subcommittee members had

also
been briefed by CLA and the State Library regarding the potential loss
of
approximately \$7 million in matching federal LSTA grant dollars, if the
TBR
state funding is eliminated. During the discussion of this issue, the
Department of Finance stated that the reason for shifting the TBR to a
fee-based approach was because "what we were faced with was the
elimination
of services or find a new revenue stream to preserve services. The TBR
is
something that the Administration will be reconsidering during the May
Revision. We are concerned about the potential loss of federal
dollars."

Assemblywoman Lynn Daucher flatly stated, "I don't like the TBR
proposal."
Chairman Simitian added, "I would like to hold both of these items (PLF
and
TBR) open. I share the concerns of Ms. Daucher regarding the TBR. I
would
be concerned even if there was no matching federal funding issue. I
agree
with the individual who said that this is a fundamental change in the
way we
fund library services. This takes us down a path I would like to avoid
going down. Department of Finance, we understand the size of the
[Budget]
problem, but this is an issue, where \$12 million, in the scope of the
overall Budget, to turn library services on its ear, is disconcerting to
say
the least."

The Assembly Budget Subcommittee on Education Finance took no action and
will hold these items open until mid May, at which time the Governor's
May
Revision will be made available. The subcommittees will have a better
idea
of the state's fiscal picture at that time, and will also know if the
Governor will be proposing additional cuts in various programs. The
Senate
Budget Subcommittee will address the PLF and TBR on Monday, April 28.

II. ASSEMBLYWOMAN PAVLEY INTRODUCES FUNDING BILL FOR LIBRARY BOOKS

Assemblywoman Fran Pavley (D-Agoura Hills) has introduced AB 1548, which
would create a voluntary tax check-off on an income tax return for the
purpose of creating the Public Library Book Fund. The monies raised
through
this effort would be given to the State Librarian for distribution to

public libraries across the state on a per capita basis, for the purpose of purchasing library materials. The tax check-off would have to generate at least \$250,000 annually in order to remain on the income tax return form. If passed by the legislature and signed by the Governor, AB 1548 will need to wait in line behind several other tax check-offs that are queued ahead of it: they appear on the tax check-off form based on when they were signed into law. As one tax check-off is removed due to inactivity, another one takes its place. CLA was asked by Assemblywoman Pavley's office to assist her with the development of this measure.

This afternoon, Assemblywoman Pavley presented the bill before the Assembly Revenue and Taxation Committee, and stressed the importance of being able to put books on the shelves in public libraries using a new revenue stream. She noted that her concept is even more important, in light of the difficult Budget situation that the state is facing, and as programs such as the PLF are affected. In addition, Assemblywoman Pavley stated that while the legislature, and subsequently the voters, authorized bond funding for the construction of new and renovated public library facilities, there needs to be funding available to help libraries stock needed materials and books at these new facilities. CLA and the lobbyist for the California State Association of Counties testified in support.

The measure passed from committee on a strong bi-partisan vote, and will now head to the Assembly Appropriations Committee in several weeks for hearing.

Susan Negreen, CAE
Executive Director
California Library Association
snegreen@cla-net.org
916-447-8541

To: "MCLS/SLS/SSCLS Directors" <mclshq@mcls.org>
Cc: "Susan McGlamery" <smcglamery@mcls.org>, "bchute" <bchute@mcls.org>, "bcusten" <bcusten@mcls.org>, "bgallardo" <bgallardo@mcls.org>, "cbonnefil" <carol@247ref.org>, "ccarlisle" <ccarlisle@mcls.org>, "hdaniels" <hdaniels@mcls.org>, "jlambert" <jlambert@mcls.org>
Subject: FW: NEWS FROM THE CAPITOL

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
Sent: Monday, March 31, 2003 11:00 AM
To: CLA Listserve- CALIX
Subject: NEWS FROM THE CAPITOL

March 31, 2003

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. ASSEMBLYMAN SIMITIAN AND SENATOR TORLAKSON INTRODUCE RESOLUTION
CELEBRATING CALIFORNIA LIBRARIES

Assemblyman Joe Simitian (D-Palo Alto) and Senator Tom Torlakson (D-Antioch) have introduced ACR 77, an Assembly resolution entitled "National Library Week." The resolution, introduced at the request of CLA, will provide statewide recognition for California's public libraries and the important services they offer, during the week of April 6 through 12, 2003. Due to the proposals pending in the State Budget to cut the Public Library Foundation program by \$15.8 million, and eliminate all \$12.1 million in funding for the Transaction Based Reimbursement program, CLA feels that National Library Week is an opportunity to remind lawmakers and the public of the importance of public libraries.

Assemblyman Simitian, the Chair of the Assembly Budget Subcommittee on Education Finance and Senator Torlakson, the Chair of the Senate Local Government Committee are two of our biggest library champions at the Capitol. They were pleased to introduce the measure on CLA's behalf, and

will formally bring the bill up on the floor prior to National Library Week.

The resolution states in part: "Now, therefore be it resolved that the California State Assembly, during National Library Week, applaud the positive and vital impact of public libraries, librarians, and all library workers, and thank them for enriching the lives of residents and helping to make our state and exceptional place to live, learn, and work."

In anticipation of National Library Week, you may wish to consider planning a local event in your district, and coordinate efforts with your legislators. Some libraries will be considering press opportunities, such as dimming the lights one hour during National Library Week to demonstrate the plight of local libraries, particularly funding for the PLF and TBR in this year's Budget.

II. PUBLIC SCHOOL LIBRARIES FALL VICTIM TO MID-YEAR CUTS

You will recall that the Senate and Assembly worked for weeks on the Governor's proposed "Mid Year Cuts" to education. Ultimately both houses passed SB 18x (1st extraordinary session), which contained the mid-year cuts, as adopted by the Senate and Assembly Budget subcommittees on Education Finance. Contained in this package of cuts signed by Governor Davis, was a final compromise regarding school library funding. Unfortunately, the school libraries were reduced to \$11.6 million. According to Jeff Frost, the lobbyist for the school libraries, "This figure cuts the current year funding in half from the agreement made in August when the 2002-03 Budget was signed by the Governor. This reduction is a compromise between the Senate's desire to eliminate all school library funding in the current year and the Assembly's refusal to make any additional reductions. The statute requires funding of school libraries at \$158 million which had been done for each of the last four years."

The Governor's January Budget also proposes to include the School Library Fund into a massive "block grant" of 63 other categorical programs. While the proposal aims to provide greater flexibility for school districts in the way their money may be spent, the school library community is opposed to eliminating the line item for their issue, by rolling it in to this larger

funding category.

III. LIBRARY ADVOCATE IN GOVERNOR'S OFFICE RESIGNS

Recently, we were saddened to learn that Mike Gotch, the Governor's Secretary for Legislation, has resigned his position in the Administration.

Mr. Gotch was an Assemblyman for several years, Chaired the Assembly Local

Government Committee, and then later became one of the Governor's top policy

directors. In his role as Administration Secretary, CLA leadership met with

Mr. Gotch annually to lobby him about the Public Library Foundation, ERAF

orphan libraries, and the library bond bills. He was quite approachable,

often telling us, "I always have time for the Dillons." As one of our strongest advocates for libraries, we could count on him to be well prepared

for our meetings, having done his own research on the issues prior to our

arrival. He also worked very well with legislators involved in CLA' issues, striving to help them craft solutions, make suggestions, or lend support. He played a critical role in the passage of SB

3-Rainey/Burton/Alpert (the 1999 library bond bill) and had been advising us

on strategy and content of SB 40-Alpert (the 2003 library bond bill introduced this year.)

In one of our favorite, and final meetings with him in the Governor's office, Mr. Gotch proudly produced two library cards with his name on them:

one for use in San Diego, and one for use in Napa where he currently resides, prompting a round of applause from the CLA leadership. He will be

sorely missed.

Susan Negreen, CAE
Executive Director
California Library Association
snegreen@cla-net.org
916-447-8541

-----calix-+
Views expressed on CALIX are the opinion of the sender and do not necessarily reflect the position of the California Library Association.

How to get off CALIX: Subscribers are strongly encouraged to keep

abreast of CLA and California library news via this mailing list.

To sign off from the list, send email to listproc@listproc.sjsu.edu with the following request: SIGNOFF CALIX or UNSUBSCRIBE CALIX in the body of the message. Make sure your subject line is blank and nothing other than the command is in the body of the message.

-----calix--

To: "MCLS/SLS/SSCLS Directors" <mclshq@mcls.org>
 Cc: "Susan McGlamery" <smcglamery@mcls.org>, "bchute" <bchute@mcls.org>, "bcusten" <bcusten@mcls.org>, "bgallardo" <bgallardo@mcls.org>, "cbonnefil" <carol@247ref.org>, "ccarlisle" <ccarlisle@mcls.org>, "hdaniels" <hdaniels@mcls.org>, "jlambert" <jlambert@mcls.org>,
 Subject: FW: NEWS FROM THE CAPITOL

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

From: owner-calix@listproc.sjsu.edu
 [mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
 Sent: Wednesday, March 26, 2003 4:09 PM
 To: CLA Listserve- CALIX
 Subject: NEWS FROM THE CAPITOL

March 26, 2003

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

I. SENATE REPUBLICANS BUDGET "CUTS PLAN" DEBATED

Yesterday afternoon, the Senate Budget Committee met to hear a presentation of the Senate Republican Caucus Budget plan, by Senate Republican Leader Jim Brulte. The plan is entitled, "A Plan to Balance the Budget Without Tax or Fee Increases," and includes a five-pronged approach to solving the state's enormous Budget deficit, including immediate moratoriums on "anything that drives up the cost of doing business in California," a spending cap, and no new taxes. The most controversial component in the Republican's plan is a proposal to adopt 7 percent "across the board cuts," in most areas of the state Budget, in addition to accepting a good deal of the Governor's proposed spending reductions. The Senate Republicans would also honor the vehicle license fee commitment to local government, opposing any attempt to eliminate the "backfill" for local government.

Senator Brulte informed the committee that the Senate Republicans were

prepared to begin the conversation about potential Budget solutions earlier, rather than later in the year. He stated that there would be a meeting with the Governor and legislative leaders in both houses today (also known as the "Big 5" leadership), and added, "There have been more Big 5 meetings in the last few months than over the last several years combined." However, insiders are still predicting a sizeable Budget stalemate this year, as some of the options currently on the table are unpalatable to both Democrats and Republicans. For example, a strong discussion yesterday took place between Education Budget Subcommittee Chair, Senator Jack Scott, and Senator Brulte regarding the Senate Republicans' proposed cuts to education. Said Senator Scott, "Education will be devastated by an additional 7 percent across the board cut. You would have to lay off 29,000 additional teachers, cut 13 school days, and eliminate summer school." Today, the Senate Budget Committee is hearing testimony regarding the Senate Republicans plan and its impact on health and welfare programs, park services, and the judicial system.

The Senate Republican plan does indicate their opposition to so called "fee increases" totaling \$29 million in 2002-03 and \$596 million in 2003-04, as proposed by the Governor in his January Budget. Contained in the list of fees that the Republicans would not support, is the Transaction Based Reimbursement, and a User Fee for State Administration in the State Library. You will recall that Governor Davis proposes to eliminate all \$12.1 million for the TBR and would replace funding for this program with a "fee based" approach, wherein libraries would be required to charge \$1 per direct loan item. Regarding the User Fee for State Administration, the Governor's proposal would require legislation "to allow the California State Library to establish user fees (via a State Library Card, as an example) to cover a portion of its administrative expenses." This would represent a cut to the State Library Administration of \$3 million.

II. ASSEMBLY SUBCOMMITTEE BEGINS HOLDING HEARINGS: PLF AND TBR SCHEDULED FOR APRIL 2

This week the Assembly Budget Subcommittee on Education Finance Number Two announced that they will hear the issues of the State Library budget, including the Public Library Foundation and Transaction Based Reimbursement on Wednesday, April 2. Today, during the subcommittee's second official hearing, Chairman Simitian noted that the hearings would be for "informational purposes only, and we will hold many items open over the next few weeks until we have a better idea of what the Governor's May Revision looks like." He added that with regard to the overwhelming Budget deficit, "We are in the worst of all possible worlds - bad news plus uncertainty. We don't know if the world is going to look better or worse in terms of the May Revise."

Susan Negreen, CAE
Executive Director
California Library Association
snegreen@cla-net.org
916-447-8541

-----calix-+
Views expressed on CALIX are the opinion of the sender and do not necessarily reflect the position of the California Library Association.

How to get off CALIX: Subscribers are strongly encouraged to keep abreast of CLA and California library news via this mailing list. To sign off from the list, send email to listproc@listproc.sjsu.edu with the following request: SIGNOFF CALIX or UNSUBSCRIBE CALIX in the body of the message. Make sure your subject line is blank and nothing other than the command is in the body of the message.

-----calix--

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Two Percent Assessment Appeal Case
DATE: April 21, 2003

BACKGROUND:

No new information has been received since the last report on March 24, 2003.

Neither the Orange County Board of Supervisors nor the Independent Special Districts of Orange County have recommended any specific action to local jurisdictions.


The initial impact (one-time cost) of the property tax refund for Placentia Library District in Fiscal Year 2002-2003 would be approximately \$186,000. For each year the refund is delayed the amount would increase by approximately \$77,000, plus interest. This is a significant increase over the previous estimate.

The ongoing impact (permanent loss) on future revenue would be a loss of approximately \$77,000 per year.

RECOMMENDATION:

Receive & File

TO: Library Board of Trustees

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: April 14, 2003

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

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

- Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. We currently have 61 high school volunteer tutors participating in PRREP.
- Reach Out and Read is a national pediatric literacy program and a partnership with St. Jude Medical Center. At Whitten Center, two PLLS volunteers read to children of low income parents while the children are waiting to see the pediatric nurse.
- Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes to an under-served population.
- Federal Work Study (FWS) is a partnership between Western State University College of Law and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has eight FWS staff.
- Cal State Fullerton and PLLS have two partnerships:
 1. The Department of Human Services Intern Program, and 2. Service Learning.
- PLLS and Fullerton College have a Service Learning partnership. Several instructors require 10-40 hours of community service and PLLS is a participating agency.
- Starbucks and PLLS formed a partnership in FY 2002-03 by writing and receiving a grant for \$10,000 to provide materials and services to children. We plan to continue that partnership in FY 2003-04.
- *Two months ago, PLLS contacted Troy Tech, a specialized program at Troy High School, to be listed as a community partner in their intern program. Juniors at Troy Tech have a 150 hour intern requirement. Although we have not had any interns from Troy Tech to date, PLLS is now listed as an eligible agency.
- *PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, but since Val Tech started this school year, there won't be any potential interns until school year 2004-05.
- *Potential *EVEN START* collaboration with Ruby Drive Elementary School during FY 2003-04.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on April 3, 2003
DATE: April 21, 2003

BACKGROUND:

Sandra Stark was unable to attend the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on April 3, 2003.

The next meeting is scheduled for May 5 & 6, 2003.

RECOMMENDATION:

Receive & File

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Report on transition to Blue Cross, the new medical insurance carrier, effective April 1, 2002
DATE: April 21, 2003

BACKGROUND:

The transition for employee health insurance coverage from Blue Shield to Blue Cross has been very troublesome.

As of Wednesday, April 16 staff members were still reported by Blue Cross as "uncovered" and services were being denied.

The District's health insurance broker, Stormy Waldeck, has been involved on a daily basis but Blue Cross has not taken the steps necessary to complete the enrollment. On Monday, April 7 the marketing representative at Blue Cross assured Mr. Waldeck that we would be fully enrolled by Friday, April 11 and this did not happen.

This situation is highly upsetting to the staff and is causing financial hardships.

RECOMMENDATION:

Receive & File

LAFCO

Orange County

Local Agency F

April 9, 2003

CHAIR
ARLENE SCHAFER
DIRECTOR
COSTA MESA
SANITARY DISTRICT

TO: Local Agency Formation Commission

VICE CHAIR
CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

FROM: Executive Officer
Assistant Executive Officer

RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

SUBJECT: Proposed Budget for Fiscal Year 2003-2004

PETER HERZOG
COUNCILMAN
CITY OF LAKE FOREST

Background

Government Code Section 56381(a) requires the Commission to adopt a proposed budget for all LAFCO operations by May 1st of each year. Following adoption, the proposed budget is distributed for review and comment to the Board of Supervisors, each city, the city selection committee, each independent special district and the independent special district selection committee. The final budget is required to be adopted by the Commission no later than June 15, 2003.

SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

THOMAS W. WILSON
SUPERVISOR
FIFTH DISTRICT

For your Commission's consideration, the proposed LAFCO budget for FY 2003-2004 is included as Exhibit A. A separate proposed Unincorporated Islands Program budget is included as Exhibit B. LAFCO's Executive Committee (Chair Schafer, Vice Chair Smith and Past Chair Herzog) has reviewed the budget and provided suggestions which were incorporated into the proposed FY 2003-2004 budget.

JOHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

ALTERNATE
ROBERT BOUER
MAYOR
CITY OF LAGUNA WOODS

Increasing LAFCO Costs/Challenges for FY 2003-2004

FY 2003-2004 will be the third year that LAFCO has operated as a completely independent agency. Since July 2001, the Commission has been solely responsible for approving a budget for all LAFCO operations. Funding for LAFCO is provided in equal proportion by cities, special districts and the County. Prior to July 2001, the County provided all funding for LAFCO operations.

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

ALTERNATE
JAMES W. SILVA
SUPERVISOR
SECOND DISTRICT

FY 2003-2004 brings a number of significant challenges to LAFCO. The Commission faces increasing health care and retirement costs for staff, higher liability insurance costs for Commissioners and an increased project work load due to additional programs mandated by the State. These challenges come at a time when LAFCO is scheduled to lose two Policy Analysts, both of which are two-year, limited-term positions funded by the County to assist LAFCO staff with the Unincorporated Islands Program.

ALTERNATE
CHARLEY WILSON
DIRECTOR
SANTA MARGARITA
WATER DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

April 9, 2003
Proposed FY 2003-2004 LAFCO Budget
Page 2

Rising Costs for Health Care, Retirement and Insurance

The chart, below, provides your Commission with a comparison of rising health care, retirement and liability insurance costs for Fiscal Years 2001-2002, 2002-2003 and 2003-2004. The increase in retirement costs is largely due to a change in County policy last year in which a significant portion of administrative management employees' retirement contributions was shifted from the employee to the employer. Increasing costs for employee health care and liability/crime insurance coverage for staff and Commissioners are largely due to overall cost increases within the health care and insurance industries.

	<i>FY 01-02</i>	<i>FY 02-03</i>	<i>FY 03-04</i>
Retirement	\$12,739	\$54,636	\$60,682
Benefits/Insurance	\$48,711	\$50,350	\$65,449
Liability/Crime	\$16,266	\$26,518	\$41,190

Additional State-Mandated Programs for LAFCO

As your Commission is aware, on January 1, 2001, the laws governing LAFCOs were comprehensively rewritten as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.). One of the most significant changes to LAFCO's enabling act is a new statutory mandate that LAFCO:

- Update spheres of influence for all agencies every five years; and
- Conduct a "service review" of the municipal services provided in the county for purposes of conducting sphere updates.

At your Commission's March 12, 2003 regular meeting, contracts with two professional consulting firms, Moore Iacofano Goltsman, Inc. and The Keith Companies, were approved for Phase One of the Municipal Service Review ("MSR") program. Phase One of the MSR program will consist of a series of interviews with public and private stakeholders in Orange County to gather information on municipal service and infrastructure issues related to growth and development. Findings and analysis from the stakeholder interviews will serve as the basis for implementation of two initial MSR "prototypes" in Phase Two of the MSR Program. The proposed FY 03-04 budget includes \$100,000 for completion of the first two municipal service reviews.

Unincorporated Islands Program – LAFCO to Fund Third Year of Program

On June 14, 2000, LAFCO approved a three-year work program and resource plan for the annexation of 50 small islands. The Unincorporated Islands Program has consistently been identified by your Commission as one its highest priority projects. Now in its third year, the Unincorporated Islands Program has resulted in the successful annexation of nine small islands

April 9, 2003
Proposed FY 2003-2004 LAFCO Budget
Page 3

with an additional 15 island annexations scheduled for completion by the summer of 2003. The original Islands work program and resource plan, developed in concert with the County, requires that the initial two years of the Islands Program be funded by the County. The Commission is obligated to fund the third year of the Program.

Fiscal Year 2003-2004 Proposed Budget Overview

Agency Contributions Stable for FY 2003-2004

Despite the increased costs and responsibilities outlined above, the proposed FY 2003-2004 LAFCO budget is static for our funding agencies, with expenditures (less revenues) totaling \$930,920. The County, cities and special districts will equally divide this cost, each paying \$310,306. This is equivalent to the funding agencies' contributions to LAFCO for both FY 2001-2002 and FY 2002-2003. It is also consistent with the Executive Committee's direction to staff to not increase funding agency contributions for FY 2003-2004 above current year levels.

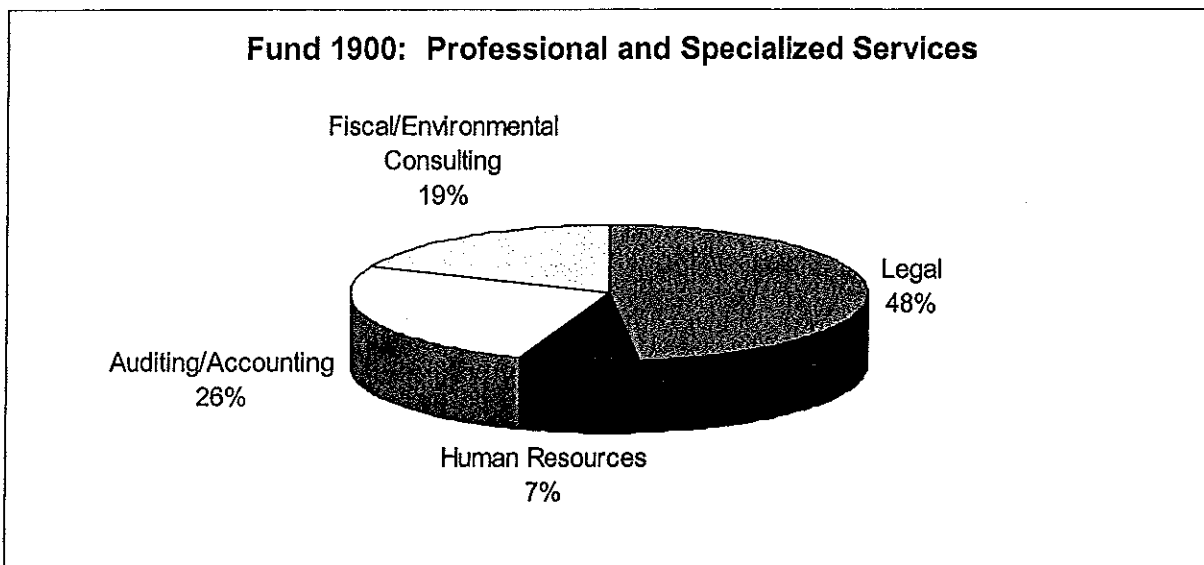
Individual city and special district contributions for the proposed FY 2003-2004 have been calculated by staff using the distribution formulas previously adopted by the Independent Special Districts of Orange County and the City Selection Committee. City and special district contribution summaries are included as Exhibits D and E, respectively.

Staff developed a budget which is static for our funding agencies for the third consecutive fiscal year despite higher costs and additional State mandated programs required for FY 2003-2004. This is possible due to revenues from FY 02-03, specifically moneys from the Talega annexation trust account. The Talega trust account was set up by the project proponent to reimburse LAFCO staff for extraordinary staff time and costs in processing a series of annexations to the City of San Clemente over the last three years. That project will close out by the end of the fiscal year.

Professional and Specialized Services Costs

The "Professional and Specialized Services" category is the largest fund in the services and supply account totaling \$136,200. It includes bookkeeping and accounting/auditing services, and contracted services for legal counsel, human resources, facilitation and fiscal/environmental analysis. The percentage and distribution of these costs are depicted on the chart below:

April 9, 2003
 Proposed FY 2003-2004 LAFCO Budget
 Page 4



Additional Policy Analyst Position Funded

Sufficient funds have been included in the proposed FY 2003-2004 budget to continue to fund one additional policy analyst position. One-half of this position is proposed to be funded out of the regular LAFCO operating budget, with the remaining portion proposed to be funded out of the Islands Program budget. This position will partially offset the scheduled lost of two LAFCO policy analyst positions.

Unincorporated Islands Program Proposed Budget

The proposed Unincorporated Islands Program budget is included as Exhibit B. As discussed previously, staff anticipates completing annexation proceedings for 24 small islands by the end of summer 2003. The remaining 26 small islands, however, present some of the most challenging issues for LAFCO, County and city staffs. In many cases, these islands have significant infrastructure deficiencies and/or unique land use considerations which will require increased staff time and additional legal and fiscal analysis.

Realistically, the Islands Program will likely need to be extended beyond FY 2003-2004. Fortunately, through conservative spending by LAFCO staff and the prudent use of consultant services, staff was able to maintain a projected Islands fund balance for FY 2002-2003 of \$149,915. The proposed FY 03-04 Islands Budget utilizes \$122,579 from the FY 2002-2003 Islands fund balance to supplement third year funding for the Islands Program. The remaining portion of the FY 02-03 Islands fund balance has been reserved for future FY 2004-2005 Islands costs if needed.

April 9, 2003
Proposed FY 2003-2004 LAFCO Budget
Page 5

Conclusion

The proposed LAFCO budget for FY 2003-2004 is consistent with the guiding principles outlined by the Executive Committee. The proposed budget is static in its funding demands by maintaining level funding contributions for our funding agencies and addresses new State-mandated work programs.

Recommendation

The Executive Officer recommends that the Commission:

1. Adopt the Proposed FY 2003-2004 Local Agency Formation Commission budget, and direct the Executive Officer to distribute the proposed budget for review and comment to the Board of Supervisors, each city, the city selection committee, each independent special district and the independent special district selection committee.

Respectfully submitted,



DANA M. SMITH



BOB ALDRICH

Exhibits:

- A – Proposed FY 2003/04 LAFCO Budget
- B - Proposed Unincorporated Islands Budget
- C - LAFCO Expenditure Categories
- D - Projected City Contributions
- E - Projected Special District Contributions

Local Agency Formation Commission
Proposed Budget
Fiscal Year 2003/2004

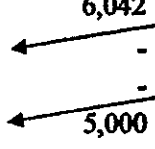
FY 01/02 \$52,000
 FY 02/03 \$56,000
 Trust Acct \$26,000
 Total = \$124,000

	FY 02/03 Approved Budget	FY 02/03 Projected Actual	FY 03/04 Proposed Budget	
Revenues:				
Prior year's unspent budget	\$ -	-	35,395	Did not start Orange, Irvine, and Seal Beach service reviews.
7590 LAFCO Apportionment	930,920	930,920	930,920	
7580 Application Fees	38,000	14,689	20,000	Revenues from Telega
7670 Miscellaneous Revenues	6,500	7,053	8,000	
6610 Interest	15,000	20,247	20,000	
Total Revenues	990,420	972,909	1,093,315	Assumes 7% for budgeting purposes + 1/2 new employee
Expenditures:				
Salaries	479,650	463,266	524,031	34% total increase (largest increase in health insurance)
Retirement Benefits	47,033	54,636	60,682	
Benefits and Insurance	48,711	50,350	65,449	
0700 Communications	22,000	18,558	18,400	Cost projected by Risk Management
1000 Household Expense	-	7,212	8,000	
1100 Insurance	16,266	26,518	41,143	
1300 Maint-Equipment	3,860	-	-	
1400 Maint-Building	2,500	3,308	1,800	
1402 Minor Alterations	5,000	-	-	
1600 Membership	2,000	2,070	2,070	Attorney \$65,000 HR Consultants \$5,000 Accounting \$35,000 Audit \$6,200 Pub Finance \$25,000
1701 Service Reviews	40,000	36,000	100,000	
1800 Office Expense	75,000	23,114	25,000	
1900 Professional Svcs	159,000	138,716	136,200	
1912 Investment Admin Fees	-	1,238	1,240	Commissioner Stipends \$20,000 Mapping \$10,000 Training \$5,000
2000 Public Noticing	4,000	3,222	18,000	
2100 Rents & Leases	4,500	2,701	6,800	
2400 Special Dept Exp	50,000	48,568	35,000	
2405 Optional Benefit Plan	-	-	13,500	Benefit plan costs tied to County administrative management positions
2600 Transportation	17,900	10,259	11,000	
2700 Travel - Meetings	13,000	6,250	13,000	
2800 Utilities	-	8,483	10,000	
Subtotal Services & Supplies	415,026	336,217	443,153	
Total Expenditures	990,420	904,469	1,093,315	
Revenues over expenditures	\$ -	68,440	-	

**Local Agency Formation Commission
 Proposed Islands Budget
 Fiscal Year 2003/2004**

	<u>FY 02/03 Approved Budget</u>	<u>FY 02/03 Projected Actual</u>	<u>FY 03/04 Proposed Budget</u>	<u>FY 04/05 Estimated Budget</u>
Expenditures:				
Salaries	99,240	63,537	35,605	38,097
Retirement Benefits	-	6,252	3,645	4,374
Benefits and Insurance	3,462	9,236	5,035	6,042
0700 Communications	5,000	5,000	2,000	-
1800 Office Expense	3,500	-	-	-
1900 Professional Svcs	12,000	554	20,000	5,000
2000 Publications	3,000	5,000	5,000	3,000
2400 Special Dept Exp	23,000	43,000	10,000	2,117
2600 Transportation	100	-	-	-
Subtotal Services & Supplies	<u>46,600</u>	<u>53,554</u>	<u>37,000</u>	<u>10,117</u>
Total Expenditures	<u>149,302</u>	<u>132,579</u>	<u>81,285</u>	<u>58,630</u>
Revenues over expenditures	(149,302)	(132,579)	(81,285)	(58,630)
Beginning Fund Balance	191,074	197,959	139,915	58,630
LAFCO Transfer	<u>74,535</u>	<u>74,535</u>	-	-
Ending Fund Balance	<u>116,307</u>	<u>139,915</u>	<u>58,630</u>	<u>0</u>

Islands Newsletter
 Fiscal Analysis Update
 \$12,000
 BBK \$8,000



LAFCO Budget Expenditure Categories

The following summarizes the expenditure categories used in the proposed FY 2003-2004 LAFCO Budget:

Salaries, Retirement and Employee Benefits

These accounts are used to pay for LAFCO employee salaries and benefits, including retirement, unemployment insurance, health and dental insurance, workers compensation and Medicare. This category includes regular and extra help employees.

Communications (0700)

This account is used to pay for the costs associated with the telephone, fax, modem lines and Internet access.

Insurance (1100)

This account is used to pay for required commercial crime and liability insurance coverage for staff and Commissioners.

Maintenance/Equipment (1300)

These costs include the maintenance of the office computers, typewriters, and the assigned cost of GSA communication personnel at LAFCO hearings.

Memberships (1600)

This account is used to pay for Orange County LAFCO's membership in CALAFCO and other organizations.

Office Expense (1800)

This category provides for the purchase of computer and office supplies/equipment and software for on-going office automation requirements.

Professional/Specialized Services (1900)

This category covers the costs for LAFCO legal counsel through the law offices of Best, Best & Krieger (BB&K), human resources administration through Alcock & McFadden, Inc., and bookkeeping and accounting services through Conrad Business Services, Inc. This account also pays for a certified public accounting firm to conduct mandated

annual audits of LAFCO's financial statements project and miscellaneous Commission support services including map review and preparation through the County Surveyor.

Publications/Legal (2000)

This category covers the cost of legal noticing.

Rents/Leases Equipment (2100)

This account reflects costs associated with rental and maintenance of office equipment such as the copier and postage meter.

Special Department Expense (2400)

This budget category is use to pay for Commissioner stipends, staff training, and upgrades to our mapping data base.

Transportation & Travel - General (2600)

This account is used to provide funding for the costs associated with Commissioner parking (i.e., parking debit cards), mileage reimbursement for Commissioners and staff, and the Executive Officer's automobile allowance.

Transportation & Travel - Meetings (2700)

This category represents costs associated with Commissioners and staff attending CALAFCO workshops and conferences.

Utilities (2800)

This account is used to pay for electricity and heating/cooling costs of the LAFCO offices.

DRAFT LAFCO (FY 2003-2004) City Cost Allocations **Exhibit D**

City	Jan. 1, 2001		Area		2/3rd Allocation		1/3rd Allocation		Combined	
	Population ¹	Sq. Miles ²	Population	Sq. Miles	Based on Population	%	Based on Sq. Miles	%	City Allocation	%
Aliso Viejo	40,166	6.9	\$	2,964.60	1.43%	\$	1,458.94	1.42%	\$	4,423.54
Anaheim	334,666	49.8	\$	24,701.25	11.88%	\$	10,529.77	10.28%	\$	35,231.02
Brea	36,857	10.9	\$	2,720.37	1.31%	\$	2,304.71	2.25%	\$	5,025.07
Buena Park	79,753	10.1	\$	5,886.46	2.83%	\$	2,135.56	2.09%	\$	8,022.02
Costa Mesa	110,720	15.5	\$	8,172.09	3.93%	\$	3,277.34	3.20%	\$	11,449.43
Cypress	47,263	6.9	\$	3,488.42	1.68%	\$	1,458.94	1.42%	\$	4,947.36
Dana Point	35,990	6.4	\$	2,656.37	1.28%	\$	1,353.22	1.32%	\$	4,009.60
Fountain Valley	55,886	9.6	\$	4,124.87	1.98%	\$	2,029.84	1.98%	\$	6,154.71
Fullerton	129,317	22.4	\$	9,544.71	4.59%	\$	4,736.28	4.63%	\$	14,281.00
Garden Grove	168,642	17.9	\$	12,447.24	5.99%	\$	3,784.80	3.70%	\$	16,232.04
Huntington Beach	194,584	27.3	\$	14,361.98	6.91%	\$	5,772.35	5.64%	\$	20,134.33
Irvine	157,499	46.3	\$	11,624.79	5.59%	\$	9,789.73	9.56%	\$	21,414.52
Laguna Beach	24,313	7.8	\$	1,794.51	0.86%	\$	1,649.24	1.61%	\$	3,443.75
Laguna Hills	33,811	6.6	\$	2,495.54	1.20%	\$	1,395.51	1.36%	\$	3,891.06
Laguna Niguel	63,541	14.7	\$	4,689.88	2.26%	\$	3,108.19	3.04%	\$	7,798.06
Laguna Woods	16,725	3.0	\$	1,234.45	0.59%	\$	634.32	0.62%	\$	1,868.77
La Habra	60,702	7.3	\$	4,480.33	2.15%	\$	1,543.52	1.51%	\$	6,023.85
Lake Forest	76,596	16.8	\$	5,653.45	2.72%	\$	3,552.21	3.47%	\$	9,205.66
La Palma	15,845	2.0	\$	1,169.50	0.56%	\$	422.88	0.41%	\$	1,592.38
Los Alamitos	11,718	4.3	\$	864.89	0.42%	\$	909.20	0.89%	\$	1,774.09
Mission Viejo	98,268	17.4	\$	7,253.03	3.49%	\$	3,679.08	3.59%	\$	10,932.11
Newport Beach	72,522	15.6	\$	5,352.75	2.57%	\$	3,298.48	3.22%	\$	8,651.23
Orange	132,947	23.3	\$	9,812.64	4.72%	\$	4,926.58	4.81%	\$	14,739.22
Placentia	48,319	6.6	\$	3,566.36	1.72%	\$	1,395.51	1.36%	\$	4,961.87
Rancho Santa Margarita	48,336	13.1	\$	3,567.61	1.72%	\$	2,769.88	2.70%	\$	6,337.49
San Clemente	54,919	17.4	\$	4,053.50	1.95%	\$	3,679.08	3.59%	\$	7,732.57
San Juan Capistrano	34,708	14.1	\$	2,561.75	1.23%	\$	2,981.32	2.91%	\$	5,543.07
Santa Ana	343,707	27.3	\$	25,368.55	12.20%	\$	5,772.35	5.64%	\$	31,140.90
Seal Beach	24,675	10.7	\$	1,821.23	0.88%	\$	2,262.42	2.21%	\$	4,083.65
Stanton	38,085	3.1	\$	2,811.00	1.35%	\$	655.47	0.64%	\$	3,466.47
Tustin	69,078	11.0	\$	5,098.55	2.45%	\$	2,325.85	2.27%	\$	7,424.41
Villa Park	6,164	2.1	\$	454.96	0.22%	\$	444.03	0.43%	\$	898.98
Westminster	89,683	10.2	\$	6,619.38	3.18%	\$	2,156.70	2.11%	\$	8,776.08
Yorba Linda	60,806	19.9	\$	4,488.01	2.16%	\$	4,207.68	4.11%	\$	8,695.69
TOTALS	2,816,811	484.3	\$	207,905.02	100.00%	\$	102,400.98	100.00%	\$	310,306.00

1&2 2002 Progress Report, Center for Demographic Research at Cal State Univ. Fullerton

DRAFT LAFCO (FY 2003-2004)
Independent Special District Cost Allocations

District	Category	Percent	2002-03 LAFCO Cost	2003-04 LAFCO Cost
Surfside Colony Stormwater	N-E 1	--	\$250	\$250
Surfside Colony CSD	N-E 1	--	\$250	\$250
Capistrano Bay CSD	N-E 2	--	\$500	\$500
Rossmoor CSD	N-E 2	--	\$500	\$500
Silverado-Modjeska Rec. & Park	N-E 2	--	\$500	\$500
Rossmoor/Los Alamitos Sewer	N-E 2	--	\$500	\$500
Three Arch Bay CSD	N-E 3	--	\$1,000	\$1,000
Placentia Library	N-E 3	--	\$1,000	\$1,000
Buena Park Library	N-E 4	--	\$2,000	\$2,000
Emerald Bay CSD	A	1.7	\$5,164.70	\$5,164.70
Santiago County Water	A	1.7	\$5,164.70	\$5,164.70
Sunset Beach Sanitary	A	1.7	\$5,164.70	\$5,164.70
East Orange County Water	B	3.7	\$11,240.82	\$11,240.82
Costa Mesa Sanitary	B	3.7	\$11,240.82	\$11,240.82
Midway City Sanitary	B	3.7	\$11,240.82	\$11,240.82
Serrano Water	B	3.7	\$11,240.82	\$11,240.82
Trabuco Canyon Water & Sewer	B	3.7	\$11,240.82	\$11,240.82
South Coast Water & Sewer	C	5.6	\$17,013.14	\$17,013.14
Yorba Linda Water & Sewer	C	5.6	\$17,013.14	\$17,013.14
El Toro Water & Sewer	D	7.6	\$23,089.26	\$23,089.26
Mesa Consolidated Water	D	7.6	\$23,089.26	\$23,089.26
Irvine Ranch Water & Sewer	E	10	\$30,380.60	\$30,380.60
Moulton Niguel Water & Sewer	E	10	\$30,380.60	\$30,380.60
MWDOC Water	E	10	\$30,380.60	\$30,380.60
OCWD Water	E	10	\$30,380.60	\$30,380.60
Santa Margarita Water & Sewer	E	10	\$30,380.60	\$30,380.60
Total			\$310,306.00	310,306.00

To have your program considered for a Foundation grant, please submit this application form along with the program description to:

The Coca-Cola Foundation, Grants Administration
P.O. Box 1734, Atlanta, Georgia 30301, USA

Program category applying for: Higher Education Classroom Teaching and Learning Global Education

Placentia Library Foundation

Legal Name of Organization as Listed with IRS Section 501(c)(3)

Name of Organization (if different from above)

Has your organization previously requested funding from us? Yes No

411 East Chapman Avenue

Mailing Address

Placentia, CA 92870-6198

Street Address

City, State, ZIP Code

Gaeten M. Wood, President

Chief Executive Officer of Organization

\$25,000

Amount Requested (please complete)

English Language and Literacy Intensive (ELLI) Program

Program Name

Ann-Margaret Webb, ELLI Coordinator

Name and Title of Contact Person at Organization for Program

(714) 524-8408, Ext. 213

Office Telephone Numbers of Contact Person

(714) 528-8236

Fax Number

Signature/Date

Gaeten M. Wood.

EXPENSES:

Saleries and Fees	ELLI Coordinator \$45K x 1 FTE Library Assistant \$29K x 1 FTE	\$	74,000 11,026
Fringe Benefits	14.9% x \$74,000	\$	3,000
Consultants		\$	
Printing/Publications	Brochures @ \$0.60 x 10,000	\$	6,000
Media Costs	Radio, television, and billboards.	\$	12,500
Telephone		\$	250
Supplies	Books, Leap Frog audio books, Art supplies, educational games.	\$	22,611
Postage		\$	3,500
Other	Overhead @ 8 % of \$74,000 Mileage for ELLI Coordinator	\$	5,920 1,000
Total Expenses		\$	139,807

REVENUE:

Grant Request from The Coca Cola Foundation	\$	25,000
Other Foundations*	\$	75,000
Public Agencies*	\$	20,000
Corporations*	\$	15,000
Individuals*	\$	4,300
Operating Income Contributed by Applicant to the Program	\$	507
Total Income	\$	139,807

*Identify individually in the budget narrative. Additional sources of revenue are encouraged but not required. Please indicate only revenues that are fully committed and allocated specifically for the purposes of this program.

1. ORGANIZATIONAL MISSION STATEMENT

The Placentia Library Foundation is a non-profit tax exempt organization incorporated in the State of California in 1995. Its mission is to "ensure the future of Placentia's public library."

To fulfill this mission, it raises money through an annual giving campaign, grant-writing, major gifts and bequests. It funds Library-related community service and capital projects in the City of Placentia. The Foundation is managed by a Board of Directors that consists of two members of the Placentia Library District Board of Trustees, one member of the Friends of Placentia Library Board of Directors, and seven members appointed to two-year terms by the Foundation Board of Directors. The Placentia Library District was established in 1919 by area voters and the Orange County Board of Supervisors. The District provides educational, informational, recreational and cultural reading, listening, and viewing materials for the residents of Placentia and other eligible clients.

2. GENERAL PROGRAM DESCRIPTION

The English Language and Literacy Intensive (ELLI) Program makes many new friends for the Library in our community. This proven, role-model program recruits volunteer tutors from neighboring Western State University College of Law, Cal State Fullerton, and the University of Phoenix and sets them to work assisting at-risk children in three local elementary schools. Due to state budget cutbacks, the ELLI program is now the only remaining provider of library-connected free literacy tutoring for the children in the cities of Anaheim, Brea, Fullerton, Placentia, and Yorba Linda.¹

The Placentia Library is located in southwest Placentia, a predominantly Hispanic area. The demand for our services is great. At nearby Ruby Drive Elementary School, for example, fewer than 10% of the children entering kindergarten had been able to attend preschool, and the majority of these lack basic school readiness skills. In classrooms with 10-30 other students, these children are unable to receive as much individualized help as they need.

Our skilled tutors encourage the children to aim high, plan for college and explore all are options while respecting in valuing the cultures they come from. Early tutoring represents one of the very best social investments our nation can make in our future.² Each student we assist is entered into the Literacy Pro computer database so that we can document increases in their Stanford 9 and Star test scores. Current reports indicate that our students are holding their own in school despite significant disadvantages.

¹ We just received notice that the sole remaining library literacy program, Anaheim Literacy Services, will be closing its doors in the Spring of 2003.

² For discussion of the techniques for performing cost-effectiveness analysis and cost-benefit analysis and education, mental health and other human services, Brian T. Yates, *Analyzing Costs, Procedures, Processes, and Outcomes In Human Services: An Introduction*, Series: Applied Social Research Methods, Volume 42, (Newbury Park, CA: Sage Publications, Inc., 1996), pp. 46-48.

3. PROGRAM DETAIL

3.1 Goals and Purpose of the Program: The ELLI program was established in the Fall of 2001. For the 2003-2004 school year, our primary goal is to continue to serve all three (3) elementary schools currently in the program, and to add one (1) CBET program at Kramer elementary school. The purpose of this program will be to provide one-on-one tutoring to at least 284 school age children.

3.2 Relation to Foundation Mission: We believe that this program relates to the mission of the Coca-Cola Foundation because it "aims to provide youth with educational opportunities and support systems they need to become knowledgeable and productive citizens." The ELLI Program provides extra one-on-one attention for children who are struggling with reading so that they can reach their full potential. By recruiting and training volunteer tutors to assist these schoolchildren, the ELLI Program is effectively addressing our community's greatest educational challenges.

3.3 Measurable Program Objectives: The specific objectives for the ELLI program include the following measurable process and outcome objectives:

Objective 1.1: At Rio Vista Elementary School, ELLI will tutor 75 kindergarten and first grade students identified as needing the most help by June 30, 2004.

Objective 1.2: At John Tynes Elementary School, ELLI will tutor 25 children whose parents are enrolled in CBET and 50 at-risk children in the classroom by June 30, 2004.

Objective 1.3: At Ruby Drive Elementary School, ELLI will tutor 25 children enrolled in the kindergarten to extended day program (KED), and tutor the former KED students who graduated to the first and second grades by June 30, 2004.

Objective 1.4: At Ruby Drive Elementary School, ELLI will also tutor 50 children in the third grade who are emerging English learners, as well as students whose parents are enrolled in CBET by June 30, 2004.

Objective 2.1: We will recruit and train at least ten (10) tutors who are Federal Work-study students from Western College of Law, Cal State Fullerton or Fullerton College by June 30, 2004.³

Objective 2.2: We will recruit and train at least five (5) tutors who are interns from the University of Phoenix or volunteers with the Placentia Rotary Reading Enrichment Program (PRREP) by October 1st 2003.

Objective 2.3: We will recruit and train at least five (5) tutors who are service learners⁴ from the ethnic studies program at Fullerton College by October 1st 2003.

³ We will be adding federal work study students from Fullerton College in the Spring of 2004.

Objective 3.1: During the school year, ELLI staff will participate in at least five (5) Family Reading Nights and similar events at the elementary schools by June 30, 2004.

Objective 4.1: The ELLI Coordinator or the Library Assistant will register each of the 285 students in the Literacy Pro database used to track all students in the program and obtain their Stanford 9 and Star test scores (for 2nd Grade and above students only) from the schools so that we can measure the impact of this program by July 31, 2004.

Objective 4.2: The ELLI Coordinator or the Library Assistant will distribute and collect a survey evaluating the effectiveness of each of our 15 tutors and aggregate these results in a database so that we can measure the skill level of all the tutors by July 31, 2004.

Objective 4.3: As a client impact measure, we want to see that 85 percent of the at-risk students who work with our tutors a minimum all of 20 sessions will read at grade level by June 30, 2004.

3.4 Specific Activities: The ELLI program for 2003-2004 will be very similar to the 2002-2003 program. Tutors will work one-on-one or in small groups was K-3/6-grade students identified by teachers and administrators as needing additional help acquiring English reading, writing and speaking skills. Tutors will work with the students in the classroom, and after school programs, and in enrichment programs. Tutors utilize the books, homework assignments, and projects already assigned to the children, as well as bring educational games in books from the Placentia Library.

All tutors will be trained at the Library by the Literacy Coordinator and the ELLI Coordinator. The program will commence at the schools this is a open-end August, and continue throughout the school year. The ELLI Coordinator and a bilingual intern will visit the adult students enrolled in classes this summer in throughout the school year to update them on their children' progress and what the program has to offer. During the school year ELLI staff will participate in Family Reading Nights and similar events of the elementary schools. The ELLI Coordinator will continue to serve on PTA and other community-based literacy endeavors. Last year, the specific activities were carried out and we achieved all of our objectives. We are on schedule.

3.5 Staff Members: Current staff who would be responsible for successfully implementing the ELLI Program are Ann-Margaret Webb - ELLI Coordinator, and Jim Roberts - Public Services Manager

3.6 Experience and Qualifications of Staff: Ms. Webb joined the Placentia Library in 2000 to coordinate and implement the very first small ELLI grant. She has a Master's degree and several years of experience working with minority communities. Jim Roberts has served as literacy coordinator since 2000. Previously, he ran the Literacy Department

⁴ Service learners are similar to interns. Service learners usually are required to give fewer hours than interns. Almost all of our interns, service learners, and federal work study students are Latino, Asian, or African American.

Application to The Coca-Cola
From the Placentia Libr

at Monterey Park Public Library for 10 years. He possesses a Master's degree in Education from Pepperdine University.

3.6 Relationship to Organization's Overall Mission: The ELLI Program is part of a larger literacy program at the Placentia Library, and reflects the ongoing commitment of the Library to serve the community.

For example, we offer a variety of programs to the community in addition to ELLI which also stresses literacy. For adults with limited English, Placentia Library District also offers one-on-one tutoring. In addition, we provide beginning, intermediate, and advance English classes that emphasize English grammar, writing and conversation.

The Placentia Library also provides free citizenship services. The services include tutoring on subjects necessary to pass the U.S. citizenship exam. The Placentia Library also partners with the Placentia-Yorba Linda Unified School District and the Rotary Clubs of Placentia and Yorba Linda in a high school tutoring program called the Rotary Reading Assistance Program (RRAP).

4. PROGRAM BUDGET AND NARRATIVE

In this section, we present a budget summary as outlined on the last page of the Coca-Cola Foundation's application form. We will also had a narrative description and include an explanation of each line item in the budget (direct and indirect costs) and how the cost was determined.

Expenses:	
Salaries and Fees	\$74,000
Fringe Benefits	11,026
Consultants	3,000
Printing/Publications	6,000
Media Costs	12,500
Telephone	250
Supplies	22,611
Postage	3,500
Indirect Costs	5,920
Mileage	1,000
Total Expenses	\$139,807
Revenue:	
Grant request from The Coca-Cola Foundation	\$25,000
Other Foundations	75,000
Public Agencies	20,000
Corporations	15,000
Individuals	4,300
Operating Income Contributed by Applicant	507
Total Income	\$139,807

For program expenses, we envisioned that the ELLI Coordinator will be paid at the rate of \$45,000 per year and that this will be a 1.0 FTE position. The Library Assistant will be paid at the rate of \$29,000 per year and this will be a 1.0 FTE position. Fringe benefits are calculated by multiplying the addition of these two salaries by 14.9 percent. In order to provide evidence of the effectiveness of this program, for our target client population, we will hire an evaluation consultant to double check our case records and to calculate relevant statistics and to prepare a report on the results of the program. We estimate that this job will require 40 hours of work at \$75 per hour.

To maintain full use of the program, we want to produce 10,000 brochures at an estimated cost of 60 cents each. We also want to promote the program by launching a series of radio, television, and billboard ads with the total value of \$12,500. Telephone use is estimated to be approximately \$21 a month. One of the most significant expenditures by this program will be the provision of instructional resources. Instructional resources include books, *Leap Frog* audio books, art supplies, educational games, language arts resource materials, and training materials for the volunteer tutors. In this budget category, we include actual office supplies, subscriptions, books and other materials used by staff to maintain their expertise in this important field of service.

Postage costs are estimated at \$3,500 to cover the cost of mailing the brochure, mailing out notice of meetings and trainings, and maintaining communications with our neighborhood school districts, voluntary organizations, and highly committed community members. Indirect costs are calculated as 8 percent of total staff salaries. Mileage costs will be \$1,000 to cover the mileage costs for the ELLI Coordinator.

Revenue estimates are based on the assumption that we will receive a grant of \$25,000 from the Coca-Cola Foundation. In addition to this funding, we believe we will receive \$75,000 in funding from other foundations which share our excitement about the positive impact of early reading tutoring programs for this school age population. Public agencies have already invested at least \$20,000 in this project, and we anticipate that this funding will continue in the year ahead despite significant challenges facing the State of California budget. We anticipate that we will, once again, receive at least \$15,000 in corporate support by renewing support from existing corporate funders. We estimate modest individual donations will come in at between \$4,000 and \$5,000 per year. Operating income contributed by the applicant to the program is modest and estimated to be \$507 for the upcoming school year.

5. ADDITIONAL INFORMATION

We have appended to this application our pertinent legal and tax documentation, and a brief statement, signed and dated on the Placentia Library Foundation's letterhead that there has been no change in the purpose, character, or organizational structure subsequent to the issuance of the IRS(s) letter.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT 01

Agenda Item 29
Page 8 of 11

Date: JUN 07 1995

PLACENTIA LIBRARY FOUNDATION
411 EAST CHAPMAN AVENUE
PLACENTIA, CA 92670

Employer Identification Number:
33-0638140
Case Number:
955122060
Contact Person:
EARL KNIGHT
Contact Telephone Number:
(213) 725-6619
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(3).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2,

Letter 947 (DO/CG)

PLACENTIA LIBRARY FOUNDATION

on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

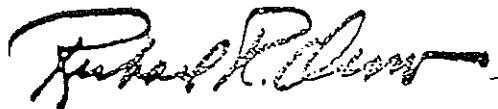
Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

-3-

PLACENTIA LIBRARY FOUNDATION

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Richard R. Orosco". The signature is written in a cursive style with a prominent initial "R" and a long horizontal flourish at the end.

Richard R. Orosco
District Director



PLACENTIA LIBRARY F

411 East Chapman Avenue, Placentia, CA 92870-6198
714-528-1925 ext. 201
foundation@placentialibrary.org

Board of Directors

Gaeten Wood
President

M. A. McHenry, CPA
Secretary

Geoff Braun
Treasurer

William Dooley

Michael Ebenhoch, CFM

Jim Fenstermaker

Jean Lasley, CLU

Kathy Paddock

Eleanor Rankin

Elizabeth D. Minter, MLS
Ex Officio

March 26, 2003

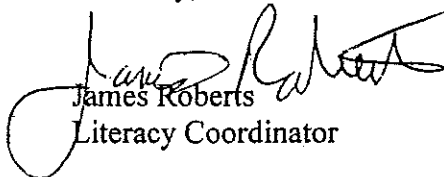
Ms. Ingrid Saunders Jones
Chair

The Coca-Cola Foundation, Inc.
P.O. Drawer 1734
Atlanta, GA 30301

Dear Ms. Saunders Jones,

On behalf of the Placentia Library Foundation, I'm writing to indicate that there has been no change in our purpose, character, or organizational structure subsequent to the issuance of the attached IRS determination letter. If you need any additional information, please do not hesitate to give me a call.

Sincerely,


James Roberts
Literacy Coordinator

Cover Sheet

Organization: Placentia Library Foundation

Address: 411 East Chapman Avenue
Placentia, CA 92807-6198

President: Gaeten M. Wood

Project Director: Ann-Margaret Webb, ELLI Coordinator

Telephone: 714.524.8408, ext. 213 Fax: 714.528.8236

E- mail: awebb@placentialibrary.org

Summary of Organization's Mission

The Placentia Library Foundation is a non-profit tax exempt organization incorporated in the State of California in 1995. Its mission is to "ensure the future of Placentia's public library." To fulfill this mission, it raises money through an annual giving campaign, grant-writing, major gifts and bequests. It funds Library-related community service and capital projects in the City of Placentia. The Foundation is managed by a Board of Directors that consists of two members of the Placentia Library District Board of Trustees, one member of the Friends of Placentia Library Board of Directors, and seven members appointed to two-year terms by the Foundation Board of Directors.

Summary of the Purpose of the Request

The English Language and Literacy Intensive (ELLI) Program makes many new friends for the Library in our community. This proven, role-model program recruits volunteer tutors from neighboring Western State University College of Law, Cal State Fullerton, and the University of Phoenix and sets them to work assisting at-risk children in three local elementary schools. Due to state budget cutbacks, the ELLI program is now the only remaining provider of library-connected free literacy tutoring for the children in the cities of Anaheim, Brea, Fullerton, Placentia, and Yorba Linda.¹ The Placentia Library is located in southwest Placentia, a predominantly Hispanic area. The demand for our services is great. At nearby Ruby Drive Elementary School, for example, fewer than 10% of the children entering kindergarten had been able to attend preschool, and the

¹ We just received notice that the sole remaining library literacy program, Anaheim Literacy Services, will be closing its doors in the Spring of 2003.

majority of these lack basic school readiness skills. In classrooms with 10-30 other students, these children are unable to receive as much individualized help as they need. Our skilled tutors encourage the children to aim high, plan for college and explore all are options while respecting in valuing the cultures they come from. Early tutoring represents one of the very best social investments our nation can make in our future.² Each student we assist is entered into the Literacy Pro computer database so that we can document increases in their Stanford 9 and Star test scores. Current reports indicate that our students are holding their own in school despite significant disadvantages.

Relationship of Request to the Organization's Mission

The Placentia Library Foundation has a strong commitment to building literacy through an easy to access neighborhood-oriented service structure. For example, we offer a variety of programs to the community in addition to ELLI which also stresses literacy. For adults with limited English, the Library also offers one-on-one tutoring. In addition, we provide beginning, intermediate, and advance English classes that emphasize English grammar, writing and conversation. The Library also provides free citizenship services. The services include tutoring on subjects necessary to pass the U.S. citizenship exam. The Library also partners with the Placentia-Yorba Linda Unified School District and the Rotary Clubs of Placentia and Yorba Linda in a high school tutoring program called the Rotary Reading Assistance Program (RRAP).

Total Organization Budget FY2003:	\$5,000,000
Total ELLI Project Budget:	\$139,807
Amount Requested from Public Welfare Foundation:	\$50,000
Total Committed from Other Sources to ELLI Program:	\$49,807
Time Frame:	July 1, 2003 – June 30, 2004
Tax Exempt Status:	501 (c) 3 non-profit organization
Organization's 9-digit Federal Identification Number:	95-5122060

² For discussion of the techniques for performing cost-effectiveness analysis and cost-benefit analysis and education, mental health and other human services, Brian T. Yates, *Analyzing Costs, Procedures, Processes, and Outcomes In Human Services: An Introduction*, Series: Applied Social Research Methods, Volume 42, (Newbury Park, CA: Sage Publications, Inc., 1996), pp. 46-48.

Letter of Inquiry to the Public Welfare F
from the Placentia Library F

Narrative

The Purpose of the Request

Our ELLI Program recruits minority youth who are already in college or graduate school to apply their required internships by serving as tutors at local elementary schools. We provide the tutors with training, and access to a severely impacted childhood population. Our tutors encourage the children to aim high, planned for college and explore all are options while respecting in valuing the cultures they come from. This is a proven, role-model program because we know that early tutoring represents one of the very best social investments our nation can make in our future.¹ Each student we assist is entered into the Literacy Pro computer database so that we can document increases in their Stanford 9 and Star test scores. Current reports indicate that our students are holding their own in school despite significant disadvantages.

The Problem or Need Being Addressed

The Placentia Library is located in southwest Placentia, a predominantly Latino area with many new immigrant, English-learning families. Without early intervention, the elementary school children from these families are in danger of falling behind in their efforts to master the language and gain grade-level reading skills. Since their parents are often unable to read themselves, the children cannot benefit from the traditional, in-home reading practice implemented in mainstream families. The result is a tremendously large group of children who are not prepared to excel in school. At nearby Ruby Drive Elementary School, for example, fewer than 10 percent of the children entering kindergarten had been able to attend preschool, and the majority of these lack basic school readiness skills. In classrooms with 20-30 other students, these children are unable to receive as much individualized help as they need. Our ELLI Program is the first and only existing library-connected service provider among all the libraries in Anaheim, Brea, Fullerton, Placentia, and Yorba Linda.

The Population or Community Service by Your Program and How it is Involved in the Design and Implementation of Your Work

Placentia is part of the Placentia-Yorba Linda unified school district (P. Y. L. U. S. D.), a district that also includes part of Anaheim, Braille in Fullerton. The district has a K-12 grade enrollment of 27,004 the 2001-2002 school year. Of those children 29.7 percent

¹ For discussion of the techniques for performing cost-effectiveness analysis and cost-benefit analysis and education, mental health and other human services, Brian T. Yates, *Analyzing Costs, Procedures, Processes, and Outcomes In Human Services: An Introduction*, Series: Applied Social Research Methods, Volume 42, (Newbury Park, CA: Sage Publications, Inc., 1996), pp. 46-48.

*Letter of Inquiry to the Public Welfare Four
from the Placentia Library Four*

are Hispanic, an increase of almost 4 percent from the previous year; 8 percent are Asian; 1.7 percent are African-American and 1.2 percent come from other minority groups. Of the 28.7 percent of students to Indy P. Y. L. U. S. D. who are Hispanic, it is estimated at 5 percent have limited English skills. At Ruby Drive elementary, 45 percent of students are classified as English language learners; 53 percent are classified as English language learners at John Pines elementary. We serve a 95% Latino population of English-learning immigrant families. We involve stakeholders, including the children themselves, in the design and implementation of the project through quarterly stakeholder meetings.

How You Will Address the Problem or Need You Have Identified

The ELLI program for 2003-2004 will be very similar to the 2002-2003 program. Tutors will work one-on-one or in small groups with K-3/6-grade students identified by teachers and administrators as needing additional help acquiring English reading, writing and speaking skills. Tutors will work with the students in the classroom, and after school programs, and in enrichment programs. Tutors utilize the books, homework assignments, and projects already assigned to the children, as well as bring educational games in books from the Placentia library.

All tutors will be trained at the library by the Literacy Coordinator and the ELLI Coordinator. The program will commence at the schools this is an open-end August, and continue throughout the school year. The ELLI coordinator and a bilingual intern will visit the adult students enrolled in classes this summer in throughout the school year to update them on their children's progress and what the program has to offer. During the school year ELLI staff will participate in Family Reading Nights and similar events of the elementary schools. The ELLI Coordinator will continue to serve on PTA and other community-based literacy endeavors. Last year, the specific activities were carried out and we achieved all of our objectives.

How Your Work Promotes Systemic Change

If the children served by our tutoring program fall behind in their reading they will be permanently disadvantaged in all areas of their lives.

An important component of the E. L. L. I. is mentoring. Building the self-esteem of the students is crucial. Some have had their confidence shaken due to early difficulties mastering reading and writing and have become discouraged; others are struggled on their own without help. Having a tutor who never gives up on them reassures these children that they can succeed. Many of the students want to excel but need adults to help them set goals and model the behavior and study habits needed to achieve these goals. E. L. L. I. tutors do just that area a one-to-one interaction between tutor in students is as important to the success of the E. L. L. I. as the books and materials the library provides to the students. The E. L. L. I. staff stress the importance of building self-esteem and respecting the culture and language the student already possesses an art tutor

*Letter of Inquiry to the Public Welfare Fou
from the Placentia Library Fou*

training sessions. The training also insists that tutors have high expectations of their students. Ensuring that are tutors reflected diversity found in our students helps to ensure that the bond between the tutor and student will be respectful insensitive. When students see tutors of Hispanic, Asian and African-American heritage, they're given in contra vertebral evidence that they too can achieve their goals. The majority of tutors in the E.L.L.I. program will be federal work-study students from Western College of Law and Cal State Fullerton.

The E. L. L. I. program represents an innovative form of service in the tutors go into the community and work with children and their parents and institutions these families are familiar with and can get too easily. Many these families face enormous challenges with transportation, as they do not own cars in the public transportation system is extremely limited. They also need encouragement to get them to use existing public services such as library's. The E. L. L. I. staff have dedicated themselves to going to these underserved communities and providing special orientations to encourage use of all library programs. Our community partners have input in the books and materials used in the E. L. L. I. program, and have come to view E. L. L. I. staff is truly committed to serving the diverse communities found in Placentia and the surrounding communities.

Another former systematic change produced by V. L. L. I. program is that it dovetails with other efforts at the library to promote American citizenship. The library provides free citizenship services. The services include tutoring on subjects necessary to pass the U.S. citizenship exam. To better prepare non-English speakers who are illiterate and their native language for their first English class, the library partners with the City of Placentia Human Services to offer Spanish literacy classes. All on all, the E. L. L. I. program is highly focused on drawing together existing community's strengths and combining them to meet the most pressing challenges of our community. By providing new immigrants with the most basic reading and language skills, the E. L. L. I. program is making a big difference for these children and their families for years to come.

Expenses	
Salaries and Fees	\$74,000
Fringe Benefits	11,026
Consultants	3,000
Printing/Publications	6,000
Media Costs	12,500
Telephone	250
Supplies	22,611
Postage	3,500
Indirect Costs	5,920
Mileage	1,000
Total Expenses	\$139,807
Revenue	
Grant request from PWF	50,000
Other Foundations	50,000
Public Agencies	20,000
Corporations	15,000
Individuals	4,300
Operating Income Contributed by Applicant	507
Total Income	\$139,807

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: April 21, 2003

BACKGROUND

The Legislature has been very quiet for the past several weeks. Additional information will be distributed at the Library Board meeting if it becomes available.

The Library Director will report on the meeting held on April 1, 2003 by the Library Directors in Los Angeles, Orange and part of Ventura County to develop a strategy for working with the potential statewide loss of Transaction Based Reimbursements (interlibrary loan and direct loan).

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Review revised Items from Placentia Library District Policy Manual Sections 1000 (General) and 4000 (Board of Trustees); adopt as first reading Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings); and review Section 2000 (Personnel).

DATE: April 21, 2003

BACKGROUND:

At its meeting on March 24, 2003 the Library Board reviewed Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings).

Attachment A contains the revisions for the following sections reviewed by the Board on March 24, 2003:

1040	Claims Against the District
1050	Copying Public Documents
4010	Code of Ethics
4075	Duties & Responsibilities of Library Trustees
4080	Membership in Associations
4085	Support Organizations
4090	Training, Education and Conferences

The Board designated section 2000 for review at the April 21, 2003 Board Meeting.

RECOMMENDATION:

1. Review Items 1040, 1050, 4010, 4075, 4080, 4085 and 4090 as revised.
2. Adopt as first reading the policies in Sections 1000 (General), 4000 (Board of Trustees) and ~~5000~~ (Board Meetings).
3. Review Section 2000.
4. Select sections for review at the May 19, 2003 Library Board Meeting.

Goel/Bell
↓
○

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Claims Against the District
POLICY NUMBER: 1040

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1040.1 Property (Unsecured Property) Damage Claims

All claims of damage to unsecured property shall be submitted to the Library Director. He/she shall review the damage claim and the requested restitution.

If the Library Director determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$1,500. A report shall be submitted to the Library Board of Trustees describing the damage claim, including a description of the manner in which it was resolved.

All claims that the Library Director estimates to be more than \$1,500 shall be placed on the Agenda for the next regular Library Board Meeting. The Library Board will determine the action to be taken on all claims exceeding \$1,500.

1040.2 Property Damage Claims on District Form

Pursuant to California Government Code Section 910.4 (a) all damage claims, including those with legal representation, must be submitted in writing on a District Claims Form. This will ensure that a claim is valid and protect important rights of the District.

Section 910.2 of the California Government Code specifies the following:

The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

If the claim does not meet the requirements of the California Government Code §910 and §910.2, then a letter shall be sent to the claimant informing them of this fact.

A claim may be returned to the person if it was not presented using the Placentia Library District Claims Form. Any claim returned to a person may be resubmitted using the appropriate form.

District staff shall provide no assistance to the claimant in filling out the Claims Form.

Claimant must fill out the Claims Form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Copying Public Documents
POLICY NUMBER: 1050

1050.1 Individuals requesting copies of public documents shall be charged fifteen cents (15¢) per sheet copied to defray expenses associated with the copying process.

1050.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Trustees at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged fifteen cents (15¢) per sheet. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Code of Ethics
POLICY NUMBER: 4010

4010.1 The Board of Trustees of Placentia Library District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to facilitate the relationship between and among members of the Board of Trustees, the following rules shall be observed.

4010.1.1 The dignity, style, values and opinions of each Trustee shall be respected.

4010.1.2 Responsiveness and attentive listening in communication is encouraged.

4010.1.3 The needs of the District's constituents should be the priority of the Board of Trustees.

4010.1.4 The primary responsibility of the Board of Trustees is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.1.5 Trustees should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

4010.1.6 Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Trustees takes action, Trustees should commit to supporting said action and not to create barriers to the implementation of said action.

4010.1.8 Trustees should practice the following procedures:

4010.1.8.1 In seeking clarification on informational items, Trustees may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

4010.1.8.2 In handling complaints from residents and property owners in the District, said complaints should be referred directly to the Library Director.

4010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the Library Director or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.1.8.4 In presenting items for discussion at Board meetings, see Policy #5020.

4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Library Director.

4010.1.9 When approached by District personnel concerning specific District policy, Trustees should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

4010.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.2.1 When responding to constituent requests and concerns, Trustees should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.2.2 Trustees should develop a working relationship with the Library Director wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.2.3 Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4010.2.4 While pursuing the Library's mission, Trustees are responsible for monitoring the District's progress in attaining its goals and objectives.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Duties & Responsibilities of Library Trustees
POLICY NUMBER: 4075

4075.1 The duties and powers of boards of Library Trustees are set forth in the following sections of the Education Code of California, libraries in unincorporated towns and villages, Sections 27501 – 27665.

4075.2 The following duties and responsibilities are prescribed by law:

4075.2.1 The Board manages the affairs of the library district. (In practice, the Board determines policy, and delegates administration to the director.)

4075.2.2 The Board meets at least once each month, with special meetings subject to call by request of a majority of the Board's membership, or by the president of the Board.

4075.2.3 The Board keeps a record of its proceedings.

4075.2.4 The Board makes and enforces rules and regulations necessary for the administration and protection of libraries and library properties.

4075.2.5 The Board administers trusts, gifts and property received by the library, and may, in some cases, dispose of property for the benefit of the library. It also purchases, builds, or rents, and equips such real property as is necessary for library operations.

4075.2.6 The Board prescribes the duties and powers of the director and other employees of the library, determines the number of and appoints all officers and employees, and fixes their compensation. The officers and employees hold their offices or positions at the pleasure of the Board.

4075.2.7 The Board purchases necessary library materials and other personal property. The Board may borrow, lend and exchange books by arrangement with other libraries, and may allow non-residents to borrow books upon such conditions as may be prescribed.

4075.2.8 The Board delegates to the director the rendering of an annual report to the State Librarian on the condition of the library for the period ending June 30 of each year.

4075.2.9 The Board adopts a yearly budget with the advice and assistance of the director, presents the budget requirements to the appropriating body, and is prepared to explain and justify the allocation of amounts to be spent for the various items in the budget.

4075.2.10 The Board has the power to make a contract with a city or county for library service, and determine the compensation to be paid for such service.

4075.2.11 The Board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of the Education Code relating to libraries.

4075.3 The closest cooperation and harmony should be maintained between the Library Board and the Library Director. Each should keep the other fully informed of major decisions and actions.

4075.4 As a body elected by the community, the Library Board maintains the ultimate authority for the Library:

4075.4.1 It informs itself about general library objectives and makes plans for the management of the library in the light of these objectives.

4075.4.2 It establishes policies and resolutions in regard to: (a) finances, including the acquisition of funds; (b) property; (c) library equipment and materials; (d) personnel; (e) services, including rules and regulations; and (f) public relations.

4075.4.3 It selects and appoints a qualified director in whom it has confidence and to whom it gives full support and encouragement to serve as the manager and administrator of the library.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Membership in Associations
POLICY NUMBER: 4080

4080.1 The Board of Trustees shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

4080.2 The Board of Trustees shall maintain membership for each Trustee and the Library Director in the California Special Districts Association and shall insure that annual dues are paid when due.

4080.3 The Board of Trustees shall maintain membership for the District in the Independent Special Districts of Orange County and shall insure that annual dues are paid when due.

4080.4 The Board of Trustees shall maintain membership for each Trustee and the Library Director in the California Association of Library Trustees and Commissioners and shall insure that annual dues are paid when due.

4080.5 The Board of Trustees shall maintain membership for the Library Board President and each full-time professional librarian in the American Library Association and shall insure that annual dues are paid when due.

4080.6 The Board of Trustees shall participate in the Orange County Council of Governments and designate a Trustee to attend the monthly meetings.

4080.7 The Board of Trustees shall participate in the Orange County Special Districts Selection Committee to elect Special representatives to the Orange County Local Area Formation Commission and its committees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Support Organizations
POLICY NUMBER: 4085

4085.1 Two independent, not-for-profit organizations have been established by Library supporters to supplement the Library's revenue, public relations activities, programs, and volunteer recruitment.

4085.1.1 Both of these organizations are certified as non-profit corporations by the California Secretary of State, and have been granted 501 (c) (3) status by the Internal Revenue Service. This means that donations to both of these organizations are tax deductible.

4085.1.2 Both organization are managed by Boards of Directors which are self-perpetuating and operate in close cooperation with, but administratively independent of, the Library Board of Trustees.

4085.1.3 The Library Director is an *ex officio* member of both Boards of Directors.

4085.1.4 Placentia's public library is designated as the sole beneficiary of the activities of both of these organizations.

4085.1.5 The Library provides administrative support to both of these organizations through the active participation of the Library Director, Administrative Assistant, and Volunteer Coordinator.

4085.2 Friends of Placentia Library

4085.2.1 The Friends of Placentia Library was established in 1968. Its mission is to foster closer relations between the Placentia Library and the citizens of Placentia, and to support the functions, resources and needs of the Library.

4085.2.2 The Friends of Placentia Library is a membership organization. It conducts day-to-day fundraising through book sales, membership contributions, and special events to fund current-year programs and projects for the Library. The Friends conducts an annual Author's Brunch in support of the Adopt-A-Book program of Placentia Library Foundation.

4085.2.3 Friends of Placentia Library grants and gifts to the Library are coordinated through the Library Director.

4085.2.4 The Library Board of Trustees sends a representative to each Friends of Placentia Library Board Meeting to encourage the Friends in its activities, and to keep an open channel of communication between the two boards.

4085.2.5 The Friends of Placentia Library President or a designated representative is encouraged to attend and make a report at each Library Board of Trustees Regular Meeting.

4085.2.6 The Board of Directors of the Friends of Placentia Library appoints one of its members to the Placentia Library Foundation Board of Directors.

4085.3 Placentia Library Foundation

4085.3.1 Placentia Library Foundation was established in 1994. Its mission is to ensure the future provision of resources and services at Placentia Library District through building and managing endowment and capital funds, and providing grants to the Placentia Library District from these funds. Specific programs supported by the Foundation include: The Library's collection of books, magazines and audiovisual materials; the Library's reference and information services; the Library's facilities and equipment; and special Library projects.

4085.3.2 Placentia Library Foundation is not a membership organization. It raises money through an annual giving campaign for individuals and corporations, and a planned giving program. The main projects of Placentia Library Foundation are the Adopt-A-Book program for the purchase of current-year books and magazines, and the Book Endowment Program for long term financial security. The Foundation offers named endowment programs designed around each donor's specifications. The Foundation also seeks grants in support of Library programs, services, and facilities.

4085.3.3 Placentia Library Foundation grants and gifts to the Library are coordinated through the Library Director.

4085.3.4 The Library Board of Trustees appoints two (2) of its members to the Placentia Library Foundation Board of Directors at the Library Board's December annual meeting each year.

4085.3.5 The Friends of Placentia Library Board of Directors appoints one (1) representative to the Placentia Library Foundation Board of Directors.

4085.3.6 The Placentia Library Foundation Board of Directors appoints additional directors for terms of office specified in the By-laws of the Foundation.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Training, Education, and Conferences
POLICY NUMBER: 4090

4090.1 Members of the Board of Trustees are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Hence, there is no limit as to the number of Trustees attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

4090.2.1 The Administrative Assistant is responsible for making arrangements for Trustees for conference and registration expenses and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Trustees, or which are billed to the District by Trustees, shall be submitted to the Administrative Assistant, together with validated receipts.

4090.2.2 Attendance by Trustees of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Board of Trustees prior to incurring any reimbursable costs.

4090.2.3 Expenses to the District for Board of Trustees' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Library Director and by:

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4090.2.3.2 Trustees traveling together whenever feasible and economically beneficial.


4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.3 A Trustee shall not attend a conference or training event for which there is an expense to the District, if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Trustee shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Trustees will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be available for the future use of other Trustees and staff.

Agenda Item 33

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: April 14, 2003

SUBJECT: Appointment of Meredith Karen Laskow as Placentia Library District's Poet Laureate, proposed Poet Laureate programs/work plan.

BACKGROUND:

At the March 24, 2003, Library Board of Trustees' meeting, the Board of Trustees requested that the Public Services Manager meet with Ms Laskow and report back to the Board about the type of programs she would promote if appointed Placentia Library District Poet Laureate.

DISCUSSION:

In late March 2003 I met with Ms. Laskow to determine what programs she would implement as Placentia Library District Poet Laureate. The following is a list of those programs:

- Inauguration of the Poet Laureate. This would include a ceremony featuring readings by the Poet Laureate, and other readings by the Poet Laureate of favorite poems of library patrons.
- Poet Laureate Reads. Poetry reading followed by discussions or question and answer periods from the audience.
- Poet Laureate Readings at Local High Schools. This would be both reading only and reading followed by a program for the entire school or individual classrooms.
- Placentia Poets. This would feature original poetry written and read by Placentia residents or people working in Placentia.
- Placentia's Favorite Poems. This would be similar to the program instituted by Robert Pinsky, appointed Poet Laureate of the United States in 1997. Placentia residents or Placentia employees would select and read their favorite poems and say why they chose them. The Poet Laureate would coordinate and moderate the program.
- Multilingual poetry and translations. Poets would read their own original works in their native language followed by an English translation. The Poet Laureate would coordinate and moderate this program.
- Poem of the Month. Original poetry by Placentia residents would be judged, selected as a poem of the month by a poetry committee chosen by the Poet Laureate. Winning poems would be framed and hung in the Library and at City Hall.
- Poetry Festival. This would be a one to two day event where the Poet Laureate would invite poets from various Southern California Cities to read at venues in Placentia.
- Poetry Book Compilation. All original poetry submitted at any of the venues would be compiled in a poetry book and would be available for purchase.

These are potential programs proposed by Ms. Laskow. I emphasized to Ms. Laskow that all programs proposed by the Poet Laureate would be approved by the Program Committee (Public Services Manager, Reference Librarian and Children's Librarian) prior to implementation.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Proposed Loan Agreement between the City of Placentia and the Placentia Library District for the Placentia Civic Center Improvement Project in 2001

DATE: April 21, 2003

BACKGROUND:

On March 13, 2003 the City of Placentia submitted to the Placentia Library District a draft of the note receivable between the City and the Library District of the District's share of the Placentia Civic Center Authority improvements and the associated financing. This document is Attachment A.

After discussing the proposal with the Library Board President I submitted it to Jeff Stava, J.D., Nossaman, Guthner, Knox & Elliott in Irvine. Mr. Stava is a recognized expert in Special District Financing and Contractual issues and has spoken on these topics at several California Special Districts Association (CSDA) Conferences. At the time this memo is being prepared Mr. Stava's report is not yet available.

I requested from the City Finance Director a summary of the total costs of the shared portion of the Placentia Civic Center Improvement project. His response is Attachment B. Since the District is responsible for paying a percentage share of the shared portion plus 100% of its own items an analysis of the shared portion is a significant item.

The original financing proposal from the city, dated January 11, 2001 is Attachment C.

The Library District's final response, dated March 16, 2001, is Attachment D.

The Joint Powers Agreement (JPA) creating the Placentia Civic Center Authority (Section 2 defines the term of the JPA and Section 18 defines the pro-ration of costs for construction and maintenance of Common Areas) and the Placentia Library District Civic Center Sublease are Attachment E.

The Board needs to determine whether it would like to have a meeting with Mr. Stava to discuss the proposed contract.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

Mayor
SCOTT P. BRADY

City Administrator
ROBERT D'AMATO



Councilmembers:
JUDY A. DICKINSON
NORMAN Z. ECKENRODE
CHRIS LOWE
CONSTANCE UNDERHILL

401 East Chapman Avenue - Placentia, California 92870

(714) 993-8237

March 13, 2003

Ms. Elizabeth Minter
Library Director
411 E. Chapman Avenue
Placentia, CA 92870

Dear Elizabeth:

Please find attached a draft of the note receivable between the City and the Library District for the District's share of the Civic Center improvements and the associated financing costs for your review. After you review the documents please let me know so I can finalize this with the City Attorney.

Regarding your question about insurance. To the best of my knowledge, the City has never paid any insurance for the library building. I asked Bob if he remembers anything about what you described and he said no, he didn't.

Please let me know if there is anything else I can do for you.

Very truly yours,

Steve Brisco
Finance Director

Enclosure

Placentia, California
\$293,690.70
March 28, 2002

**PLACENTIA LIBRARY IMPROVEMENTS LOAN
PROMISSORY NOTE**

RECITALS

WHEREAS, the City has undertaken a project to renovate its Civic Center, known as the Civic Center Renovation Project (hereinafter referred to as "Project"); and

WHEREAS, the Project includes the renovation of the Library, for which the District has agreed to contribute the sum representing its share of the Project in the sum of \$259,380.00; and

WHEREAS, the City is taking a loan for the Project (the "Project Loan"), the proceeds of which will be used to fund the Project, including the renovation of the Library; and

WHEREAS, the District has agreed to repay the Library's share of the Project Loan, but cannot do so until after the repayment of prior indebtedness in the year 2005; and

WHEREAS, the City has agreed to make payments on the Project Loan, including the District's share pursuant to terms of this Note and Schedule "1" attached hereto; and

WHEREAS, the District has agreed to incur the interest expenses as they accrue on its share of the Project Loan, which will be rolled in the repayment obligations under this Note, which will increase the indebtedness of the District to the City under this Note to a Grand Total in the amount of \$293,690.70 as indicated in Exhibit "1" hereof; and

WHEREAS, the District has agreed to pay interest under this Note at the rate of 6.5% per year.

NOW, THEREFORE, in consideration of the recitals contained herein, incorporated, and made a part hereof by this reference, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the District agrees as follows:

NOTE

1. **Loan.** The District promises to pay to the order of the City the principal sum of TWO HUNDRED NINETY-THREE THOUSAND SIX HUNDRED NINETY AND 70/100 DOLLARS (\$293,690.70) together with interest at the rate of 6.5 percent per year until maturity, accruing and payable semiannually pursuant to the schedule attached hereto as Exhibit "2."

2. Additional Repayment Provisions.

(a) At any time, the privilege is reserved to the District to pay earlier than the due date without penalty. Each payment shall be credited first on the interest then due, and the remainder on the principal sum; and the interest shall thereupon cease upon the amount so credited on the said principal sum.

(b) The District agrees that if any installment payment provided for in this Note is late for at least ten (10) days, it would be impracticable or extremely difficult to fix the actual damages resulting to the City. Therefore, the District agrees to pay to the City the sum of One Thousand Two Hundred Dollars (\$1,200.00) on default, as liquidated damages and not as a penalty, to compensate the City for the expenses of administering the default. Only one (1) late charge will be collected on any installment, regardless of the period during which it remains in default.

3. Collection Costs. If the District does not pay in full when the final payment becomes due, the District agrees to pay all costs incurred by the City in the collection of any amount due pursuant to this Note.

4. Acceleration.

(a) The Loan and all other obligations, direct or contingent, of the District to the City will become due and payable immediately, without presentment or notice, if

(1) The District fails to make the required payment when due.

(2) The District:

(i) Fails, after demand, to furnish financial information or to permit inspection of any books or records.

(ii) Suspends its operation.

(iii) Becomes insolvent or offers settlement to any creditors.

(iv) Files a petition in bankruptcy, either voluntary or involuntary.

(v) Institutes any proceeding under any bankruptcy or insolvency laws relating to the relief of debtors.

(vi) Makes an assignment for the benefit of creditors.

(vii) Mortgages, pledges, assigns, or transfers any accounts receivable or other property, in trust or otherwise, without the written consent of the City.

(viii) Is dissolved or its capital becomes impaired.

(3) A receiver is appointed for the District.

(b) At its option, the City may accelerate the maturity of the Loan to become due immediately if, in its reasonable exercise of discretion, the financial responsibility of the District becomes unsatisfactory or the Loan or any other obligation of the District is in jeopardy.

5. **Attorneys' Fees.** The District agrees that if any legal action or proceeding is necessary to enforce or collect under this Note for nonpayment, the prevailing party will be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. This provision is applicable to the entire Note.

6. **Indemnification.** Except for the City's own negligence, the District shall defend, hold harmless, and indemnify the City as to any and all claims, judgments, liabilities or damages for personal injuries and property damage directly arising out of its performance of the obligations of this Note or the City having made the loan to the District evidenced by this Note.

7. **Governing Law.** This Note will be governed by the laws of the State of California.

**PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

5. **Attorneys' Fees.** The District agrees that if any legal action or proceeding is necessary to enforce or collect under this Note for nonpayment, the prevailing party will be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. This provision is applicable to the entire Note.
Attest:

Secretary

- Attachments: 1. Library Share Direct Debt Service (one page).
2. Library Repayment Schedule (two pages).

Library D/S Cash Flow to City/La Salle Lease

Compound Period: Semiannual

Nominal Annual Rate: 6.500 %
 Effective Annual Rate: 6.606 %
 Periodic Rate: 3.2500 %
 Daily Rate: 0.01781 %

CASH FLOW DATA

Event	Start Date	Amount	Number	Period	End Date
1 Loan	03/28/2002	29,369.07	8	Semiannual	09/28/2005
2 Payment	09/28/2005	29,369.07	1		
Fixed Payment (+ Interest)					
3 Payment	09/28/2005	20,630.93	2	Semiannual	03/28/2006
4 Payment	03/28/2006	29,369.07	1		
Fixed Payment (+ Interest)					
5 Loan	03/28/2006	29,369.07	2	Semiannual	09/28/2006
6 Payment	09/28/2006	29,369.07	1		
Fixed Payment (+ Interest)					
7 Payment	09/28/2006	20,630.93	1		
8 Payment	03/28/2007	50,000.00	3	Semiannual	03/28/2008
9 Payment	09/28/2008	51,032.75	1		

MORTIZATION SCHEDULE - Normal Amortization

Date	Loan	Payment	Interest	Principal	Balance
Loan 03/28/2002	29,369.07				29,369.07
Loan 09/28/2002	29,369.07		954.49	954.49-	59,692.63
2002 Totals	58,738.14	0.00	954.49	954.49-	
Loan 03/28/2003	29,369.07		1,940.01	1,940.01-	91,001.71
Loan 09/28/2003	29,369.07		2,957.56	2,957.56-	123,328.34
2003 Totals	58,738.14	0.00	4,897.57	4,897.57-	
Loan 03/28/2004	29,369.07		4,008.17	4,008.17-	156,705.58
Loan 09/28/2004	29,369.07		5,092.93	5,092.93-	191,167.58
2004 Totals	58,738.14	0.00	9,101.10	9,101.10-	
Loan 03/28/2005	29,369.07		6,212.95	6,212.95-	226,749.60
Loan 09/28/2005	29,369.07		7,369.36	7,369.36-	263,488.03
1 09/28/2005		29,369.07	0.00	29,369.07	234,118.96
2 09/28/2005		20,630.93	0.00	20,630.93	213,488.03
2005 Totals	58,738.14	50,000.00	13,582.31	36,417.69	
3 03/28/2006		20,630.93	6,938.36	13,692.57	199,795.46
4 03/28/2006		29,369.07	0.00	29,369.07	170,426.39
Loan 03/28/2006	29,369.07		0.00	0.00	199,795.46
Loan 09/28/2006	29,369.07		6,493.35	6,493.35-	235,657.88
5 09/28/2006		29,369.07	0.00	29,369.07	206,288.81
6 09/28/2006		20,630.93	0.00	20,630.93	185,657.88
2006 Totals	58,738.14	100,000.00	13,431.71	86,568.29	

Library D/S Cash Flow to City/La Salle Lease

Date	Loan	Payment	Interest	Principal	Balance
7 03/28/2007		50,000.00	6,033.88	43,966.12	141,691.76
8 09/28/2007		50,000.00	4,604.98	45,395.02	96,296.74
2007 Totals	0.00	100,000.00	10,638.86	89,361.14	
9 03/28/2008		50,000.00	3,129.64	46,870.36	49,426.38
10 09/28/2008		51,032.75	1,606.37	49,426.38	0.00
2008 Totals	0.00	101,032.75	4,736.01	96,296.74	
Grand Totals	293,690.70	351,032.75	57,342.05	293,690.70	

Library D/S Cash Flow to City/La Salle Lease

Date	Loan	Payment	Interest	Principal	Balance
7 03/28/2007		50,000.00	6,033.88	43,966.12	141,691.76
8 09/28/2007		50,000.00	4,604.98	45,395.02	96,296.74
2007 Totals	0.00	100,000.00	10,638.86	89,361.14	
9 03/28/2008		50,000.00	3,129.64	46,870.36	49,426.38
10 09/28/2008		51,032.75	1,606.37	49,426.38	0.00
2008 Totals	0.00	101,032.75	4,736.01	96,296.74	
Grand Totals	293,690.70	351,032.75	57,342.05	293,690.70	

Library D/S Cash Flow to City/La Salle Lease

Date	Loan	Payment	Interest	Principal	Balance
7 03/28/2007		50,000.00	6,033.88	43,966.12	141,691.76
8 09/28/2007		50,000.00	4,604.98	45,395.02	96,296.74
2007 Totals	0.00	100,000.00	10,638.86	89,361.14	
9 03/28/2008		50,000.00	3,129.64	46,870.36	49,426.38
10 09/28/2008		51,032.75	1,606.37	49,426.38	0.00
2008 Totals	0.00	101,032.75	4,736.01	96,296.74	
Grand Totals	293,690.70	351,032.75	57,342.05	293,690.70	

Library D/S Cash Flow to City/La Salle Lease

Last interest amount increased by 0.01 due to rounding.

Library D/S Cash Flow to City/La Salle Lease

Last interest amount increased by 0.01 due to rounding.

Library D/S Cash Flow to City/La Salle Lease

Last interest amount increased by 0.01 due to rounding.

MEMORANDUM

City of Placentia

TO: Elizabeth Mintor, Placentia Library Director
FROM: Steve Brisco, Director of Finance *AB*
DATE: April 9, 2003
SUBJECT: Civic Center Improvement Project Expenditure Summary

Attached is a summary of expenditures by vendor. We did not separate the costs of common area work from the total project cost as we all agreed to a percentage allocation of project expenses.

As for the property insurance, I looked at the agreement that you sent to me. As you know, the District must reimburse the City for the cost of insurance purchased by the City under the blanket of the Civic Center Authority. The City no longer purchases insurance in the name of the Authority because our bonds are paid and the bond covenants no longer apply to the City. Wouldn't it just be easier if you bought your own insurance? I don't want to buy more insurance just to have the cost reimbursed by the District.

Feel free to call if you have any questions.