
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

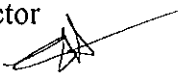
SUBJECT: Status Report on Strategic Plan for Placentia Library District

DATE: October 20, 1998

I have talked with several potential moderators for the focus groups and they have recommenced that we not try to sponsor the groups until after the first of the year.

I will try to discuss a revised schedule with the three presidents before the November 17 Board Meeting.



To: Elizabeth Minter, Library Director 
FROM: Suad Ammar, Principal Librarian
DATE: October 20, 1998
SUBJECT: **Passport Acceptance agency application process.**

On Monday, October 12, 1998 I received a letter from the United States Department of State welcoming the following staff members as passport application acceptance agents for the Department of State:

Suad Ammar, Katie Matas, Cyrise Smith, Peggy Burkich, Cindy McClain, Cheryl Willauer, Jerry Conn, Elizabeth Minter, Julie Shook and Charlene Dumitru. Certificates of Designation were enclosed for each of these staff member.

The letter stated that Ms. Barbara Brophy, the Los Angeles Passport Agency's Customer Services Manager will be notified immediately so that arrangements can be made for staff training.

Forms and needed materials will be mailed to the Library along with information on how to obtain additional forms when needed.

The Library will be performing routine and expedited passport applications as soon as the training is complete, it is very likely that the service will start as early as December.

LAFCO
Orange County

Local Agency Formation Commission

CHAIR
RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

August 25, 1998

VICE-CHAIR
CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

To Whom It May Concern:

SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

The attached is the calendar of the Local Agency Formation Commission for the remainder of the year 1998.

PETER HERZOG
MAYOR
CITY OF LAKE FOREST

If you would like to receive a copy of the monthly agenda or the complete agenda package, please inform LAFCO by writing a letter. The charges for copying and mailing are as follows:

JOHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

Agenda only \$20.00 per six months

Complete Agenda Package \$75.00 per six months

WILLIAM G. STEINER
SUPERVISOR
FOURTH DISTRICT

Please make check payable to the Orange County LAFCO. If you have any questions, please contact me at 834-2556.

ROBERT J. HUNTLEY
DIRECTOR
MUNICIPAL WATER
DISTRICT OF
ORANGE COUNTY

Sincerely,

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC



Vijaya L. Gorthi
Office Manager and Commission Clerk

ALTERNATE
TOM HARMAN
COUNCILMAN
CITY OF HUNTINGTON
BEACH

ALTERNATE
BILL GOODWIN
DIRECTOR
LOS ALISOS
WATER DISTRICT

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ALTERNATE
TODD SPITZER
SUPERVISOR
THIRD DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

CHAIR
RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

May 13, 1998

VICE-CHAIR
CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

TO: The Interested Parties

FROM: Vijaya L. Gorthi, Office Manager and Commission Clerk

SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

SUBJECT: 1998 LAFCO MEETING CALENDAR

PETER HERZOG
MAYOR
CITY OF LAKE FOREST

The following is the approved LAFCO meeting calendar for the remainder of 1998. Please save it for future reference.

June 10, 1998 - Wednesday, 8:30 a.m. - 12 noon

JOHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

June 22, 1998 - Monday, 1:30 p.m. - Leisure World Incorporation

July 8, 1998 - Wednesday, 9:00 a.m. - 12 noon

WILLIAM G. STEINER
SUPERVISOR
FOURTH DISTRICT

August 12, 1998 - Wednesday, 9:00 a.m. - 12 noon

ROBERT J. HUNTLEY
DIRECTOR
MUNICIPAL WATER
DISTRICT OF
ORANGE COUNTY

August 17, 1998 - Monday 6:30 p.m., at South Shore Baptist Church

September 2, 1998 - Wednesday, 9:00 a.m. - 12 noon

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

October 14, 1998 - Wednesday, 9:00 a.m. - 12 noon

November 18, 1998 - Wednesday, 9:00 a.m. - 12 noon

ALTERNATE
TOM HARMAN
COUNCILMAN
CITY OF HUNTINGTON
BEACH

December 9, 1998 - Wednesday, 9:00 a.m. - 12 noon

ALTERNATE
BILL GOODWIN
DIRECTOR
LOS ALISOS
WATER DISTRICT

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ALTERNATE
TODD SPITZER
SUPERVISOR
THIRD DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Certification of Eligibility and Funding and Statement of Intent for Fiscal Year 1998-99 for the California Library Literacy Services

DATE: October 20, 1998

BACKGROUND:

Attached is a copy of the District's Certification of Eligibility and Funding and Statement of Intent for Fiscal Year 1998-99 for the California Library Literacy Services.

Filing the Certification of Eligibility and Statement of Intent with the State Library of California is required in order for the District to remain Certification of Eligibility and Funding for Fiscal Year 1998-99 for the California Library Literacy Services eligible for California Literacy Campaign Matching grant funds.

RECOMMENDATION:

Receive and File

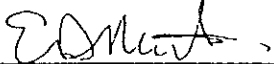


Certification of Eligibility and Funding

Fiscal Year 1998/99

CALIFORNIA LIBRARY LITERACY SERVICE

I certify that the public library of which I am director intends to carry out the purposes of the California Library Literacy Services Act (Section 18733 of the Education Code) in Fiscal Year 1998/99.


Library Director Signature

Placentia Library District
Library Name

Elizabeth D. Minter
Library Director Name (printed)

September 30, 1998
Date

I certify that the public library of which I am an authorized fiscal representative has budgeted the following funds (total, from private and public sources) available to carry out the purposes of the California Library Literacy Service Act (Section 18733 of the Education Code) in Fiscal Year 1998/99. (Note: This amount should be the same as the "Grand total", bottom line of CLSA-67, "Worksheet".)

\$ 38,486
Amount


Authorized Signature, Fiscal Rep.

09/30/98
Date

Library Director
Title

Elizabeth D. Minter
Name (printed)

Statement Of Intent, CLSA Matching Funds For Literacy

Fiscal Year 1998/99

CALIFORNIA LIBRARY LITERACY SERVICE

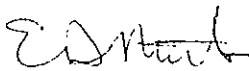
Please use this form to indicate your intent to request or not to seek continued California Library Services Act (CLSA) literacy funding for the 1998/99 fiscal year by completing and signing one of the following options. Return this form in **ORIGINAL, plus ONE COPY** postmarked by **September 30, 1998**, to:

California State Library
Budget Office, Literacy
PO Box 942837
Sacramento CA 94237-0001

If you intend to request funds for this fiscal year, please use this check list to assure that you have included the necessary additional completed forms:

- Funding Certification Worksheet (CLSA-67)
- Certification of Eligibility and Funding (CLSA-68)

I intend to request State funds available under the provisions of Section 18733.2 (b) (6) of the Education Code for the 1998/99 fiscal year. I understand that I will be notified by the California State Library of the amount for which my library is eligible, according to the provisions of the law, and that I will be required to submit a Plan of Service and proposed Budget utilizing the full eligible amount for literacy, subject to approval by the California State Library.



Library Director Signature

September 30, 1998

Date

Elizabeth D. Minter

Library Director Printed Name

Placentia Library District

Library Name

--OR--

My library will not apply for CLSA literacy funds for the 1998/99 fiscal year.

Library Director Signature


Date

Library Director Printed Name

Library Name



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Fiscal Year 1997-98 Report on Audit of Financial Statements for Placentia Library District as prepared by Munson, Cronick & Associates
DATE: October 20, 1998

BACKGROUND:

Munson, Cronick & Associates have completed work on the District's Audit for Fiscal Year 1997-98. The Trustee copies were mailed by District staff on October 13, 1998.

RECOMMENDATION:

Receive and File the Audit for Fiscal Year 1997-98 as prepared by Munson, Cronick & Associates.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

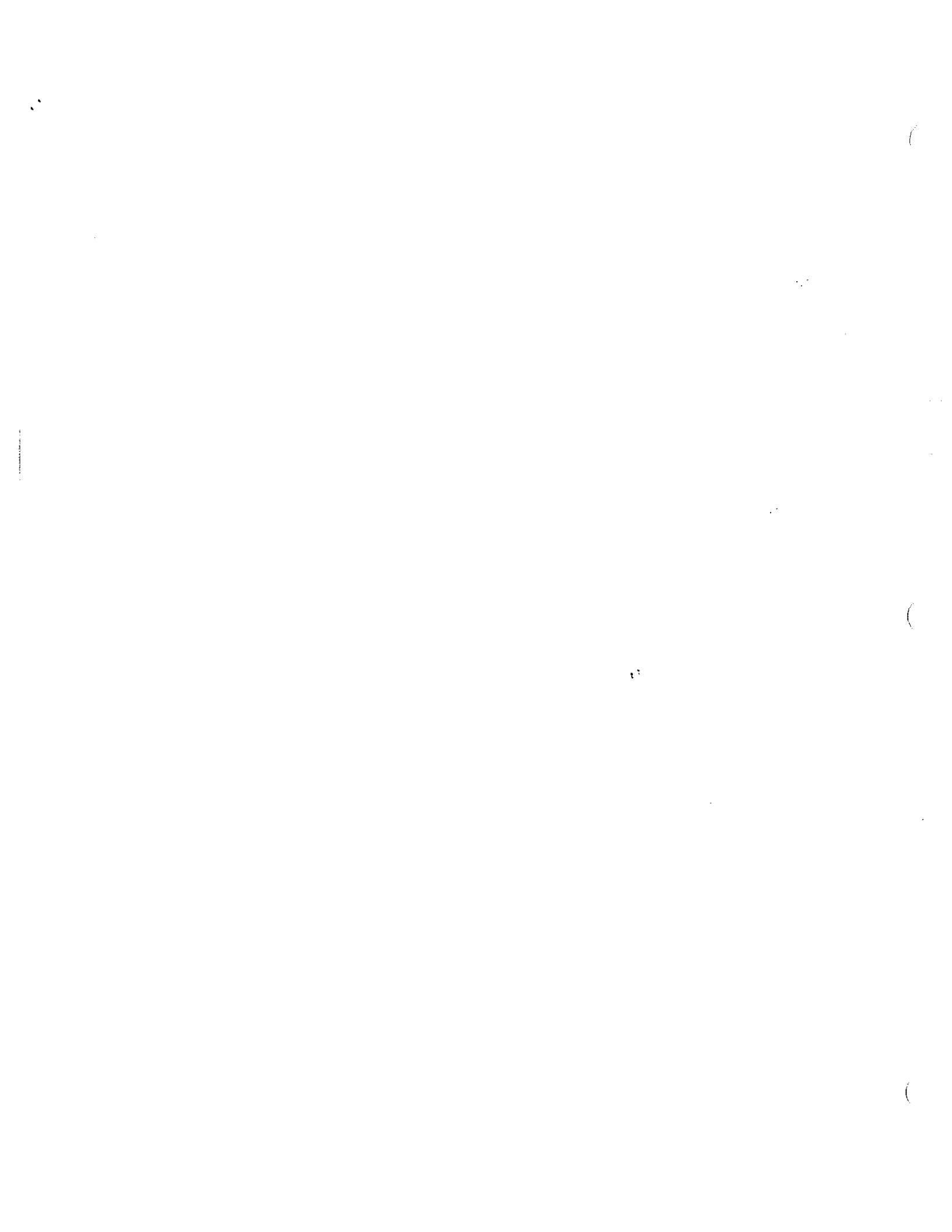
TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
SUBJECT: Fiscal Year 1997-98 Annual Report of Financial Transactions of Special Districts for Placentia Library District as prepared by Munson, Cronick & Associates and submitted to the State Controller
DATE: October 20, 1998

BACKGROUND:

Munson, Cronick & Associates has completed work on the District's Fiscal Year 1997-98 Annual Report of Financial Transactions and submitted it to the State Controller.

RECOMMENDATION:

Receive and File the Fiscal Year 1997-98 Annual Report of Financial Transactions for the State Controller as prepared by Munson, Cronick & Associates.



ANNUAL REPORT OF FINANCIAL TRANSACTIONS OF SPECIAL DISTRICTS

NUMBER OF ERRORS IN REPORT = 0

TO: State Controller
Division of Accounting
and Reporting
Local Government Reporting Section
P. O. Box 942850
Sacramento, CA 94250
(916) 445-5153

VERIFY that your District ID listed below
is correct. (must be the full 11 digits)

District ID: 17300400000

Fiscal Year Ended
Date: JUNE 30, 1998

This report is due within 90 days
after the end of the fiscal year.

Pursuant to Government Code Section
26909, an audit is to be filed with
the State Controller within 12 months
of the end of the fiscal year.

| 1 |

Principal County:

Other Counties:

District Name
PLACENTIA LIBRARY DISTRICT

Street Address or P.O. Box
411 E CHAPMAN AVE
City, State, Zip Code
PLACENTIA, CA 90870

Place an 'X' in the box if your
mailing address has changed > | |

Phone Ext.
(714)528-1925

Location (if different from above)
Street Address

COPY

Report prepared by (contact person)

First M.I. Last

1 MERRIALYCE MCHENRY, CPA
Phone Ext.

2 (714)449-9909

Address

3 2501 E CHAPMAN AVE, #220

City (Please do not use commas)

4 FULLERTON

Submitted by (signature)

Title

C P A

Date

MEMBERS OF GOVERNING BODY

Please do not abbreviate ...

Name | 2 | Title | 3 |

1 MARGARET V DINSMORE	PRESIDENT
2 SAUNDRA STARK	SECRETARY
3 RAY EVANS	BOARD MEMBER
4 ROBIN J MASTERS	BOARD MEMBER
5 AL SHKOLER	BOARD MEMBER
6 ELIZABETH MINTER	DIRECTOR
7	
8	
9	

City, State, Zip Code

GOVERNING BODY

County Board of Supervisors

City Council

Other

OTHER OFFICIALS

Independent Auditor

5 MUNSON CRONICK & ASSOCIATES

Contact Person

6 MERRIALYCE MCHENRY, CPA

Phone Ext.

7 (714)449-9909

Address

8 2501 E CHAPMAN AVE, #220

City (Please do not use commas)

9 FULLERTON

Secretary

Mgr/Supt/Chief

Attorney

Fiscal Officer

STATE USE ONLY

Reviewed by

Date

Cleared by

Date

SUMMARY OF FINANCIAL TRANSACTIONS IN THE
"ANNUAL REPORT OF FINANCIAL TRANSACTIONS OF SPECIAL DISTRICTS"

PLACENTIA LIBRARY DISTRICT	Total Memorandum Only
	=====
1. TOTAL ASSETS:	3028598
2. TOTAL LIABILITIES:	515406
3. FUND EQUITY :	2513192
.....	
4. TOTAL REVENUES:	955863
5. TOTAL EXPENDITURES/EXPENSES:	971408
6. TOTAL OTHER FINANCING SOURCES (USES):	0

Part A

PLACENTIA LIBRARY DISTRICT

ASSETS		General & Special Rev Funds [1]	Debt Service Funds [2]	Capital Projects Funds [3]	Enterprise Funds [4]	General Fixed Assets [5]	General Long-Term Debt [6]	Total Memorandum Only
Cash and cash equivalents	1	\$ 501265	\$ 0	\$ 0	0			\$ 501265
Taxes receivable	2	39915	0	0	0			39915
Interest receivable	3	4035	0	0	0			4035
Accounts receivable	4	0	0	0	0			0
Loans notes & contracts rec	5	0	0	0	0			0
Due from other funds	6	0	0	0	0			0
Inv of materials & supplies	7	0			0			0
Other current assets	8				0			0
Lease payments receivable	9		0					0
Unearned finance charge	10		(0)				(0)	(0)
Investments	11	32500	0	0	0			32500
Restricted assets	12				0			0
Deferred charges	13				0			0
Unamortized disc on L/T debt	14				0			0
Other assets	15	2481	0	0	0			2481
Fixed Assets:								
Land	16				0	81498		81498
Buildings & improvements	17				0	1383219		1383219
Equipment	18				0	548685		548685
Construction in progress	19				0	0		0
Total fixed assets (pg 56)	20				\$ 0	2013402		\$ 2013402
Accumulated depreciation (pg 56)	21				(0)	0		(0)
Net fixed assets (pg 56)	22				\$ 0	2013402		\$ 2013402
Other Debits								
Amt avail in debt service funds	23						0	0
Amount to be provided	24						435000	435000
TOTAL ASSETS (lines 1.0 thru 24.0)	25	\$ 580196	\$ 0	\$ 0	\$ 0	2013402	435000	\$ 3028598

Page 05 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

Part B

PLACENTIA LIBRARY DISTRICT

Page
Part b

LIABILITIES & EQUITY	General & Special Rev Funds [1]	Debt Service Funds [2]	Capital Projects Funds [3]	Enterprise Funds [4]	General Fixed Assets [5]	General Long-Term Debt [6]	Total Memorandum Only
Accounts/warrants payable	26 \$ 2164 \$	0 \$	0 \$	0		\$	2164
Loans & notes payable	27 0	0	0	0			0
Int payable - matured/accrued	28 6186	0	0	0			6186
Other current liabilities	29 16399	0	0	0			16399
Compensated absences payable	30 55657			0		\$ 0	55657
Due to other governments	31 0	0	0	0			0
Due to other funds	32 0	0	0	0			0
Long-Term Debt - Include							
current & long-term portion:							
G O bonds (pg 59)	33			0		0	0
Revenue bonds (pg 62)	34			0		0	0
C O P's (pg 65)	35			0		0	0
Sp Assmt Bd (pg 68, col 2 only)	36			0		0	0
Federal (pg 71)	37			0		0	0
State (pg 74)	38			0		0	0
Time warrants (pg 77)	39			0		0	0
Other long-term liab (pg 80)	40			0		435000	435000
Unamortized premium on L/T debt	41			0			0
Advance for construction	42			0			0
Deferred revenue	43 0	0		0			0
All other non-current liab	44			0			0
Total liabilities							
(lines 26.0 thru 44.0)	45 \$ 80406 \$	0 \$	0 \$	0	\$	435000 \$	515406
Fund Equity:							
Contributed capital	46			0			0
Investments in gen fixed assets	47			\$	2013402		2013402
Retained earnings	48			0			0
Fund balances:							
Reserved	49 2481	0	0				2481
Unreserved designated	50 142500	0	0				142500
Unreserved undesignated	51 354809	0	0				354809
Total Fund Equity							
(lines 46.0 thru 51.0)	52 \$ 499790 \$	0 \$	0 \$	0	2013402	\$	2513192
Total Liabilities & Fund Equity							
(lines 45.0 + 52.0)	53 \$ 580196 \$	0 \$	0 \$	0 \$	2013402 \$	435000 \$	3028598

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
PAGE 10 GENERAL & SPECIAL REVENUE FUNDS
Part A PLACENTIA LIBRARY DISTRICT

REVENUES	Col A	Col B	Col C	Col D
Activity Codes (See instructions)	9	0	0	0
Activity (specify): LIBRARY				
Taxes & Assessments:				
Current secured				
(Include supplemental roll)	1 \$ 748517 \$	0 \$	0 \$	0
Current unsecured				
(Include supplemental roll)	2 45487	0	0	0
Prior Year				
(Include supplemental roll)	3 20278	0	0	0
Special district augmentation fund	4 0	0	0	0
Property assessments				
(Service type assessments go on line 19.0)	5 0	0	0	0
Special assessments				
(Not 1911 or 1915 Bonds, include Mello/Reos, Mark/Reos Bonds only)	6 0	0	0	0
Penalties & cost on delinquent tax and assessments	7 0	0	0	0
Licenses, permits & franchises	8 0	0	0	0
Fines, forfeits & penalties	9 3447	0	0	0
Revenue from use of money & property:				
Interest				
(Includes gain (loss) on investments)	10 23475	0	0	0
Rents, concessions & royalties	11 0	0	0	0
Intergovernmental:				
STATE				
Aid for construction	12 0	0	0	0
Homeowner's property tax relief	13 15180	0	0	0
Spcl supplemental subv. (repealed)	14			
Other - i.e. Timber Yield, State Water (specify): (here)	15 79724	0	0	0
FEDERAL				
Aid for construction	16 0	0	0	0
Other (specify): (here)	17 0	0	0	0
Other governmental agencies	18 0	0	0	0
Charges for current services				
(Include service type assessments)	19 0	0	0	0
Other revenues	20 19755	0	0	0
Total Revenues	21 \$ 955863 \$	0 \$	0 \$	0

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
PAGE 10 GENERAL & SPECIAL REVENUE FUNDS
Part B PLACENTIA LIBRARY DISTRICT

EXPENDITURES		Col A	Col B	Col C	Col D
Activity Codes (See instructions)		9	0	0	0
Activity (specify):	LIBRARY				
Salaries & wages	22 \$	474457 \$	0 \$	0 \$	0
Employee benefits	23	100131	0	0	0
Services & supplies (include contractual services)	24	351820	0	0	0
Contributions to outside agencies	25	0	0	0	0
Debt Service:					
Retirement of long-term debt	26	45000	0	0	0
Interest on long-term debt	27	0	0	0	0
Interest on short-term notes & warrants	28	0	0	0	0
Other (specify):(here)	29	0	0	0	0
Fixed Assets:					
Land (include on Page 56, line 2.0) (include on Page 56, line 2.0)	30	0	0	0	0
Structures and improvements (include on Page 56, line 2.0)	31	0	0	0	0
Equipment (include on Page 56, line 2.0)	32	0	0	0	0
Total Expenditures	33 \$	971408 \$	0 \$	0 \$	0
Excess (Deficiency) Revenues Over (Under) Expenditures (21.0 less 33.0)	34 \$	-15545 \$	0 \$	0 \$	0

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
PAGE 10 GENERAL & SPECIAL REVENUE FUNDS
Part C PLACENTIA LIBRARY DISTRICT

OTHER FINANCING SOURCES (USES)	Col A	Col B	Col C	Col D
Activity Codes (See instructions)	9	0	0	0
Activity (specify): LIBRARY				
Proceeds of long-term debt 35 \$	0 \$	0 \$	0 \$	0
Inception of lease purchase agreements 36	0	0	0	0
Other (specify):(here) 37	0	0	0	0
Operating transfers in (intra-district) 38	0	0	0	0
Operating transfers out (intra-district) 39 (0)(0)(0)(0)
Total Other Financing Sources (Uses) 40 \$	0 \$	0 \$	0 \$	0

Excess (Deficiency) Of Revenues & Other Financing Sources Over Expenditures		
Other Financing Uses		
(Total column, line 34.0 + 40.0) 41 \$	-15545	
Fund Equity Beginning Of Period (Must agree with prior year General & Special Revenue Fund Equity - line 46.0) 42 \$	515335	
Prior period adjustments 43	0	
Residual equity transfers 44	0	
Other - (specify): (here) 45	0	
Fund Equity End Of Period (lines 41.0 thru 45.0) (Must agree with Balance Sheet General & Special Revenue Fund Equity line 52.0) 46 \$	499790	

FIXED ASSETS & DEPRECIATION SCHEDULE
Report fixed assets by activity (i.e., Fire, Water, Waste, etc.)
PAGE 56 PLACENTIA LIBRARY DISTRICT

	Col A	Col B	Col C	Col D
Activity Code (See instructions)	9	0	0	0
FIXED ASSETS Activity (specify): LIBRARY				
Balance beginning of year (Must agree with prior year Page 56, line 5.0)	1 \$ 2013402 \$	0 \$	0 \$	0
Additions (include construction in progress)	2 0	0	0	0
Less retirements	3 0	0	0	0
Adjustments - increase (decrease)	4 0	0	0	0
Balance end of year	5 \$ 2013402 \$	0 \$	0 \$	0

ACCUMULATED DEPRECIATION				
Balance beginning of year (Must agree with prior year Page 56, line 10.0)	6 \$ 0 \$	0 \$	0 \$	0
Depreciation accruals	7 0	0	0	0
Less net charges for plant retired	8 0	0	0	0
Adjustments - increase (decrease)	9 0	0	0	0
Balance, end of year	10 \$ 0 \$	0 \$	0 \$	0
NET FIXED ASSETS	11 \$ 2013402 \$	0 \$	0 \$	0

ENTERPRISE ONLY				
Total depreciation + amortization (from income statement)	12.0 \$	0 \$	0 \$	0 \$
Less amortization included	13.0 (0)	(0)	(0)	(0)
Add/Subtract capitalized depreciation	14.0 0	0	0	0
Other	15.0 0	0	0	0
TOTAL (should agree with Line 7)	16.0 \$	0 \$	0 \$	0

OTHER LONG-TERM INDEBTEDNESS SCHEDULE

(*Include current and long-term portion of principal)

Report debt by activity (i.e., Fire, Water, Waste, etc.)

PAGE 80 PLACENTIA LIBRARY DISTRICT

Activity Code (See instructions)	Col A 9	Col B 0	Col C 0	Col D 0	Col E 0
Activity (specify):					
Principal amount unmatured, beginning of fiscal year (Should agree with year Page 80, line 15.0)	1 \$ 480000 \$	0 \$	0 \$	0 \$	0
Adjustments - increase (decrease) (Explain):(here)	2 0	0	0	0	0
	3 0	0	0	0	0
Principal amount received during fiscal year	4 0	0	0	0	0
Principal amount matured during fiscal year	5 45000	0	0	0	0
Principal amount unmatured, end of fiscal year (List payees and amounts):					
PLACENTIA CIVIC CENTER AUTHORITY	6 435000	0	0	0	0
	7 0	0	0	0	0
	8 0	0	0	0	0
	9 0	0	0	0	0
	10 0	0	0	0	0
	11 0	0	0	0	0
	12 0	0	0	0	0
	13 0	0	0	0	0
	14 0	0	0	0	0
Total (6.0 thru 14.0)	15 \$ 435000 \$	0 \$	0 \$	0 \$	0

APPROPRIATIONS LIMIT (GANN) SCHEDULE

Senate Bill 813 (Chapter 1025, Statutes of 1987) requires the State Controller's annual report to include the appropriations limit and the total annual appropriations subject to the limit for each special district in accordance with California Constitution Article XIII B.
 PAGE 89

PLACENTIA LIBRARY DISTRICT

Appropriations limit as of the end of fiscal year	1	1851574
Total annual appropriations subject to the limit as of the end of the fiscal year	2	943716
Amount (over)/under the appropriation limit (line 1.0 less 2.0)	3	907858

Article XIII B of the California Constitution provides exceptions for some Special Districts for establishing an appropriations limit. Please refer to Section 9 a-c on the reverse of this form.

If any of the following exceptions apply, please fill in the appropriate line with the number "1".

District's only tax revenues are Debt Service Taxes	4	0
District did not levy a tax rate greater than 12 1/2 cents per \$100 of assessed valuation and was in existence January 1, 1978	5	0
District is totally funded by sources other than "proceeds of taxes"	6	0
Other (explain) (here)	7	0

SUPPLEMENT TO THE ANNUAL REPORT OF SPECIAL DISTRICTS

17300400000 33 09

PLACENTIA LIBRARY DIST
411 E CHAPMAN AVE
PLACENTIA CA 92670

The U.S. Bureau of the Census requests the following information about the fiscal activities of your government for the year ended June 30, 1998. Governments furnishing this information will no longer receive Census Bureau Form F-29 or F-32, Survey of Local Government Finances. If you have any questions please contact Chris Kubacki at the Census Bureau 1-800-242-4523.

A. PERSONNEL EXPENDITURES

Report your government's total expenditure for salaries and wages during the year, including amounts paid on force account construction projects.

200

\$ 474,457

B. CASH AND INVESTMENTS HELD AT THE END OF THE FISCAL YEAR

Report separately for each of the three types of funds listed below, the total cash on hand and on deposit and investments in Federal government, Federal agency, State and local government and non-governmental securities. Report all investments at par value. Include in the sinking fund total any mortgages and notes receivable held as offsets to housing and industrial financing loans. Exclude accounts receivable, value of real property and non-security assets.

- | | |
|--|-------------------|
| 1. Sinking funds - Reserves held for redemption
of long term debt. | <u>W01</u> |
| | \$ <u>-0-</u> |
| 2. Bond funds - Unexpended proceeds from sale of bond
issues held pending disbursement. | <u>W31</u> |
| | \$ <u>-0-</u> |
| 3. All other funds - Exclude employee retirement funds. | <u>W61</u> |
| | \$ <u>533,765</u> |

PLACENTIA LIBRARY DISTRICT

Report On Audit Of Financial Statements

For The Year Ended
June 30, 1998

PLACENTIA LIBRARY DISTRICT

CONTENTS

	<u>Page</u>
Independent Auditor's Report	1
Combined Balance Sheet, All Fund Types And Account Groups	2
Statement Of Revenues, Expenditures And Changes In Fund Balances - Budget And Actual	3
Notes To Financial Statements	4



INDEPENDENT AUDITOR'S REPORT

The Board Of Trustees
Placentia Library District
Placentia, California

We have audited the combined balance sheet, all fund types and account groups of the Placentia Library District as of June 30, 1998, and the related statement of revenue, expenditures and changes in fund balances - budget and actual, for the year then ended. These financial statements are the responsibility of management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted government auditing standards and the State Controller's minimum audit requirement for California Special Districts. Those standards require that we plan and perform the government audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Library District at June 30, 1998, and the revenue and expenditures and changes in fund balances - budget and actual, for the year then ended, in conformity with generally accepted accounting principles, as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

Munson, Cronick & Associates

MUNSON, CRONICK & ASSOCIATES
Certified Public Accountants

Fullerton, California
September 25, 1998

PLACENTIA LIBRARY DISTRICT

Combined Balance Sheet, All Fund Types And Account Groups

June 30, 1998

<u>Assets</u>	<u>Government Fund General</u>	<u>Account Groups</u>		<u>Total (Memorandum Only)</u>
		<u>Fixed Assets</u>	<u>Long-Term Debt</u>	
Current assets:				
Cash and cash equivalents	\$ 501,265			\$ 501,265
Certificates of deposit	32,500			32,500
Taxes receivable	39,915			39,915
Accrued interest receivable	4,035			4,035
Prepaid expenses	<u>2,481</u>			<u>2,481</u>
Total current assets	580,196			580,196
Amount to be provided for retirement of general long-term debt			\$ 435,000	435,000
Property, plant and equipment	<u> </u>	\$2,013,402	<u> </u>	<u>2,013,402</u>
Total assets	\$ <u>580,196</u>	<u>\$2,013,402</u>	<u>\$ 435,000</u>	<u>\$3,028,598</u>
<u>Liabilities And Fund Equity</u>				
Current liabilities:				
Accounts payable	\$ 2,164			\$ 2,164
Wages and taxes payable	16,399			16,399
Accrued interest	6,186			6,186
Accrued sickleave and vacation	<u>55,657</u>			<u>55,657</u>
Total current liabilities	80,406			80,406
Long-term lease payable	<u> </u>		\$ <u>435,000</u>	<u>435,000</u>
Total liabilities	<u>80,406</u>		<u>435,000</u>	<u>515,406</u>
Fund equity:				
Fund balances				
Reserved for prepaid expenses	2,481			2,481
Unreserved:				
Designated	142,500			142,500
Undesignated	354,809			354,809
Investment in general fixed assets	<u> </u>	\$2,013,402		<u>2,013,402</u>
Total fund equity	<u>499,790</u>	<u>2,013,402</u>		<u>2,513,192</u>
Total liabilities and fund equity	\$ <u>580,196</u>	<u>\$2,013,402</u>	<u>\$ 435,000</u>	<u>\$3,028,598</u>

The accompanying notes are an integral part of the financial statements.

PLACENTIA LIBRARY DISTRICT

Statement Of Revenues, Expenditures And Changes In
Fund Balances - Budget And Actual

For The Year Ended June 30, 1998

	General Fund		Variance Favorable (Unfavorable)	Plant Funds
	Budget	Actual		
Revenues:				
Property taxes, current year	\$ 787,423	\$ 794,004	\$ 6,581	
Property taxes, prior year	32,732	20,278	(12,454)	
Homeowners property tax relief	15,593	15,180	(413)	
Other state funds	65,000	56,040	(8,960)	
Interest income	19,046	23,474	4,428	
Other county revenue	27,500	27,132	(368)	
Other revenue	-	19,755	19,755	
Total revenues	947,294	955,863	8,569	
Expenditures:				
Salaries and employee benefits	585,899	569,086	16,813	
Insurance	10,552	15,685	(5,133)	
Maintenance	63,850	66,013	(2,163)	
Utilities	50,000	51,210	(1,210)	
Interest expense	-	25,375	(25,375)	
Special department expense	48,000	36,800	11,200	
Office expense	46,440	35,449	10,991	
Specialized services	61,175	67,689	(6,514)	
Other county expenditures	400,523	31,525	368,998	
Other expenditures	-	27,576	(27,576)	
Total expenditures	1,266,439	926,408	340,031	
Excess (deficit) of operating revenues over expenditures	(319,145)	29,455	348,600	
Additions to property, plant and equipment	(3,500)	-	3,500	\$ -
Lease payments (principal portion)	(45,000)	(45,000)	-	
(Deficit) of revenue over expenditures	\$ (367,645)	(15,545)	\$ 352,100	
Fund balance, beginning		515,335		2,013,402
Fund balance, ending		\$ 499,790		\$ 2,013,402

The accompanying notes are an integral part of the financial statements.

Notes To Financial Statements

June 30, 1998

1. Summary Of Significant Accounting PoliciesFund Accounting

The accounts of the Placentia Library District are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Placentia Library District has created several types of funds. Each fund is accounted for by a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues and expenditures. The individual funds account for the governmental resources that are allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or other restrictions.

The funds are grouped into one fund type and two account groups as described below:

Government Fund Type - these are funds through which most governmental functions typically are financed. The funds included in this category are as follows:

General Fund - this fund is established to account for resources devoted to financing the general services that the District performs for its citizens. General tax revenues and other sources of revenue used to finance the fundamental operations of the District are included in this fund. The fund is charged with all costs of operating the district for which a separate fund has not been established.

General Fixed Assets Account Group - this is not a fund, but rather an account group that is used to account for general fixed assets acquired principally for general purposes.

General Long-Term Debt Account Group - this is not a fund, but rather an account group that is used to account for the outstanding principal balances of general lease obligations bonds and other long-term debt.

Government funds utilize the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become both available and measurable. Licenses and permits, charges for service, fines and forfeits, and miscellaneous revenues are recorded as revenues when received in cash. General property taxes, current and prior, and special state tax allocations are recorded when earned (when they are measurable and available).

Continued

Notes To Financial Statements, Continued

June 30, 1998

1. Summary Of Significant Accounting Policies, Continued

Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for debt service and other long-term obligations which are recognized when paid.

Budgetary controls for the Library District are based on Appropriations Limits set by the California Constitution, Article XIII B. This limitation states that the appropriations may increase annually by a factor comprised of the change in population and the change in the U.S. Consumer Price Index or California per capita income, whichever is less. The State of California provides the factors annually to each district in order that the budgets may be prepared. All budgets are approved by Board of Trustees, then the County of Orange. Appropriations do not lapse at year end, as the Library District reverts these funds to their General Fund Balance.

Total-Memorandum Only

When combined financial statements include a "Total-Memorandum Only" column, it should be noted that they are presented to facilitate financial analysis and that data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles nor is such data comparable to a consolidation. Interfund eliminations are not made in the aggregation of these totals.

Designated Fund Balance

The Board of Trustees of Placentia Library District sets aside specific funds to be used for future lease payments. The amount of funds designated as of June 30, 1998, was \$113,435. Interest earned on these funds for the year ended June 30, 1998 was \$2,391. The Board may also set aside funds for equipment replacement and major structural repair. All funds are on deposit with the County of Orange and are not currently available for general operating expenses.

Continued

Notes To Financial Statements, Continued

June 30, 1998

2. Cash And Cash Equivalents

Cash reported in the accompanying combined balance sheet is composed of the following:

Fiscal agents	\$ 363,011
Cash, including interest	34,643
Investments, cash equivalents	<u>103,611</u>
	<u>\$ 501,265</u>

The District considers all highly liquid investments purchased with a maturity of three months or less to be cash equivalents.

The District maintains a portion of their cash and investments in a bank deposit account in excess of federally insured limits (FDIC) of \$100,000. The amount in excess of the FDIC limit totaled \$3,603 as of June 30, 1998.

The Board of Trustees has approved and designated annual payments of \$71,800 to the bond redemption fund. Although actual lease payments per the amortization schedule are for lesser amounts, the funds set aside as designated by the Board have resulted in an excess of funds. The excess funds have been held in a restrictive trust by the County of Orange under the name of Placentia Civic Center Authority. Funds in the account can only be applied toward bond redemption. The fair market value in this account was \$103,603 at June 30, 1998.

3. Fixed Assets

Plant, property and equipment are capitalized and no depreciation or amortization is provided as the Library District is considered a government unit. As of June 30, 1998, property, plant and equipment are comprised of:

Building and improvements	\$ 1,383,219
Furniture and equipment	548,685
Land	<u>81,498</u>
	<u>\$ 2,013,402</u>

Continued

Notes To Financial Statements, Continued

June 30, 1998

4. Long-Term Lease Payable

The lease of the Library facilities from the Placentia Civic Center Authority has been accounted for as a direct financial lease. The assets related to the long-term lease, with a value of \$1,320,927, have been included in plant, property and equipment. Annual lease payments include principal and interest at approximately 6.0% per annum. The Library is required to pay property taxes, insurance, assessments and maintenance allocated to its' facilities and grounds. The maturity date is October 1, 2004. Minimum future lease payments including principal and interest are:

<u>Year Ending June 30,</u>	<u>Amount</u>
1999	\$ 72,645
2000	74,594
2001	76,245
2002	72,825
2003	74,191
2004-2005	<u>151,342</u>
	521,842
Interest expense	<u>(86,842)</u>
Net long-term lease payable	\$ <u>435,000</u>

5. Retirement Plan

The Library has a retirement plan covering all employees with six months of service and who are at least twenty-one years of age. The Library contributes 7% of eligible employee wages on an annual basis.

The plan is a defined contribution plan and benefits under the plan are provided through a trust fund. Plan contributions were \$29,994 for the year ended June 30, 1998.

Continued

Notes To Financial Statements, Continued

June 30, 1998

6. Compensated Absences

Full-time, permanent employees are granted vacation benefits in varying amounts to specified maximums depending on tenure with the District. Sick leave accrues to full-time, permanent employees to specified maximums. Generally, after one year of service, employees are entitled to a percentage of their sick leave balance and all accrued vacation leave upon termination.

The Board of Trustees has established a reserve for unused sickleave. As of June 30, 1998, there was a balance of \$29,065 including accrued interest which is included in cash held by fiscal agents.

7. Relationship to Placentia Civic Center

The Placentia Civic Center Authority, a joint powers agreement between the City of Placentia and the Placentia Library District, was formed in May 1972, for the purpose of selling bonds to construct and furnish a civic center complex, consisting of a city hall, a police facility and a library. The Authority is the owner of the facility and leases the facilities back to the City and the Library District. Bonds were issued to finance the facility. When the bonds are fully paid, the facility will revert to the City and Library. Funds are kept by and appropriated through the County of Orange.

Costs of the civic center complex are prorated for financial purposes to the Library based on the following percentages:

- 50% - Landscape and outside maintenance
- 35% - Utilities
- 25% - Bond clipping by the Board of Trustees for lease payments

Continued

PLACENTIA LIBRARY DISTRICT
Notes To Financial Statements, Continued

June 30, 1998

8. Lease Commitment

The Library has a five year equipment lease expiring in February 2001. The minimum lease commitment as of June 30, 1998, is as follows:

Year Ended June 30,


1999	\$ 5,356
2000	5,356
2001	<u>3,571</u>
	\$ <u>14,283</u>

9. Contract Funding

The Library receives property tax revenues from the County of Orange which represents approximately 87% of total revenues.



TO: Elizabeth Minter, Library Director

FROM: Julie Shook, Reference Librarian 

DATE: October 20, 1998

SUBJECT: Gates Library Foundation Grant

The Gates Library Foundation has invited California public libraries to participate in a statewide grant program to place computers, telecommunications services, and Internet access into public libraries meeting certain poverty level criteria. Placentia is one of five communities in Orange County that meet this requirement of a poverty level of at least 10%.

An inventory questionnaire was filled out and transmitted to the State Library the last week in September. The information requested included: the number of Pentium 90 PCs in the library and the number of those designated for public access; if the library has a Local Area Network and/or is connected to a library Wide Area Network; the number and type of telephone lines; if the library has Internet access for the public, and the type of access.

The State Library of California is coordinating the application process. Implementation of the grant should start during the summer of 1999, and be completed by spring 2000.

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1996-1997	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-96	9/4/96	4,685.02	831.65	835.38	0.00	0.00	0.00	6,352.05
Aug-96	9/26/97	4,435.31	835.38	763.96	57.32			6,091.97
Sep-96	10/15/96	4,534.17	835.38	761.80	107.50			6,238.85
Oct-96	11/18/96	3,642.18	835.38	763.49	0.00			5,241.05
Nov-96	12/18/96	3,179.64	835.38	755.46	322.50			5,092.98
Dec-96	2/7/97	3,213.07	0.00	921.83	215.00			4,349.90
Jan-97	2/20/97	2,789.27	835.38	671.71	119.64			4,416.00
Feb-97	4/2/97	3,093.58	818.37	684.17	215.00			4,811.12
Mar-97	5/2/97	3,336.96	1,636.74	671.71	0.00			5,645.41
Apr-97	5/29/97	3,262.31	818.37	672.49				4,753.17
May-97	7/8/97	3,723.76	863.00	683.64	2,472.50			7,742.90
Jun-97	8/6/97	4,389.35	818.37	930.68	107.50			6,245.90
TOTAL		44,284.62	9,963.40	9,116.32	3,616.96	0.00	0.00	66,981.30
AVG		3,690.39	830.28	759.69	301.41			5,581.78

PERIOD COVERED FY1997-1998	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-97	9/3/97	4,771.45	854.45	640.71				6,266.61
Aug-97	10/9/97	4,546.43	818.47	644.94				6,009.84
Sep-97	10/28/97	4,629.79	818.37	764.59				6,212.75
Oct-97	12/8/97	3,517.79	818.37	753.82	430.00			5,519.98
Nov-97	2/5/98	3,139.17	818.37	763.59	171.26			4,892.39
Dec-97	2/5/98	3,020.48	818.37	756.00	286.25			4,881.10
Jan-98	3/3/98	2,802.37	818.37	796.49	107.50			4,524.73
Feb-98	4/29/98	2,883.17	818.37	792.01	195.64			4,689.19
Mar-98	5/4/98	2,860.41	818.37	677.41	342.54			4,698.73
Apr-98	6/10/98	3,179.79	818.37	774.94	283.78			5,056.88
May-98	7/9/98	3,048.03	818.37	767.49	107.50			4,741.39
Jun-98	8/4/98	4,161.55	818.37	763.01	107.50			5,850.43
TOTAL		42,560.43	9,856.62	8,895.00	2,031.97	0.00	0.00	63,344.02
AVG		3,546.70	821.39	741.25	169.33			5,278.67

PERIOD COVERED FY1998-1999	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-98	9/10/98	0.00	818.37	763.01	107.50			1,688.88
Aug-98	10/13/98	0.00	818.37	761.44	107.50			1,687.31
Sep-98								0.00
Oct-98								0.00
Nov-98								0.00
Dec-98								0.00
Jan-99								0.00
Feb-99								0.00
Mar-99								0.00
Apr-99								0.00
May-99								0.00
Jun-99								0.00
TOTAL		0.00	1,636.74	1,524.45	215.00	0.00	0.00	3,376.19
AVG		0.00	818.37	762.23	107.50			1,688.10

TOTAL DOLLARS SPENT

FY1996-1997	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul 1996	1,348.84	279.00	35.46	1,663.30	831.65
Aug 1996	1,229.50	279.00	19.41	1,527.91	763.96
Sep 1996	1,229.50	279.00	15.10	1,523.60	761.80
Oct 1996	1,229.50	264.00	33.47	1,526.97	763.49
Nov 1996	1,229.50	264.00	17.41	1,510.91	755.46
Dec 1996	1,400.20	408.00	35.46	1,843.66	921.83
Jan 1997	1,090.00	234.00	19.41	1,343.41	671.71
Feb 1997	1,090.00	236.40	41.93	1,368.33	684.17
Mar 1997	1,090.00	234.00	19.41	1,343.41	671.71
Apr 1997	1,090.00	234.00	20.97	1,344.97	672.49
May 1997	1,090.00	234.00	43.27	1,367.27	683.64
Jun 1997	1,463.92	324.00	73.44	1,861.36	930.68
TOTAL	14,580.96	3,269.40	374.74	18,225.10	9,112.55
AVG	1,215.08	272.45	31.23	1,518.76	759.38

TOTAL DOLLARS SPENT

FY1997-1998	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-97	1,090.00	174.00	17.41	1,281.41	640.71
Aug-97	1,090.00	174.00	25.87	1,289.87	644.94
Sep-97	1,284.22	204.00	40.96	1,529.18	764.59
Oct-97	1,284.22	204.00	19.51	1,507.73	753.87
Nov-97	1,284.22	204.00	38.96	1,527.18	763.59
Dec-97	1,284.22	204.00	23.88	1,512.10	756.05
Jan-98	1,315.54	264.00	13.44	1,592.98	796.49
Feb-98	1,315.54	264.00	4.48	1,584.02	792.01
Mar-98	1,171.84	174.00	8.97	1,354.81	677.41
Apr-98	1,315.54	204.00	30.34	1,549.88	774.94
May-98	1,315.54	204.00	15.43	1,534.97	767.49
Jun-98	1,315.54	204.00	6.48	1,526.02	763.01
TOTAL	15,066.42	2,478.00	245.73	17,790.15	8,895.08
AVG	1,255.54	206.50	20.48	1,482.51	741.26

TOTAL DOLLARS SPENT

FY1998-1999	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-98	1,315.54	204.00	6.48	1,526.02	763.01
Aug-98	1,315.54	189.00	18.33	1,522.87	761.44
Sep-98				0.00	0.00
Oct-98				0.00	0.00
Nov-98				0.00	0.00
Dec-98				0.00	0.00
Jan-99				0.00	0.00
Feb-99				0.00	0.00
Mar-99				0.00	0.00
Apr-99				0.00	0.00
May-99				0.00	0.00
Jun-99				0.00	0.00
TOTAL	2,631.08	393.00	24.81	3,048.89	1,524.45
AVG	1,315.54	196.50	12.41	1,524.45	762.22

DOLLARS BY TYPE OF WORKER

FY1996-1997	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1996	326.70	270.00	51.04	0.00	701.10	1,348.84
Aug 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Sep 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Oct 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Nov 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Dec 1996	327.60	270.00	51.04	50.46	701.10	1,400.20
Jan 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Feb 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Mar 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Apr 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
May 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Jun 1997	262.08	216.00	51.04	0.00	934.80	1,463.92
TOTAL	3,272.22	2,700.00	612.48	50.46	7,945.80	14,580.96
AVG	272.69	225.00	51.04	4.21	662.15	1,215.08

DOLLARS BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Aug-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Sep-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Oct-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Nov-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Dec-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Jan-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Feb-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Mar-98	267.92	276.80	52.32	0.00	574.80	1,171.84
Apr-98	267.92	276.80	52.32	0.00	718.50	1,315.54
May-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Jun-98	267.92	276.80	52.32	0.00	718.50	1,315.54
TOTAL	3,180.00	3,172.80	620.16	0.00	8,093.46	15,066.42
AVG	265.00	264.40	51.68	0.00	674.46	1,255.54

DOLLARS BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Aug-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Sep-98						0.00
Oct-98						0.00
Nov-98						0.00
Dec-98						0.00
Jan-99						0.00
Feb-99						0.00
Mar-99						0.00
Apr-99						0.00
May-99						0.00
Jun-99						0.00
TOTAL	535.84	553.60	104.64	0.00	1,437.00	2,631.08
AVG	267.92	276.80	52.32	0.00	718.50	1,315.54

TIME BY TYPE OF WORKER

FY1996-1997	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1996	10.00	10.00	2.00	0.00	30.00	52.00
Aug 1996	8.00	8.00	2.00	0.00	30.00	48.00
Sep 1996	8.00	8.00	2.00	0.00	30.00	48.00
Oct 1996	8.00	8.00	2.00	0.00	30.00	48.00
Nov 1996	8.00	8.00	2.00	0.00	30.00	48.00
Dec 1996	10.00	10.00	2.00	4.00	30.00	56.00
Jan 1997	8.00	8.00	2.00	0.00	24.00	42.00
Feb 1997	8.00	8.00	2.00	0.00	24.00	42.00
Mar 1997	8.00	8.00	2.00	0.00	24.00	42.00
Apr 1997	8.00	8.00	2.00	0.00	24.00	42.00
May 1997	8.00	8.00	2.00	0.00	24.00	42.00
Jun 1997	8.00	8.00	2.00	0.00	40.00	58.00
TOTAL	100.00	100.00	24.00	4.00	340.00	568.00
AVG	8.33	8.33	2.00	0.33	28.33	47.33

TIME BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-97	8.00	8.00	2.00	0.00	24.00	42.00
Aug-97	8.00	8.00	2.00	0.00	24.00	42.00
Sep-97	8.00	10.00	2.00	0.00	30.00	50.00
Oct-97	8.00	10.00	2.00	0.00	30.00	50.00
Nov-97	8.00	10.00	2.00	0.00	30.00	50.00
Dec-97	8.00	10.00	2.00	0.00	30.00	50.00
Jan-98	8.00	10.00	2.00	0.00	30.00	50.00
Feb-98	8.00	10.00	2.00	0.00	30.00	50.00
Mar-98	8.00	10.00	2.00	0.00	24.00	44.00
Apr-98	8.00	10.00	2.00	0.00	30.00	50.00
May-98	8.00	10.00	2.00	0.00	30.00	50.00
Jun-98	8.00	10.00	2.00	0.00	30.00	50.00
TOTAL	96.00	116.00	24.00	0.00	342.00	578.00
AVG	8.00	9.67	2.00	0.00	28.50	48.17

TIME BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-98	8.00	10.00	2.00	0.00	30.00	50.00
Aug-98	8.00	10.00	2.00	0.00	30.00	50.00
Sep-98						0.00
Oct-98						0.00
Nov-98						0.00
Dec-98						0.00
Jan-99						0.00
Feb-99						0.00
Mar-99						0.00
Apr-99						0.00
May-99						0.00
Jun-99						0.00
TOTAL	16.00	20.00	4.00	0.00	60.00	100.00
AVG	8.00	10.00	2.00	0.00	30.00	50.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Review Library Revenue Issues; and continue the discussion of the feasibility of Library Parcel Tax ballot issue reductions.
DATE: October 20, 1998

BACKGROUND:

Library Revenue Issues

At its Meeting on April 15, 1997, the Board requested that an item for the discussion of Library Revenue Issues be included on each Agenda.

1. Property Tax

The first Current Secured Property Tax allocation is due on November 25 and the second is due on December 11.

The year to date increase for Current Secured Tax collection is 12%.

2. State Funds

The State Library estimate for Placentia's share of the Public Library Fund is \$58,865.

The Library of California transition is scheduled to begin in January. It is not likely to impact State revenues during the current fiscal year.

3. Local Revenues

The District has been approved by the U.S. Department of State to serve as a Passport Acceptance Agency. Staff is trying to schedule training as soon as possible.

Peggy Burkich continues to work on the transfer of collection accounts to the new agency.

Parcel Tax Election Considerations

No news to report at this time.

RECOMMENDATIONS:

Give direction for future action

Sananda + Pagos
Rec + file AE / Reg

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Reconsideration of Authorization for the City of Placentia to proceed with contracting with EQE International Inc (Newport Beach) on behalf of Placentia Library District, to perform specific seismic analyses and prepare construction documents for the Library at an estimated net cost of \$9,822.
DATE: October 20, 1998

BACKGROUND:

At its meeting on September 15, 1998 the Library Board of Trustees approved the City of Placentia's contract with EQE International, Inc. (Newport Beach) to perform specific seismic analyses and prepare construction documents for Placentia Library District at a net cost to the District not to exceed \$10,000.

After I sent a letter notifying the City of the District's approval I was told than the terms of payment would need to be different from what I had been told originally. The memo from the City is Attachment A and my response is Attachment B.

After the completion of the work the City will pay the entire amount of the EQE Contract and bill the District for its share. The District will pay the full \$14,000. At the same time the City will apply for reimbursement from the grant awarded by the Federal Emergency Management Authority (FEMA).

The District will receive its share of the reimbursement from the City. The net cost to the District, after the reimbursement from FEMA, is still estimated to be no more than \$9,822.

The City has submitted to the District a proposed *Cooperative Agreement for the Preparation of Seismic Analyses and Construction Documents*. I have reviewed this contract with the City Attorney and my suggestions have been included in the final document. (Attachment C)

RECOMMENDATION:

Approve the *Cooperative Agreement for the Preparation of Seismic Analyses and Construction Documents* with the City of Placentia, and authorize signature of the contract by the Library Director. *7*

MEMORANDUM

City of Placentia

TO: Elizabeth Minter, Library Director
FROM: Administrative Coordinator
DATE: September 24, 1998
SUBJECT: LIBRARY SEISMIC RETROFIT ANALYSIS/PLANS COSTS AND CONTRACT

Thank you for your letter to our City Administrator (dated 9/17/98); I would like to discuss the Placentia Library District's action discussed in your letter, as well as some contract issues.

On September 15, the City Council awarded the contract to do seismic analyses and prepare construction plans for the Civic Center, Corporation Yard and Library. The contract went to *EQE International, Inc.*

The 9/15/98 Library Board of Trustees' Agenda (Item #34) illustrates *EQE's* stated costs for seismic analysis and plans for the Library, as well as potential reimbursement from FEMA for these costs.

In your 9/17/98 letter to Mr. D'Amato, you noted that the Library District authorized the City to contract with *EQE* on behalf of the Library. The Library District approved a net cost not to exceed \$10,000 for the seismic analysis and construction plans. While FEMA may ultimately reimburse up to \$5,754 for these costs, *EQE* must be paid by the Library upon completion of their work. FEMA provides reimbursement after the costs incurred are submitted to the Governor's Office of Emergency Services (OES).

Within the contract that has been prepared between the City and *EQE*, the following are stated:

"(*EQE* shall) Meet with City representatives to present the results of the seismic analysis work, and (then) determine whether to proceed (with construction plans), given the amount of seismic reinforcement required in relation to the available funding for architectural and engineering fees and construction."

"It is expressly understood that compensation shall include payment for all services rendered (as set forth in Section 4), as well as any and all direct and indirect costs and expenses incurred by the CONSULTANT incidental to rendering services..."

The City's primary contact with *EQE* is Senior Vice President Elwood Smietana, S.E. Mr. Smietana feels that both the Civic Center and Library are generally structurally sound. Therefore, after *EQE* completes their analyses of all three (3) facilities, a determination will be made as to the exact seismic reinforcement necessary for each structure, given available funding. The actual costs for the construction plans and incidental work may possibly be less or higher than what was initially stated. To date, the City has compensated *EQE* for the exact amount that was indicated prior to their work on the City's fire stations.

In conjunction with the *EQE* contract itself, the City will provide a cooperative agreement with the Library District for the Library project. This will better clarify the funding requirements involved for both the City and Library District. We are currently conferring with the City Attorney regarding this matter.

If you have any questions regarding either of these matters, please contact me at 993-8117.

Thank you.

cc: City Administrator, Dir. of Public Works, Dir. of Administrative Services, Chief Building Official

PLACENTIA LIBRARY DISTRICT MEMO

TO: John Fraser, City of Placentia Administrative Coordinator
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: September 29, 1998
SUBJECT: Questions about your memo of September 24, 1998

Upon reading your memo of September 24, 1998 regarding the Library Seismic Retrofit Analysis/Plans and Cost Contract, there appears to be several communication clarity problems.

1. Have the City and the Library, or have they not, been awarded a FEMA Grant to cover part of the costs of this project?

In paragraph 5 of your memo of August 24, 1998, you state, "Attached are the EQE estimate for the Library, as well as a schedule of costs covered by FEMA."

In paragraph 6 of the same memo you state, "The *funding allocated by FEMA* (through OES) for the Library is \$47,712. This would cover 75% of the actual retrofit construction costs. For engineering work, *FEMA will also reimburse 75% of 6% of the amounts highlighted. The Library District would be responsible for the balance of EQE's costs.*"

In your memo of September 24, 1998 the participation by FEMA suddenly appears to be uncertain. In paragraph 3 you refer to "*potential reimbursement from FEMA for these costs*" and in paragraph 4 you state that "*FEMA may ultimately reimburse up to \$5,754 for these costs*".

2. Prior to the publication of the Library District's Board memo of September 15, 1998, I reviewed the content of that memo and the calculation of the Library's FEMA reimbursement with you. You helped me calculate the figures used in paragraph 5 of that memo.

Why didn't you disclose to me at that time that the EQE amount would need to be paid in full and then reimbursed by FEMA? The payment structure has now apparently become an issue that I will have to take back to the Library Board.

The budget appropriation I requested from the Library Board was the amount that you told me was appropriate based upon the calculations and estimates that you provided to me in your memo of August 24, 1998. I had no other source of information. I was not provided with a copy or a summary of the proposed EQE contract.

3. Since the EQE amounts are quoted as two different items, \$5,000 for preliminary engineering studies, and \$9,000 for final engineering and construction documents, is it

required in the EQE contract that both items be completed?

In other words, is it possible for the Library to decide to discontinue its participation after the results of the preliminary engineering studies are completed without being obligated to pay for final engineering and construction documents?

What would happen with the FEMA reimbursement if this occurred?

I hope that we will be able to get all of these questions answered and the issues resolved before any further action is taken on this project.

CC: City Administrator
Director of Public Works
Director of Administrative Services
Library Board of Trustees

COOPERATIVE AGREEMENT
FOR THE PREPARATION OF SEISMIC ANALYSES
AND
CONSTRUCTION DOCUMENTS

THIS AGREEMENT is made and entered into this ____ day of October, 1998 by and between the CITY OF PLACENTIA, a municipal corporation (CITY), and the PLACENTIA LIBRARY DISTRICT (DISTRICT).

RECITALS

WHEREAS, the CITY and DISTRICT have the need for the performance of seismic analyses and the preparation of Construction Documents in conjunction with Seismic Retrofit Work to be performed on the Placentia Civic Center (consisting of City Hall and the Police Station), the City Corporation Yard and City Library; and

WHEREAS, the CITY and DISTRICT desire to have the seismic analyses and the preparation of construction documents completed by EQE INTERNATIONAL, INC., a California Corporation (CONSULTANT); and

WHEREAS, this agreement is intended to clearly define the roles and funding responsibilities of the CITY and DISTRICT for the subject work indicated above; and

NOW, THEREFORE, it is mutually understood and agreed by the CITY and DISTRICT as follows:

1. The CITY shall be the lead agency for the performance of seismic analyses and the preparation of construction documents for the Civic Center, Corporation Yard and Library.
2. The estimated cost to the DISTRICT for the Library's share of the project is as follows:

a) Seismic Analysis:	\$ 5,000.00
b) Construction Documents	\$ 9,000.00

The scope of work for the above items is specified in Section 4, Scope of Work, in the "Agreement For The Preparation Of Seismic Analyses And Construction Documents" (CITY-EQE Agreement) between the CITY and the CONSULTANT, a copy of which is attached hereto and incorporated herein by reference (Exhibit A). A certain amount of the costs noted above will be reimbursed to the DISTRICT by the Federal Emergency Management District (FEMA). Pursuant to Section 5 of this agreement, the CITY shall forward all FEMA reimbursement funds for work on the Library to the DISTRICT.

3. The CITY shall engage in all verbal and written correspondence with the CONSULTANT regarding the necessary seismic analysis and the preparation of construction documents for the Library, and shall provide recommendations to the DISTRICT regarding all work proposed and/or performed by the CONSULTANT for the Library.

4. The CITY shall pay the CONSULTANT for all work completed for the Library's share of the Project, and provide the DISTRICT with an invoice(s) for the specific amounts that are charged by the CONSULTANT.

5. The CITY shall act as liaison for the DISTRICT to the Governor's Office of Emergency Services (OES) and the Federal Emergency Management Agency (FEMA) regarding seismic retrofit grant and funding reimbursement matters, as they pertain to the Library, and shall apply for reimbursement on a timely basis as soon as the DISTRICT is eligible.

6. The DISTRICT shall consider the recommendations of the CITY with respect to the CONSULTANT's seismic analysis and the preparation of construction documents for the Library, and shall indemnify and hold the CITY harmless for any and all work performed by the CONSULTANT based on recommendations made by the CITY.

7. Upon completion of their review of the recommendations by the CITY with respect to the CONSULTANT's seismic analysis and preparation of construction documents for the Library, the DISTRICT shall provide any comments/concerns to the CITY, in writing, prior to the commencement of further work by the CONSULTANT.

8. The DISTRICT shall reimburse the CITY for all Project costs paid by the CITY to the CONSULTANT, including costs associated with reproductions of plans and documents, and other costs referenced in Section 6, Compensation, of the CITY-EQE Agreement. The DISTRICT shall reimburse the CITY within thirty (30) days of the receipt of each invoice from the CONSULTANT.

No party to this Agreement, nor any officer, agent or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by any other party under, or in connection with any work, authority or jurisdiction delegated to such other party under this Agreement. It is also understood that, pursuant to Government Code Section 895.4, with regard to any work, authority or jurisdiction delegated to a party under this Agreement, such party shall fully indemnify, defend, and hold the other parties harmless from any liability imposed for injury (as defined by Government Code Section 810.8), occurring by reason of anything done or omitted to be done under or in connection with such delegated work, authority or jurisdiction.

Any notices, requests and demands made between the parties pursuant to this Agreement are to be directed as follows:

CITY: City of Placentia, 401 E. Chapman Avenue, Placentia, CA 92870, Attention: Christopher Becker, Director of Public Works.

DISTRICT: Placentia Library, 411 E. Chapman Avenue, Placentia, CA 92870, Attention: Elizabeth Minter, Library Director.

IN WITNESS THEREOF, the parties hereto have executed this Agreement in the County of Orange, State of California, on the date and year first written above.

CITY OF PLACENTIA

Norman Z. Eckenrode
Mayor


PLACENTIA LIBRARY DISTRICT

Elizabeth Minter
Library Director

ATTEST:

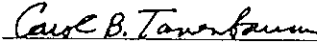
Edmund M. Ponce
City Clerk

APPROVED AS TO CONTENT:



Christopher Becker
Director of Public Works

APPROVED AS TO FORM:



Carol B. Tanenbaum
City Attorney

**AGREEMENT
FOR THE PREPARATION OF SEISMIC ANALYSES
AND
CONSTRUCTION DOCUMENTS**

THIS AGREEMENT is made and entered into this ____ day of October, 1998 by and between the CITY OF PLACENTIA (CITY) and EQE INTERNATIONAL, INC., a California Corporation (CONSULTANT).

RECITALS

WHEREAS, the CITY has the need for the preparation of seismic analyses and the construction documents in conjunction with seismic retrofit work to be performed on the Placentia Civic Center (consisting of City Hall and the Police Station), the City Corporation Yard and the City Library; and

WHEREAS, both the Civic Center and Corporation Yard are owned and operated by the CITY and the Library is owned and operated by the Placentia Library District (DISTRICT); and

WHEREAS, the CITY shall be responsible for all costs associated with the Civic Center, Corporation Yard and the Library; and

WHEREAS, the CITY and the DISTRICT shall simultaneously with the execution of this agreement between the CITY and CONSULTANT, enter into an agreement between the CITY and DISTRICT to reimburse the CITY for all costs related to the Library; and

WHEREAS, the CONSULTANT possesses the necessary qualifications to provide the aforementioned services; and

WHEREAS, it is the desire of the parties hereto to set forth the terms and conditions under which the CONSULTANT shall provide the CITY with the services as set forth herein:

AGREEMENT

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Section 1 - Definitions. Within the context of this Agreement, unless otherwise specified, the various terms used in this Agreement, including the Recitals, shall have the following meaning(s):

- a. "CITY" shall mean the City of Placentia, a municipal corporation.
- b. "Director of Public Works" shall mean the Director of Public Works.
- c. "CONSULTANT" shall mean EQE International, Inc., a California Corporation, and its officers and employees.
- d. "DISTRICT" shall mean the Placentia Library District.
- e. "Extra Work" shall mean work performed by the CONSULTANT at the request of the CITY, in addition to and outside of the scope of this Agreement.



STAFF
REPORT

Exhibit A

Cooperative Agreement
City of Placentia and
Placentia Library District -
Seismic Analysis and
Construction Documents
for the Placentia Library

f. "Project" shall mean the performance of seismic analyses and the preparation of construction documents which are necessary for the eventual construction required to upgrade the structural integrity of the Civic Center, Corporation Yard and Library.

g. "Contractor" shall mean the construction firm that will eventually perform the actual seismic upgrades to the subject facilities.

Section 2 - Agreement. The CITY hereby engages the CONSULTANT, and the CONSULTANT hereby agrees to perform services incidental to said Project.

Section 3 - Description of Project. The Project for which service is to be provided is described as follows:

The CONSULTANT, under the general supervision of the CITY, shall perform seismic analyses and provide structural plans which will illustrate the construction necessary to upgrade the seismic integrity of the Civic Center, Corporation Yard and Library (hereafter referred to as "the subject facilities") to essential building criteria, within practical and funding limitations. The CONSULTANT shall provide its structural documents of the subject facilities, including notes, to inform the Contractor of those items judged necessary to complete the Project. The construction documents shall include specific notations of the information indicated in the CONSULTANT's seismic analyses of the subject facilities. The documents shall also include an itemized estimate of any and all costs that may be requested by the Governor's Office of Emergency Services (OES) and/or the Federal Emergency Management Agency (FEMA), which is the entity providing a portion of the funds for the Project.

Section 4 - Scope of Work. In order to perform the seismic analyses and to complete the necessary plans for seismic retrofit of the subject facilities, the CONSULTANT shall provide the services contained in this section. It is acknowledged that the primary purpose of this work is to achieve a level of strength comparable to essential buildings, within practical and funding limitations. It is not the intent of this project to completely upgrade the building to current standards. Completely enhancing the buildings' structural systems to full 1997 UBC compliance may not be cost-effective, or practical for such older buildings.

a. Review the original plans and associated documents for the subject facilities, as well as findings and recommendations from the CONSULTANT's preliminary evaluations;

b. Prepare a seismic analysis of each of the subject facilities, which will indicate structural reinforcement necessary to achieve essential facility performance in the event of a major earthquake, where practical and cost-effective, given funding limitations.



STAFF REPORT

Exhibit A

Cooperative Agreement
City of Placentia and
Placentia Library District -
Seismic Analysis and
Construction Documents
for the Placentia Library

- e. Meet with City representatives to present the results of the seismic analysis work, and determine whether to proceed, given the amount of seismic reinforcement required in relation to the available funding for architectural and engineering fees and construction.
- d. Finalize the structural/seismic engineering analyses of the subject facilities using seismic design provisions contained in the 1997 edition of the Uniform Building Code (UBC);
- e. Finalize the design strengthening details for the subject facilities;
- f. Prepare construction documents, including structural design drawings, technical specifications and supporting calculations for recommended strengthening measures. Detailed architectural, mechanical and electrical drawings will not be created. However, general notes regarding the modifications to these items will be included on the structural drawings.
- g. Perform a final construction walk-through of the subject facilities to minimize interferences and unknown conditions during the construction phase of the project.
- h. Submit the construction documents for plan-check to the Chief Building Official (CBO) of the City of Placentia, and respond in a timely manner to all comments by the CBO.
- i. Issue a finalized set of construction documents to the CBO for approval.
- j. Other services, as requested and mutually agreed upon.

Section 5 - Period of Performance. Upon receipt of a fully executed copy of this agreement, the CONSULTANT shall, within fourteen (14) days, provide a schedule to the City which details the time frame for compliance with all services hereunder.

Section 6 - Compensation. Except as otherwise provided in this Agreement, the CITY agrees to pay the CONSULTANT a maximum fee of \$40,000 (itemized as \$26,000 for the Civic Center and Corporation Yard; and, \$14,000 for the Library) for the services detailed in Section 4, plus the costs of providing the itemized estimate of probable construction costs; said amount to be dispersed in accordance with Section 8 herein. The CONSULTANT shall receive a maximum amount of \$15,000 (itemized as \$6,000 for analysis of the Civic Center; \$4,000 for analysis of the Corporation Yard; \$5,000 for analysis of the Library) for the completion of items a, b and c under Section 4 herein. It is expressly understood that compensation shall include payment for all services rendered as set forth in Section 4, as well as any and all direct and indirect costs and expenses incurred by the CONSULTANT incidental to rendering services hereunder, as illustrated in the CONSULTANT's "Rate Schedule for Professional Services" which is attached and incorporated herein as Exhibit A.

Section 7 - Changes in Services. In the event of authorization, in writing by the Director of Public Works, of changes in the "Description of Project" or for other written permission



STAFF
REPORT

Exhibit A

Cooperative Agreement
City of Placentia and
Placentia Library District -
Seismic Analysis and
Construction Documents
for the Placentia Library

authorizing additional services not contemplated herein, additional compensation shall be allowed for such extra work. All such additional services shall be compensated on a "Time and Materials" basis, based upon submitted invoices by the CONSULTANT.

Section 8 - Method of Payment The CONSULTANT shall submit monthly invoices for services provided during the preceding month, based on a "Percentage" of the work completed to date. In no event shall the CONSULTANT invoice for more than ninety percent (90%) of the Agreement amount lump sum cost for the work described in the "Description of Project" prior to final acceptance by the CITY of all work performed. Upon final acceptance, as indicated by the signature of the Director of Public Works on the construction documents submitted by the CONSULTANT, the CITY shall pay the CONSULTANT the difference between the amount of ninety percent (90%) of the total project cost as stated in this Agreement, and the total of all allowable charges, exclusive of amounts designated as "Extra Work," but in no event later than forty-five (45) days following submittal by the CONSULTANT for final approval. Any services performed will be so designated on said invoice. In the event that any monthly invoice is not acceptable for any reason whatsoever, the CITY shall notify the CONSULTANT, in writing, within ten (10) days of the date of such invoice giving the CONSULTANT time to promptly respond and make any corrections necessary in order to ensure timely payment.

Section 9 - Insurance During the term of this Agreement, the CONSULTANT shall maintain statutory worker's compensation insurance and comprehensive general liability and errors and omissions insurance in an amount not less than \$1,000,000. The CITY shall be named as additional insured on the worker's compensation general liability policy. Concurrent with the execution of this Agreement, the CONSULTANT shall furnish the CITY satisfactory proof of said insurance and satisfactory proof that each insurance carrier will give the CITY at least thirty (30) days notice of cancellation of said insurance during the term of this agreement.

Section 9.a) - Limitations The CITY agrees to indemnify the CONSULTANT against all claims or litigation arising out of job site construction accidents or injuries, except as may result from the CONSULTANT's failure to competently perform the services under this agreement.

Section 10 - Additional Responsibilities The CONSULTANT agrees that its work product shall be accurate within accepted engineering standards, and its findings, recommendations, and professional advice shall be based upon practices and procedures customary in the engineering profession.

4



STAFF REPORT

Exhibit A

Cooperative Agreement
City of Placentia and
Placentia Library District -
Seismic Analysis and
Construction Documents
for the Placentia Library

Section 11 - Ownership of Documents. Upon completion of the project or termination of this Agreement, pursuant to Section 16, the CONSULTANT shall deliver to the CITY copies of all back-up materials used in this project, which are not already in the CITY's possession.

Section 12 - Accounting Records. The CONSULTANT shall keep complete, accurate, and detailed accounts of all time, costs, expenses, and expenditures pertaining in any way to the rendering of services by the CONSULTANT under this agreement in a manner consistent with generally accepted accounting procedures.

Section 13 - Access to Records. The CITY, or its designated representatives, shall have access to all records of the CONSULTANT, as specified in Section 11, for the purpose of inspection, audit, and copying. The CONSULTANT shall provide proper facilities for such access and inspection at any reasonable time.

Section 14 - Access to Work Product. The Director of Public Works, or his designated representatives, shall, at all times, have access to the work product of the CONSULTANT hereunder, whenever it is in preparation and progress.

Section 15 - Designated Representatives. The CONSULTANT shall designate two (2) registered California structural engineers who shall represent it and be its contacts and agents in all consultations with the City during fulfillment of the terms of this Agreement. Said engineers shall be Elwood A. Smetana, S.E., Senior Vice President, EQE International, Inc., and Martin W. Johnson, S.E., Associate & Project Manager, EQE International, Inc.

Section 16 - Termination. This Agreement may be terminated for the convenience of either party, and without cause by the terminating party, upon giving seven (7) days written notice to the other party. If this Agreement is so terminated, then the CONSULTANT shall be paid for the services satisfactorily performed to the date of termination, and upon delivery of work products, data, and other information compiled or developed to the date of termination.

Section 17 - Independent Capacity. In the performance of this Agreement, the CONSULTANT and its officers, agents, and employees shall act in an independent capacity, and shall not act as officers, agents, or employees of the CITY.

Section 18 - Notices. Notices to be given between the CITY and the CONSULTANT shall be in writing, and may be served by depositing such notices in the United States Mail, postage prepaid, registered, or certified mail, addressed as follows:

CITY of Placentia, 401 E. Chaputan Avenue, Placentia, CA 92870, Attention:
Christopher Becker, Director of Public Works.



STAFF
REPORT

Exhibit A

Cooperative Agreement
City of Placentia and
Placentia Library District -
Seismic Analysis and
Construction Documents
for the Placentia Library

CONSULTANT: EQE International, Inc. 4590 Mac Arthur Blvd., Suite 400, Newport Beach, CA. Attention: Elwood A. Smietana, S.E., Senior Vice President.

Each party shall have the right, from time to time, to designate a different address by notice given in conformity with this section.

Section 19 - Waiver. Any waiver or a breach of any term or condition of this Agreement shall not constitute a waiver of any subsequent breach of the same or any other term or condition hereof.

Section 20 - Time. The project schedule is an important factor, and the CONSULTANT, in conjunction with the Contractor, agrees to make every reasonable effort to maintain the proposed schedule in proper balance with professional conduct and the reliability and accuracy of the technical engineering work.

Section 21 - Amendment. This Agreement shall not be modified, except by an agreement in writing signed by both parties.

Section 22 - Assignment. This Agreement shall not be assigned, either in whole or part, by the CONSULTANT without the written consent of the CITY.

Section 23 - Succession. This Agreement shall be binding upon and ensure to the benefit of the successor and assigns of the parties.

Section 24 - Extent of Agreement. This Agreement represents the entire and integrated agreement between the parties, and supersedes all prior negotiations, representations, or agreements, either written or oral. Pursuant to this agreement, the CONSULTANT is responsible for determining the design of the project and the way in which it functions and responds upon completion of construction, in accordance with the construction documents prepared by the CONSULTANT.

IN WITNESS THEREOF, the parties hereto have executed this Agreement in the County of Orange, State of California, on the date and year first written above.

CITY OF PLACENTIA

EQE INTERNATIONAL, INC.

Norman Z. Eckenrode
Mayor

Elwood A. Smietana, S.E.
Senior Vice President

Martin W. Johnson, S.E.
Associate & Project Manager



STAFF
REPORT

Exhibit A

Cooperative Agreement
City of Placentia and
Placentia Library District -
Seismic Analysis and
Construction Documents
for the Placentia Library

ATTEST:

Edmund M. Ponce
City Clerk

APPROVED AS TO CONTENT:

Christopher Becker
Director of Public Works

APPROVED AS TO FORM:

Carol B. Jancbaum
City Attorney

7



STAFF
REPORT

Exhibit A

Cooperative Agreement
City of Placentia and
Placentia Library District -
Seismic Analysis and
Construction Documents
for the Placentia Library

**EQE INTERNATIONAL, INC.
RATE SCHEDULE FOR PROFESSIONAL SERVICES**

This schedule of charges is for professional services provided on a time and material basis. If services are provided on a fixed fee basis, the Client agrees to pay the fixed fees as scheduled in the proposal.

The following proposed charges are for work directly related to the projects. These rates include all overhead and profit.

Classification	Hourly Rates
Principal	\$150 to 225
Senior Consultant	\$130 to 200
Consultant/Technical Manager	\$115 to 145
Principal Engineer/Project Manager	\$90 to 130
Project Engineer	\$70 to 105
Lead Engineer	\$50 to 90
Engineer	\$50 to 85
Drafting	\$50 to 90
Technical & Clerical Staff	\$10 to 90

An overtime premium of 35% shall be applied to the above rates for hours worked in the field in excess of 8 hours per day or 40 hours per week.

The above rates shall be increased by 50% for hours spent in court as an expert witness or in preparation for or giving legal depositions with a minimum charge of \$1,000 per day for time spent at court or at a legal deposition including travel time to and from the office.

Direct expenses that are directly attributable to the performance of the work, such as travel, subsistence, long distance communications, reproduction charges, subcontracts, outside services, photo supplies, and equipment rentals will be charged at 1.1 times cost.

SOFTWARE AND EQUIPMENT RATES

Microcomputer	\$15/hour
Microcomputer CPU time	\$100/hour
Software (excluding computer)	
Image Processing	\$15/hour
ETABS	\$15/hour
STAAD	\$15/hour
SAP 90	\$15/hour
Presentation Graphics	\$15/hour
Autocad	\$15/hour
Presentation Master	\$20/slide
Accelerometer	\$40/month
Oscilloscope	\$225/month
Parametric Speed Control and Motor	\$50/month
Transport Box	\$25/month
Shaker-Test Machine	\$25/month
R-Meter	\$30/job
Thickness Gauge	\$200/job

Specialized software, if needed, will be defined in proposal.

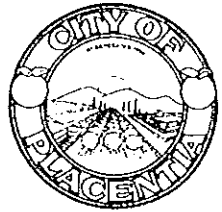
EQE INTERNATIONAL, INC.



STAFF
REPORT

Exhibit A

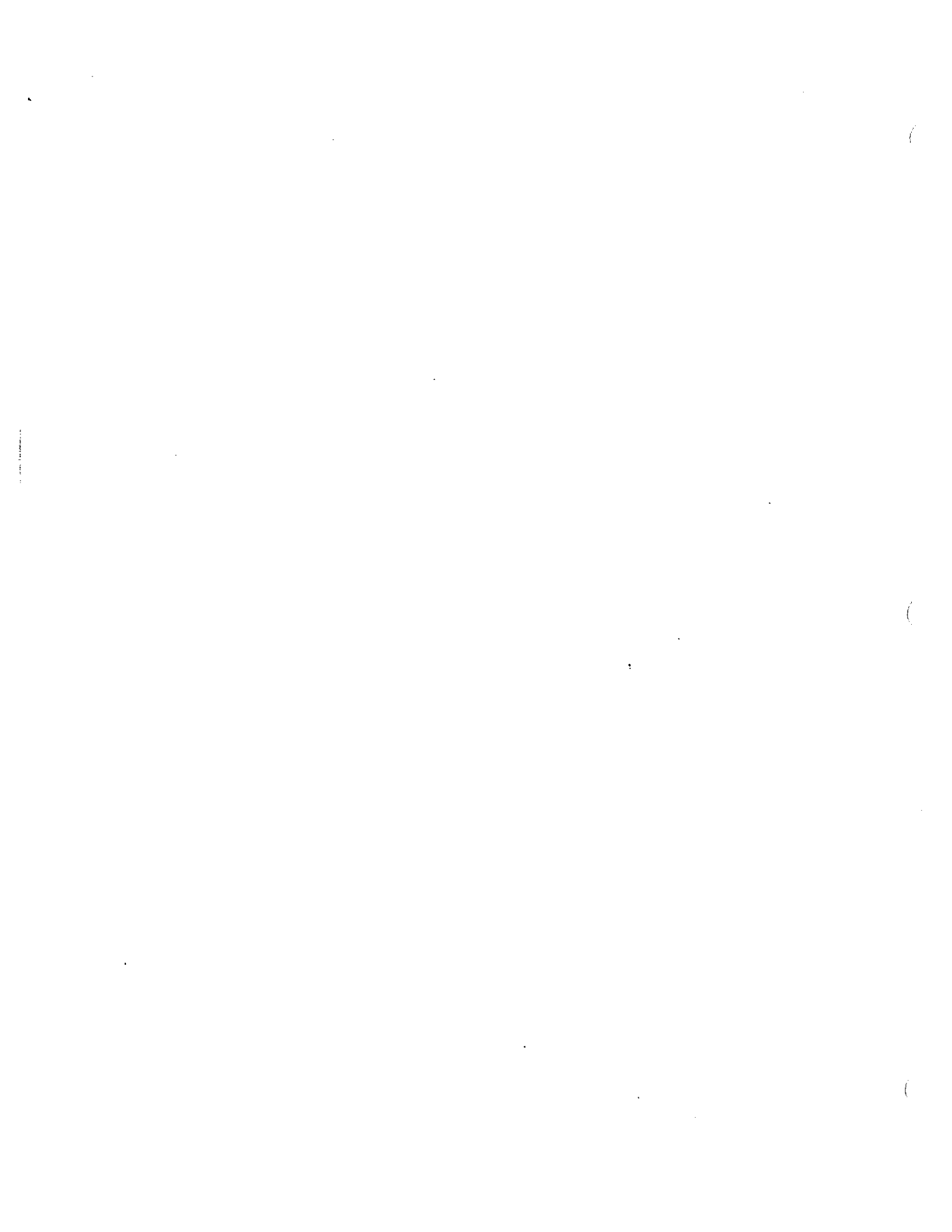
City Contract
EQE International, Inc.
Seismic Analyses and
Construction Documents
Civic Center Corporation
Yard and City Library



STAFF
REPORT

Exhibit A

Cooperative Agreement
City of Placentia and
Placentia Library District -
Seismic Analysis and
Construction Documents
for the Placentia Library



TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: October 20, 1998

SUBJECT: Program Committee Report for the Month of September

DEPARTMENT		SEPTEMBER 1998	
		Number Of Programs	Number of Attendees
Adult Services			
Total			
YTD Total			
Literacy Services			
Citizenship			
Tutor Training		1	8
Tutor-In-Service		1	5
Total		2	13
YTD Total		9	80
Children's Services			
Way Out Wednesdays			
SRP Registration			
SRP School Visits			
Class Visits to the Library		2	39
Story Times 2-3			
Story Times 4-6			
Lapsits			
Total		2	39
YTD Total		42	3366

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11/11/11 10:11:11

To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian *cmg*

Date: October 20, 1998

Subject: **September Activities in the Children's Department**

Programming- There were no storytimes or lapsits in September. Programming will resume in October.

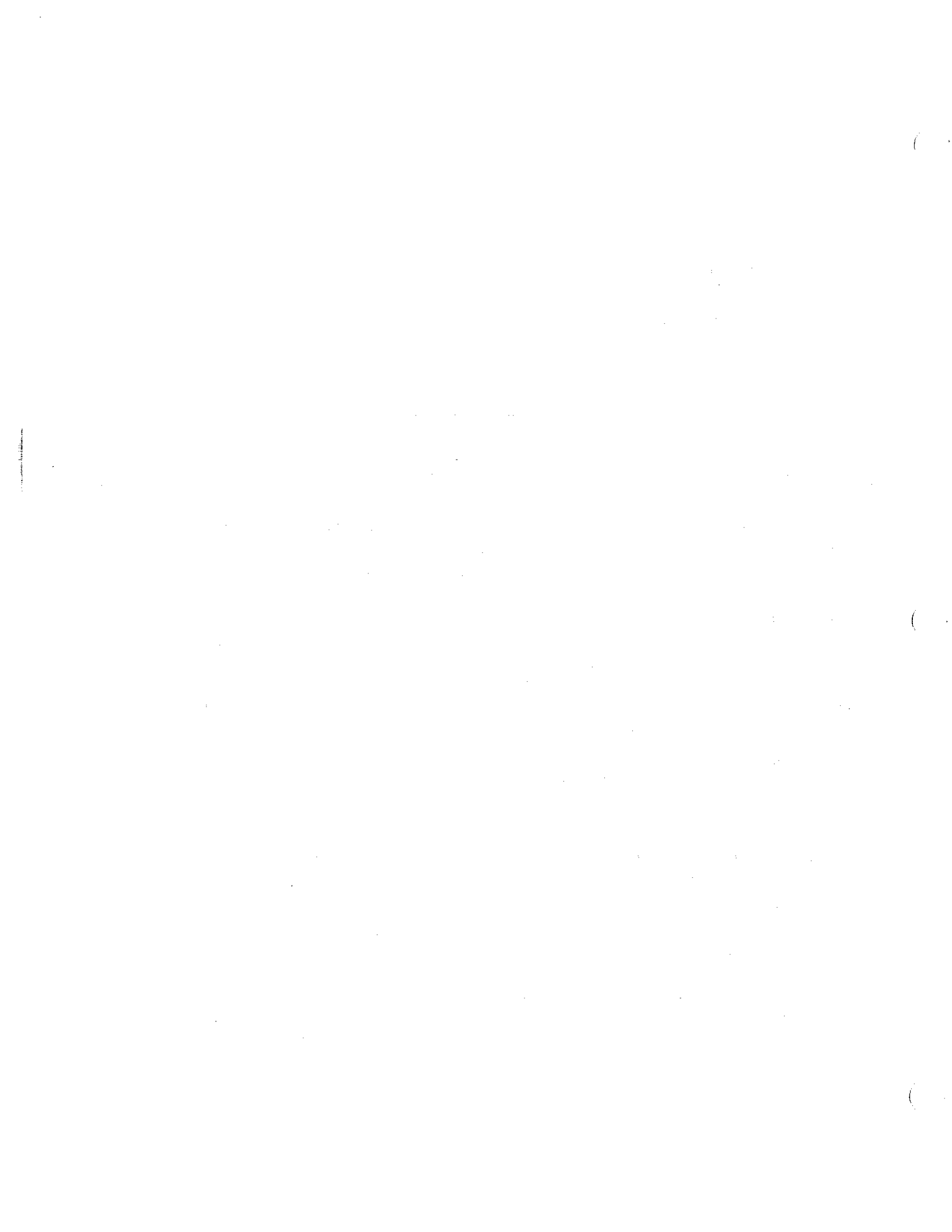
School Out Reach- Flyers were delivered to nine elementary schools in the Placentia/Yorba Linda Unified School District announcing the "Every child a Library Card" program. These flyers will have reached between 7000 and 8000 children. By the end of September, 51 children had registered for new library cards.

School Visits- School visits have resumed. Two First grade classes from Tynes Elementary visited with a total of 39 kids. The children were given a tour of the Library and had a storytime featuring several of this year's nominees for the California Young Reader Medal in the Primary category. The children read the remaining nominee books for the primary category with their teacher in the classroom. On Monday September 26th one of the teachers phoned in the votes for the two classes. The Children's Department has had its first 39 votes cast for this year's California Young Reader Medal Nominees.

Community Out Reach- Flyers announcing our upcoming storytimes have been left with several area doctors and dentists offices. The flyers will be placed in the waiting rooms for parents to take.

Teen Volunteers- Teen volunteers continue to work in the Children's Department. There are currently 8 working on completing their high school community service hours. They are working on completing several bulletin boards, reshelving picture books and paperbacks, relabeling the folktale collection, and doing other tasks as they come up.

Reading Incentive Programs- There are two incentive programs going on in Children's now that the Summer Reading Program is over. One program involves earning stamps for visiting the library. Each child who gets five out of seven possible stamps will earn a pencil and be entered in a prize drawing. The second incentive program involves reading a Placentia Library book and then writing a book review or drawing a picture about the book. Each child who turns in a book review and/or picture will earn a pencil and be entered in a prize drawing. The book reviews and drawings will be put on temporary display on a bulletin board and will then be compiled into a 3-ring binder for permanent display.



TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: October 20, 1998
SUBJECT: Publicity materials produced for September 1998

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees
2. Library Hours
3. Afghan for sale at Circulation Desk
4. Literacy asking for volunteers to take the tutor training program
5. September Quotes
6. Find bargains at the Friends of Placentia Library bookstore
6. Access the Internet at the Library for free
8. Storytime and lapsit schedule for children
9. Closed for Labor Day Holiday

Newspaper articles published:

1. City Resume - Placentia

332

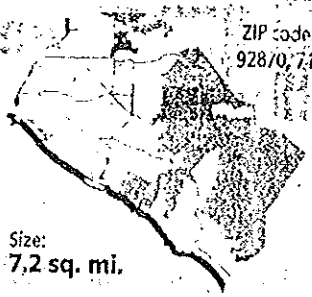
CITY RESUME

PLACENTIA

STATISTICS

Population	45,339*
Median income	\$50,945
People under age 18	26%
Percent unmarried	33%

* 1995 estimate
Some data from 1990 Census and Dataquick Information Systems.



Size:
7.2 sq. mi.

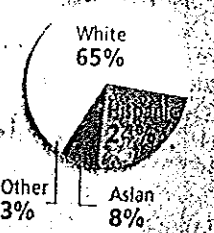
ZIP code:
92870, 71

HOUSING

Median home price	\$215,000
Average apartment rent	\$841
Housing units	11,584
Housing vacancy	2.61%
People per household	3.22

2.91 countywide.

DEMOGRAPHICS



BUSINESSES*

Total	625
Total as a percent of county	0.8%
Total employed	11,066
Employed as a percent of total county	1.0%

Top 5 private employers

Placentia Linda Hospital	300
Knott's Berry Farm Foods	250
Hartwell Corp.	240
McMullen & Argus Publishing Inc.	200
Kaynor Technologies, Microdot division	190

*Some information is based on ZIP code boundaries.

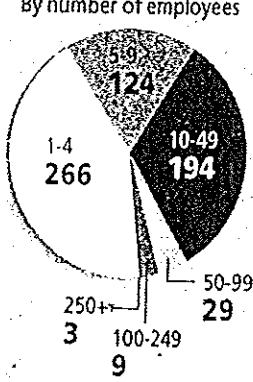
TOP THREE MAJOR BUSINESS ACTIVITIES

	No. of firms	Percent
Retail trade	127	20.3%
Wholesale trade	103	16.5
Services: Hotels, personal, business	99	15.8

FIRM TYPE

Single location	438
Headquarters	43
Franchises	23
Divisions	12
Branches	109

FIRM SIZE



TAXABLE SALES

\$308 million in 1996, up 11 percent from 1995.

BUSINESS LICENSE FEES

For a new retail, wholesale or service business license, the flat fee is \$33, good until the end of the calendar year. For general contractors, it's \$105; subcontractors, \$60, both good for a 12-month period. For professional businesses, the fee is \$60 per professional, \$13 per nonprofessional in the company and good for the fiscal year (July 1 to June 30).

SPECIAL BUSINESS AREAS

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

ITEMS OF INTEREST

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

TELEPHONE

INFOSTORE: Register InfoStore sells City Resumes for incorporated Orange County cities. Individual resumes are \$5. A package of all cities is \$25. Call (714) 565-6077 to order.

- City Hall:**
401 E. Chapman Ave. (714) 993-8117
- Chamber of Commerce:**
201 E. Yorba Linda Blvd., C (714) 528-1873
- Telephone:**
Pacific Bell (800) 750-2355
- Electricity:**
So. California Edison Co. (800) 655-4555

- Gas:**
So. California Gas Co. (800) 427-2000
- Water:**
So. California Water Co. (714) 528-1462
Yorba Linda Water District ... (714) 777-3018
- Trash:**
Placentia Disposal (714) 238-3300

Some business data provided by Inside Prospects, Newport Beach, (949) 660-7777, Web site: www.inside-prospects.com

Compiled by Melodie Nyman Posada.
The Orange County Register

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *Kum*
DATE: October 20, 1998
SUBJECT: **Placentia Library Literacy Services Report for the month of September**

Program Statistics

Active tutors: 47
Active students: 51
Students waiting to be matched: 20
Percentage of tutors reporting (September hours): 85%
Tutoring hours reported: 189
Other volunteer hours reported: 72
Total volunteer hours: 261

Tutor Training. The fall Tutor Training Workshop began Monday, September 28, 1998 and will continue through October 26, 1998. A one and a half hour supplemental workshop for all tutors was held September 20, 1998.

Southern California Library Literacy Network (SCLLN). The September 17, 1998 meeting of SCLLN was held in Santa Fe Springs and was attended by Literacy Coordinator Matas and Board President Dinsmore.

SAFETY COMMITTEE MEETING
SEPTEMBER 23, 1998
MINUTES

- I. Call to Order: 11:45 A.M.

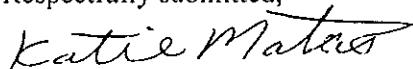
- II. Members Attending: Jerry Conn
Esther Guzman
Katie Matas
Cindy McClain

- III. Old Business
 - 1. The committee continued its review of the Library's disaster plan. The sections dealing with hostage taking, falling aircraft and flood were reviewed and deemed adequate.

- IV. New Business
 - 1. The emergency supply chest in the workroom was checked and necessary replacement supplies were noted.

The next meeting will be October 21, 1998 at 11:15 A.M.

Respectfully submitted,



Katie Matas

