STUDY SESSION
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

October 13, 1993
5:00 P.M.
Library Conference Room

5:10 PM

1. Roll Call: Administrative Assistant

2. Adoption of Agenda.

Shirley/Evans

Presentation: Library Director
Recommendation: Adopt by Motion

3. Oral Communications.

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.

4. Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

Presentation: Library Director

Review of scope of services proposal by BSI Consultants.

5. Adjourn. 6:15 PM

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

I, Elizabeth D. Minter, Library Director for the Placentia Library District, hereby certify that the Agenda for the October 13, 1993, of the Library Board of Trustees of the Placentia Library District was posted on Saturday, October 9, 1993.

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BSI Consultants, Inc.

September 29, 1993

Ms. Colleen McGregor
Library Director
Buena Park Library District
7150 La Palma Drive
Buena Park, CA 90620

Subject: Proposal to Provide Professional Services to Study the Consolidation of the Library District with the City of Buena Park

Dear Ms. McGregor:

BSI Consultants, Inc. is pleased to submit this proposal to the Buena Park Library District to complete an analysis of the feasibility for consolidation of the Buena Park Library District with the City of Buena Park. The Scope of Services which we have developed are based upon our meeting of last week and our understanding of the issues to be examined. The three alternatives which will be reviewed as part of this study will include:

- consolidation with the City of Buena Park;
- formation of a subsidiary district with the City; and
- consolidation with the County of Orange.

The study to be prepared will be a decision making-tool for the Library District and the City to identify and evaluate the fiscal impact of the consolidation of the Library District with the City of Buena Park.

Given the nature of this engagement, we believe that this project will require a cooperative effort between staff of the Buena Park Library District, the City of Buena Park and BSI. The specific services which BSI would complete as part of this study are outlined below.

Scope of Services

1. Prior to the start of work, meet with staff to review project objectives, project timeline and project deliverables. Gather available information including budget documents, organization charts, job descriptions, policy and procedures and any other available information.

2. Review LAFCO requirements for consolidation of the Library District with the City of Buena Park or the County of Orange and for formation of a subsidiary district. Review prior analysis completed by the Library District's legal counsel and update

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based upon legislative changes, if any. Meet with LAFCO staff and identify specific actions which must be taken by either the Library District or the City and the timeline of events for each alternative reviewed. Document actions and timelines for each alternative.

3. Review the Library District's current boundaries and identify impact of each alternative change in organization on parcels currently in the Library District (i.e., detachment of certain parcels that are outside of Buena Park City limits).

4. Prepare a financial summary listing all assets and liabilities of the Library District. Working with Library District staff, prepare a 3-year historical summary of revenues and expenditures for the Library District. Based upon this information, prepare a 5-year projection of costs, including one-time (transition) costs, operating cost, capital costs and future capital replacement reserves working with the City's Finance Director.

5. Project property tax and other revenues which would be transferred to the City or subsidiary district, including any limitations on use of those funds, for a 5-year period based upon discussions with LAFCO staff. Review projected revenue exchange with City staff.

6. Identify and analyze opportunities for the consolidation of activities such as building maintenance, administrative support, legal services, risk management, and other activities which would result in costs savings if the Library District's operations were to be consolidated with the City.

7. Analyze the financial impact on the City of hiring current employees of the Library District. This would include reviewing current salaries and benefits for library staff in relationship to the City's compensation schedules. Other factors such as seniority rights, vacation and sick leave rights and credits, pension rights and other employee benefits would also be evaluated. Identify issues and estimated cost for effecting the transfer of library employees to the City working with the City's Director of Administrative Services.

8. Identify and analyze alternative revenue sources for funding library services if current revenues or revenue to be transferred to the City would be inadequate to maintain the present level of library services.

9. Based upon the information developed, prepare a Comprehensive Fiscal Analysis for the consolidation of the Library District with the City of Buena Park or the formation of a subsidiary district. Meet with Library District and City staff to review draft report and based upon comments received, finalize report for submittal to the Library Board of Directors and City Council.

10. Assist Library District and City staff in presenting the various alternatives reviewed to elected officials as requested.

Project Team

BSI's Project Team members for this project will include **Mr. Jeffrey M. Cooper, P.E.** who will be Principal-in-Charge for this project, and will assist the Project Manager and the agencies to ensure that all project objectives are met. **Mr. K. Dennis Klingelhofer, P.E.** will be BSI's Project Manager and will direct and coordinate all aspects of the project. He will be responsible for working closely with both Library District and City staff during all phases of the project. **Mr. Stephen V. Kozak, Jr.** will assist the project team in identifying LAFCO requirements and in the completion of the fiscal analysis for each alternative identified. Each team member is committed to the successful completion of this study and to working closely with staff members during each phase of work.

Agency Responsibilities

Each agency shall designate a staff member to manage and coordinate project activities with. BSI will coordinate the gathering of information through the designated agency project leader. The project leader for each agency will assist in the scheduling of meetings with agency staff including outside consultants such as legal and personnel specialist, and will assist BSI in gathering the information needed for this analysis. Appropriate staff will assist BSI in the identification of the assets and liabilities of the Library District and in analyzing the fiscal impact of consolidation with the City. Each agency will be responsible for the preparation of any resolutions to be considered by their governing body.

Implementation Services

Once the preferred alternative has been identified, BSI can assist the Library District and City staff in preparing any required documentation for the consolidation of the Library District with the City of Buena Park and coordinating with LAFCO or other agencies as required.

Terms

BSI will complete the tasks described under Scope of Services on a time and materials basis per the attached hourly rate schedule. Reimbursable expenses will be invoiced as costs are incurred. Our estimated fee for the completion of this work including reimbursable expenses will not exceed ten thousand dollars ($10,000.00). Additional services including implementation services, if requested and authorized by the Library District or City, will be provided on a time and material basis as authorized.

Summary

BSI appreciates the opportunity of submitting our proposal to you for this project. We are confident that we can complete this assignment based upon the experience and knowledge of our proposed Project Team members. Prior to the start of work, we will prepare a detailed schedule for your review. However, we would expect that all work can be completed within a 60-day period. Should you require any additional information from us please let us know. We are ready to begin work upon receipt of your authorization to proceed.

Sincerely,

BSI CONSULTANTS, INC.

Beth McCormack

for K. Dennis Klingelhofer, P.E.
Vice President
Management and Finance

Jeffrey M. Cooper, P.E.
Senior Vice President
Management and Finance

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BSI CONSULTANTS, INC.

SCHEDULE OF HOURLY RATES

PROFESSIONAL PERSONNEL:

CLASSIFICATION	HOURLY RATE
Expert Testimony	185.00
Senior Principal Consultant	185.00
Principal Consultant	146.00
Principal Engineer	135.00
Senior Associate	113.00
Associate	103.00
Senior Engineer	103.00
Engineer III	92.00
Engineer II	81.00
Engineer I	70.00
Senior Specialist	103.00
Specialist III	92.00
Specialist II	81.00
Specialist I	70.00
Planner II	81.00
Planner I	70.00
Senior Designer	87.00
Designer	70.00
Senior Draftsperson	60.00
Draftsperson	48.00
Engineering Assistant	60.00
Plan Checker IV	92.00
Plan Checker III	81.00
Plan Checker II	76.00
Plan Checker I	70.00
Technician VI	76.00
Technician V	65.00
Technician IV	55.00
Technician III	46.00
Technician II	39.00

CLASSIFICATION	HOURLY RATE
Technician I	35.00
Principal Landscape Architect	135.00
Senior Landscape Architect	103.00
Landscape Architect	98.00
Associate Landscape Architect	92.00
Assistant Landscape Architect	70.00
Licensed Land Surveyor	87.00
Supervising Land Surveyor	81.00
2-Person Survey Crew	163.00
3-Person Survey Crew	198.00
Senior Survey Analyst	81.00
Survey Analyst	70.00
Senior Right-of-Way Agent	92.00
Right-of-Way Agent	70.00
Assistant Right-of-Way Agent	55.00
Senior Inspector	70.00
Inspector	60.00
Senior Contract Administrator	71.00
Contract Administrator	61.00
Nuclear Gauge & Operator	48.00
Building Official	94.00
Senior Programmer	76.00
Programmer	60.00
Cadd Designer	81.00
Cadd Operator II	70.00
Cadd Operator I	60.00
Word Processor III	60.00
Word Processor II	48.00
Word Processor I	39.00
Clerical	33.00

EQUIPMENT:

TYPE	HOURLY RATE
Dynaflect	125.00
Inroads CADD Design	24.00
Microstation CADD Drafting	12.00
Plotter	11.00

Out-of-pocket expenses (blueprinting, reproduction, and printing) will be invoiced at cost plus 15%. A 15% fee for administration, coordination and handling will be added to subcontracted services. Mileage will be invoiced at $0.36/mile. This Schedule of Hourly Rates is effective as of April 1, 1992. Rates may be adjusted after that date to compensate for labor cost increases and other increases due to inflationary trends.

BSI

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Oct 18 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Nov 1 (Mon)	Friends Board Meeting, 7:00 P.M. (West)
Nov 5-7	Friends Book Sale
Nov 12 (Fri)	Camp Library
Nov 13-16	CLA Annual Conference, Oakland
Nov 15 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Nov 23 (Tue)	Senate Local Government Committee Hearing on Reorganizing Local Governments, Santa Ana
Dec 6 (Mon))	Friends Board Meeting, 7:00 P.M. (Evans)
Dec 13 (Mon)	Literacy Services Christmas Party, 6:00 P.M.
Dec 20 (Mon)	Board of Trustees Meeting, 7:30 P.M.