



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING

May 18, 2020

6:30 p.m.

Call-In Information

(669) 900-6833

Meeting ID: 880 1407 9272








Password: 004285

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda
This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).
Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees February 18, 2020 Unusual Date Meeting, March 10th, 2020 Special Meeting, March 16th, 2020 Emergency Meeting, March 23, 2020 Special Meeting, and April 2nd, 2020 Special Meeting (Receive & File and Approve).

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for February – April 2020. (Receive & File and Approve)
11. FY2019-2020 Cash Flow Analysis through February 2020; the Schedule of Anticipated Property Tax Revenues for FY2019-2020 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for February – April 2020 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Balance Sheet for February - April 2020. (Receive & File)
14. Acquisitions Report for February – April 2020. (Receive & File)
15. Entrepreneurial Activities Report for February – April 2020. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for February - April 2020. (Receive, File, and Ratify Appointments)
17. Circulation Report for February – April 2020. (Receive & File)
18. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 19 – 22)

19. Administration Report for February – April 2020.
20. Children's Services Report for February – April 2020.
21. Adult Services Report for February – April 2020.
22. Placentia Library Web Site & Technology Report for February – April 2020.

NEW BUSINESS

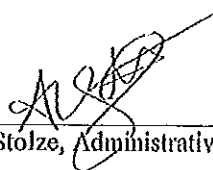
23. Conference Authorization: Library Board of Trustees and Library Staff to attend the American Library Association (ALA) Virtual Event on June 24-26, 2020.
24. Discuss the California Voting Rights Act (CVRA) and Placentia Library District's Response for District-Based Election System.
25. Award Contract for Placentia Library District's Financial Audit, Management Letter, Financial Transactions Report and Supplement to the Annual Report, and Preparation of the GANN Limit Review Report for the 2019-2020 Fiscal Year.
26. Discuss and Authorize the Parking Lot Modified Shurry Seal Project as presented.
27. Discuss and Authorize Amendments to the 2019-2021 Fiscal Year Budget and Adopt Resolution 20-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Amending the District's 2019-2021 Fiscal Year Budget.
28. Discuss and Authorize the Covid-19 Reopening Plan as presented.

ADJOURNMENT

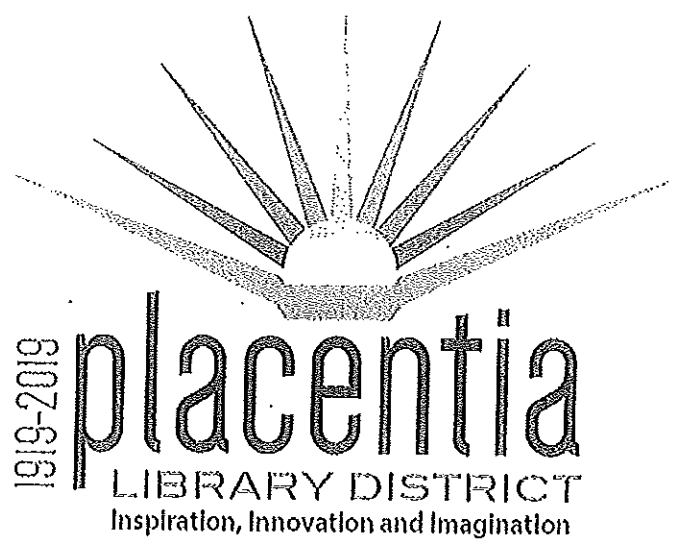
29. Agenda Preparation for the June Regular Date Meeting which will be held on June 15, 2020 at the Placentia Library District, unless re-scheduled by the Library Board of Trustees.
30. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
31. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the May 18, 2020 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 15, 2020..



Alyssa Stolze, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 18TH, 2020

Agenda Item 9

Page 5

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 18th, 2020 at 6:33 p.m.

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

Members Absent: None.

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Alyssa Stolze, Administrative Assistant.

Guests: None.

ADOPTION OF AGENDA

It was motioned by President Carline to adopt the agenda. It was moved by Trustee DeVecchio and seconded by Secretary Shkoler to adopt the agenda (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline attended and sponsored the Miss Placentia Yorba Linda Pageant. President Carline also attended the Excellence in Placentia Gala, where President Carline was named the 2020 Citizen of the Year. President Carline congratulated the District on being named 2020 Employer of the Year, the Placentia Library Friends Foundation as Non-Profit of the Year, and to American Martinez, a teen volunteer, as Youth Volunteer of the Year. President Carline also updated the Board that the Joint Use Committee Meeting was postponed due to scheduling conflicts to March 2nd, 2020.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended and sponsored the Miss Placentia Yorba Linda Pageant alongside attending the Excellence in Placentia Gala.

Trustee DeVecchio attended the Excellence in Placentia Gala.

Trustee Martin attended and sponsored the Miss Placentia Yorba Linda Pageant alongside attending the Excellence in Placentia Gala. Trustee Martin also attended a PLFF Board Meeting and the library's Literacy Tutor Training.

Trustee Minter attended the Excellence in Placentia Gala, Congressman Cisneros' town hall meeting regarding voting and the Census in addition to attending the LAFCO Luncheon.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the Excellence in Placentia Gala where she congratulated staff and PLFF on their wins. A press release was sent out to all media outlets and the California Special District Association. Director Contreras also attended a California Library Association (CLA) Board Meeting in San Jose, CA, served on the CLA finance and marketing committee. Moreover, Director Contreras reported out on the library's upcoming events, such as being a Voting Center, Pawfest, and Bodhi's Grand Opening.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl announced the bookstore has a new manager being trained, reported out on the preparations for Author's Luncheon, and discussed PLFF's ideas for a new membership plan to increase their numbers. Additionally, PLFF was named Non-Profit of the Year by the Placentia Chamber of Commerce.

CONSENT CALENDAR

It was moved by Secretary Shkoler and seconded by Trustee Minter to approve Agenda Items 9-22 after a review of Items 10, 12, and 13. A roll call vote was taken:

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

**MINUTES FOR THE
JANUARY 22, 2020
UNUSUAL DATE MEETING.**

The minutes for the January 22nd, 2020 Unusual Date Board Meeting was approved received, and filed (Item 9).

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

**CASH FLOW ANALYSIS
AND
TREASURER'S REPORTS**

Check Registers for January 2020 (Item 10)
Fund 707 Balance Report for January 2020 (Item 11)

Financial Reports through January 2020 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

Balance Sheets for January 2020 (Item 13)
Acquisitions Report for January 2020 (Item 14)
Service Revenue Report for January 2020 (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for January 2020 (Item 16)
Circulation Report for January 2020 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

Administration Report for January 2020 (Item 19)
 Children’s Services Report January 2020 (Item 20)
 Adult Services Report for January 2020 (Item 21)
 Placentia Library Website Technology Report for January 2020 (Item 22)

**ADOPT RESOLUTION 19-06:
 A RESOLUTION
 AUTHORIZING
 PARTICIPATION IN THE
 PARS POST-EMPLOYMENT
 BENEFITS TRUST PROGRAM
 TO BE ADMINISTERED BY
 PUBLIC AGENCY
 RETIREMENT SERVICES
 (PARS), APPOINTING THE
 BOARD PRESIDENT AS THE
 DISTRICT’S PLAN
 ADMINISTRATOR, AND
 AUTHORIZING THE BOARD
 PRESIDENT TO EXECUTE THE
 DOCUMENTS TO
 IMPLEMENT THE PROGRAM**

Trustee Martin had presented the Addendum to Director Employment Compensation at the January 22nd, 2020 Unusual Date Meeting and It was approved by the Board. Resolution 19-06 was then presented to the Board to authorize the legal paperwork and steps with PARs to implement the program. It was motioned by Trustee Martin and seconded by Secretary Shkoler to approve the District’s establishment of the PARS Post-Employment Benefits Trust Program and authorize Board President Carline to sign all necessary documents. A roll call vote was taken:

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

It was then motioned by Secretary Shkoler and seconded by Trustee DeVecchio to adopt Resolution 19-06: A Resolution Authorizing Participation in the PARS Post-Employment Benefits Trust Program to be Administered by Public Agency Retirement Services (PARs). A roll call vote was taken

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

**TRAVEL AUTHORIZATION;
 THE CALIFORNIA SPECIAL
 DISTRICT ASSOCIATION
 (CSDA) ANNUAL
 CONFERENCE IN PALM
 DESERT, CALIFORNIA,
 AUGUST 24-27, 2020**

Director Contreras presented the travel authorization for the Board and Library Director to attend the California Special District Association (CSDA) Annual Conference on August 24-27, 2020 in Palm Desert, CA. The Board discussed the conference and availabilities. It was the motioned by Trustee Minter and seconded by Trustee Martin to authorize Director Contreras and Assistant Director Baltierra to attend the American Library Association Annual Conference on June 25-30, 2020 in Chicago, Illinois. A roll call vote was taken:

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

**CALIFORNIA SPECIAL
 DISTRICT ASSOCIATION
 (CSDA) BOARD OF
 DIRECTORS CALL FOR
 NOMINATIONS, SEAT B AND
 C.**

Director Contreras presented the California Special District Association (CSDA) Board Of Directors’ Call for Nominations for Seat B (2020-2022 Term) and Seat C (2021-2023 Term). After a discussion of current obligations, the Board declined to nominate. No action was taken at this time.

ORANGE COUNTY LAFCO BOARD OF DIRECTORS CALL FOR NOMINATIONS, REGULAR SPECIAL DISTRICT MEMBER SEAT.

Director Contreras presented the Orange County LAFCO's Appointment Schedule regarding the upcoming appointment for the Orange County LAFCO Regular Special District Member Seat. After a discussion of current obligations, the Board declined to nominate. No action was taken at this time.

DISCUSSION OF THE HVAC EQUIPMENT SCREEN AND ENCLOSURE PROJECT.

At the January 22, 2020 Unusual Date Meeting, the Board recommended Director Contreras meet with Public Works Director at the City of Placentia for further input and recommendations. Moreover, the Board recommended Director Contreras confer with legal counsel regarding Policy 3080, which would allow a bypass of the bid process should the Board choose. After working with the City and legal counsel, Director Contreras presented a draft for the HVAC Screen Equipment and enclosure project. After reviewing the draft and requesting verbiage for signage included in installation, which would be discussed with the City first, it was motioned by Trustee Martin and seconded by Trustee DeVecchio to authorize Director Contreras to work with District counsel to finalize the Request for Proposal and, if there are no major changes, the Director may post the proposal. All in favor:

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

REVIEW OF ACTION ITEMS

The next Board Meeting will be on March 23rd, 2020 at 6:30 p.m. in the Community Meeting Room.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of February 18th, 2020 was adjourned at 7:19 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL DATE MEETING OF THE BOARD OF TRUSTEES
MARCH 10TH, 2020

Agenda Item 9
Page 9

CALL TO ORDER

President Carline called the Special Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 10th, 2020 at 6:30 p.m.

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

Members Absent: Trustee Richard DeVecchio

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager.

Guests: None

ADOPTION OF AGENDA

It was moved by Secretary Shkoler and seconded by Trustee Minter to adopt the Agenda. President Carline entered the meeting at 6:48 p.m. (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

DISCUSS AND ADDRESS PLANS AND RESPONSES FOR COVID-19.

Director Contreras presented a draft message addressing the public on the COVID-19 outbreak and the District's plan of action to be taken to create a clean environment and provide correct information to the community. The Board discussed the concerns of the community and staff. It was determined that the staff would not telecommute due to it only pertaining to a minimal number of staff, additionally the following precautions would be effective immediately: Library of Things Checkouts will be suspended until further notice and Meeting Room rentals will be suspended until further notice. Janitorial staff will come in more often to provide deeper and more thorough cleaning services, a temperature ear thermometer will be ordered and available in Administration for staff, and COVID-19 testing for all staff is to be covered by the District should an employee, trustee, or volunteer test positive. A single page letter will be sent out to all Placentia residents as well as on social media, Constant Contact, and the District's website. The District will also provide its employees with cleaning supplies and gloves.

REVIEW OF ACTION ITEMS

The next Board of Trustees Meeting will be on March 23rd, 2020 at 6:30 p.m. in the Community Meeting Room.

ADJOURNMENT

The Board of Trustees Special Meeting of March 10th, 2020 was adjourned at 7:20 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustee

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL DATE MEETING OF THE BOARD OF TRUSTEES
MARCH 23RD, 2020

CALL TO ORDER

President Carline called the Special Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 23rd, 2020 at 9:30 a.m.

Members Present: President Gayle Carline, Trustee Richard DeVecchio, Trustee JoAnne Martin, Trustee Elizabeth Minter

Members Absent: Secretary Al Shkoler

Staff Present: Jeanette Contreras, Library Director; Alyssa Stolze, Administrative Assistant.

Guests: David DeBerry, Woodruff, Spradlin & Smart

ADOPTION OF AGENDA

It was moved by Trustee DeVecchio and seconded by Trustee Martin to adopt the Agenda. Trustee Minter entered the meeting at 9:38 a.m. (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

RESOLUTION 19-07: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY AUTHORIZING PAID ADMINISTRATIVE LEAVE TO SPECIFIED EMPLOYEES DURING THE STATE OF CALIFORNIA'S DECLARATION OF EMERGENCY

The District's Legal Counsel, David DeBerry from Woodruff, Spradlin & Smart presented Resolution 19-07 regarding federal administrative leave alongside the District's leave policy, The resolution would allow the District to exhaust the federal leave first followed by the District's administrative leave policy. Mr. DeBerry also noted to the Board that any stimulus checks created out of the leave policy cannot be credited back to the District. Director Contreras also discussed Resolution 19-07 verblage regarding probation and substitutes. The Board requested verblage of probation be removed from the Resolution in addition to the leave policy to include substitutes. It was motioned to approve Resolution 19:07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Authorizing Paid Administrative Leave to Specified Employees During the State of California's Declaration of Emergency. A roll call vote was taken:

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

REVIEW OF ACTION ITEMS

The next Board of Trustees Meeting will be on April 20th, 2020 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Special Meeting of March 23rd, 2020 was adjourned at 9:49 a.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustee

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL DATE MEETING OF THE BOARD OF TRUSTEES
APRIL 2ND, 2020

CALL TO ORDER

President Carline called the Special Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 2nd, 2020 at 5:01 p.m.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Alyssa Stolze, Administrative Assistant.

Guests: None

ADOPTION OF AGENDA

It was moved by Trustee DeVecchio and seconded by Trustee Martin to adopt the Agenda (Item 3). A roll call vote was taken:

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

ORAL COMMUNICATION

None (Item 4).

RESOLUTION 19-08: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY DIRECTING CLOSURE OF THE PLACENTIA LIBRARY DISTRICT THROUGH JUNE 30, 2020.

Library Director Contreras presented Resolution 19-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Directing Closure of the Placentia Library District Through June 30, 2020. After a discussion and confirmation that online services to the public will continue, it was motioned to read Resolution 19-08 by name by Trustee Martin and seconded by Secretary Shkoler. A roll call vote was taken:

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

It was then motioned to approve Resolution 19-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Directing Closure of the Placentia Library District Through June 30, 2020 by Trustee Minter and seconded by Secretary Shkoler. A roll call vote was taken:

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

REVIEW OF ACTION ITEMS

The next Board of Trustees Meeting will be on April 20th, 2020 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Special Meeting of April 2nd, 2020 was adjourned at 5:11 p.m.

Gayle Carlne, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustee

Placentia Library District
Check Register
February 2020

Date	Ref No.	Payee	Memo	Payment	Type
02/04/2020	11040	Printing Museum	Paper and book workshop program	300.00	Bill Payment
02/05/2020	11041	Placentia Library District	For payroll on 02/19/20	60,000.00	Check
02/05/2020	11042	Cintas	Cleaning Supplies	331.23	Bill Payment
02/05/2020	11043	Baker & Taylor	Books	2,521.19	Bill Payment
02/05/2020	11044	Southern California Edison	12/31/19-1/30/20 Services	3,803.13	Bill Payment
02/05/2020	11045	Unlque Management Services, Inc.	Collection services for December 2019	107.40	Bill Payment
02/05/2020	11046	Woodruff, Spradlin & Smart	Services rendered through 12/31/2019	955.70	Bill Payment
02/05/2020	11047	SirsiDynix #774271	SirsiDynix contract and migration	22,980.00	Bill Payment
02/14/2020	11048	Matthew A Wolfe	Refund for eXPLORE newsletter ad.	300.00	Bill Payment
02/14/2020	11049	Dist	Fuentes business cards	14.14	Bill Payment
02/14/2020	11050	Staples Advantage	Info Desk Thermal Receipt Paper Rolls	176.99	Bill Payment
02/14/2020	11051	Baker & Taylor	Books	1,899.31	Bill Payment
02/14/2020	11052	Califa	Proquest/Heritage Quest Online 1/20-12/20	972.25	Bill Payment
02/14/2020	11053	Midwest Tape	Audiobooks/DVDs	535.73	Bill Payment
02/14/2020	11054	SDRMA	Medical benefits for March 2020	25,039.98	Bill Payment
02/14/2020	11055	Arcella Janitorial Service	Janitorial Services 01/2020 to 01/20	3,344.00	Bill Payment
02/14/2020	11056	Umpqua Bank	1/2-1/30/20 CC Charges	9,492.80	Bill Payment
02/14/2020	11057	Cintas	Cleaning Supplies	166.51	Bill Payment
02/14/2020	11058	System	State SSA Program FY 19/20	400.00	Bill Payment
02/18/2020	11059	Placentia Library District	For payroll on 03/04/20	60,000.00	Check
02/18/2020	11060	Cintas	Cleaning supplies	662.46	Bill Payment
02/18/2020	11061	Baker & Taylor	Books	1,656.23	Bill Payment
02/18/2020	11062	Ingram Inc	Books	110.05	Bill Payment
02/18/2020	11063	Legacy Integrative Solutions	Printer services	728.12	Bill Payment
02/18/2020	11064	CALNET3	Services 1/2-2/1/20	168.61	Bill Payment
02/20/2020	11065	Advantage, Inc.	eXPLORE 2020 Postage	3,254.12	Bill Payment
02/27/2020	11066	Midwest Tape	Audiobooks/DVDs	3,213.47	Bill Payment
02/27/2020	11067	City of Placentia	Shared Costs with the City	4,304.97	Bill Payment
02/27/2020	11068	Baker & Taylor	Books	7,168.79	Bill Payment
02/27/2020	11069	Time Warner Cable	2/12-3/11/20 Services	67.90	Bill Payment
02/27/2020	11070	SoCalGas	Services 1/16-2/18/20	65.47	Bill Payment
02/27/2020	11071	SDRMA	Ancillary Benefits for March 2020	2,414.43	Bill Payment
02/27/2020	11072	Public Agency Retirement Services	PP01/03/20-01/16/20, 1/17/20-1/30/20, 1/31/20	6,900.02	Bill Payment
02/27/2020	11073	Unlque Management Services, Inc.	Collection Services Jan 2020	107.40	Bill Payment
02/27/2020	11074	Woodruff, Spradlin & Smart	Services rendered through 1/31/20	918.00	Bill Payment
02/27/2020	11075	White Nelson Diehl Evans LLP	First & final billing on audit ending 6/30/19	5,715.00	Bill Payment
02/27/2020	11076	Republic Services	Recycle Container	304.99	Bill Payment
02/27/2020	11078	World Book, Inc.	Database access	1,195.00	Bill Payment
02/27/2020	11079	SCLLN	SCLLN Lit Workshop 9 Count	300.00	Bill Payment
02/27/2020	11080	Kathy Carn	Hangar and program supplies	53.10	Bill Payment
02/27/2020	11081	State of CA - Department of Justice	January 2020 Fingerprints	64.00	Bill Payment
02/27/2020	11082	Sign Imaging	Dr.'s Volza Passport Office Sign	301.13	Bill Payment
02/27/2020	11083	Placentia Library Foundation	PLFF Pass through for December 2019	28.10	Bill Payment
02/27/2020	11084	Califa	Califa: Proquest Heritage Quest Online Renewal	972.25	Bill Payment
				<u>234,013.97</u>	

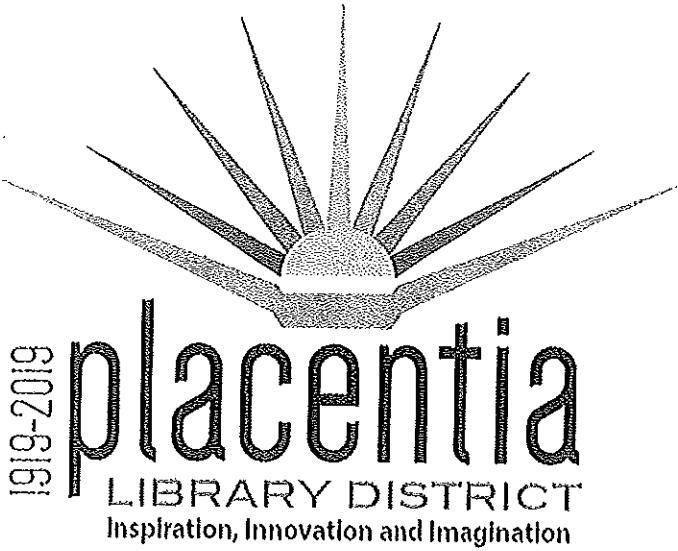
Placentia Library District
Check Register
March 2020

Date	Ref No.	Payee	Memo	Payment	Type
03/05/2020	11085	Placentia Library District	For payroll on 03/18/20	60,000.00	Check
03/09/2020	11086	Sirsi Corporation	Database cleanup - removing all the Anaheim data	3,300.00	Bill Payment
03/09/2020	11087	Ingram Inc	Books	103.85	Bill Payment
03/09/2020	11088	Midwest Tape	Audio Books/DVD's	481.11	Bill Payment
03/09/2020	11089	Cintas	Cleaning Supplies	433.64	Bill Payment
03/09/2020	11090	SDRMA	Medical Benefits for April 2020	26,244.60	Bill Payment
03/09/2020	11091	Baker & Taylor	Books	512.38	Bill Payment
03/09/2020	11092	Pitney Bowes Purchase Power	Postage	840.99	Bill Payment
03/09/2020	11093	Arcella Janitorial Service	Custodial Service Feb 2020	3,154.00	Bill Payment
03/09/2020	11094	OC Custom Vinyl Graphics & Signs	Banner Patches	76.50	Bill Payment
03/09/2020	11095	4imprint Inc.	Staff Polo Shirts	561.32	Bill Payment
03/09/2020	11096	EBSCO Industries, Inc.	Magazines for 2020	2,003.16	Bill Payment
03/13/2020	11099	Golden State Water Company	Services for 1/22-2/21/20	1,560.08	Bill Payment
03/13/2020	11100	Southern California Edison	1/30-3/2/20 Services	3,676.21	Bill Payment
03/13/2020	11101	Shelle McCurdy	Staff Reimbursement	173.86	Bill Payment
03/13/2020	11102	Victor Meza.	Staff Reimbursement	114.21	Bill Payment
03/13/2020	11103	Legacy Integrative Solutions	Printer Services	1,066.26	Bill Payment
03/13/2020	11104	Umpqua Bank	CC 1/31-2/28/20	10,982.21	Bill Payment
03/13/2020	11105	OverDrive	Audiobooks/Ebooks	205.94	Bill Payment
03/13/2020	11106	Cintas	Cleaning Supplies	331.23	Bill Payment
03/13/2020	11107	Califa	CENIC Broadband Oct-Dec 2019	4,226.89	Bill Payment
03/13/2020	11108	Deanna White	Staff Reimbursement	6.45	Bill Payment
03/16/2020	11109	Placentia Library District	For payroll on 04/01/20	60,000.00	Check
03/16/2020	11110	OverDrive	Audiobooks/Ebooks	986.99	Bill Payment
03/16/2020	11111	Yanada Enterprises	Post remodel additional shelving (Teens/Quiet Study)	7,866.00	Bill Payment
03/16/2020	11112	SDRMA	Ancillary Benefits for April 2020	2,499.55	Bill Payment
03/16/2020	11113	Cascade Rooftop Screen Inc.	Rooftop Screen 25% down payment.	7,990.19	Bill Payment
03/18/2020	11114	CALNET3	2/2-3/1/20 Services	173.57	Bill Payment
03/18/2020	11115	Baker & Taylor	Books	3,500.91	Bill Payment
03/18/2020	11116	Woodruff, Spradlin & Smart	Services Rendered Through 2/29/20	2,491.50	Bill Payment
03/18/2020	11117	Midwest Tape	Audiobooks/DVDs	2,540.06	Bill Payment
03/18/2020	11118	Ingram Inc	Books	26.73	Bill Payment
03/18/2020	11119	Jon Legree	Phone cable	7.10	Bill Payment
03/18/2020	11120	Cintas	Cleaning Supplies	703.08	Bill Payment
03/18/2020	11121	Republic Services	Recycling service 2/1-2/29/20	153.66	Bill Payment
03/18/2020	11122	Kathy Carn	Program supplies	122.95	Bill Payment
03/18/2020	11123	Brea Electric	Replace 200amp 480V open contractor and troubleshoot switches.	2,270.61	Bill Payment
03/18/2020	11124	Staples Advantage	Office Supplies	1,601.43	Bill Payment
03/18/2020	11125	Vincor Construction, Inc	Vincor Construction Inc. Pay App#7 (Final payment-Retention) Close out of project PLD-2018-003 Library Renovation 2019	66,335.70	Bill Payment
03/18/2020	11126	State of CA - Department of Justice	Fingerprinting Feb 2020	32.00	Bill Payment
03/18/2020	11127	Dist	Book Club Spring Bookmarks	14.41	Bill Payment
				<u>279,371.31</u>	

12:23 P.M.
5/11/20
Accrual Basis

Placentia Library District
Check Register
April 2020

Date	Ref No.	Payee	Memo	Payment	Type
04/06/2020	11128	Placentia Library District	For payroll on 04/15/20	65,000.00	Check
04/06/2020	11129	Placentia Library District	For payroll on 04/29/20	65,000.00	Check
04/06/2020	11130	Brea Electric	Fix power to back library area.	995.00	Bill Payment
04/06/2020	11131	Baker & Taylor	Books	3,194.89	Bill Payment
04/06/2020	11132	Callfa	CENIC Broadband Oct-Dec 2019	4,226.89	Bill Payment
04/06/2020	11133	OverDrive	e-books	1,136.91	Bill Payment
04/06/2020	11134	Midwest Tape	Audio Books	350.03	Bill Payment
04/06/2020	11135	City of Placentia	Apr-20	3,459.08	Bill Payment
04/06/2020	11136	Dawey Pest Control	Pest Control April through June 2020	141.00	Bill Payment
04/06/2020	11137	Dick's Lock & Safe	Oil and adjust doors on 3/17/20	95.00	Bill Payment
04/06/2020	11138	Golden State Water Company	2/21-3/20/20 Services	492.66	Bill Payment
04/06/2020	11139	Republic Services	Waste Container Service 04/01-6/30/20	82.26	Bill Payment
04/06/2020	11140	SoCalGas	2/18-3/18/20 Services	52.95	Bill Payment
04/06/2020	11141	Pitney Bowes Purchase Power	Postage	1,316.08	Bill Payment
04/06/2020	11142	Arcelia Janitorial Service	Janitorial Services 3/1-3/19/20	2,223.00	Bill Payment
04/06/2020	11143	Envisionware, Inc.	Envisionware Renewal 6/1/20-5/31/21	900.00	Bill Payment
04/06/2020	11144	Jo-Anne Martin	Reimbursements for PLA 2020	310.07	Bill Payment
04/06/2020	11145	SDRMA	Medical Insurance May 20	24,484.08	Bill Payment
04/09/2020	11146	Public Agency Retirement Services	PARS Contribution 03/04, 03/18, 04/01	6,867.81	Bill Payment
				<u>180,327.71</u>	



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeannette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Fund Balance Report through February 2020 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: March 23, 2020

Fiscal Year 2019-2020	
07/31/2019	2,359,796.20
8/31/2019	1,664,223.95
9/30/2019	768,754.12
10/31/2019	773,383.05
11/30/2019	775,109.08
12/31/2019	782,036.70
01/31/2020	783,463.84
2/29/2020	784,784.09
3/31/2020	
04/30/2020	
5/31/2020	
6/30/2020	

Fiscal Year 2018-2019	
07/31/2018	2,515,468.78
8/31/2018	2,518,547.43
9/30/2018	2,521,728.47
10/31/2018	2,325,166.55
11/30/2018	2,328,648.65
12/31/2018	2,332,182.94
01/31/2019	2,335,771.87
2/28/2019	2,339,428.02
3/31/2019	2,343,290.63
04/30/2019	2,347,359.46
5/31/2019	2,351,350.88
6/30/2019	2,355,581.68

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Fund Balance Report through March 2020 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: May 18, 2020

Fiscal Year 2019-2020	
07/31/2019	2,359,796.20
8/31/2019	1,664,223.95
9/30/2019	768,754.12
10/31/2019	773,383.05
11/30/2019	775,109.08
12/31/2019	782,036.70
01/31/2020	783,463.84
2/29/2020	784,784.09
3/31/2020	786,068.73
04/30/2020	
5/31/2020	
6/30/2020	

Fiscal Year 2018-2019	
07/31/2018	2,515,468.78
8/31/2018	2,518,547.43
9/30/2018	2,521,728.47
10/31/2018	2,325,166.55
11/30/2018	2,328,648.65
12/31/2018	2,332,182.94
01/31/2019	2,335,771.87
2/28/2019	2,339,428.02
3/31/2019	2,343,290.63
04/30/2019	2,347,359.46
5/31/2019	2,351,350.88
6/30/2019	2,355,581.68

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Fund Balance Report through April 2020 for Placentia Library District Fund 9LX with Orange County Treasurer
DATE: May 18, 2020

Fiscal Year 2019-2020	
07/31/2019	2,359,796.20
8/31/2019	1,664,223.95
9/30/2019	768,754.12
10/31/2019	773,383.05
11/30/2019	775,109.08
12/31/2019	782,036.70
01/31/2020	783,463.84
2/29/2020	784,784.09
3/31/2020	786,068.73
04/30/2020	787,380.00
5/31/2020	
6/30/2020	

Fiscal Year 2018-2019	
07/31/2018	2,515,468.78
8/31/2018	2,518,547.43
9/30/2018	2,521,728.47
10/31/2018	2,325,166.55
11/30/2018	2,328,648.65
12/31/2018	2,332,182.94
01/31/2019	2,335,771.87
2/28/2019	2,339,428.02
3/31/2019	2,343,290.63
04/30/2019	2,347,359.46
5/31/2019	2,351,350.88
6/30/2019	2,355,581.68



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through February 2020 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: March 23, 2020

Summary of Cash and Investments as of February 29, 2020

Cash with Orange County Treasurer Fund 9LX	\$784,784.09
General Fund Checking – Bank of the West	\$529,157.25
General Fund Savings – Bank of the West	\$531,120.52
<i>*(Impact Fees in Savings – Restricted)</i>	\$2,806.92
Payroll Checking – Wells Fargo Bank	\$62,844.22
Total Cash and Investments	\$1,907,906.08

*Impact fees accumulated after the Library Centennial Capital Improvement project as of January 01, 2020.

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



Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through March 2020 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: May 18, 2020

Summary of Cash and Investments as of March 31, 2020

Cash with Orange County Treasurer Fund 9LX	\$786,068.73
General Fund Checking – Bank of the West	\$465,533.58
General Fund Savings – Bank of the West	\$567,143.29
<i>*(Impact Fees in Savings – Restricted)</i>	\$2,806.92
Payroll Checking – Wells Fargo Bank	\$17,648.11
Total Cash and Investments	\$1,836,393.71

*Impact fees accumulated after the Library Centennial Capital Improvement project as of January 01, 2020.

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



Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through April 2020 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: May 18, 2020

Summary of Cash and Investments as of April 30, 2020

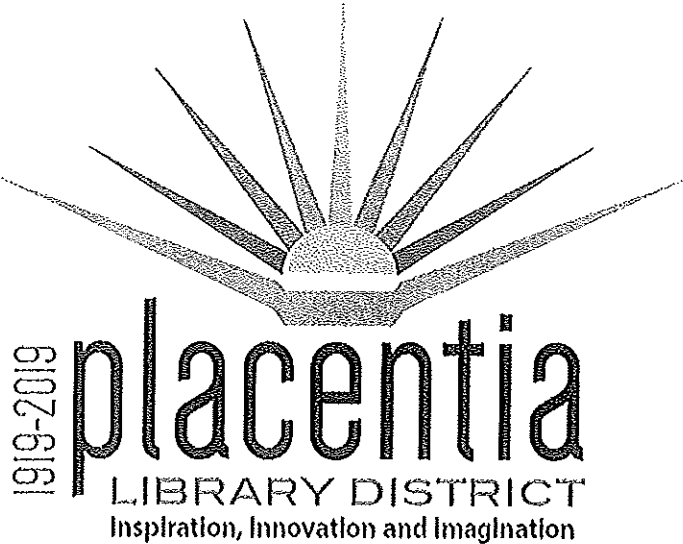
Cash with Orange County Treasurer Fund 9LX	\$787,380.00
General Fund Checking – Bank of the West	\$1,065,557.74
General Fund Savings – Bank of the West	\$588,623.28
<i>*(Impact Fees in Savings – Restricted)</i>	\$2,806.92
Payroll Checking – Wells Fargo Bank	\$13,658.88
Total Cash and Investments	\$2,455,219.90

*Impact fees accumulated after the Library Centennial Capital Improvement project as of January 01, 2020.

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



Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
February 29, 2020
66.66% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINING
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,610,149	1,006,631	0.63	\$603,5
5030	Retirement	62,602	38,345	0.61	\$24,2
5040	Unemployment Insurance	2,500	3,723.00	1.49	(\$1,2
5050	Health Insurance	268,587	171,768	0.64	\$96,8
5064	Dental Insurance	17,796	8,728	0.49	\$9,0
5060	Life Insurance	9,420	2,731	0.29	\$6,6
5066	AD & D Insurance	6,172	4,639	0.75	\$1,5
5068	Vision Insurance	3,541	1,774	0.50	\$1,7
5090	Employee Assistance Program	5,000	1,422	0.28	\$3,5
5070	Workers' Compensation Insurance	15,894	7,723	0.49	\$8,1
	TOTAL	\$2,001,661	\$1,247,483	0.62	\$754,1
SERVICES & SUPPLIES					
5100	Communications	22,000	14,145	0.64	\$7,85
5170	Household Expenses	25,000	7,900	0.32	\$17,10
5099	Library Insurance	20,000	13,848	0.69	\$6,15
5205	Maintenance Expense	25,000	7,903	0.32	\$17,09
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	130,000	78,820	0.61	\$51,18
5290	Memberships	10,000	4,092	0.41	\$5,90
5300, 5310, 5350	Office Expenses & Postage	100,000	61,545	0.62	\$38,45
5400	Prof./Specialized Services	219,000	127,677	0.58	\$91,32
5495, 5900, 5910	Programs	150,000	47,838	0.32	\$102,16
5500	Books/Library Materials	265,183	160,198	0.60	\$104,98
5600	Meetings/Professional Development	25,000	22,477	0.90	\$2,52
5700	Mileage/Parking	1,000	416	0.42	\$58
5800	Utilities	35,000	6,872	0.20	\$28,12
	TOTAL	\$1,027,183	\$553,732	0.54	\$473,45
	OPERATING EXPENSES	\$3,028,844	\$1,801,215	0.59	\$1,227,62
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$10,000	-	0.00	\$10,00
1320	Equipment & Furniture	\$48,000	36,541	0.76	\$11,45
6100	Taxes and Assessments	\$15,000	9,480	0.63	\$5,52
	TOTAL	\$73,000	46,021	0.63	\$26,97
CAPITAL PROJECT					
5211	Renovation	\$2,100,000	1,624,828	0.77	\$475,17
	TOTAL	\$2,100,000	1,624,828	0.77	\$475,17
TOTAL BUDGET		\$5,201,844	\$3,472,064	0.67	\$1,729,781
Total Expenses without Renovation Expenses		\$3,101,844	\$1,847,236	0.60	\$1,254,608

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
As of February 29, 2020

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,356,532	1,635,384	(721,148)	69.4%
4020	Property Taxes - Current Unsecured	74,344	62,449	(11,895)	84.0%
* 4030	Property Taxes - Prior Secured	0	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	62,511	38,988	(23,523)	62.4%
* 4060	Property Taxes - Prior Supplemental	0	0	0	-
* 4070	Interest on Unapport Tax	0	3,219	3,219	-
4080	Penalties & Costs on Delinq Taxes	17,844	18,577	733	104.1%
4090	Taxes Special Dist Augmentation	9,457	4,553	(4,904)	48.1%
* 4180	Other Revenue	0	10,576	10,576	-
4190	State - Homeowners Property Tax Relief	64,455	6,362	(58,093)	9.9%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,585,143	1,780,108	(805,035)	68.9%
INTEREST REVENUE					
4600	Interest	8,500	32,439	23,939	381.6%
	Sub Total	8,500	32,439	23,939	381.6%
GRANT REVENUE					
4210, 4421	State Grants	15,000	22,488	7,488	149.9%
4230	Other Grants	20,000	12,864	(7,136)	64.3%
	Sub Total	35,000	35,352	352	101.0%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	1,600	900	228.6%
4410	PLFF Grants	250,000	244,005	(5,995)	97.6%
* 4430, 4414	Other Revenue	0	-	0	-
4310	Fines & Fees	20,000	28,887	8,887	144.4%
4320, 4330	Passport/Photos	290,000	131,461	(158,539)	45.3%
4340	Meeting Room Fees	3,000	770	(2,230)	25.7%
4350	Test Proctor	9,500	2,250	(7,250)	23.7%
	Sub Total	573,200	408,973	(164,227)	71.3%
TOTAL REVENUES YTD FOR FY 18/19:		3,251,843	2,485,632	(766,211)	76.4%
4440	Centennial Renovation	2,000,000	\$2,000,000		
4500	Impact Fees	\$50,000	\$226,760	\$176,760	457.5%

*Mathematically unable to divide by zero. Dividing by zero provides a null value.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
March 31, 2020
75.00% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINING
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,610,149	1,128,380	0.70	\$481,769
5030	Retirement	62,602	42,925	0.69	\$19,677
5040	Unemployment Insurance	2,500	3,723.00	1.49	(\$1,223)
5050	Health Insurance	268,587	196,233	0.73	\$72,354
5064	Dental Insurance	17,796	9,935	0.56	\$7,861
5060	Life Insurance	9,420	3,161	0.34	\$6,259
5066	AD & D Insurance	6,172	5,169	0.84	\$1,003
5068	Vision Insurance	3,541	2,022	0.57	\$1,519
5090	Employee Assistance Program	5,000	1,422	0.28	\$3,578
5070	Workers' Compensation Insurance	15,894	8,706	0.55	\$7,188
	TOTAL	\$2,001,661	\$1,401,676	0.70	\$599,985
SERVICES & SUPPLIES					
5100	Communications	22,000	18,561	0.84	\$3,439
5170	Household Expenses	25,000	8,934	0.36	\$16,066
5099	Library Insurance	20,000	15,582	0.78	\$4,418
5205	Maintenance Expense	25,000	9,158	0.37	\$15,842
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	130,000	92,838	0.71	\$37,162
5290	Memberships	10,000	4,746	0.47	\$5,254
5300, 5310, 5350	Office Expenses & Postage	100,000	80,660	0.81	\$19,340
5400	Prof./Specialized Services	219,000	131,161	0.60	\$87,839
5495, 5900, 5910	Programs	150,000	46,376	0.31	\$103,624
5500	Books/Library Materials	265,183	178,507	0.67	\$86,676
5600	Meetings/Professional Development	25,000	22,787	0.91	\$2,213
5700	Mileage/Parking	1,000	416	0.42	\$584
5800	Utilities	35,000	8,978	0.26	\$26,022
	TOTAL	\$1,027,183	\$618,705	0.60	\$408,478
	OPERATING EXPENSES	\$3,028,844	\$2,020,381	0.67	\$1,008,463
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
1320	Equipment & Furniture	\$48,000	36,541	0.76	\$11,459
6100	Taxes and Assessments	\$15,000	9,480	0.63	\$5,520
	TOTAL	\$73,000	46,021	0.63	\$26,979
CAPITAL PROJECT					
5211	Renovation	\$2,100,000	1,639,383	0.78	\$460,617
	TOTAL	\$2,100,000	1,639,383	0.78	\$460,617
TOTAL BUDGET		\$5,201,844	\$3,705,785	0.71	\$1,496,059
Total Expenses without Renovation Expenses		\$3,101,844	\$2,066,402	0.67	\$1,035,442

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
As of March 31, 2020

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,356,532	1,814,602	(541,930)	77.0%
4020	Property Taxes - Current Unsecured	74,344	62,449	(11,895)	84.0%
* 4030	Property Taxes - Prior Secured	0	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	62,511	42,641	(19,870)	68.2%
* 4060	Property Taxes - Prior Supplemental	0	0	0	-
* 4070	Interest on Unapport Tax	0	3,219	3,219	-
4080	Penalties & Costs on Delinq Taxes	17,844	18,577	733	104.1%
4090	Taxes Special Dist Augmentation	9,457	4,553	(4,904)	48.1%
* 4180	Other Revenue	0	10,576	10,576	-
4190	State - Homeowners Property Tax Relief	64,455	6,362	(58,093)	9.9%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,585,143	1,962,980	(622,163)	75.9%
INTEREST REVENUE					
4600	Interest	8,500	50,024	41,524	588.5%
	Sub Total	8,500	50,024	41,524	588.5%
GRANT REVENUE					
4210, 4421	State Grants	15,000	35,465	20,465	236.4%
4230	Other Grants	20,000	12,864	(7,136)	64.3%
	Sub Total	35,000	48,329	13,329	138.1%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	1,600	900	228.6%
4410	PLFF Grants	250,000	244,005	(5,995)	97.6%
* 4430, 4414	Other Revenue	0	100	100	-
4310	Fines & Fees	20,000	29,618	9,618	148.1%
4320, 4330	Passport/Photos	290,000	150,006	(139,994)	51.7%
4340	Meeting Room Fees	3,000	850	(2,150)	28.3%
4350	Test Proctor	9,500	2,550	(6,950)	26.8%
	Sub Total	573,200	428,729	(144,471)	74.8%
TOTAL REVENUES YTD FOR FY 18/19:		3,251,843	2,718,821	(533,022)	83.6%
4440	Reserves (Centennial Renovation)	2,000,000	2,000,000		
4500	Impact Fees	50,000	228,760	178,760	457.5%

*Mathematically unable to divide by zero. Dividing by zero provides a null value.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
April 30, 2020
83.33% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINING
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,610,149	1,307,692	0.81	\$302,457
5030	Retirement	62,602	44,925	0.72	\$17,677
5040	Unemployment Insurance	2,500	3,723	1.49	(\$1,223)
5050	Health Insurance	268,587	221,903	0.83	\$46,684
5064	Dental Insurance	17,796	11,181	0.63	\$6,615
5060	Life Insurance	9,420	3,607	0.38	\$5,813
5066	AD & D Insurance	6,172	5,721	0.93	\$451
5068	Vision Insurance	3,541	2,277	0.64	\$1,264
5090	Employee Assistance Program	5,000	1,422	0.28	\$3,578
5070	Workers' Compensation Insurance	15,894	9,689	0.61	\$6,205
	TOTAL	\$2,001,661	\$1,612,140	0.81	\$389,521
SERVICES & SUPPLIES					
5100	Communications	22,000	18,769	0.85	\$3,231
5170	Household Expenses	25,000	9,251	0.37	\$15,749
5099	Library Insurance	20,000	17,316	0.87	\$2,684
5205	Maintenance Expense	25,000	10,412	0.42	\$14,588
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	130,000	102,353	0.79	\$27,647
5290	Memberships	10,000	5,773	0.58	\$4,227
5300, 5310, 5350	Office Expenses & Postage	100,000	82,441	0.82	\$17,559
5400	Prof./Specialized Services	219,000	142,927	0.65	\$76,073
5495, 5900, 5910	Programs	150,000	50,426	0.34	\$99,574
5500	Books/Library Materials	265,183	187,749	0.71	\$77,434
5600	Meetings/Professional Development	25,000	31,801	1.27	(\$6,801)
5700	Mileage/Parking	1,000	416	0.42	\$584
5800	Utilities	35,000	9,243	0.26	\$25,757
	TOTAL	\$1,027,183	\$668,877	0.65	\$358,306
	OPERATING EXPENSES	\$3,028,844	\$2,281,017	0.75	\$747,827
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
1320	Equipment & Furniture	\$48,000	36,541	0.76	\$11,459
6100	Taxes and Assessments	\$15,000	9,480	0.63	\$5,520
	TOTAL	\$73,000	46,021	0.63	\$26,979
CAPITAL PROJECT					
5211	Renovation	\$2,100,000	1,639,383	0.78	\$460,617
	TOTAL	\$2,100,000	1,639,383	0.78	\$460,617
TOTAL BUDGET		\$5,201,844	\$3,966,421	0.76	\$1,235,423
Total Expenses without Renovation Expenses		\$3,101,844	\$2,327,038	0.75	\$774,806

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
As of April 30, 2020

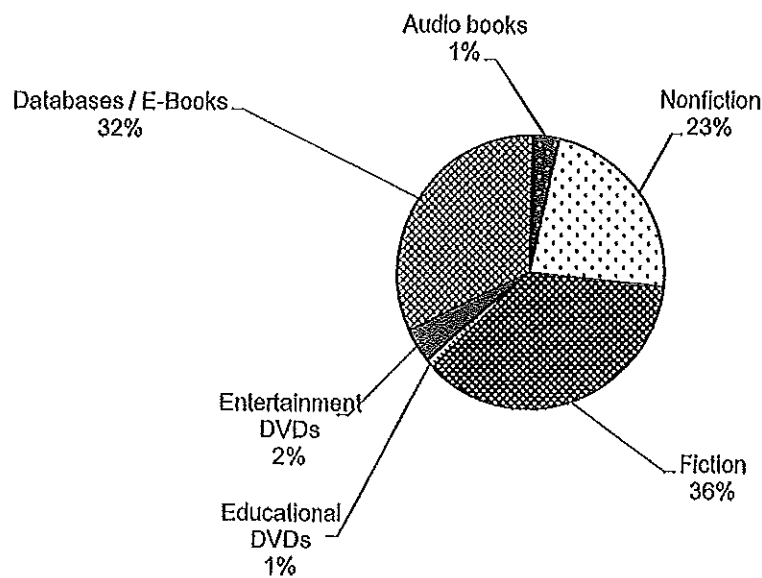
Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,356,532	2,649,147	292,615	112.4%
4020	Property Taxes - Current Unsecured	74,344	62,449	(11,895)	84.0%
* 4030	Property Taxes - Prior Secured	0	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	62,511	46,022	(16,489)	73.6%
* 4060	Property Taxes - Prior Supplemental	0	0	0	-
* 4070	Interest on Unapporp Tax	0	3,219	3,219	-
4080	Penalties & Costs on Delinq Taxes	17,844	18,577	733	104.1%
4090	Taxes Special Dist Augmentation	9,457	4,553	(4,904)	48.1%
* 4180	Other Revenue	0	10,576	10,576	-
4190	State - Homeowners Property Tax Relief	64,455	6,362	(58,093)	9.9%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,585,143	2,800,905	215,762	108.3%
INTEREST REVENUE					
4600	Interest	8,500	51,436	42,936	605.1%
	Sub Total	8,500	51,436	42,936	605.1%
GRANT REVENUE					
4210, 4421	State Grants	15,000	35,465	20,465	236.4%
4230	Other Grants	20,000	12,864	(7,136)	64.3%
	Sub Total	35,000	48,329	13,329	138.1%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	1,600	900	228.6%
4410	PLFF Grants	250,000	263,860	13,860	105.5%
* 4430, 4414	Other Revenue	0	104	104	-
4310	Fines & Fees	20,000	32,387	12,387	161.9%
4320, 4330	Passport/Photos	290,000	151,191	(138,809)	52.1%
4340	Meeting Room Fees	3,000	850	(2,150)	28.3%
4350	Test Proctor	9,500	2,600	(6,900)	27.4%
	Sub Total	573,200	452,592	(120,608)	79.0%
TOTAL REVENUES YTD FOR FY 18/19:		3,251,843	3,582,022	330,179	110.2%
4440	Centennial Renovation	2,000,000	2,000,000		
4500	Impact Fees	50,000	228,760	178,759.60	457.5%

*Mathematically unable to divide by zero. Dividing by zero provides a null value.

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF FEB 2020

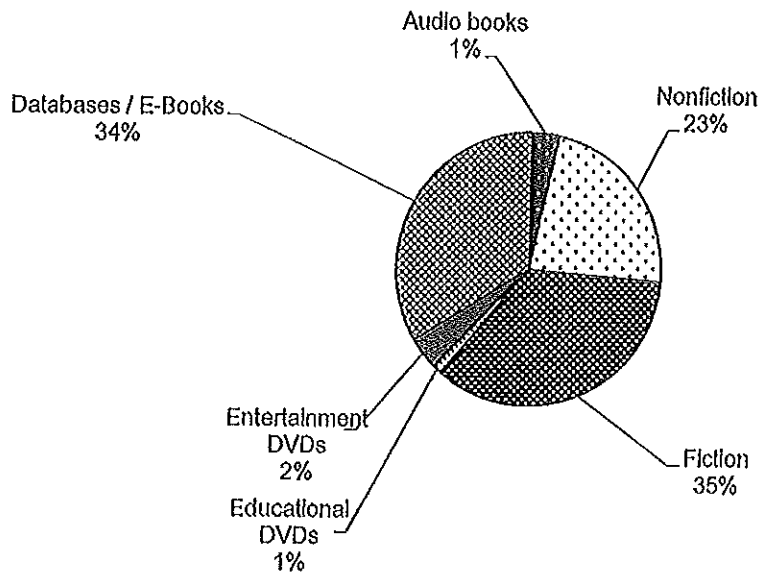
	YTD 2019/20	YTD 2019/20	YTD 2019/20	YTD 2018/19	YTD 2018/19	YTD 2018/19
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$50,083	2235	2517	\$26,246	918	1034
Total Non-Fiction	\$32,158	1438	1662	\$7,322	309	518
Total Databases / E-Books	\$44,415	201	0	\$62,210	633	0
Total Audio Books	\$4,533	97	97	\$5,365	114	114
Total Educational DVDs	\$1,446	49	49	\$719	22	22
Total Entertainment DVDs	\$5,675	133	183	\$6,858	194	265
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$138,310	4153	4508	\$108,720	2190	1953
Budget	\$265,183			\$272,000		
% Spent YTD	52%			40%		



Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF MAR 2020

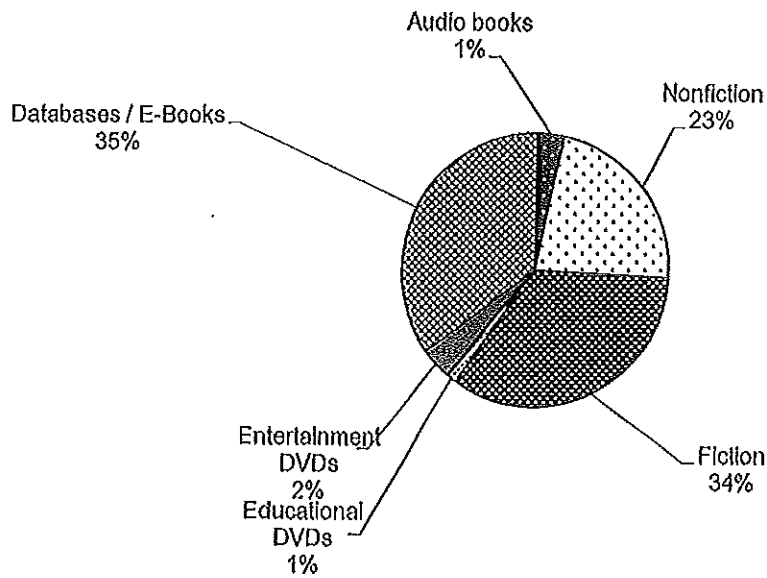
	YTD 2019/20	YTD 2019/20	YTD 2019/20	YTD 2018/19	YTD 2018/19	YTD 2018/19
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$53,528	2348	2641	\$32,287	1107	1233
Total Non-Fiction	\$35,365	1555	1806	\$8,429	352	570
Total Databases / E-Books	\$51,987	201	0	\$70,362	768	0
Total Audio Books	\$5,116	102	104	\$6,387	136	136
Total Educational DVDs	\$1,717	58	58	\$769	24	24
Total Entertainment DVDs	\$6,039	139	193	\$7,711	212	291
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$153,752	4403	4802	\$125,945	2599	2254
Budget	\$265,183			\$272,000		
% Spent YTD	58%			46%		

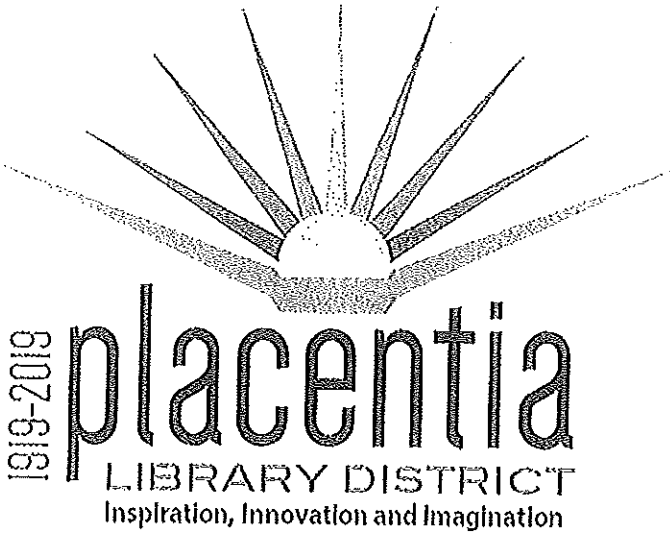


Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF APR 2020

	YTD 2019/20	YTD 2019/20	YTD 2019/20	YTD 2018/19	YTD 2018/19	YTD 2018/19
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$53,528	2348	2641	\$33,489	1193	1321
Total Non-Fiction	\$35,395	1555	1806	\$9,055	381	599
Total Databases / E-Books	\$55,426	334	0	\$70,809	771	0
Total Audio Books	\$5,116	102	104	\$8,439	176	176
Total Educational DVDs	\$1,717	58	58	\$839	26	26
Total Entertainment DVDs	\$6,039	139	193	\$8,180	222	304
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$157,221	4536	4802	\$130,811	2769	2426
Budget	\$265,183			\$272,000		
% Spent YTD	59%			48%		





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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Service Revenue Activities Report for February 2020
DATE: March 23, 2020

Net Revenue Summary for February 2020

	Feb-2020	Feb-2019	YTD 2019-2020	YTD 2018-2019
Passport	27,195	22,260	111,816	118,622
Passport Photos	4,332	3,479	19,644	19,505
Test Proctor	350	200	2,250	4,800
Fines & Fees	1,384	74	28,887	11,273
Meeting Room	80	0	770	340
Total	33,341	26,013	163,367	154,540

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Service Revenue Activities Report for March 2020
DATE: May 18, 2020

Net Revenue Summary for March 2020

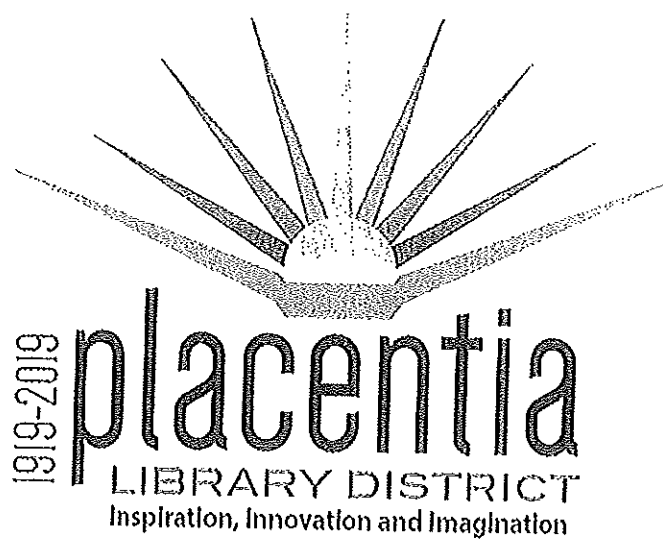
	Mar-2020	Mar-2019	YTD 2019-2020	YTD 2018-2019
Passport	15,809	33,635	127,625	152,257
Passport Photos	2,736	4,560	22,380	24,065
Test Proctor	300	100	2,550	4,900
Fines & Fees	1,732	417	29,617	9,872
Meeting Room	80	0	850	340
Total	20,657	38,712	183,022	191,434

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Service Revenue Activities Report for April 2020
DATE: May 18, 2020

Net Revenue Summary for April 2020

	Apr-2020	Apr-2019	YTD 2019-2020	YTD 2018-2019
Passport	0	24,990	128,570	177,247
Passport Photos	0	4,512	22,620	28,577
Test Proctor	0	150	2,600	5,050
Fines & Fees	0	2433	32,387	12,306
Meeting Room	0	0	850	340
Total	0	32,085	187,027	223,520



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Personnel Report for February 2020
DATE: March 23, 2020

	Feb-20	Feb-19	YTD 2019-2020	YTD 2018-2019
Separation	0	0	2	2
Retirement	0	0	0	0
Appointments	0	0	7	4
Open Positions	0	0	5	2
Workers' Compensation Leave	0	0	0	0
Total	0	0	14	8

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: None
 OPEN POSITIONS: None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Personnel Report for March 2020

DATE: TBD, 2020

	Mar-20	Mar-19	YTD 2019-2020	YTD 2018-2019
Separation	1	0	3	2
Retirement	0	0	0	0
Appointments	0	1	7	5
Open Positions	1	1	6	3
Workers' Compensation Leave	0	0	0	0
Total	2	2	16	10

SEPARATION: Katherine Carn, Supervising Librarian – Children’s Services, Public Services

RETIREMENT: None

APPOINTMENTS: None

OPEN POSITIONS: Supervising Librarian-Children’s Supervisor Full-Time, Public Services

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Personnel Report for April 2020
DATE: May 18, 2020

	Apr-20	Apr-19	YTD 2019-2020	YTD 2018-2019
Separation	0	0	3	2
Retirement	0	0	0	0
Appointments	0	0	7	5
Open Positions	0	1	6	4
Workers' Compensation Leave	0	0	0	0
Total	0	1	16	11

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: None
 OPEN POSITIONS: None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for February 2020

DATE: March 23, 2020

<u>CIRCULATION</u>	Feb-20	Feb. 19	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
New Patron Registrations	2,366	84	4,378	1,613	171.4%
Total Circulation	17,469	2,369	93,782	114,048	-17.8%
Total Active Borrowers*	9,702	6,747			
Attendance	25,487	919	128,570	128,585	0.0%
Registered Card Holders*	53,135	47,240			
Adult Fiction	1,755	361	10,264	10,205	0.6%
Adult/Teen Nonfiction	1,745	154	9,284	6,350	46.2%
Adult Magazines	9	0	21	393	-94.7%
Adult Audio Books	151	172	1,331	2,290	-41.9%
Adult DVDs	2,040	995	11,739	15,934	-26.3%
Library of Things	15	15	193	204	-5.4%
Teen Fiction	574	97	2,611	3,655	-28.6%
Teen Audio Books	17	0	1464	426	0.0%
Video Games	302	57	1,749	483	262.1%
Childrens Fiction	8,338	371	39,282	45,377	-13.4%
Childrens Nonfiction	1,595	129	9,622	6,365	51.2%
Childrens Magazines	2	0	5	30	-83.3%
Childrens Audio Books	17	0	135	32	321.9%
Childrens DVDs	711	18	6,083	6,465	-5.9%
* YTD % change not applicable.					

PATRON COUNT

Gate Count					Hours Open	Average PerHour
February 2020	February 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change		
25,487	6,052	175,600	120,758	45%	253	91.5

PASSPORTS								
Feb 2020	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		1	3	3	3	1	27	38
10:00		2	4	6	3	8	31	54
11:00		5	8	2	2	6	38	61
12:00		5	8	9	4	5	42	73
1:00	25	6	9	3	6	5	44	98
2:00	27	3	5	5	9	8	35	92
3:00	24	10	11	12	7	12	22	98
4:00	7	11	13	7	10	9	5	62
5:00		10	11	14	10			45
6:00		9	13	15	13			50
7:00		2	3	6	5			16
DAY TOTALS	83	64	88	82	72	54	244	687
		Feb 2020	Feb 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change		
		687	587	3238	3576	-10%		

STAFF ACTIVITY

- Tim and Eric attended Friday Huddles on
- Estella attended meetings with Yesenia on 5th, 12th, and 19th.
- Estella attended a Supervisors meeting on 5th, 12th and 19th.
- Estella attended Circulation meeting on February 13.
- Angie, Beatrice, and Eric attended a Webinar on Sexual Harassment.
- Estella, Angie, and Tim attended the Staff meeting on February 19th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Assistant Library Director
SUBJECT: Circulation Activity Report for March 2020
DATE: May 18, 2020

CIRCULATION	Mar-20	Mar. 19		Y-T-D	Y-T-D	Y-T-D
				2019-20	2018-19	% change
New Patron Registrations	2,643	86		7,021	1,699	313.2%
Total Circulation	11,505	3,603		105,287	117,651	-10.5%
Total Active Borrowers*	9,633	7,645				
Attendance	10,651	-		128,570	128,585	0.0%
Registered Card Holders*	53,426	46,137				
Adult Fiction	1330	354		11,594	10,559	9.8%
Adult/Teen Nonfiction	1067	232		10,351	6,582	57.3%
Adult Magazines	5	114		26	507	-94.9%
Adult Audio Books	151	179		1,482	2,469	-40.0%
Adult DVDs	1280	53		13,019	15,987	-18.6%
Library of Things	9	1284		202	1,488	-86.4%
Teen Fiction	422	63		3,033	3,718	-18.4%
Teen Audio Books	21	0		1485	426	0.0%
Video Games	171	76		1,920	559	243.5%
Childrens Fiction	5372	508		44,654	45,885	-2.7%
Childrens Nonfiction	1213	162		10,835	6,527	66.0%
Childrens Magazines	2	0		7	30	-76.7%
Childrens Audio Books	21	0		156	32	387.5%
Childrens DVDs	451	546		6,534	7,011	-6.8%
* YTD % change not applicable.						

PATRON COUNT

Gate Count						
February 2020	February 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change	Hours Open	Average PerHour
25,487	6,052	175,600	120,758	45%	253	91.5

PASSPORTS								
Mar 2020	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		1	1	6	1	1	11	21
10:00		2	2	1	2	3	15	25
11:00		3	2	3	1		13	22
12:00		2	3	3	1	4	12	25
1:00	19	5	5		2	5	12	48
2:00	22	7	7	2	5	6	12	61
3:00	18	8	7	3	3	5	8	52
4:00	19	10	4	4	4	5		46
5:00		13	7	5	5			30
6:00		6	5	5	2			18
7:00			3	2	2			7
DAY TOTALS	78	57	46	34	28	29	83	355
		March 2020	March 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change		
		355	889	3593	4465	-24%		

STAFF ACTIVITY

- Tim and Eric attended Friday Huddles on March 6th, 13th, 20th and 27th.
- Estella attended a meeting with Yesenia on March 5th.
- Estella attended Circulation meeting on March 12th.
- Estella and Eric attended staff meeting on March 19th.
- Estella attended a Zoom meeting with Yesenia on March 24th.
- Support Services staff attended the all-staff zoom meeting on March 31st.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for April 2020

DATE: May 18, 2020

CIRCULATION	Apr-20	Apr-19		Y-T-D	Y-T-D	Y-T-D
				2019-20	2018-19	% change
New Patron Registrations	2,842	91		9,863	1,790	451.0%
Total Circulation	0	3,204		105,287	120,855	-12.9%
Total Active Borrowers*	9,679	6,024				
Attendance	0	10,642		128,570	139,227	-7.7%
Registered Card Holders*	53,456	47,417				
Adult Fiction	0	385		11,594	10,944	5.9%
Adult/Teen Nonfiction	0	185		10,351	6,767	53.0%
Adult Magazines	0	0		26	507	-94.9%
Adult Audio Books	0	146		1,482	2,615	-43.3%
Adult DVDs	0	1,123		13,019	17,110	-23.9%
Library of Things	0	29		202	1,517	-86.7%
Teen Fiction	0	64		3,033	3,782	-19.8%
Teen Audio Books	0	0		1485	426	0.0%
Video Games	0	71		1,920	630	204.8%
Childrens Fiction	0	457		44,654	46,342	-3.6%
Childrens Nonfiction	0	116		10,835	6,643	63.1%
Childrens Magazines	0	0		7	30	-76.7%
Childrens Audio Books	0	0		156	32	387.5%
Childrens DVDs	0	577		6,534	7,588	-13.9%
* YTD % change not applicable.						

PATRON COUNT

Gate Count					Hours	Average
February 2020	February 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change	Open	PerHour
25,487	6,052	175,600	120,758	45%	253	91.5

Passport Count

April 2020	April 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % Change
0	775	3593	5240	-46%

ACHIEVEMENTS

- Tim created a staff highlights video for National Library Week:

MEETINGS

- Estella attended a meeting with Supervisors on April 8, 15, 22, 29.
- Support Services staff attended the All Staff zoom meetings on April 7th 14th 21st
- Estella attended a Zoom meeting with Yesenia on April 8th, 9th
- Estella and Laura met on April 28th.
- Laura and Eric met on April 30th.
- Estella, Yesenia and Laura met on April 13th.
- Support Services staff attended Support Services meeting on April 1st, 8th 15th and 29th.
- Robert, Angie and Yesenia attended a Face Masks meeting on April 3rd
- Tim had a Zoom meeting with Deanna to go over virtual storytimes on April 2nd.
- Tim attended a Test Zoom Meeting for staff on April 13
- Tim attended a Zoom meeting led by Admin on creating a COVID-19 page on the website on April 15th
- Tim had a Zoom meeting with Eric on April 16 to go over National Library Week publicity.
- Tim had a Zoom meeting with Megan on April 27 to go over publicity/social media
- Angie had phone meetings with Yesenia to discuss the Virtual Egg Hunt on April 6th and 9th.

PROFESSIONAL DEVELOPMENT

- Tim had a Zoom meeting with Estella to go over Zoom and Google Docs on April 2nd.
- Tim led a Zoom training available to all staff for training and support using Google/Google Accounts/Google Drive for remote work and personal use on April 7th.
- Tim had a Zoom meeting with Beatrice and Estella to provide training on Google Sheets/Excel/Google on April 17th.
- Tim had a Zoom meeting to train Angie on using Google/Google Sheets on April 16th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through February 2020
DATE: March 23, 2020

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2019-2020	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-19	08/19/19	0.00	1,492.67	0.00	10.70	0.00	1,503.37
Aug-19	09/17/19	0.00	1,492.67	232.80	0.00	0.00	1,725.47
Sep-19	*	*	*	*	*	*	*
Oct-19	10/23/19	0.00	1,492.67	232.80	10.66	1,369.89	3,106.02
Nov-19	*	*	*	*	*	*	*
Dec-19	12/12/19	0.00	3,200.80	232.80	17.71	2,794.71	6,246.02
Jan-20	01/15/20	0.00	*	338.71	8.95	*	347.66
Feb-20	02/18/20	0.00	1,600.40	748.80	8.89	1,946.88	4,304.97
Mar-20							
Apr-20							
May-20							
Jun-20							
	TOTAL	\$0.00	\$9,279.21	\$1,785.91	\$56.91	\$6,111.48	\$17,233.51

** City Billing
Not Received*

PERIOD IN FY 2018-2019	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-18	07/26/18	8,222.06	1,258.19	285.00	10.14	0.00	9,775.39
Aug-18	08/27/18	9,438.40		142.50	10.16	0.00	9,591.06
Sep-18	9/18/18	9,300.92	2,985.34	142.50	10.55	0.00	12,439.31
Oct-18	10/15/18	*	1,492.67	*	*	*	1,492.67
Nov-18	11/08/18	11,870.17	1,492.67	142.50	10.30	*	13,515.64
Dec-18	*	*	*	*	*	0.00	*
Jan-19	12/18/18	4,218.28	1,492.67	285.00	20.75	*	6,016.70
Feb-19	02/27/19	2,892.69	1,492.67	*	10.36	*	4,395.72
Mar-19	03/19/19	2,139.23	1,492.67	142.50	10.36	*	3,784.76
Apr-19	04/16/19	2,910.43	1,492.67	142.50	10.36	*	4,555.96
May-19	05/15/19	3,605.50	1,492.67	142.50	*	*	5,240.67
Jun-19	06/19/19	3,110.73	1,492.67	285.00	20.61	*	4,909.01
	TOTAL	\$57,708.41	\$16,184.89	\$1,710.00	\$113.59	0.00	\$75,716.89

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through March 2020
DATE: TBD, 2020

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2019-2020	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-19	08/19/19	0.00	1,492.67	0.00	10.70	0.00	1,503.37
Aug-19	09/17/19	0.00	1,492.67	232.80	0.00	0.00	1,725.47
Sep-19	*	*	*	*	*	*	*
Oct-19	10/23/19	0.00	1,492.67	232.80	10.66	1,369.89	3,106.02
Nov-19	*	*	*	*	*	*	*
Dec-19	12/12/19	0.00	3,200.80	232.80	17.71	2,794.71	6,246.02
Jan-20	01/15/20	0.00	*	338.71	8.95	*	347.66
Feb-20	02/18/20	0.00	1,600.40	748.80	8.89	1,946.88	4,304.97
Mar-20	03/13/20	0.00	3,200.80	249.60	8.68	*	3,459.08
Apr-20							
May-20							
Jun-20							
	TOTAL	\$0.00	\$12,480.01	\$2,035.51	\$65.59	\$6,111.48	\$20,692.59

* City Billing
Not Received

PERIOD IN FY 2018-2019	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-18	07/26/18	8,222.06	1,258.19	285.00	10.14	0.00	9,775.39
Aug-18	08/27/18	9,438.40		142.50	10.16	0.00	9,591.06
Sep-18	9/18/18	9,300.92	2,985.34	142.50	10.55	0.00	12,439.31
Oct-18	10/15/18	*	1,492.67	*	*	*	1,492.67
Nov-18	11/08/18	11,870.17	1,492.67	142.50	10.30	*	13,515.64
Dec-18	*	*	*	*	*	0.00	*
Jan-19	12/18/18	4,218.28	1,492.67	285.00	20.75	*	6,016.70
Feb-19	02/27/19	2,892.69	1,492.67	*	10.36	*	4,395.72
Mar-19	03/19/19	2,139.23	1,492.67	142.50	10.36	*	3,784.76
Apr-19	04/16/19	2,910.43	1,492.67	142.50	10.36	*	4,555.96
May-19	05/15/19	3,605.50	1,492.67	142.50	*	*	5,240.67
Jun-19	06/19/19	3,110.73	1,492.67	285.00	20.61	*	4,909.01
	TOTAL	\$57,708.41	\$16,184.89	\$1,710.00	\$113.59	0.00	\$75,716.89

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

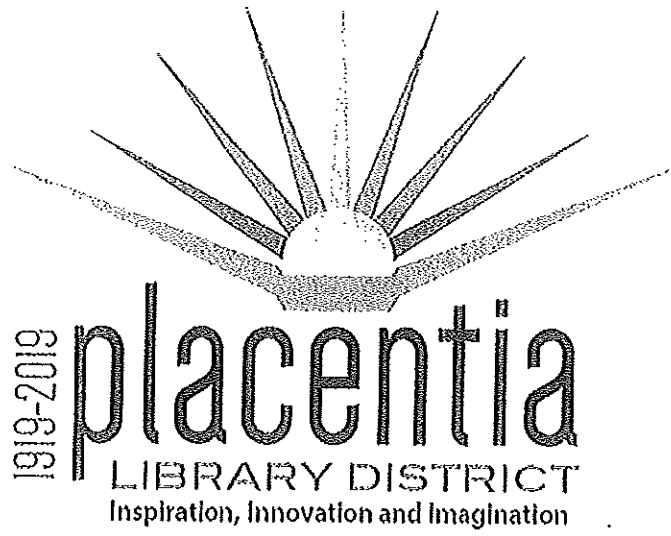
TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through April 2020
DATE: May 18, 2020

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2019-2020	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUND (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-19	08/19/19	0.00	1,492.67	0.00	10.70	0.00	1,503.37
Aug-19	09/17/19	0.00	1,492.67	232.80	0.00	0.00	1,725.47
Sep-19	*	*	*	*	*	*	*
Oct-19	10/23/19	0.00	1,492.67	232.80	10.66	1,369.89	3,106.02
Nov-19	*	*	*	*	*	*	*
Dec-19	12/12/19	0.00	3,200.80	232.80	17.71	2,794.71	6,246.02
Jan-20	01/15/20	0.00	*	338.71	8.95	*	347.66
Feb-20	02/18/20	0.00	1,600.40	748.80	8.89	1,946.88	4,304.97
Mar-20	03/13/20	0.00	3,200.80	249.60	8.68	*	3,459.08
Apr-20	04/20/20	0.00	1,600.40	*	17.36	1,300.29	2,918.05
May-20							
Jun-20							
	TOTAL	\$0.00	\$14,080.41	\$2,035.51	\$82.95	\$7,411.77	\$23,610.64

** City Billing Not Received*

PERIOD IN FY 2018-2019	INVOICE DATE	SO. CAL EDISON	TURF	GROUND	AT&T	FACILITY MAINT	TOTAL
Jul-18	07/26/18	8,222.06	1,258.19	285.00	10.14	0.00	9,775.39
Aug-18	08/27/18	9,438.40		142.50	10.16	0.00	9,591.06
Sep-18	9/18/18	9,300.92	2,985.34	142.50	10.55	0.00	12,439.31
Oct-18	10/15/18	*	1,492.67	*	*	*	1,492.67
Nov-18	11/08/18	11,870.17	1,492.67	142.50	10.30	*	13,515.64
Dec-18	*	*	*	*	*	0.00	*
Jan-19	12/18/18	4,218.28	1,492.67	285.00	20.75	*	6,016.70
Feb-19	02/27/19	2,892.69	1,492.67	*	10.36	*	4,395.72
Mar-19	03/19/19	2,139.23	1,492.67	142.50	10.36	*	3,784.76
Apr-19	04/16/19	2,910.43	1,492.67	142.50	10.36	*	4,555.96
May-19	05/15/19	3,605.50	1,492.67	142.50	*	*	5,240.67
Jun-19	06/19/19	3,110.73	1,492.67	285.00	20.61	*	4,909.01
	TOTAL	\$57,708.41	\$16,184.89	\$1,710.00	\$113.59	0.00	\$75,716.89



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Administration Report for February 2020
DATE: May 18, 2020

Meetings:

- Authors Luncheon Silent Auction Committee: February 3rd
- Impact Fee Meeting with Joe Lambert, City of Placentia: February 6th
- Weekly Huddles: February 7th, 14th, and 21st
- Placentia Library Friends Foundation Board Meeting: February 11th
- Santiago EC Meeting: February 11th
- Board of Trustees Meeting: February 18th
- All Staff Meeting: February 19th
- CLA Finance Committee Meeting: February 19th

Facilities:

- White Mechanical: February 4th
- Dick's Lock & Safe: February 5th
- Nutech: February 11th
- Yamada Enterprises: February 14th
- Phil's Refrigerator Repair: February 19th
- Brea Electric: February 26th
- Johnson Controls Inc.: February 26th

Training/Workshops/Conference:

- Annual Employment Law Update – Recent Cases and Trends – New for 2020 Webinar: February 4th
- CSDA Workplace Harassment Training: February 12th
- Public Library Association 2020: February 24th- 28th

Events:

- N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Administration Report for March 2020
DATE: May 18, 2020

Meetings:

- Staff Meetings: March 3rd, 5th, 9th, 10th, 11th, 12th, 17th, 27th
- Team Meeting: March 4th
- PRTWC Meeting: March 4th
- PLFF Board Meeting March 9th
- Special District Director's Meeting: March 11th
- CIP Committee Meeting with Arborist: March 12th
- CLA Conference Meeting: March 13th
- Board Meetings: March 16th and March 23rd
- White House COVID 19 Teleconference Meeting: March 18th
- "Coronavirus pandemic and what Orange County needs to know" Livestream Teleconference Meeting: March 19th
- Supervisor Meetings: March 24th and March 27th
- Children's Department Meeting: March 30th

Facilities:

- o Dicks Lock and Safe: March 17th

Training/Workshops/Conference:

- CSDA Webinar Public Service Ethics: March 18th
- Newsom Issues Three COVID-19 Brown Act Orders: Here's What He Urgently Changed Webinar: March 31st

Events:

- Author's Luncheon: March 7th

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for April 2020

DATE: May 18, 2020

Meetings:

- California Public Library Director's Networking Conversations: April 1st, 15th, & 29th
- Board of Trustees Special Meeting: April 2nd
- CSDA COVID-19 Meeting: April 7th
- CLA Board Meeting: April 7th
- Zoom tutorial and troubleshooting meetings: April 7th, 8th, 13th
- Supervisor Meetings: April 8th, 15th, 22nd, 29th
- CLA Conference Marketing Meeting: April 9th & 21st
- Summer Lunch at the Library Meeting: April 10th & 13th
- Staff Meetings: April 13th, 14th, 16th
- Website Meeting: April 15th
- Staff Evaluation Review Meeting: April 15th & 17th
- CLA Finance Committee Meeting: April 15th
- White House COVID-19 Briefing with Local Leaders: April 15th
- SCLC Meeting: April 16th
- Board of Trustees Monthly Briefing: April 16th
- Social Distancing Protocol Meeting: April 17th, 23rd & 24th
- Senator Chang Tele-Town Hall Meeting: April 17th
- All Staff Meeting: April 21st
- Children's Meeting: April 27th
- COVID Re-Opening Plans Meeting: April 28th, April 29th, April 30th
- Adult Services Meeting: April 29th
- Support Services Meeting: April 29th
- SLS Children's Committee Meeting April 29th
- Children's Summer Reading Program Meeting: April 30th

Facilities:

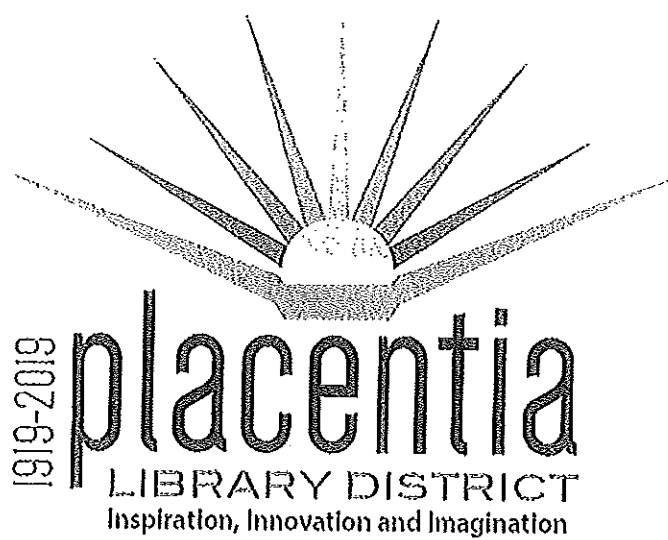
- N/A

Training/Workshops/Conference:

- FEMA Training: COVID-19 Guidance: Procurements Under Grants During Periods of Emergency or Exigency: April 1st
- Excel Training" April 14th
- Public Library Association Webinar: April 22nd

Events:

- N/A



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Assistant Library Director
SUBJECT: Children’s Services Report for February 2020
DATE: March 23, 2020

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	February 2020	February 2020	February 2019	February 2019	Y-T-D 2019-20	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D 2018-19	18/19-19/20	18/18-19/20
Storytime	34	1,151	7	180	163	6,306	70	2,773	132.86%	127.41%
Educational	14	79	9	62	75	569	83	1,409	-9.64%	-59.62%
Reading	1	30	0	0	9	1,161	12	1,654	-25.00%	-29.81%
The Hangar Makerspace	2	9	0	0	13	92	0	0	N/A*	N/A*
Seasonal	0	0	1	60	10	854	2	260	400.00%	228.46%
Totals	51	1,269	17	302	271	8,957	165	5,989	64.24%	49.56%

*New program category. Yearly comparison data unavailable.

Reference/Computer Usage Statistics

	February 2020	February 2019	Y-T-D 2019-2020	Y-T-D 2018-2019	Y-T-D % change
Reference—in person	375	194	2,902	2,983	-2.72%
Reference--telephone	8	12	84	141	-40.43%
Total Reference	383	206	2,986	3,124	-4.42%
Children's computer usage	546	0	3,278	2,449	33.85%

ACHIEVEMENTS

- Deanna White planned and led the You Gotta Have Art program on Wednesday, February 12th.

MEETINGS

- Kathy Carn met with Yesenia Baltierra on February 4th.
- Kathy Carn met with Venessa Faber to discuss Children’s programming on February 5th and 19th.

- Deanna White met with Kathy Carn to discuss Children's programming on February 6th and 20th.
- Kathy Carn met with Wendy Amireh and Shellie McCurdy to discuss The Hangar on February 5th, 19th, and 26th.
- Kathy Carn met attended the Supervisors Meeting with Wendy Amireh, Estella Wnek, and Yesenia Baltierra on February 5th, 13th, 19th, and 26th.
- Kathy Carn, Lori Worden, Venessa Faber, and Ana Balderas attended the Children's Services Meeting on February 6th.
- Kathy Carn met with Wendy Amireh and Estella Wnek to discuss scheduling on February 11th.
- Lori Worden and Yesenia Baltierra met with Suzanne Morales, Director of Nutrition Services at PYLUSD, to discuss Lunch at the Library on February 19th.
- Kathy Carn met with Wendy Amireh to discuss Summer Reading Celebration and Harry Potter Party on February 13th and 27th.

PROFESSIONAL DEVELOPMENT

N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Assistant Library Director
SUBJECT: Children’s Services Report for March 2020
DATE: May 18, 2020

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of		Total		Total		Total		%Change	
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	March 2020	March 2020	March 2019	March 2019	Y-T-D 2019/20	Y-T-D 2019/20	Y-T-D 2018/19	Y-T-D 2018/19	Y-T-D 18/19-19/20	Y-T-D 18/19-19/20
Storytime	10	332	8	306	173	6,638	78	3,079	121.79%	115.59%
C21	0	0	2	382	1	191	3	573	-66.67%	-66.67%
Educational	0	0	14	486	75	569	97	1,895	-22.68%	-69.97%
Reading	1	62	0	0	10	1,223	12	1,654	-16.67%	-26.06%
The Hangar Makerspace	0	0	0	0	13	92	0	0	N/A*	N/A*
Seasonal	1	60	0	0	11	914	2	260	450.00%	251.54%
Totals	12	454	22	792	283	9,411	187	6,781	51.34%	38.78%

Reference/Computer Usage Statistics

	March 2020	March 2019	Y-T-D 2019-2020	Y-T-D 2018-2019	Y-T-D %change
Reference—In person	303	262	3,205	3,245	-1.23%
Reference--telephone	14	21	98	162	-39.51%
Total Reference	317	283	3,303	3,407	-3.05%
Children's computer usage	250	0	3,528	2,449	44.06%

ACHIEVEMENTS

- Children’s Services Staff planned virtual tutorials and storytime’s.

MEETINGS

- Children’s Services Staff attended the Team Meeting on March 4th.
- Lori Worden, Deanna White and Yesenia Baltierra attended the All Staff Meeting on March 17th and 19th.

PROFESSIONAL DEVELOPMENT

- Children's Services Staff attended the 2020 Census training.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children's Services Report for April 2020

DATE: May 18, 2020

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	April 2020	April 2020	April 2019	April 2019	Y-T-D 2019/20	Y-T-D 2019/20	Y-T-D 2018/19	Y-T-D 2018/19	18/19-19/20	18/19-19/20
Storytime	12	468	11	268	185	7,106	89	3,347	107.87%	112.31%
C21	0	0	0	0	1	191	3	573	-66.67%	-66.67%
Educational	0	0	13	90	1	191	16	663	-93.75%	-71.19%
Reading	0	0	0	0	6	223	2	105	200.00%	112.38%
The Hangar Makerspace	0	0	0	0	13	92	0	0	N/A*	N/A*
Seasonal Programs	0	0	2	2,559	11	914	4	2,819	175.00%	-67.58%
Totals	12	468	26	2,917	295	9,879	213	9,698	38.50%	1.87%

Reference/Computer Usage Statistics

	April 2020	April 2019	Y-T-D 2019-2020	Y-T-D 2018-2019	Y-T-D % change
Reference--in person	0	185	3,205	3,430	-6.56%
Reference--telephone	0	15	98	177	-44.63%
Total Reference	0	200	3,303	3,607	-8.43%
Children's computer usage	0	0	3,528	2,449	44.06%

ACHIEVEMENTS

- Lori Worden is a member of the Sewing Squad group and is sewing face masks for the community. She completed and mailed 140 masks by April 28.
- Lori Worden coordinated with Yesenia Baltierra and Suzanne Morales from PYLUSD to make plans for the Lunch at the Library program. PYLUSD will be the meal provider for the program.
- Deanna White created Sunshine Babies and Toddler Tales Virtual Storytime on Facebook Live.
- Deanna White proposed a Virtual Early Literacy Skills Video Series to share songs, rhymes and fingerplays with caregivers at home.
- Venessa Faber edited the Virtual Egg Hunt rules and procedures.

- Venessa Faber created the participation log for the Virtual Egg Hunt.
- Venessa Faber sewed and mailed or hand delivered 78 masks by April 23.
- Venessa Faber hosted Rise N' Shine Storytime via Facebook Live.
- Ana Balderas created and hosted Luna, Lunal via Facebook Live.

MEETINGS

- Lori Worden attended Children's staff zoom meetings on April 6, April 13, April 20, and April 27.
- Lori Worden attended all-staff zoom meetings on April 7, April 14, and April 21.
- Lori Worden attended a Lunch @ the Library zoom meeting on April 10.
- Lori Worden met with Yesenia Baltierra for a phone meeting on April 13.
- Lori Worden attended a Summer @ Your Library Networking Conversation zoom meeting on April 27.
- Deanna White attended Children's Team zoom meetings on April 6, 13, 20 and 27th.
- Deanna White attended All-Staff Zoom Meetings on April 7, 14, and 21st
- Ana Balderas attended Children's Department staff zoom meetings on April 6, 13, 20 and 27th.
- Ana Balderas, Lori Worden and Deanna White attended an SRP programming meeting on April 30th.
- Venessa Faber attend the Children's Team zoom meetings on April 6, 13, and 20th.
- Venessa Faber attended the All Staff Meetings on April 7th, 14th, and 21st.

PROFESSIONAL DEVELOPMENT

- Deanna White attended Dr. Martin's Read-a-Rama Virtual Storytime on April 2, 2020.
- Deanna White attended a webinar on Time Management and Organization on April 16, 2020.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Assistant Library Director
SUBJECT: Adult Services Report for February 2020
DATE: March 23, 2020

MONTHLY STATISTICS

Information Desk Activity	February 2020	February 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Information -- in person	1312	875	9068	10419	-12.97%
Information -- telephone	590	519	3691	4707	-21.58%
Information -- email/chat	4	2	45	31	45.16%
Technology assistance	231	0	929	1344	-30.88%
Guest passes	89	0	600	635	-5.51%
Adult and Children's computer use (desktops)	1590	0	8430	8648	-2.52%
Adult computer usage (desktop)	1110	0	6125	9032	-32.19%
Teen computer usage	180	N/A	1420	NA	NA

History Room Activity	February 2020	February 2019	Y-T-D FY2019-20	Y-T-D FY2018-19	Y-T-D % change
History Room Visitors	10	7	88	35	151.43%

Volunteer Hours	February 2020	February 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
History Room	52.75	8	169.5	112.25	51.00%
PLFF	491	250.85	2571.57	2720.1	-5.46%
General Library	314	95.25	1375.36	1890.94	-27.27%
Technology	0	0	0	0	0.00%
Homework Club	21	45.75	132.35	387	-65.80%
Adult Literacy Tutors	163.5	133.77	761.06	993.69	-23.41%
PTAC	47	67.5	377	593.5	-36.48%
Summer Reading Program	0	0	176.53	675.75	-73.88%
Total Volunteer Hours	1089.25	601.12	5563.37	7373.23	-24.55%

Public Services Outreach Activity	February 2020	February 2019	Y-T-D FY2019-20	Y-T-D FY2018-19	Y-T-D % change
Outreach Visits	0	23	9	136	-93.38%
Outreach Attendance	0	552	522	4228	87.65%

Adult Programs

Type of Program	Number of Programs February	Attendance February	Number of Programs February	Attendance February	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2020	2020	2019	2019	FY1920	FY1920	FY1819	FY1819		
Book Club	1	10	0	0	5	49	2	16	150.00%	206.25%
Computer Workshops	0	0	0	0	0	0	0	0	N/A	N/A
Educational Programs	0	0	0	0	0	0	2	73	-100.00%	-100.00%
Fine Arts Programs	1	24	0	0	4	449	3	341	33.33%	31.67%
Health & Fitness Programs	0	0	0	0	5	42	0	0	100.00%	100.00%
History Room Programming	0	0	0	0	3	23	3	168	0.00%	-86.31%
Home and Lifestyle	0	0	0	0	3	50	0	0	100.00%	100.00%
Literacy Programs	8	67	4	20	36	409	36	414	0.00%	-1.21%
The Hangar Makerspace	2	3	0	0	20	207	0	0	N/A	N/A
Reading Programs	0	0	0	0	4	159	5	654	-20.00%	-75.69%
Volunteer Programs	1	20	1	6	5	92	5	66	0.00%	39.39%
Totals	13	124	5	26	85	1480	56	1732	51.79%	-14.55%

Literacy	YTD1920	YTD1819	% Change
English Literacy Students	70	52	34.62%
Students Graduated	1	3	-66.67%
English Literacy Tutors	35	42	-16.67%

The Hangar Makerspace	Attendance February	Attendance February	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2019-20	FY2018-19	% change
Hangar Open Hour Visitors	144	0	697	0	N/A
Adult/Teen Hangar Programs	3	0	170	0	N/A
Tween Hangar Programs	4	0	24	0	N/A
Family Hangar Programs	5	0	27	0	N/A
Total	156	0	918	0	N/A

Proctored Tests				
February 2020	February 2019	Y-T-D 2019:20	Y-T-D 2018-19	Y-T-D % change
6	3	47	99	-53%

Teen Programs

Type of Program	Number of Programs February	Attendance February	Number of Programs February	Attendance February	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2020	2020	2019	2019	FY1920	FY1920	FY1819	FY1819		
Collaboratory	0	0	1	5	0	0	4	19	-100.00%	-100.00%
Friday Flicks	0	0	0	0	0	0	7	29	-100.00%	-100.00%
PTAC	2	38	2	49	14	225	15	315	-6.67%	-28.57%
Summer Reading Program	0	0	0	0	1	25	2	122	-50.00%	-79.51%
Teen Misc.	0	0	0	0	3	21	1	160	200.00%	-86.88%
Test	0	0	0	0	0	0	1	14	-100.00%	-100.00%
The Vault	0	0	0	0	1	300	2	167	-50.00%	79.64%
Totals	2	38	3	54	19	571	32	826	-40.63%	-30.87%

ACHIEVEMENTS

- Wendy Amireh led the Book Club on February 11th.
- Victor Meza coordinated a PTAC meeting on February 6th and 20th.
- Victor Meza hosted the Teen SLS meeting at the library on February 19th.
- Victor Meza coordinated Put a Little Love In Your Art on February 1st.
- Victor Meza coordinated a Volunteer Orientation on February 18th.
- Shellie McCurdy coordinated Hangar 101 on February 4th.
- Shellie McCurdy coordinated Tinker Time for Families on February 11th.
- Shellie McCurdy coordinated Tinker Tweens on February 18th.
- Shellie McCurdy coordinated Thinker Tinker on February 25th.
- Michelle Meades and Katie Matas trained a new EPP participant on February 3rd.
- Sabrina Rosengren facilitated an Adult Literacy GED/HISET Tutor Training Workshop on February 8th.
- Sabrina Rosengren facilitated a Voting & Civic Engagement Workshop on February 8th.
- Sabrina Rosengren facilitated an Adult Literacy Basic Literacy Tutor Training on February 22nd.

MEETINGS

- Katie Matas and Yesenia Baltierra had a phone conference with Baker & Taylor representatives on February 12th.
- Wendy Amireh and Yesenia Baltierra met on February 4th and 18th.
- Wendy Amireh, Sabrina Rosengren and Yesenia Baltierra met on February 21st.
- Wendy Amireh, Estella Wnek and Kathy Carn met on February 11th.
- Wendy Amireh attended the supervisors meeting on February 5th, 13th and 19th.
- Wendy Amireh attended Kiwanis meetings on February 6th, 13th, 19th and 27th.
- Wendy Amireh and Kathy Carn met on February 13th and 27th.
- Michelle Meades met with Wendy Amireh on February 4th and 10th.
- Sabrina Rosengren and Wendy Amireh met on February 6th, 13th, 20th, 27th.
- Sabrina Rosengren attended Staff meeting on February 19th.
- Sabrina Rosengren had phone meeting with CLLS on February 19th.
- Sabrina Rosengren met with tutors February 3rd, 12th, 27th.
- Sabrina Rosengren met with new/current learners February 5th, 12th, 18th, 26th.
- Sabrina Rosengren met with Prof. Laura Poladian on February 26th.

- Katie Matas met with Wendy Amireh on February 3rd, 10th, and 24th.
- Victor Meza met with Wendy Amireh on February 7th, 14th and 24th.
- Wendy Amireh, Victor Meza, Sally Federman, and Katie Matas met on February 24th.
- Shellie McCurdy and Wendy Amireh attended Hangar Meetings on February 5th, 12th, 19th and 26th.
- Shellie McCurdy met with Jon Legree on February 7th.
- Megan Tolman met with Wendy Amireh on February 4th, 11th and 25th.

PROFESSIONAL DEVELOPMENT

- Victor Meza and Sabrina Rosengren completed the Infopeople course Reference Fundamentals.
- Wendy Amireh, Sabrina Rosengren and Kathy Carn attended the SLS Census training on February 18th.
- Wendy Amireh and Katie Matas attended the Horizon Acquisitions training on February 19th and 20th.
- Victor Meza, Katie Matas and Michelle Meades attended Sexual Harassment Training on February 12th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for March 2020

DATE: May 18, 2020

MONTHLY STATISTICS

Information Desk Activity	March 2020	March 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Information -- in person	892	931	9960	11350	-12.25%
Information -- telephone	464	680	4155	5387	-22.87%
Information -- email/chat	36	3	81	34	138.24%
Technology assistance	157	4	1086	1348	-19.44%
Guest passes	27	0	627	635	-1.26%
Adult and Children's computer use (desktops)	745	0	9175	8648	6.09%
Adult computer usage (desktop)	563	0	6688	9032	-25.95%
Teen computer usage	66	N/A	1486	NA	NA

Volunteer Hours:	March 2020	March 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
History Room	21.5	8.25	191	120.5	58.51%
PLFF	105.5	369	2677.07	3089.1	-13.34%
General Library	167.75	98.75	1543.11	1989.69	-22.44%
Technology	0	0	0	0	0.00%
Homework Club	0	58.75	132.35	445.75	-70.31%
Adult Literacy Tutors	74.75	154.5	835.81	1148.19	-27.21%
PTAC	45.25	48	422.25	641.5	-34.18%
Summer Reading Program	0	0	176.53	675.75	-73.88%
Total Volunteer Hours	414.75	737.25	5978.12	8110.48	-26.29%

History Room Activity	March 2020	March 2019	Y-T-D FY2019-20	Y-T-D FY2018-19	Y-T-D % change
History Room Visitors	1	1	89	36	147.22%

Public Services Outreach Activity	March 2020	March 2019	Y-T-D FY2019-20	Y-T-D FY2018-19	Y-T-D % change
Outreach Visits	0	20	9	156	-94.23%
Outreach Attendance	0	600	100	1000	-90%

Adult Programs

Type of Program	Number of Programs March	Attendance March	Number of Programs March	Attendance March	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2020	2020	2019	2019	FY1920	FY1920	FY1819	FY1819		
Book Club	1	7	0	0	6	56	2	16	200.00%	250.00%
Computer Workshops	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs	1	2	0	0	1	2	2	73	-50.00%	-97.26%
Fine Arts Programs	0	0	0	0	4	449	3	341	33.33%	31.67%
Health & Fitness Programs	0	0	0	0	5	42	0	0	100.00%	100.00%
History Room Programming	0	0	1	69	3	23	4	237	-25.00%	-90.30%
Home and Lifestyle	0	0	0	0	3	50	0	0	100.00%	100.00%
Literacy Programs	4	19	10	235	40	428	46	649	-13.04%	-34.05%
The Hangar Makerspace	1	11	0	0	21	218	0	0	N/A	N/A
Reading Programs	0	0	0	0	4	159	5	654	-20.00%	-75.69%
Volunteer Programs	0	0	0	0	5	92	5	66	0.00%	39.39%
Totals	7	39	11	304	92	1519	67	2036	37.31%	-25.39%

Literacy	YTD1920	YTD1819	% Change
English Literacy Students	70	57	22.81%
Students Graduated	1	3	-66.67%
English Literacy Tutors	35	44	-15.91%

The Hangar Makerspace	Attendance March	Attendance	Attendance	Y-T-D	Y-T-D	Y-T-D
	2020	2020	2019	FY2019-20	FY2018-19	% change
Hangar Open Hour Visitors		42	0	739	0	N/A
Adult/Teen Hangar Programs		11	0	182	0	N/A
Tween Hangar Programs		0	0	24	0	N/A
Family Hangar Programs		0	0	27	0	N/A
Total		53	11	971	0	N/A

Proctored Tests				
March	March	Y-T-D	Y-T-D	Y-T-D
2020	2019	2019-20	2018-19	% change
7	3	54	102	-47%

Teen Programs

Type of Program	Number of Programs March	Attendance March	Number of Programs March	Attendance March	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2020	2020	2019	2019	FY1920	FY1920	FY1819	FY1819		
Collaboratory	0	0	0	0	0	0	4	19	-100.00%	-100.00%
Friday Flicks	0	0	0	0	0	0	7	29	-100.00%	-100.00%
PTAC	1	13	2	40	15	238	17	355	-11.76%	-32.96%
Summer Reading Program	0	0	0	0	1	25	2	122	-50.00%	-79.51%
Teen Misc.	1	4	0	0	4	25	1	160	300.00%	-84.38%
Test	0	0	0	0	0	0	1	14	-100.00%	-100.00%
The Vault	0	0	0	0	1	300	2	167	-50.00%	79.64%
Totals	2	17	2	40	21	588	34	866	-38.24%	-32.10%

ACHIEVEMENTS

- Wendy Amireh coordinated the start of Book a Librarian on March 1st.
- Wendy Amireh and Katie Matas coordinated the new program registration process.
- Wendy Amireh coordinated telecommuting tasks for Adult and Teen Services staff.
- Wendy Amireh coordinated Adult and Teen Services virtual program plans.
- Victor Meza coordinated a PTAC meeting on March 5th.
- Victor Meza coordinated Game On! Thursday on March 12th.
- Victor Meza completed a Book-a-Librarian appointment on March 12th.
- Shellie McCurdy coordinated DIY Self-Watering Planters on March 7th.
- Shellie McCurdy prepared physical book tickets for the new program registration process.
- Sabrina Rosengren & Sally Federman coordinated/facilitated Literacy Reads – Book Club on March 3rd.
- Sabrina Rosengren coordinated a Citizenship Information Session (Spanish) on March 7th.
- Katie Matas created a spreadsheet to track Zip Books on March 30th.
- Katie Matas facilitated the Library Book Club on March 10th.

MEETINGS

- Wendy Amireh met with Lisa Huff, SJSU Intern, on March 4th.
- Wendy Amireh, Shellie McCurdy, Katie Matas, Sally Federman, Victor Meza, Sabrina Rosengren and Megan Tolman attended the Public Services team meeting on March 4th.
- Wendy Amireh, Michelle Meades, Katie Matas, Sabrina Rosengren attended the All Staff meeting on March 13th.
- Michelle Meades attended the Support Services meeting on March 12th.
- Wendy Amireh, Katie Matas and Michelle Meades attended the Board Meeting on March 16th.
- Wendy Amireh and Yesenia Baltierra met on March 9th, 16th and 27th.
- Wendy Amireh attended the supervisors meeting on March 3rd, 18th and 24th.
- Wendy Amireh attended a meeting on telecommuting on March 25th.
- Wendy Amireh, Katie Matas, Michelle Meades, Sally Federman, Victor Meza, Sabrina Rosengren and Megan Tolman attended the all staff meeting on March 27th.
- Adult and Teen Services staff attended the Adult and Teen Services meeting on March 27th.
- Adult and Teen Services staff attended the All Staff meeting on March 31st.

- Michelle Meades met with Wendy Amireh on March 9th and 17th.
- Sabrina Rosengren and Wendy Amireh met on March 5th and 17th.
- Sabrina Rosengren met with tutors March 2nd, 4th, 7th, 10th.
- Sabrina Rosengren met with new/current learners March 11th.
- Katie Matas met with Wendy Amireh on March 2nd and 9th.
- Victor Meza met with Wendy Amireh on March 6th and 13th.
- Shellie McCurdy and Wendy Amireh attended Hangar Meetings on March 5th and 18th.
- Shellie McCurdy met with Victor Meza on March 6th.
- Shellie McCurdy met with Megan Tolman on March 30th.
- Katie Matas met with Yesenia Baltierra on March 19th.

PROFESSIONAL DEVELOPMENT

- Wendy Amireh began Infopeople course "Leadership Superpowers".
- Sabrina Rosengren and Victor Meza completed "Core Reference Fundamentals" online course.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for April 2020

DATE: May 18, 2020

MONTHLY STATISTICS

Information Desk Activity	April 2020	April 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Information -- In person	0	999	9,960	12,349	-19.35%
Information -- telephone	0	558	4,155	5,945	-30.11%
Information -- email/chat	785	4	866	38	2178.95%
Technology assistance	0	0	1,086	1,348	-19.44%
Guest passes	0	0	627	635	-1.26%
Adult and Children's computer use (desktops)	0	0	9,175	8,648	6.09%
Adult computer usage (desktop)	0	0	6,688	9,032	-25.95%
Teen computer usage	0	N/A	1486	NA	NA
Public computer use (express laptops)	0	0	0	11	-100.00%

Volunteer Hours:	April 2020	April 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
History Room	0	10.25	191	130.75	46.08%
PLFF	0	373	2677.07	3462.1	-22.67%
General Library	0	118.75	1543.11	2108.44	-26.81%
Technology	0	0	0	0	0.00%
Homework Club	0	58.75	132.35	504.5	-73.77%
Adult Literacy Tutors	44.25	152.5	880.06	1300.69	-32.34%
PTAC	22.5	48	444.75	689.5	-35.50%
Summer Reading Program	0	0	176.53	675.75	-73.88%
Total Volunteer Hours	66.75	761.25	6221.4	8871.73	-29.87%

History Room Activity	April	April	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2019-20	FY2018-19	% change
History Room Visitors	0	6	89	42	111.90%

Public Services Outreach Activity	April	April	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2019-20	FY2018-19	% change
Outreach Visits	0	10	9	166	-94.58%
Outreach Attendance	0	252	522	5113	-89.79%

Adult Programs

Type of Program	Number of Programs April	Attendance April	Number of Programs April	Attendance April	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2020	2020	2019	2019	FY1920	FY1920	FY1819	F1819		
Book Club	2	10	0	0	8	66	2	16	300.00%	312.50%
Computer Workshops	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs	1	2	1	26	2	4	3	99	-33.33%	-95.96%
Fine Arts Programs	0	0	0	0	4	449	3	341	33.33%	31.67%
Health & Fitness Programs	0	0	0	0	5	42	0	0	100.00%	100.00%
History Room Programming	0	0	3	275	3	23	7	512	-57.14%	-95.51%
Home and Lifestyle	0	0	0	0	3	50	0	0	100.00%	100.00%
Literacy Programs	7	51	3	28	47	479	49	677	-4.08%	-29.25%
The Hangar Makerspace	6	2,830	0	0	27	3,048	0	0	N/A	N/A
Reading Programs	0	0	0	0	4	159	5	654	-20.00%	-75.69%
Volunteer Programs	0	0	1	12	5	92	6	78	-16.67%	17.95%
Totals	16	2,893	8	341	107	4,407	75	2,377	42.67%	85.40%

The Hangar Makerspace	Attendance April	Attendance	Attendance	Y-T-D	Y-T-D	Y-T-D
		2020	2019	FY2019-20	FY2018-19	% change
Hangar Open Hour Visitors		0	0	739	0	N/A
Adult/Teen Hangar Programs		1,732	0	1913	0	N/A
Tween Hangar Programs		0	0	24	0	N/A

Family Hangar Programs	1,098	0	1125	0	N/A
Total	2830	0	3801	0	N/A

Literacy	YTD1920	YTD1819	% Change
English Literacy Students	73	59	23.73%
Students Graduated	2	3	-33.33%
English Literacy Tutors	38	46	-17.39%

Proctored Tests	April	April	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2019-20	2018-19	% change
Number of Tests	0	3	54	105	-49%

Teen Programs

Type of Program	Number of Programs April	Attendance April	Number of Programs April	Attendance April	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2020	2020	2019	2019	FY1920	FY1920	FY1819	FY1819		
Collaboratory	0	0	0	0	0	0	4	19	-100.00%	-100.00%
Friday Flicks	0	0	0	0	0	0	7	29	-100.00%	-100.00%
PTAC	1	15	2	39	16	253	19	394	-15.79%	-35.79%
Summer Reading Program			0	0	1	25	2	122	-50.00%	-79.51%
Teen Misc.	4	32	0	0	8	57	1	160	700.00%	-64.38%
Test	0	0	0	0	0	0	1	14	-100.00%	-100.00%
The Vault	0	0	0	0	1	300	2	167	-50.00%	79.64%
Totals	5	47	2	39	26	635	36	905	-27.78%	-29.83%

ACHIEVEMENTS

- Michelle Meades and Megan Tolman coordinated the Brunch with Books virtual book club on April 18th.
- Michelle Meades and Megan Tolman coordinated the Late Night virtual book club on April 22nd.
- Michelle Meades and Wendy Amireh coordinated 3rd grade video presentations for access by PYLUSD 3rd grade teachers for local history on Placentia on April 29th.
- Victor Meza coordinated a PTAC meeting on April 16th.
- Victor Meza coordinated Game On! Smash Tournament on April 20th and 27th.
- Victor Meza coordinated Game On! Animal Crossing on April 22nd and 29th.
- Shellie McCurdy coordinated virtual program Intro to Brush Lettering Part 1 on April 14th.
- Shellie McCurdy coordinated virtual program Intro to Brush Lettering Part 2 on April 16th.
- Shellie McCurdy coordinated virtual program How to Make Piped Sugar Cookies Part 1 on April 20th.
- Shellie McCurdy coordinated virtual program How to Make Piped Sugar Cookies Part 2 on April 21st.
- Shellie McCurdy coordinated virtual program Paper Mache Book Art on April 27th.
- Sabrina Rosengren and Sally Federman coordinated/facilitated Literacy Reads Book Club April 21st and 28th.

- Sabrina Rosengren coordinated and facilitated Read, Write, Speak Club April 17th and 24th.
- Sabrina Rosengren and Sally Federman coordinated Adult Literacy Open House for tutors and learners on April 7th and 20th.
- Katie Matas sent out first Zip Books to patrons.
- Megan Tolman started Currently Reading social media posts from staff members on April 4th.
- Wendy Amireh coordinated Census program on April 1st.
- Katie Matas and Tori Maglonzo assisted with face mask preparation.
- Tori Maglonzo completed the String Art video.

MEETINGS

- Adult Services staff attended the Adult Services meeting on April 1st, 8th, 15th and 29th.
- Wendy Amireh and Yesenia Baltierra met on April 3rd, 9th, 21st and 24th.
- Wendy Amireh attended the supervisors meeting April 1st, 8th, 15th, 22nd, and 29th.
- Adult Services Staff attended staff meetings on April 7th, 14th, and 21st.
- Wendy Amireh attended the CRP meetings on April 28th, 29th and 30th.
- Wendy Amireh met with Alyssa Stolze on April 30th.
- Wendy Amireh met with the Estate Planning presenters on April 22nd.
- Wendy Amireh attended Kiwanis meetings on April 16th and 30th.
- Tori Maglonzo met with Wendy Amireh on April 9th and 23rd.
- Michelle Meades met with Wendy Amireh on April 7th, 14th, 21st, and 28th.
- Megan Tolman met with Wendy Amireh on April 7th, 14th, 21st, and 28th.
- Megan Tolman met with Tim Worden on April 27th.
- Michelle Meades met with Megan Tolman on April 2nd, 8th, 9th, and 30th.
- Katie Matas met with Wendy Amireh on April 2nd, 9th, 16th, 28th, and 30th.
- Victor Meza met with Wendy Amireh on April 3rd, 10th, 17th and 24th.
- Shellie McCurdy and Wendy Amireh attended Hangar Meetings on April 1st, 8th, 15th, 22nd, and 29th.
- Shellie McCurdy, Wendy Amireh, and Danny Gonzalez met on April 22nd.
- Shellie McCurdy met with Victor Meza on April 22nd.
- Katie Matas met with Yesenia Baltierra on April 30th.
- Sabrina Rosengren, Sally, Federman and Wendy Amireh met on April 9th, 16th, 23rd, and 30th.
- Sabrina Rosengren attended Adult Services meeting April 1st, 8th, 15th, and 29th.
- Sabrina Rosengren and Sally Federman met with CLLS Network April 2nd, 16th, 30th.
- Sabrina Rosengren met with Read, Write, Speak facilitators April 6th.
- Sabrina Rosengren met virtually with tutors and learners April 7th and 20th.
- Sabrina Rosengren attended CLLS Strategic Planning meeting April 9th.
- Katie Matas attended California State Library Tech Services meetings on April 2nd, and 28th.

PROFESSIONAL DEVELOPMENT

- Wendy Amireh began Infopeople course "Leadership Superpowers".
- Wendy Amireh attended Information Virtual Services webinar on April 21st.
- Michelle Meades attended a Work from home webinar on April 2nd.
- Megan Tolman attended a webinar on Adult Programming on April 6th.
- Michelle Meades attended a webinar on Saving time with grant templates on April 9th.
- Michelle Meades attended a webinar on Virtual Services for Libraries on April 15th.
- Megan Tolman attended a webinar on Virtual Services Platforms on April 15th.

- Michelle Meades attended a webinar on Sharepoint on April 23rd.
- Victor Meza completed Volgistics tutorial videos on April 7th.
- Shelle McCurdy completed WebJunction's "Collection Development Basics" online course on April 22nd.
- Sabrina Rosengren attended Webinar "Managing Difficult Volunteer Transitions" on April 1st.
- Sabrina Rosengren attended Webinar "Family Literacy – Distance Learning" on April 2nd.
- Sabrina Rosengren attended Webinar "Working from Home – Tips & Tricks" on April 2nd.
- Sabrina Rosengren attended the webinar "Distance Learning: Ideas from the Field" on April 20th.
- Sabrina Rosengren attended webinar "Distance Learning: Ideas from the Field #2" on April 28th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Systems Librarian

SUBJECT: Placentia Library Website & Technology Report for February 2020

DATE: March 12, 2020

<u>On-line database usage</u>	February 2020	Onsite Usage 2/20	Remote Usage 2/20	February 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Library Catalog	2,855	N/A	N/A	9,091	2,855	125,773	N/A
General Reference Center	0	0	0	46	147	866	-83%
Biography In Context	22	0	22	543	724	3,232	-78%
Opposing Viewpoints	2086	2009	77	436	2,177	2,783	-22%
Consumer Reports	143	N/A	N/A	77	N/A	837	N/A
Freegal	697	N/A	N/A	735	6,580	7,114	-8%
Heritage Quest	361	N/A	N/A	137	5,077	930	446%
Novelist	32	N/A	N/A	37	298	447	-33%
Public Library Core Collection							
Nonfiction (staff use only)	0	N/A	N/A	0	66	88	-25%
Pronunciator	4	N/A	N/A	6	207	176	18%
ABC Mouse	8	N/A	N/A	51	N/A	318	N/A
ABC Mouse - Bring							
Learning Home (new March 2018)	6	N/A	N/A	N/A	N/A	N/A	N/A
Work Book Online							
(New February 2018)	4	N/A	N/A	106	38	N/A	N/A
Tumblebooks	85	N/A	N/A	102	1,207	610	98%
Reference USA	72	N/A	N/A	181	N/A	1,510	N/A
Enki	3	N/A	N/A	0	41	23	78%
Hoopla	2048	N/A	N/A	1118	8,729	8,174	24%
Overdrive e-books	1,292	N/A	N/A	1,434	9,902	12,880	-23%
Overdrive audio books	956	N/A	N/A	1,030	7,079	7,924	-11%
Overdrive e-books -							
Placentia Advantage							
(New March 2018)	985	N/A	N/A	985	N/A	N/A	N/A
Overdrive audiobooks -							
Placentia Advantage							
(New March 2018)	911	N/A	N/A	911	N/A	N/A	N/A
Tutor.com (New September 2019)	3	N/A	N/A	N/A	N/A	N/A	N/A
Zinio	232	N/A	N/A	157	1,414	784	126%
TOTAL DATABASE USAGE	12,805	2,009	99	17,183	31,929	174,469	-82%

Computer & Online Resource Use					
	February 2020	February 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Residents	677	639	4,018	7,250	-45%
Non-Placentia Residents	522	566	3,039	5,605	-46%
Total	1,199	1,205	7,057	12,855	-45%

Website Traffic					
	February 2020	February 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Website visits	9,359	6,970	73,361	65,873	11%
Page Hits	17,120	12,614	136,004	112,770	21%
Users	5,320	3,894	41,890	35,339	19%
Pages/Session	1.83	1.79	N/A	N/A	N/A
Avg. Session Duration	00:02:25	00:02:36	N/A	N/A	N/A
% New Sessions	74	70	N/A	N/A	N/A

Wifi Use					
	February 2020	February 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Total	2,498	914	11,417	10,662	7%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Systems Librarian

SUBJECT: Placentia Library Website & Technology Report for March 2020

DATE: April 7, 2020

<u>On-line database usage</u>	March 2020	Onsite Usage 3/20	Remote Usage 3/20	March 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Library Catalog	4,108	N/A	N/A	22,720	6,963	148,493	-95%
General Reference Center	0	0	0	19	147	885	-83%
Biography In Context	5	5	5	447	729	3,679	-80%
Opposing Viewpoints	8	2	6	342	2,185	3,125	-30%
Consumer Reports	225	N/A	N/A	131	N/A	968	N/A
Freegal	718	N/A	N/A	908	7,298	8,022	-9%
Heritage Quest	29	N/A	N/A	10	5,106	940	443%
Novelist	61	N/A	N/A	1	359	448	-20%
Public Library Core Collection							
Nonfiction (staff use only)	0	N/A	N/A	0	66	88	-25%
Pronunciator	2	N/A	N/A	24	209	200	5%
ABC Mouse	30	N/A	N/A	60	N/A	378	N/A
ABC Mouse - Bring Learning Home (New March 2018)	48	N/A	N/A	3	2	N/A	N/A
Workl Book Online (New February 2018)	3	N/A	N/A	122	41	N/A	N/A
Tumblebooks	192	N/A	N/A	59	1,399	669	109%
Reference USA	140	N/A	N/A	192	N/A	1,702	N/A
Enki	8	N/A	N/A	0	49	23	113%
Hoopla	1646	N/A	N/A	1196	9,375	9,370	0%
Overdrive e-books	2,208	N/A	N/A	1,595	12,110	14,475	-16%
Overdrive audio books	1,194	N/A	N/A	1,079	8,273	9,003	-8%
Overdrive e-books - Placentia Advantage (New March 2018)	1,338	N/A	N/A	1,056	1,554	N/A	N/A
Overdrive audio books - Placentia Advantage (New March 2018)	1,060	N/A	N/A	1,149	1,430	N/A	N/A
Tutor.com (New September 2019)	45	N/A	N/A	N/A	N/A	N/A	N/A
Zinio	247	N/A	N/A	197	1,661	981	69%
TOTAL DATABASE USAGE	13,315	7	11	31,310	58,956	203,449	-71%

Computer & Online Resource Use	March	March	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2019-20	2018-19	% change
Placentia Residents	863	635	4,881	7,885	-38%
Non-Placentia Residents	666	573	3,705	6,178	-40%
Total	1,529	1,208	8,586	14,063	-39%

Website Traffic	March	March	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2019-20	2018-19	% change
Website visits	10,757	7,855	84,118	73,728	14%
Page Hits	20,312	14,061	156,316	126,831	23%
Users	6,297	4,452	48,187	39,791	21%
Pages/Session	1.89	1.76	N/A	N/A	N/A
Avg. Session Duration	00:02:28	00:02:20	N/A	N/A	N/A
% New Sessions	80	71	N/A	N/A	N/A

Wifi Use	March	March	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2019-20	2018-19	% change
	1,427	2,740	12,844	13,402	-4%
Total	2,740	2,740	12,844	13,402	-4%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Systems Librarian

SUBJECT: Placentia Library Website & Technology Report for April 2020

DATE: May 13, 2020

<u>On-line database usage</u>	April 2020	Onsite Usage 4/20	Remote Usage 4/20	April 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Library Catalog	1,583	0	1,583	43,455	8,546	191,948	-96%
General Reference Center	15	0	15	66	162	951	-83%
Biography In Context	1	0	1	201	730	3,880	-81%
Opposing Viewpoints	7	0	7	962	2,192	4,087	-46%
Consumer Reports	142	0	142	386	N/A	1,354	N/A
Freegal	856	0	856	911	8,154	8,933	-9%
Heritage Quest	36	0	36	192	5,142	1,132	354%
Novelist	68	0	68	4	427	452	-6%
Pronunciator	8	0	8	19	217	219	-1%
ABC Mouse	39	0	39	39	N/A	417	N/A
ABC Mouse - Bring Learning Home (New March 2018)	79	0	79	N/A	4	N/A	N/A
Workl Book Online (New February 2018)	0	0	0	47	45	N/A	N/A
Tumblebooks	397	0	397	93	1,796	762	136%
Reference USA	228	0	228	177	N/A	1,879	N/A
Enki	7	0	7	0	56	23	143%
Hoopla	2202	0	2202	2202	11,577	11,572	0%
Overdrive e-books	2,920	0	2920	1,545	15,030	16,020	-6%
Overdrive audio books	1,207	0	1207	1,126	9,480	10,129	-6%
Overdrive e-books - Placentia Advantage (New March 2018)	2,271	0	2,271	1,103	3,049	N/A	N/A
Overdrive audio books - Placentia Advantage (New March 2018)	1,055	0	1,055	1,027	2,830	N/A	N/A
Tutor.com (New September 2019)	37	0	37	N/A	N/A	N/A	N/A
Zinio	358	0	358	156	2,019	1,137	78%
TOTAL DATABASE USAGE	13,516	-	11,933	53,711	71,456	254,895	-72%

Computer & Online Resource Use					
	April 2020	April 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Residents	308	1,227	5,189	9,112	-43%
Non-Placentia Residents	258	1,070	3,963	7,248	-45%
Total	566	2,297	9,152	16,360	-44%

Wifi Use					
	April 2020	April 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
	2,688	4,695	15,532	18,097	-14%
Total	2,688	4,695	15,532	18,097	-14%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Conference Authorization: Library Board of Trustees and Library Staff to attend the American Library Association (ALA) Virtual Event on June 24-26, 2020.

DATE: May 18, 2020

BACKGROUND

At the January 22, 2020 Library Board of Trustees meeting, the Board approved a travel authorization for the Board and library staff to attend the ALA conference in Chicago. Due to the COVID-19 pandemic, the event was cancelled and refunds have been processed. On April 21, 2020, ALA announced a virtual event, ALA Virtual - Community Through Connection, an online event offering educational programming, special author events, and social networking on June 24-26, 2020.

Registration opened on May 11, 2020 with a closing date of June 17, 2020. Rates are as follows:

ALA Member -- \$175

Other Member (Retired, Student, Life, Trustee, Non-Salaried, and Support Staff) -- \$95

Non-Member -- \$250

Recording-Only (Recording of ALA Virtual event. For those unable to view the event during the June 24-26, 2020 dates) -- \$295

ALA will soon announce the event format, specific content, and other details for the virtual event. Misty Copeland, American Ballet Theatre Principal Dancer and Author will be the opening session speaker.

Fiscal Impact: \$95-\$250 per attendee

RECOMMENDATIONS

1. Authorize the Library Board of Trustees and Library Staff to attend the ALA Virtual Event on June 24-26, 2020.
2. Authorize by a roll call vote.
3. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss the California Voting Rights Act (CVRA) and Placentia Library District's Response for District-Based Election System

DATE: May 18, 2020

BACKGROUND

Elections Code Sections 14025-14032, was enacted in 2001 to implement the California constitutional guarantees of equal protection and the right to vote. The CVRA provides a private right of action to members of a protected class where, because of "dilution or the abridgment of the rights of voters," an at-large election system "impairs the ability of a protected class to elect candidates of its choice or its ability to influence the outcome of an election." The CVRA defines a "protected class" broadly as a class of voters who are members of a race, color, or language minority group. To establish a violation under the CVRA, a plaintiff must show that "racially polarized voting" occurs in elections for members of the governing body of the political subdivision or in elections incorporating other electoral choices by the voters.

Since 2018, over forty California cities that had conducted their city council elections by means of an "at-large" election system have received letters threatening to sue their city for alleged violations of the California Voting Rights Act (Cal. Election Code (EC) Sections 14025-14032) ("CVRA"), unless those cities voluntarily transitioned to a "district-based" election system. In addition to cities, many school, community college and health care districts have received these CVRA letters. At least 88 cities have made the change to by-district elections and two more, the City of Goleta and the City of Carpinteria, agreed to make the change for 2022. Other cities, such as the City of San Clemente have decided to put the matter on the 2018 ballot for voters' approval. Approximately eighteen other cities are in some form of legal dispute but have not yet decided to make the change to by-district elections. Thirty-two community college districts, over 165 school districts, and at least 12 other special districts have made the change to by-district elections. In 2018, the City of Placentia and the Placentia Yorba Linda Unified School District have both established district maps.

CVRA was discussed at the December 12, 2019 Board meeting and no action was taken. Recently, Buena Park Library District received a letter from Shenkman & Hughes, a law firm in Malibu. Buena Park is working with their attorney to provide a response within 45 days.

Attachment A is the California Voting Rights Act.

Attachment B is the district map for the City of Placentia.

Attachment C is the district map for the Placentia Yorba Linda Unified School District.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

Assembly Bill No. 182

Passed the Assembly September 8, 2015

Chief Clerk of the Assembly

Passed the Senate September 3, 2015

Secretary of the Senate

This bill was received by the Governor this _____ day
of _____, 2015, at _____ o'clock _____ M.

Private Secretary of the Governor

AB 182

— 2 —

CHAPTER _____

An act to add the heading of Article 1 (commencing with Section 14025) and the heading of Article 2 (commencing with Section 14027) to, and to add Article 3 (commencing with Section 14040) to, Chapter 1.5 of Division 14 of the Elections Code, relating to elections.

LEGISLATIVE COUNSEL'S DIGEST

AB 182, Alejo. California Voting Rights Act of 2001.

Existing law, the California Voting Rights Act of 2001 (CVRA), prohibits the use of an at-large election in a political subdivision if it would impair the ability of a protected class, as defined, to elect candidates of its choice or otherwise influence the outcome of an election. The CVRA provides that a voter who is a member of a protected class may bring an action in superior court to enforce the provisions of the CVRA, and, if the voter prevails in the case, he or she may be awarded reasonable litigation costs and attorney's fees. The CVRA requires a court to implement appropriate remedies, including the imposition of district-based elections, that are tailored to remedy a violation of the act.

This bill would prohibit the use of a district-based election in a political subdivision if it would impair the ability of a protected class, as defined, to elect candidates of its choice. The bill would require a court to implement specified remedies upon a finding that a district-based election was imposed or applied in a manner that impaired the ability of a protected class to elect candidates of its choice.

The people of the State of California do enact as follows:

SECTION 1. The Legislature finds and declares that the purpose of this act is to address ongoing vote dilution and discrimination in voting as matters of statewide concern, in order to enforce the fundamental rights guaranteed to California voters under Section 7 of Article I and Section 2 of Article II of the California Constitution. Therefore, the provisions of this act shall be construed liberally in furtherance of this legislative intent to

eliminate minority vote dilution. It is the further intent of the Legislature that any remedy implemented under this act shall comply with the 14th Amendment to the United States Constitution. The Legislature also finds and declares that this act is consistent with the decision of the Court of Appeal in *Sanchez v. City of Modesto* (2006) 145 Cal.App.4th 660.

SEC. 2. The heading of Article 1 (commencing with Section 14025) is added to Chapter 1.5 of Division 14 of the Elections Code, to read:

Article 1. General Provisions

SEC. 3. The heading of Article 2 (commencing with Section 14027) is added to Chapter 1.5 of Division 14 of the Elections Code, to read:

Article 2. At-Large Elections

SEC. 4. Article 3 (commencing with Section 14040) is added to Chapter 1.5 of Division 14 of the Elections Code, to read:

Article 3. District-Based Elections

14040. District-based elections shall not be imposed or applied in a manner that impairs the ability of a protected class to elect candidates of its choice as a result of the dilution or the abridgment of the rights of voters who are members of a protected class.

14041. (a) A violation of Section 14040 is established if it is shown that racially polarized voting occurs in elections for members of the governing body of the political subdivision or in elections incorporating other electoral choices by the voters of the political subdivision. Elections conducted prior to the filing of an action pursuant to Section 14040 and this section are more probative to establish the existence of racially polarized voting than elections conducted after the filing of the action.

(b) The occurrence of racially polarized voting shall be determined from examining results of elections in which at least one candidate is a member of a protected class or elections involving ballot measures, or other electoral choices that affect the rights and privileges of members of a protected class. One

circumstance that may be considered in determining a violation of Section 14040 and this section is the extent to which candidates who are members of a protected class and who are preferred by voters of the protected class, as determined by an analysis of voting behavior, have been elected to the governing body of a political subdivision that is the subject of an action based on Section 14040 and this section.

(c) The fact that members of a protected class are not geographically compact or concentrated does not preclude a finding of racially polarized voting, or a violation of Section 14040 and this section, but may be a factor in determining an appropriate remedy.

(d) Proof of an intent on the part of the voters or elected officials to discriminate against a protected class is not required.

(e) Other factors such as the history of discrimination, the use of electoral devices or other voting practices or procedures that may enhance the dilutive effects of the election system, denial of access to those processes determining which groups of candidates will receive financial or other support in a given election, the extent to which members of a protected class bear the effects of past discrimination in areas such as education, employment, and health, which hinder their ability to participate effectively in the political process, and the use of overt or subtle racial appeals in political campaigns are probative, but not necessary factors, to establish a violation of Section 14040 and this section.

(f) (1) Except as provided in paragraph (2), the fact that a district-based election was imposed on the political subdivision as a result of an action filed pursuant to Article 2 shall not be a defense to an action alleging a violation of this article.

(2) (A) If a court orders a political subdivision to adopt, and subsequently approves, a district-based election system as a result of an action filed pursuant to Article 2, there shall be a rebuttable presumption in any subsequent action filed pursuant to this article that the district-based election system of that political subdivision does not violate this article. The presumption shall apply only to the exact district-based election system that was approved by the court and shall not apply if the boundaries of the districts of the political subdivision are subsequently adjusted for any reason.

(B) This paragraph shall apply only to a district-based election system that is approved by a court on or after January 1, 2016.

14042. (a) Upon a finding of a violation of Sections 14040 and 14041, the court shall implement an effective district-based elections system that provides the protected class the opportunity to elect candidates of its choice from single-member districts.

(b) If additional effective districts under subdivision (a) are not possible without increasing the size of the governing body, or will not alone provide an appropriate remedy, the court may order additional remedies, including any of the following:

(1) Incrementally increasing the size of the governing body upon approval of voters in the jurisdiction.

(2) Approving a single-member district-based election system that provides the protected class the opportunity to join in a coalition of two or more protected classes to elect candidates of their choice if there is demonstrated political cohesion among the protected classes.

(3) Requiring elections of the governing body to be held on the same day as a statewide election, as provided in Section 1001, taking into account in any such remedial determination the capacity of the county to consolidate the election date with statewide elections.

(4) Issuing an injunction to delay an election.

14043. In any action to enforce Sections 14040 and 14041, the court shall allow the prevailing plaintiff party, other than the state or political subdivision thereof, a reasonable attorney's fee consistent with the standards established in *Serrano v. Priest* (1977) 20 Cal.3d 25, 48-49, and litigation expenses including, but not limited to, expert witness fees and expenses as part of the costs. Prevailing defendant parties shall not recover any costs, unless the court finds the action to be frivolous, unreasonable, or without foundation.

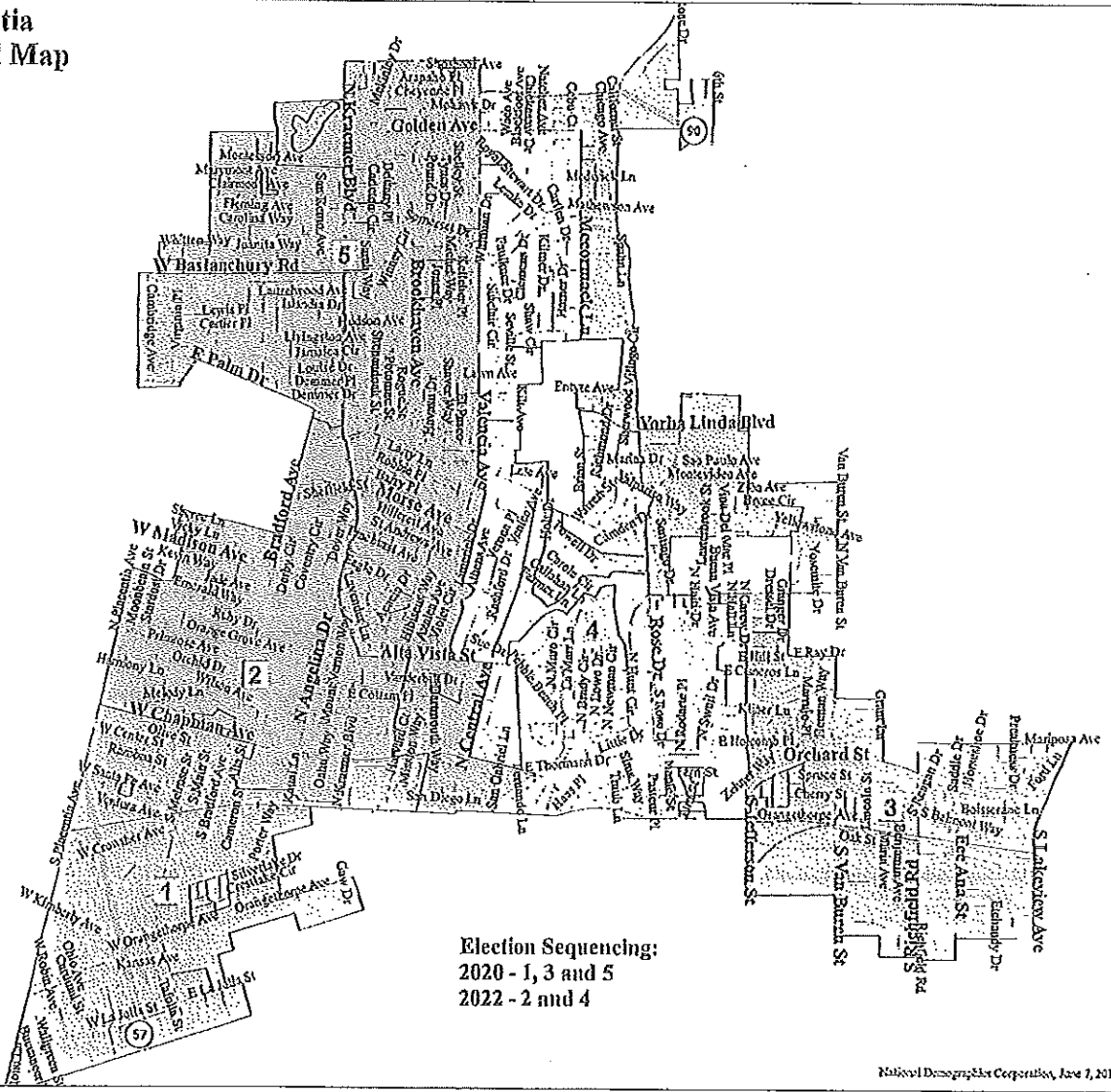
14044. Any voter who is a member of a protected class and who resides in a political subdivision where a violation of Sections 14040 and 14041 is alleged may file an action pursuant to those sections in the superior court of the county in which the political subdivision is located.

14045. If any provision of this article or its application to any person or circumstance is held invalid, Articles 1, 2 and the remainder of this article, or the application of the provision to other persons or circumstances, shall not be affected.

Approved _____, 2015

Governor

**City of Placentia
 2019 Adjusted Map**

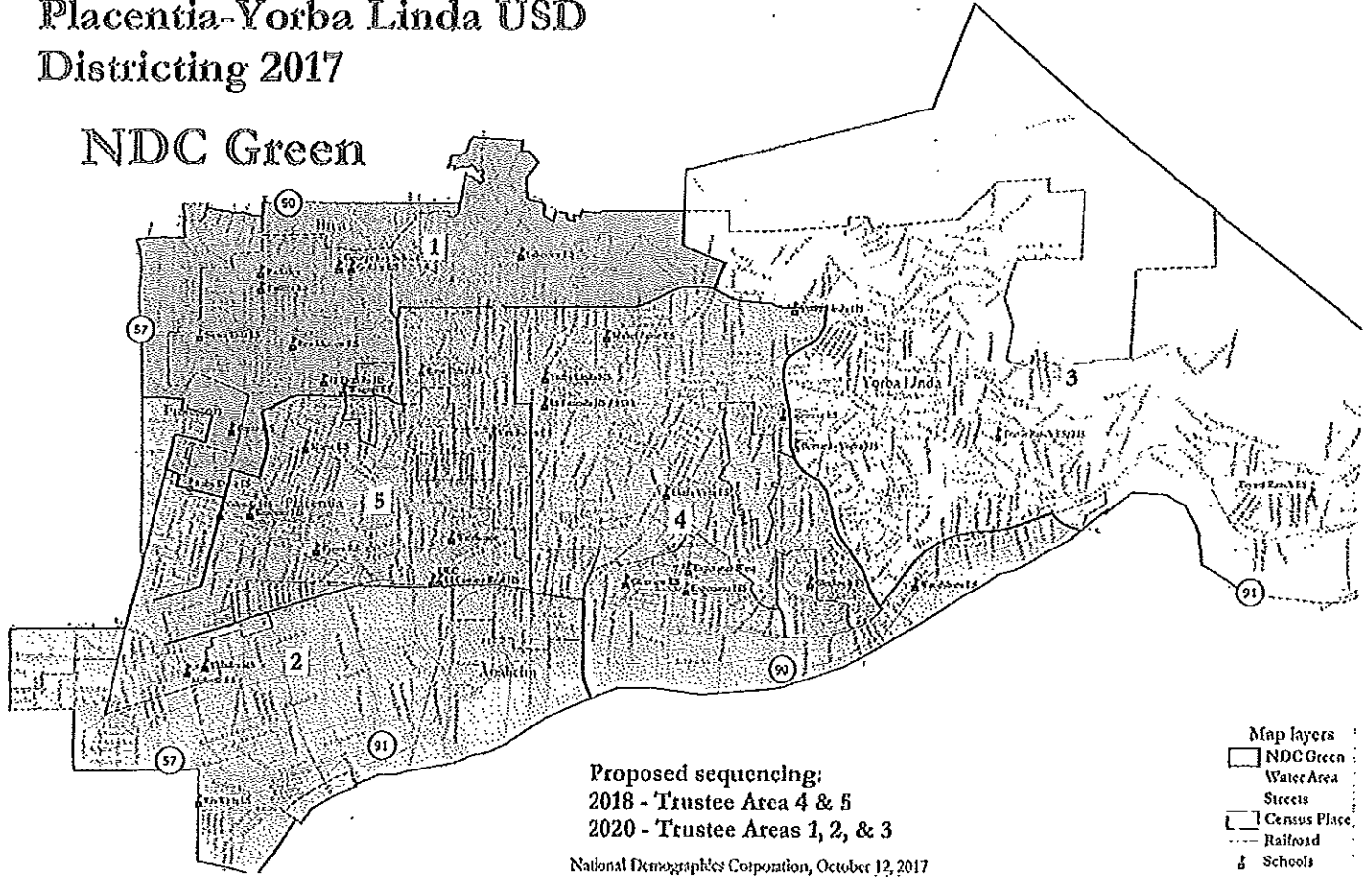


Election Sequencing:
 2020 - 1, 3 and 5
 2022 - 2 and 4

City of Placentia - 2019 Adjusted Map							
District		1	2	3	4	5	Total
	Total Pop	10,685	9,696	10,081	10,044	10,050	50,555
(Estimated After Block Splits)	Deviation from ideal	574	-415	-30	-67	-61	989
	% Deviation	5.67%	-4.11%	-0.30%	-0.66%	-0.61%	9.78%
Demographic data below are calculated based on whole, unsplit Census Blocks							
Total Pop	% Hisp	80%	37%	25%	16%	17%	36%
	% NH White	12%	43%	50%	57%	66%	45%
	% NH Black	2%	2%	3%	2%	1%	2%
	% Asian-American	5%	16%	21%	24%	14%	16%
Voting Age Pop	Total	7,651	7,651	7,592	7,730	7,480	38,104
	% Hisp	75%	34%	22%	14%	15%	32%
	% NH White	16%	46%	54%	59%	69%	49%
	% NH Black	2%	2%	3%	2%	1%	2%
Citizen Voting Age Pop	Total	4,005	6,819	7,162	7,341	7,252	32,578
	% Hisp	61%	28%	26%	17%	17%	27%
	% NH White	25%	51%	53%	57%	66%	53%
	% NH Black	1%	3%	2%	2%	1%	2%
Voter Registration (Nov 2016)	% Asian/Pac. Isl.	13%	16%	18%	23%	16%	18%
	Total	2,785	5,075	5,527	6,648	6,398	26,432
	% Latino est.	54%	34%	22%	17%	18%	25%
	% Asian-Surnamed	7%	8%	11%	12%	8%	10%
	% Filipino-Surnamed	2%	1%	1%	2%	1%	1%
	% Spanish-Surnamed	49%	30%	19%	16%	16%	23%
	% NH White est.	29%	54%	63%	64%	72%	60%
% NH Black	1%	3%	2%	2%	1%	2%	
Voter Turnout (Nov 2016)	Total	2,011	4,028	4,402	5,466	5,347	21,253
	% Latino	52%	32%	20%	17%	17%	24%
	% Asian-Surnamed	6%	8%	10%	11%	7%	9%
	% Filipino-Surnamed	1%	1%	1%	2%	1%	1%
	% Spanish-Surnamed	46%	29%	18%	15%	15%	21%
	% NH White est.	32%	56%	65%	66%	74%	63%
	% NH Black	1%	3%	2%	2%	1%	2%
Voter Turnout (Nov 2014)	Total	914	2,041	2,064	2,735	3,178	10,931
	% Latino	37%	22%	16%	11%	11%	16%
	% Asian-Surnamed	7%	6%	8%	8%	5%	7%
	% Filipino-Surnamed	1%	1%	1%	1%	0%	1%
	% NH White est.	43%	67%	73%	75%	84%	73%
	% NH Black est.	1%	3%	2%	1%	0%	1%
ACS Pop. Est.	Total	11,221	10,007	10,603	10,453	9,680	51,964
Age	age0-19	34%	24%	27%	25%	23%	27%
	age20-60	56%	62%	57%	52%	51%	56%
	age60plus	10%	15%	15%	23%	26%	18%
Immigration	immigrants	42%	31%	21%	23%	17%	27%
	naturalized	26%	41%	59%	63%	63%	45%
Language spoken at home	english	26%	52%	69%	69%	78%	58%
	spanish	64%	30%	14%	14%	6%	27%
	asian-lang	6%	9%	12%	12%	9%	10%
	other lang	3%	9%	5%	5%	5%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	35%	20%	10%	13%	8%	17%
Education (among those age 25+)	hs-grad	40%	49%	54%	52%	51%	49%
	bachelor	12%	20%	27%	27%	28%	23%
	graduate degree	6%	13%	10%	13%	17%	12%
Child in Household	child-under18	45%	32%	40%	33%	29%	36%
Work (percent of pop age 16+)	employed	63%	64%	65%	60%	57%	62%
	Commute on Public Transit	7%	3%	1%	1%	1%	3%
Household Income	income 0-25k	23%	18%	11%	14%	9%	14%
	income 25-50k	29%	21%	15%	12%	14%	17%
	income 50-75k	17%	17%	16%	14%	13%	15%
	income 75-200k	26%	40%	52%	49%	51%	44%
Housing Stats	income 200k-plus	4%	5%	8%	12%	14%	9%
	single family	53%	51%	77%	85%	91%	72%
	multi-family	47%	49%	23%	15%	9%	28%
	vacant	4%	6%	4%	2%	2%	3%
	occupied	96%	94%	96%	98%	98%	97%
	rented	61%	58%	33%	21%	16%	37%
owned	39%	42%	67%	79%	84%	63%	
Total and Voting Age population data from the 2010 Decennial Census.							
Summary-based Voter Registration and Turnout data from the California Statewide Database.							
Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2011-2015 American Community Survey and Special Tabulation 5-year data.							

Placentia-Yorba Linda USD Districting 2017

NDC Green



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Award Contract for Placentia Library District's Financial Audit, Management Letter, Financial Transactions Report and Supplement to the Annual Report, and Preparation of the GANN Limit Review Report for the 2019-2020 Fiscal Year.

DATE: May 18, 2020

BACKGROUND

White, Nelson, Diehl & Evans LLP has prepared the Placentia Library District's annual financial audit for three fiscal years. They have provided superior service and works with library staff to ensure a transparent and efficient auditing process.

Attachment A are the letters of proposal from White, Nelson, Diehl & Evans LLP to provide the Financial Audit and the GANN Limit Review Report for the 2019-2020 Fiscal Year.

Fiscal Impact: \$22,000

RECOMMENDATIONS

1. Motion to award the Financial Audit and GANN Limit Review Report preparation contract for the 2019-2020 Fiscal Year to White, Nelson, Diehl & Evans LLP in an amount not to exceed \$22,000; and
2. Authorize the contract to White, Nelson, Diehl & Evans LLP by a roll call vote; and
3. Authorize Board President, Gayle Carline, to sign the engagement letter.



April 30, 2020

Ms. Jeanette Contreras
Library Director
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

Dear Ms. Contreras:

We are pleased to present our proposal of the services we are to provide to Placentia Library District (the District) for the year ending June 30, 2020. We will audit the governmental activities and major fund, including the related notes to the financial statements which collectively comprise the basic financial statements of the of the Placentia Library District for the year ending June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. General Fund - Budgetary Comparison Schedule

Ms. Jeanette Contreras, Library Director
Placentia Library District
April 30, 2020
Page 2

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Trustees of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

If circumstances occur related to the condition of your records, availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue reports, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance.

The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Ms. Jeanette Contreras, Library Director
Placentia Library District
April 30, 2020
Page 3

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Ms. Jeanette Contreras, Library Director
Placentia Library District
April 30, 2020
Page 4

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of District in conformity with U.S. generally accepted accounting principles and compile the State Controllers Report in a format prescribed by the California State Controller's Office (see separate engagement letter) based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the District's state controller's report, financial statements, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Ms. Jeanette Contreras, Library Director
Placentia Library District
April 30, 2020
Page 5

Management Responsibilities (Continued)

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness for that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence. Because of the importance of oral and written management representations to the effective performance of our services, the District releases and indemnifies our firm and its personnel from any and all claims, liabilities, costs and expenses attributable to any misrepresentation by management and its representatives.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Ms. Jeanette Contreras, Library Director
Placentia Library District
April 30, 2020
Page 6

Management Responsibilities (Continued)

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions; including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

Noted below is a listing of work required by District staff to assist in the audit.

1. Technical assistance in familiarizing our staff with:
 - o The flow of information through the various departments and accounting systems.
 - o Reports generated by your accounting system.
 - o The system of internal controls.
2. Preparation of trial balances for all funds, after posting of all year-end journal entries.
3. Preparation of supporting schedules for all material balance sheet accounts, and selected revenue and expense accounts.
4. Typing of all confirmation requests.
5. Pulling and refileing of all supporting documents required for audit verification.

Our maximum annual fees as of and for the year ending June 30, 2020, are as follows:

District Audit	\$ 18,950
GANN Limit Review Report	<u>575</u>
Total (Not to Exceed)	<u>\$ 19,525</u>

Ms. Jeanette Contreras, Library Director
Placentia Library District
April 30, 2020
Page 7

Engagement Administration, Fees, and Other (Continued)

The maximum annual fee stipulated herein contemplates that conditions satisfactory to the normal progress and completion of the examination will be encountered and the District's accounting personnel will furnish the agreed upon assistance in connection with the audit. However, if unusual circumstances are encountered which make it necessary for us to do additional work; we shall report such conditions to the responsible District officials and provide the District with an estimate of the additional accounting fees involved.

Billings become delinquent if not paid within 30 days of the invoice date. If billings are not paid within 60 days from the invoice date, at our election, we will stop all work until your account is brought current, or we will withdraw from this engagement. The District acknowledges and agrees that we are not required to continue work in the event of your failure to pay on a timely basis for services rendered as required by this engagement letter. The District further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable to you for any damages that occur as a result of our ceasing to render services.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of White Nelson Diehl Evans LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to grantor agencies or their designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of White Nelson Diehl Evans LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

In accordance with our firm's current record retention policy, all of your original records will be returned to you at the conclusion of this engagement. Our audit documentation files will be kept for a period of seven years after the issuance of the audit report. All other files will be kept for as long as you retain us as your auditors. However, upon termination of our service, all records will be destroyed after a period of seven years. Physical deterioration or catastrophic events may further shorten the life of these records. The audit documentation files of our firm are not a substitute for your original records.

Ms. Jeanette Contreras, Library Director
Placentia Library District
April 30, 2020
Page 8

Engagement Administration, Fees, and Other (Continued)

As a result of our services to you, we may be required or requested to provide information or documents to you or a third-party pursuant to a subpoena, court order, or other administrative or legal process in connection with governmental regulations or activities, or a legal, arbitration or administrative proceeding, in which we are not a party. You agree that our efforts in complying with such requests or demands will be deemed a part of this engagement and White Nelson Diehl Evans LLP shall be entitled to additional compensation for our time and reimbursed for our out-of-pocket expenditures (including legal fees) in complying with such requests or demands.

We expect to begin our final fieldwork in October 2020. In addition, we expect to issue our reports no later than December 31, 2020. Ms. Daphnie Munoz, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review report accompanies this letter.

To ensure that White Nelson Diehl Evans LLP's independence is not impaired under the *AICPA Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

White Nelson Diehl Evans LLP

WHITE NELSON DIEHL EVANS LLP

RESPONSE:

This letter correctly sets forth the understanding of the Placentia Library District.

By _____

Title _____

Date _____



Heidenreich & Heidenreich, CPAs, PLLC

10201 S. 51st Street, Suite #170
Phoenix, AZ 85044
(480)704-6301 fax 785-4619

Report on the Firm's System of Quality Control

August 15, 2018

To the Owners of
White Nelson Diehl Evans LLP
and the Peer Review Committee of the CA Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of White Nelson Diehl Evans LLP (the firm) in effect for the year ended March 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remedialing weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, a compliance audit under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of White Nelson Diehl Evans LLP in effect for the year ended March 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. White Nelson Diehl Evans LLP has received a peer review rating of *pass*.

Heidenreich & Heidenreich CPAs PLLC

Heidenreich & Heidenreich, CPAs, PLLC



WNDE
White Nelson Diehl Evans LLP
CPA | TAX | ADVISORY | AUDIT

April 30, 2020

Ms. Jeanette Contreras
Library Director
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

Dear Ms. Contreras:

We are pleased to confirm our understanding of the services we are to provide the Placentia Library District (the "District") for the year ending June 30, 2020. We will prepare the Special Districts Financial Transactions Report and Supplement to the Annual Report for the 2020 fiscal year and perform a compilation engagement with respect to these reports.

Our Responsibilities

The objective of our engagement is to:

1. prepare the Special Districts Financial Transactions Report and Supplement to the Annual Report in accordance with the format prescribed by the California State Controller's Office based on information provided by you, and
2. apply accounting and financial reporting expertise to assist you in the presentation of the Special Districts Financial Transactions Report and Supplement to the Annual Report without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the Special Districts Financial Transactions Report and Supplement to the Annual Report in order for them to be in accordance with the format prescribed the California State Controller's Office.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services ("SSARS") promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants ("AICPA") and comply with the AICPA's *Code of Professional Conduct* including the ethical principles of integrity, objectivity, professional competence, and due care when performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the Special Districts Financial Transactions Report and Supplement to the Annual Report.

Ms. Jeanette Contreras, Library Director
Placentia Library District
April 30, 2020
Page 2

Our Responsibilities (Continued)

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the District or noncompliance with laws and regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in the presentation of the Special Districts Financial Transactions Report and Supplement to the Annual Report in accordance with the format prescribed by the California State Controller's Office.

You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of the format prescribed by the California State Controller's Office as the financial reporting framework to be applied in the preparation of the Special Districts Financial Transactions Report and Supplement to the Annual Report.
2. The preparation and fair presentation of the Special Districts Financial Transactions Report and Supplement to the Annual Report in accordance with the format prescribed by the California State Controller's Office.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Special Districts Financial Transactions Report and Supplement to the Annual Report that are free from material misstatement, whether due to fraud or error.
4. The prevention and detection of fraud.
5. To ensure that the District complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.

Ms. Jeanette Contreras, Library Director
Placentia Library District
April 30, 2020
Page 3

Your Responsibilities (Continued)

7. To provide us with:

- access to all information of which you are aware that is relevant to the fair presentation of the Special Districts Financial Transactions Report and Supplement to the Annual Report, such as records, documentation, and other matters.
- additional information that we may request from you for the purpose of the compilation engagement.
- unrestricted access to persons within the District of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual, preferably within senior management, with suitable skills, knowledge, and experience to oversee our preparation of your Special Districts Financial Transactions Report and Supplement to the Annual Report. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report

As part of our engagement, we will issue a report that will state that we did not audit or review the Special Districts Financial Transactions Report and Supplement to the Annual Report and that, accordingly, we do not express an opinion, a conclusion, or provide any assurance on them. There may be circumstances in which the report differs from the expected form and content. If, for any reason, we are unable to complete the compilation of your Special Districts Financial Transactions Report and Supplement to the Annual Report, we will not issue a report on such annual reports as a result of this engagement.

Our report will disclose that the Special Districts Financial Transactions Report and Supplement to the Annual Report are presented in a prescribed form in accordance with the requirements of the California State Controller's Office and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

You agree to include our accountants' compilation report in any document containing the Special Districts Financial Transactions Report and Supplement to the Annual Report that indicates we have performed a compilation engagement on such annual reports and, prior to inclusion of the report, to ask our permission to do so.

Ms. Jeanette Contreras, Library Director
Placentia Library District
April 30, 2020
Page 4

Other Relevant Information

Ms. Daphnie Munoz, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for this service will be \$1,800. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

To ensure that White Nelson Diehl Evans LLP's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

WHITE NELSON DIEHL EVANS LLP



RESPONSE:

This letter correctly sets forth the understanding of the Placentia Library District.

By _____

Title _____

Date _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discussion and Authorization of the Parking Lot Modified Slurry Seal Project

DATE: May 18, 2020

BACKGROUND

The attached documents were developed by the City of Placentia staff for a systematic program of maintenance, repair and improvement of the streets of Placentia. The document includes a separate bid for the civic center parking lot project. The proposals provided to the Placentia Library District for the tire rubber modified slurry seal project included the following bids:

- All American Asphalt -- \$48,000
- Doug Martin Contracting Company -- \$31,000
- Pavement Coatings Company -- \$68,000
- Roy Allan Slurry Seal Inc. -- \$30,167

At the April 21, 2020 City Council meeting, City staff recommended the project to be awarded to Roy Allan Slurry Seal, Inc. in the amount of \$974,528 for slurry seal projects to include residential streets and a tire rubber modified slurry seal for the civic center parking lot. The recommendation to award the project to Allan Slurry was based on the following:

- Allan Slurry's responses to the City's bid specifications for the project.
- Lowest bids received.
- Favorable reviews from other cities with similar projects.

As per the Joint Use Agreement between the Placentia Library District and the City of Placentia, the District's shared cost is 41.6%. Should the Library Board authorize the City's recommendation to award the contract to Roy Allan, our shared cost is \$12,550.

Attachment A is All American Asphalt bid.

Attachment B is Doug Martin Contracting Company bid.

Attachment C is Pavement Coatings Company bid.

Attachment D is Roy Allan Slurry Seal Inc. bid.

Attachment E is the City of Placentia's April 22, 2020 staff report.

RECOMMENDATIONS

1. Authorize the shared cost of \$12,550 for the civic center parking lot slurry seal project based on information received by the City of Placentia; and,
2. Authorize by a roll call vote; and,
3. Roll call vote.

SECTION C

PROPOSAL

for the

FY 2019-20 RESIDENTIAL STREETS SLURRY SEAL PROJECT

From

CITY PROJECT NO. 1001

in the

CITY OF PLACENTIA

TO THE HONORABLE MAYOR AND MEMBERS OF THE COUNCIL OF PLACENTIA:

In compliance with the Notice Inviting Sealed Bids, the undersigned hereby proposes and agrees to perform all the work therein described, and to furnish all labor, material, equipment and incident insurance necessary therefor, in accordance with the plans and specifications on file in the office of the City Engineer of the City of PLACENTIA. The undersigned agrees to perform the work therein to the satisfaction of and under the supervision of the City Engineer of the City of PLACENTIA, and to enter into a contract at the following prices. The undersigned agrees to complete the work within 80 working days, starting from the date of the Notice to Proceed.

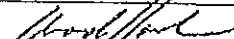
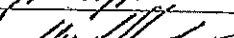
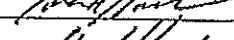
BIDDER declares that this proposal is based upon careful examination of the work site, plans, specifications, Instructions to Bidders and all other contract documents. If this proposal is accepted for award, BIDDER agrees to enter into a contract with AGENCY at the unit and/or lump sum prices set forth in the following Bid Schedule. BIDDER understands that failure to enter into a contract in the manner and time prescribed will result in forfeiture to AGENCY of the guaranty accompanying this proposal.

BIDDER understands that a bid is required for the entire work and that the estimated quantities set forth in the Bid Schedule are solely for the purpose of comparing bids, and that final compensation under the contract will be based upon the actual quantities of work satisfactorily completed. THE AGENCY RESERVES THE RIGHT TO DELETE ANY ITEM FROM THE CONTRACT. It is agreed that the unit and/or lump sum prices bid include all appurtenant expenses, taxes, royalties, fees, etc., and will be guaranteed for a period of sixty days from the bid opening date. If at such time, the contract is not awarded, the AGENCY will reject all bids and will re-advertise the project. In the case of discrepancies in the amounts bid, unit prices shall govern over extended amounts, and words shall govern over figures.

If awarded the Contract, the undersigned agrees that in the event of the BIDDER'S default in executing the required contract and filing the necessary bonds and insurance certificates within 10 working days after the date of the AGENCY'S notice of award of contract to the BIDDER, the proceeds of the security accompanying this bid shall become the property of the AGENCY and this bid and the acceptance hereof may, at the AGENCY'S option, be considered null and void.

Accompanying this proposal of bid, find BIDDER'S BOND in the amount of \$ 10% of Bid which said amount is not less than 10% of the aggregate of the total bid price, as required by the Notice Inviting Sealed Bids, payable to the AGENCY. (Please insert the words "Cash", "Certified Check", or "Bidder's Bond", as the case may be).

Bidder shall signify receipt of all Addenda here, if any:

Addenda No.	Date Received	Bidder's Signature
# 1	3-17-2020	
# 2	3-24-2020	
# 3	3-26-2020	

FY 2019-20 RESIDENTIAL STREETS SLURRY SEAL PROJECT
PROJECT BASE BID SCHEDULE

ITEM NO.	ITEMS DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1.	Mobilization	1	LS	\$75000	\$ 75000
2.	Traffic Control & Public Safety	1	LS	\$ 70000	\$ 70000
3.	Best Management Practices	1	LS	\$ 10000	\$ 10000
4.	Remove and Construct Pavement	7,000	SF	\$ 8.50	\$ 59500
5.	Surface Preparation and Crack Seal	1	LS	\$ 80000	\$ 80000
6.	Tire Rubber Modified Slurry Seal (TRMSS)	2,200	ELT	\$ 240	\$ 528000
7.	Remove and Construct Concrete Curb and Gutter	400	LF	\$ 65	\$ 26000
8.	Remove and Construct PCC Cross Gutter	600	SF	\$ 21	\$ 12600
9.	Remove and Construct Concrete Sidewalk	9,000	SF	\$ 10	\$ 90000
10.	Signing, Striping, Markings and Pavement Legends	1	LS	\$ 30000	\$ 30000

BASE BID SCHEDULE - TOTAL PRICE: \$ 981,100

BASE BID SCHEDULE TOTAL PRICE WRITTEN IN WORDS:

Nine hundred eighty one thousand, one hundred dollars

FY 2019-20 RESIDENTIAL STREETS SLURRY SEAL PROJECT

ADD ALTERNATE BID SCHEDULE

ITEM NO.	ITEMS DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
A1.	Tire Rubber Modified Slurry Seal – City Hall Parking Lot	1	LS	\$ 48000	\$ 48000

ADD ALTERNATE BID SCHEDULE - TOTAL PRICE: \$ 48000

ADD ALTERNATE BID SCHEDULE TOTAL PRICE WRITTEN IN WORDS:

Forty eight thousand dollars

BASE BID + ADD ALTERNATE BID - TOTAL PRICE: \$ 1029,100

BASE BID + ADD ALTERNATE BID TOTAL PRICE WRITTEN IN WORDS:

One million, twenty nine thousand, one hundred dollars

LIST OF SUBCONTRACTORS

In accordance with Government Code Section 4104, the Bidder shall set forth the name and business address of each subcontractor who will perform work or render service to the bidder on said contract in an amount in excess of one-half of one percent of the total bid and the portion of the work to be done by such subcontractor.

<i>Portion of Work</i>	<i>Name and Address of Subcontractor</i>	<i>State License Number</i>	<i>Class</i>
Survey	Caseland Survey Orange, CA	LS411	N/A
Stripe	Superior Pavement Markings Cypress, CA	776306	C-32
Crack seal	Pavement Rehab Company Costa Mesa, CA	1051374	C-12

- By submission of this proposal, the Bidder certifies:
1. That he is able to and will perform the balance of all work, which is not covered in the above subcontractors listing.
 2. That the AGENCY will be furnished copies of all subcontracts entered into and bonds furnished by subcontractor for this project.

NONCOLLUSION AFFIDAVIT
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

State of California
ss.
County of Orange

EDWARD J. CARLSON, being first duly sworn, deposes and says that he or she is
VICE PRESIDENT of ALL AMERICAN ASPHALT the party making the
foregoing bid that the bid is not made in the interest of, or on the behalf of, any undisclosed person,
partnership, company, association, organization, or corporation; that the bid is genuine and not
collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder
to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or
agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from
bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement,
communication, or conference with anyone to fix the bid price, or that of any other bidder, or to
secure any advantage against the public body awarding the contract of anyone interested in the
proposed contract; that all statements contained in the bid are true; and, further, that the bidder has
not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents
thereof, or divulged information or data relative thereto, or paid, and will not pay fee to any
corporation, partnership, company association, organization, bid depository, or to any member or
agent thereof to effectuate a collusive or sham bid.

ALL AMERICAN ASPHALT
Name of Bidder

[Signature]
Signature of Bidder EDWARD J. CARLSON, V.P.

P.O. BOX 2229 - COLONA, CA 92878
Address of Bidder

Subscribed and sworn to before me this _____ day of _____, 20____.

SEE ATTACHED

NOTARY PUBLIC _____

NOTARY SEAL

CALIFORNIA JURAT

GOV CODE § 8202

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Riverside

Subscribed and sworn to (or affirmed) before me on this 1st day of April, 2020.
Date Month

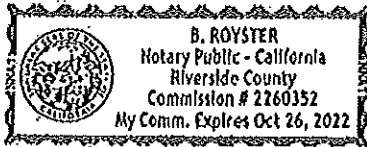
By (1) Edward J. Carlson
Name of Signer

Proved to me on the basis of satisfactory evidence be the person who appeared before me (.) (,)

(and

(2) _____
Name of Signer

Proved to me on the basis of satisfactory evidence be the person who appeared before me.)



Signature B. Royster
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to person relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Further Description of Any Attached Document

Title or Type of Document Noncollusion Affidavit

Document Date: 4-1-2020 Number of Pages: 1

Signer(s) Other Than Named Above: None

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

UTILITY AGREEMENT

HONORABLE MAYOR AND CITY COUNCIL
CITY OF PLACENTIA, CALIFORNIA


The undersigned hereby promises and agrees that in the performance of the work specified in the contract, known as FY 2019-20 RESIDENTIAL STREETS SLURRY PROJECT, (I)(we)(it) will employ and utilize only qualified persons, as hereinafter defined, to work in proximity to any electrical secondary or transmission facilities. The term "Qualified Person" is defined in Title 8, California Administrative Code, Section 2700, as follows:

"Qualified Person: *A person who, by reason of experience or instruction, is familiar with the operation to be performed and the hazards involved.*"

The undersigned also promised and agrees that all such work shall be performed in accordance with all applicable electrical utility company's requirements, Public Utility Commission orders, and State of California Cal-OSHA requirements.

The undersigned further promises and agrees that the provisions herein shall be and are binding upon any subcontractor or subcontractors that may be retained or employed by the undersigned, and that the undersigned shall take steps as are necessary to assure compliance by any said subcontractor or subcontractors with the requirements contained herein.

ALL AMERICAN ASPHALT
Contractor


By EDWARD J. CARLSON

VICE PRESIDENT
Title

Date: 4-1-2020

DISQUALIFICATION QUESTIONNAIRE

In accordance with Government Code Section 14310.5, the Bidder shall complete, under penalty of perjury, the following questionnaire.

QUESTIONNAIRE

Has the Bidder, any officer of the Bidder or any employee of the Bidder who has a proprietary interest in the Bidder ever been disqualified, removed or otherwise prevented from bidding on or completing a Federal, State or local government project because of a violation of law or a safety regulation?

Yes No

If the answer is yes, explain the circumstances in the space provided.

M/R

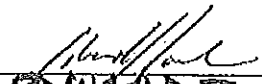
Note: This questionnaire constitutes a part of the Proposal, and a signature portion of the Proposal shall constitute signature of this questionnaire.

COMPENSATION INSURANCE CERTIFICATE

Pursuant to Section 1861 of the State Labor Code, each contractor to whom a public works contract has been awarded shall sign the following certificate.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

ALL AMERICAN ASPHALT
Contractor


By EDWARD J. CARLSON

VICE PRESIDENT
Title

Date: 4-1-2020

UNDERGROUND SERVICE ALERT
IDENTIFICATION NUMBER

(To be completed only by the awarded Contractor prior to excavation)

No excavation will be permitted until this form is completed and returned to the AGENCY.

Section 4216/4217 of the Government Code requires a Dig Alert Identification Number be issued before a Permit to Excavate will be valid.

To obtain a Dig Alert Identification Number, call Underground Service Alert at 1-800-422-4133 a minimum of two working days before scheduled excavation.

Dig Alert Identification Number: (Upon Award)

ALL AMERICAN ASPHALT
Contractor


By EDWARD J. CARLSON

VICE PRESIDENT
Title

Date: 4-1-2020

Note: This form is required for every Dig Alert Identification Number issued by U.S.A. during the course of the Work. Additional forms may be obtained from the AGENCY upon request.

BIDDER'S INFORMATION

BIDDER certifies that the following information is true and correct:

ALL AMERICAN ASPHALT - CORP.

Bidder Name

P.O. Box 2229

Business Address

CORONA CA 92878

City,

State

Zip

(951) 736-7600

Telephone Number

#267073 A, C-12

State Contractor's License No. and Class

1-19-71

Original Date Issued

1-31-2022

Expiration Date

The work site was inspected by GORDON KLINE of our office on MARCH 30, 2020

The following are persons, firms, and corporations having a principal interest in this proposal:

MARK LUDR, PRESIDENT
EDWARD J. CARLSON, VICE PRES.
MICHAEL FARKAS, SECRETARY

The undersigned is prepared to satisfy the Council of the City of PLACENTIA of its ability, financially or otherwise, to perform the contract for the proposed work and improvements in accordance with the plans and specifications set forth.

ALL AMERICAN ASPHALT
Company Name

[Signature]
Signature of Bidder

EDWARD J. CARLSON, VICE PRES.
Printed or Typed Signature

Subscribed and sworn to before me this ___ day of ___ 20__.

SEE ATTACHED

NOTARY PUBLIC _____

NOTARY SEAL

Listed below are the names, address and telephone numbers for three public agencies for which the bidder has performed similar work within the past two years:

- COUNTY OF VENTURA - 501 POLI STREET - VENTURA, CA 93001
Name and Address of Public Agency

Name and Telephone No. of Project Manager: CHRISTOPHER SOLIS - 805-654-2054

<u>\$3,919,808.95</u>	<u>STREET IMPROV.</u>	<u>12-2019</u>
Contract Amount	Type of Work	Date Completed
- CITY OF DOWNNEY - 1111 BROOKSHIRE AVE - DOWNNEY, CA 90241
Name and Address of Public Agency

Name and Telephone No. of Project Manager: DESI GUTIERREZ - 562-904-7110

<u>\$1,313,425.87</u>	<u>SLURRY SEAL</u>	<u>12-2019</u>
Contract Amount	Type of Work	Date Completed
- CITY OF CHINO - PO BOX 667 - CHINO, CA 91708
Name and Address of Public Agency

Name and Telephone No. of Project Manager: DUSTIN POSTOVOIT - 909-334-3415

<u>\$1,372,805.00</u>	<u>SLURRY SEAL</u>	<u>12-2019</u>
Contract Amount	Type of Work	Date Completed

** SEE ATTACHED **

CALIFORNIA JURAT

GOV CODE § 8202

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Riverside

Subscribed and sworn to (or affirmed) before me on this 1st day of April, 2020.
Date Month

By (1) Edward J. Carlson
Name of Signer

Proved to me on the basis of satisfactory evidence be the person who appeared before me (.) (.)

(and

(2) _____
Name of Signer

Proved to me on the basis of satisfactory evidence be the person who appeared before me.)



Signature B. Royster
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

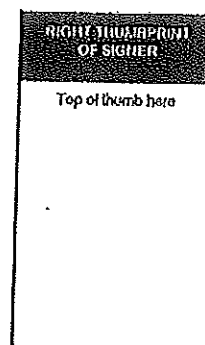
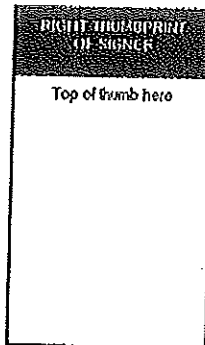
Though the information below is not required by law, it may prove valuable to person relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Further Description of Any Attached Document

Title or Type of Document Bllder's Information

Document Date: 4-1-2020 Number of Pages: 2

Signer(s) Other Than Named Above: None



2019 PAST WORK REFERENCES

City of Simi Valley
2929 Tapo Canyon Rd.
Simi Valley, CA 93063
Contact: Sarah Sheshebor (805)583-6792
sshesheb@simivalley.org

Simi Valley Minor Street Rehabilitation
Contract Amount: \$510,124.25
Start Date: 07/2019
End Date: 08/2019

County of Ventura
501 Poli Street
Ventura, CA 93001
Contact: Christopher Solis (805) 654-2054
chris.solis@ventura.org

Yerba Buena Area Resurfacing Project
Contract Amount: \$3,919,808.95
Start Date: 06/2019
End Date: 12/2019

City of Stanton
7800 Katella Avenue
Stanton, CA. 90680
Contact: Guillermo Perez (714) 890-4204
gperez@ci.stanton.ca.us

2019 Citywide Street Resurfacing
Contract Amount: \$1,206,869.00
Start Date: 10/2019
End Date: 12/2019

City of Compton
205 S. Willowbrook Avenue
Compton, CA. 90220
Contact: John Strickland (310) 605-5505
jstrickland@comptoncity.org

Road Repair Service (Pothole Repair)
Contract Amount: \$1,019,100.00
Start Date: 08/2019
End Date: 11/2019

City of San Clemente
910 Calle Negocio
San Clemente, CA. 92673
Contact: Darra Koger (949) 361-3138
kogerD@san-clemente.org

Street Rehabilitation for S. Avenue LA
Esperanza
Contract Amount: \$384,055.00
Start Date: 09/2019
End Date: 10/2019

City of South Gate
8650 California Avenue
South Gate, CA. 90280
Contact: John Rico (323) 563-9594
jrico@sogate.org

Circle Park Driveway Project
Contract Amount: \$268,576.00
Start Date: 06/2019
End Date: 09/2019

2019 PAST WORK REFERENCES

Pardee Homes
1250 Corona Pointe Court, Ste. 600
Corona, CA. 92879
Contact: Nick Lasher (951) 428-4442
nick.lasher@pardeehomes.com

Railroad Canyon Widening
Contract Amount: \$5,062,746.00
Start Date: 11/2018
End Time: 08/2019

City of Fontana
8353 Sierra Avenue
Fontana, CA. 92335
Contact: Kimberly Young (909) 350-7632
kyoung@fontana.org

Citrus Avenue Improvements
Contract Amount: \$502,730.00
Start Date: 08/2018
End Date: 10/2019

DR Horton
2280 Wardlow Circle Ste. 100
Corona, CA. 92880
Contact: Kelth Alex (951) 830-5872
kalex@drhorton.com

Singlton Road
Contract Amount: \$1,684,000.00
Start Date: 07/2018
End Date: 12/2019

City of Ontario
303 E 'B' Street
Ontario, CA 91764
Contact: Kavous Emami (909) 628-6234

Eucalyptus Street Improvements
Contract Amount: \$1,580,580.00
Start Date: 3/2018
End Date: 10/2019

Irvine Community Development Company
550 Newport Center Dr. Ste. 550 B2
Newport Beach, CA. 92660
Contact: Mike Morse (949) 720-2560

Portola Springs PA-6 Enclave 5B Phase 1, 2
Contract Amount: \$2,055,055.00
Start Date: 09/2018
End Date: 12/2019

City of Downey
11111 Brookshire Avenue
Downey, CA. 90241
Contact: Desi Gutierrez, (562) 904-7110
dgutierrez@downeyca.org

FY 18/19 Slurry Seal Project
Contract Amount: \$313,425.87
Start Date: 06/2019
End Date: 12/2019

2019 PAST WORK REFERENCES

City of Chino
PO Box 667
Chino, CA. 91708
Contact: Dustin Postovolt (909) 334-3415
apostovolt@cityofchino.org

Slurry Seal Maintenance Work
Contract Amount: \$372,805.00
Start Date: 1/2019
End Date: 12/2019

City of Lancaster
44933 Fern Avenue
Lancaster, CA. 93534
Contact: Greg Wilson (661) 570-8003
gwilson@cityoflanasterca.org

2018 Pavement Management Program
Contract Amount: \$2,720,103.65
Start Date: 3/2019
End Date: 12/2019

City of Colton
650 N. La Cadena Dr.
Colton, CA. 92324
Contact: Victor Ortiz (909) 370-5099
vortiz@coltonca.gov

FY 18-19 Asphalt Paving Project
Contract Amount: \$1,377,700.00
Start Date: 3/2019
End Date: 11/2019

City of Cathedral City
68700 Ave Lalo Guerrero
Cathedral City, CA. 92234
Contact: John A. Corella (760) 770-0349
jcorella@cathedralcity.gov

Ortega Road Widening
Contract Amount: \$459,998.00
Start Date: 2/2019
End Date: 12/2019

City of San Clemente
910 Calle Negocio
San Clemente, CA. 92673
Contact: Gary Voborsky (949) 361-6132
voborskyg@san-clemente.org

Arterial Street Pavement Maintenance
Contract Amount: \$1,187,187.00
Start Date: 3/2019
End Date: 7/2019

"2018"
PAST WORK REFERENCES

City of Moreno Valley
14177 Frederick St.
P.O. Box 88005
Moreno Valley, CA 92552
Contact: Henry Ngo, P.E., (951)413-3106
henryn@moval.org

Alessandro Blvd. Street Improvements at
Chogall Court and Graham Street
Contract Amount: \$445,821.50
Start: 05/2018
Complete: 11/2018

City of Allso Viejo
12 Journey Street Ste #100
Allso Viejo, CA 92656
Contact: Mari Shakir, (949)425-2556
Mshakir@cityofallsoviejo.com

Allso Creek and Road Rehab
Contract Amount: \$657,770.00
Start: 05/2018
Complete: 10/2018

City of Laguna Niguel
30111 Crown Valley Parkway
Laguna Niguel, CA 92677
Contact: Frank Borges, (949)632-4300
FBorges@cityoflagunaniguel.org

FY 17-18 Alicia Parkway Arterial Pavement
Rehab
Contract Amount: \$2,211,700.00
Start: 08/2018
Complete: 11/2018

City of Jurupa Valley
8304 Limonite Avenue Suite M
Jurupa Valley, CA 92509
Contact: Chase Keys, (951)332-6464
ckeys@jurupavalley.org

Van Buren Blvd. Pavement Rehab.- PH2
Contract Amount: \$781,845.00
Start: 08/2018
Complete: 09/2018

"2018"
PAST WORK REFERENCES

City of Irwindale 5050 N. Irwindale Avenue Irwindale, CA 91706 Contact: Richard Corpls, (626)430-2200 rcorpls@irwindaleca.gov	Irwindale 2017-2018 Resurfacing Project Contract Amount: \$285,503.10 Start: 07/2018 Complete: 08/2018
County of Los Angeles P.O. Box 7508 Alhambra, CA 91802 Contact: Hoda Hassan, (626)458-3144 HHASSAN@dpw.lacounty.gov	Pine Canyon Road Contract Amount: \$3,288,999.00 Start: 06/2018 Complete: 11/2018
City of Rolling Hills Estates 4045 Palos Verdes Drive Rolling Hills Estates, CA 90274 Contact: Scott Gibson (909)210-0548 sgibson@hrgreen.com	2017-18 Street Resurfacing Project Contract Amount: \$1,203,292.50 Start: 03/2018 Finish: 09/2018
City of Huntington Beach 2000 Main Street Huntington Beach, CA 92648 Contact: Jim Escutia (714)536-5525 jescutia@surfdiv-hb.org	Hell and Main Street Contract Amount: \$2,285,562.00 Start: 11/2017 Finish: 06/2018

"2018"
PAST WORK REFERENCES

City of Fontana
8353 Sierra Avenue
Fontana, CA 92335
Contact: Jazmine Pena (909) 350-6648
jpena@fontana.org
Valley Blvd. Median Improvement Project
Contract Amount: \$164,715.00
Start: 03/2018
Finish: 05/2018

City of Lake Forest
25550 Commercentre Drive
Lake Forest, CA 92630
Contact: Taylor Abernathy, (949)461-3490
tavernathy@lakeforestca.gov
Bake Parkway at Trabuco Road
Contract Amount: \$121,621.00
Start: 02/2018
Finish: 06/2018

City of La Quinta
74-495 Calle Tampico
La Quinta, CA 92253
Contact: Ubaldo Ayon Jr., (760)777-7051
uayon@la-quinta.org
FY 16-17 Phase 2 Desert Club
Contract amount: \$697,474.76
Start date: 06/2017
Finish date 12/2017

City of Canyon Lake
31516 Railroad Canyon Road
Canyon Lake, CA 92587
Contact: Kenneth Bailey, (951)244-2955
kennethbailey@caaprofessionals.com
Slurry Seal FY 2017-2018 Railroad Canyon/
Canyon Lake Drive
Contract amount: \$263,241.63
Start date: 03/2018
Finish date: 12/2018

"2018"
PAST WORK REFERENCES

City of Newport Beach
100 Civic Center Drive
Newport Beach, CA 92660
Contact: Alfred Castanon, (949) 644-3314
ACastanon@newportbeachca.gov

West Coast Highway Landscape Improvements,
Phase 1, Contract No. 7189-1
Contract amount: \$604,284.50
Start date: 06/2018
Finish date: 11/2018

Town of Apple Valley
14955 Dale Evans Parkway
Apple Valley, CA 92307
Contact: Rich Berger, (760)240-7000 ext 7530
rberger@applevalley.org

Navajo Road Rehabilitation
Contract amount: \$849,182.00
Start date: 07/2017
Finish date: 12/2017

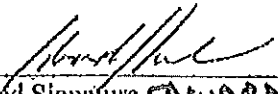
City of Indian Wells
44-950 Eldorado Drive
Indian Wells, CA 92210
Contact: Ken A. Seumalo, P.E., (760)346-2489,
kseumalo@IndianWells.com

Cook Street Rubberized Pavement Overlay
Contract amount: \$599,599.59
Start date: 05/2018
Finish date: 12/2018

DESIGN ENGINEER MAY NOT BID ON
CONSTRUCTION CONTRACT

No engineering or architectural firm which has provided design services for a project shall be eligible to bid on the contract to construct the project. The firms ineligible to bid include the prime contractor for design, subcontractors of portions of the design, and affiliates of either. An affiliate is a firm which is subject to the control of the same persons(s), through joint ownership or otherwise.

ACKNOWLEDGED this 1ST day of APRIL, 2020 at
CORONA, CA.


Authorized Signature EDWARD J. CARLSON

VICE PRESIDENT
Position

ALL AMERICAN ASPHALT
Company

NOTICE OF AFFIRMATIVE ACTION

"NOTICE"

By submitting a proposal on any job or entering into any contractual agreement with the City of Placentia, the undersigned agrees not to discriminate in employment decisions against any person on account of race, creed, national origin, ethnic background, color, sex, age, or handicap in performing the work required under this proposal.

ACKNOWLEDGED this 1ST day of APRIL, 2020, at
CORONA, CA.



Authorized Signature
EDWARD J. CARLSON

VICE PRESIDENT

Position

ALL AMERICAN ASPHALT

Company

BIDDER'S BOND

(To Accompany Contract Proposal)

KNOW ALL MEN BY THESE PRESENTS,

That All American Asphalt, as PRINCIPAL, and Fidelity and Deposit Company of Maryland, as SURETY, are held and firmly bound unto the City of Placentia in the sum of TEN PERCENT (10%) of the total amount of the bid of said PRINCIPAL, to be paid to the said City or its certain attorney, its successors and assigns; for which payment, well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors or assigns, jointly and severally, firmly by these presents.

In no case shall the liability of said SURETY here under exceed the sum of
\$ Ten Percent of Total Amount Bid (10% of Bid).

THE CONDITION OF THIS OBLIGATION IS SUCH THAT,

WHEREAS, said PRINCIPAL has submitted the above mention bid to the City of Placentia for certain construction for which bids are to be opened at the City Hall of the City of Placentia, 401 East Chapman Avenue, Placentia, California on ~~January 8, 2008~~ for: April 2, 2020

**FY 2019-20 RESIDENTIAL STREET'S SLURRY SEAL PROJECT
CITY PROJECT NO. 1001**

NOW, THEREFORE, if the aforesaid PRINCIPAL is awarded the contract and within the time and manner required under the specifications, after the prescribed forms are presented to him for signature, enters into a written consent in the prescribed form in accordance with the bid, and files the two bonds with the City of Placentia, one to guarantee faithful performance and the other to guarantee payment for Labor and Materials as required by law, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect.

In the event suit is brought upon this bond by the Obligee and judgment is recovered, said SURETY shall pay all costs incurred by the Obligee in such suit, including a reasonable attorney's fee to be fixed by the Court.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this
18th day of March, 2020.

PRINCIPAL
All American Asphalt

SURETY

BY: [Signature]
EDWARD J. CARLSON, V.P.

Fidelity and Deposit Company of Maryland
Rebecca Haas-Bates

Title
BY: [Signature]

Rebecca Haas-Bates, Attorney-in-Fact

MICHAEL PARKAS
Title Secretary

Address
777 S. Figueroa Street, Suite 3900, Los Angeles, CA 90017

(SEAL.)

(SEAL.)

Instructions: If the Contractor is a corporation, the agreement must be executed in the corporate name and signed by the President or Vice President and the Secretary or Assistant Secretary, and the corporate seal affixed. If the Contractor is an individual doing business under a fictitious name, it must be signed by all persons having an interest in the business, and the fictitious name must be signed also. All bond signatures must be notarized. The standard printed bid bond form of any bonding company approved by the City pursuant to Item 7, "Insurance Policies and Bonds", in the Instructions to Bidders may be used in lieu of the foregoing approved sample bond form provided the security stipulations protecting the City are in any way reduced by use of the surety company's standard printed form.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Riverside

On April 1, 2020 before me, B. Royster, Notary Public
Date Here Insert name and Title of the Officer

personally appeared Edward J. Carlson and Michael Farkas
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal,

Signature B. Royster
Signature of Notary Public



Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to person relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document Bidder's Bond - City of Placentia

Document Date: March 18, 2020 Number of Pages: 5

Signer(s) Other Than Named Above: Rebecca Haas-Bates, Attorney-in-Fact

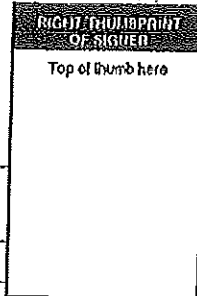
Capacity(ies) Claimed by Signer(s)

Signer's Name: Edward J. Carlson

- Individual
- Corporate Officer — Title(s): Vice President
- Partner Limited General
- Attorney in Fact
- Trustee
- Other: _____

Signer Is Representing:

All American Asphalt

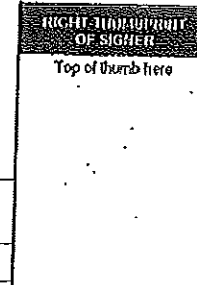


Signer's Name: Michael Farkas

- Individual
- Corporate Officer — Title(s): Secretary
- Partner Limited General
- Attorney in Fact
- Trustee
- Other: _____

Signer Is Representing:

All American Asphalt



BID BOND
ACKNOWLEDGMENT OF SURETY

See Attached

STATE OF _____)

County of _____)ss

On this _____ day of _____, 20____, A.D.

_____ personally appeared before me a

(Notary Public, Judge or Other Officer)

In and for _____ County, State of _____

known to me to be the _____ of the corporation that executed the foregoing instrument and, upon oath, did depose that he is the officer of said corporation as above designed; that he is acquainted with the seal of said corporate seal of said corporation; that the signatures to said instrument were made by officers of said corporation as indicated after said signatures; and that the said corporation executed the said instrument freely and voluntarily and for the uses and purposes therein mentioned.

(Notary Public, Judge or Other Officer)

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Orange)

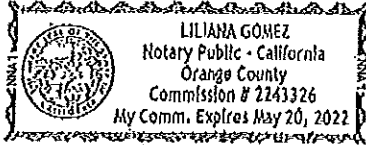
On 03/18/2020 before me, Liliana Gomez, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Rebecca Haas-Bates
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Liliana Gomez
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Bid Bond Document Date: 03/18/2020
Number of Pages: Three (3) Signer(s) Other Than Named Above: All American Asphalt

Capacity(ies) Claimed by Signer(s)

Signer's Name: Rebecca Haas-Bates
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney In Fact
 Trustee Guardian or Conservator
 Other: _____

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney In Fact
 Trustee Guardian or Conservator
 Other: _____

Signer Is Representing: _____
Fidelity and Deposit Company of Maryland

Signer Is Representing: _____

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-In-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Secretary of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 18th day of March, 2020.

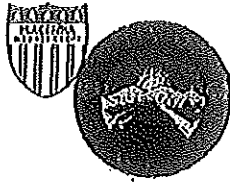


Brian M. Hodges

By: Brian M. Hodges
Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
www.reports@alalins@zurichna.com
800-626-4577



CITY OF PLACENTIA

FY 2019-20 Residential Street Slurry Seal Project Project No. 1001

DATE: March 26, 2020

SUBJECT: Addendum # 3

This letter comprises Addendum No. 3 for the above project, request for construction bid, issued by the City of Placentia on March 12, 2020. Please take note of the Items listed below which will have to be used in the preparation of your bid for this project.

The following clarifications/changes are hereby issued:

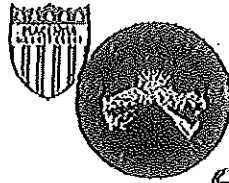
1. Revise Section A, Notice Inviting Sealed Bids Paragraph # 4 and replace with the following:
 4. Contractor's License: In accordance with provisions of Section 3300 of the California Public Contract Code, the AGENCY has determined that the Contractor shall possess a valid California Contractor's License A or C-12. Failure to possess such license may render the bid nonresponsive and bar the award of the contract to that non-responsive Bidder. The successful Contractor and his/her subcontractors will be required to possess business licenses from the AGENCY.
2. Bids due date remains April 2, 2020 at 2:00 PM.

If there are any questions regarding the delivery of bids, please contact Masoud Sepahi, City Engineer at 714-993-8132 or Cell: 949-375-6599.

Please sign the following page acknowledging Addendum No. 3 and include with your bid prior to submission. Thank you for your interest in this project.

Sincerely,

Masoud Sepahi, P.E.
City Engineer



CITY OF PLACENTIA

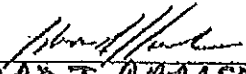
FY 2019-20 RESIDENTIAL STREET SLEEVES SEAL PROJECT
~~FY 2018-19 Residential Street Rehabilitation Project - EC~~
Project No. 1001

DATE: March 24, 2020

SUBJECT: Addendum # 3

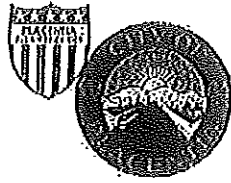
ADDENDUM ACKNOWLEDGMENT:

Firm Name: ALL AMERICAN ASPHALT

Authorized Signature: 
EDWARD J. CARLSON, VICE PRES.

Date: 4-1-2020

Acknowledgment of Receipt of Addendum # 3 is required by signing.



CITY OF PLACENTIA

FY 2019-20 Residential Street Slurry Seal Project Project No. 1001

DATE: March 24, 2020

SUBJECT: Addendum # 2

This letter comprises Addendum No. 2 for the above project, request for construction bid, issued by the City of Placentia on March 12, 2020. Please take note of the Items listed below which will have to be used in the preparation of your bid for this project.

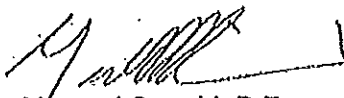
The following clarifications/changes are hereby issued:

1. **Special Instructions for delivery of bids.** City Hall remains open for delivery of bids. The entrance to the City Hall is now next to the Police Department's entrance. All visitors must wash their hands prior to entering the building. A wash station is available next to the entrance.
2. **Bids are due at 2:00 PM on April 2, 2020.** Bids will be opened and disclosed to all parties, outside of the City Hall right after they are received.

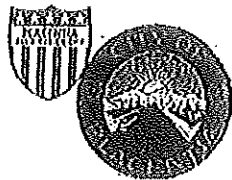
If there are any questions regarding the delivery of bids, please contact Masoud Sepahi, City Engineer at 714-993-8132 or Call: 949-375-6599.

Please sign the following page acknowledging Addendum No. 2 and include with your bid prior to submission. Thank you for your interest in this project.

Sincerely,



Masoud Sepahi, P.E.
City Engineer



CITY OF PLACENTIA

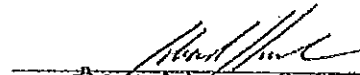
~~FY 2018-19 Residential Street Rehabilitation Project~~ *CC*
~~FY 2019-20 Residential Street Slurry Seal Project~~
Project No. 1001

DATE: March 24, 2020

SUBJECT: Addendum # 2

ADDENDUM ACKNOWLEDGMENT:

Firm Name: ALL AMERICAN ASPHALT

Authorized Signature: 
EDWARD J. CARLSON, V.P.

Date: 4-1-2020

Acknowledgment of Receipt of Addendum # 2 is required by signing.



CITY OF PLACENTIA

FY 2019-20 Residential Street Slurry Seal Project Project No. 1001

DATE: March 17, 2020

SUBJECT: Addendum # 1

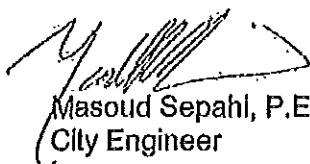
This letter comprises Addendum No. 1 for the above project, request for construction bid, issued by the City of Placentia on March 12, 2020. Please take note of the items listed below which will have to be used in the preparation of your bid for this project.

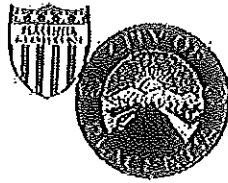
The following clarifications/changes are hereby issued:

1. Discard the previous bid package and replace it with the revised bid package, dated March 17, 2020.

Please sign the following page acknowledging Addendum No. 1 and include with your bid prior to submission. Thank you for your interest in this project.

Sincerely,


Masoud Sepahi, P.E.
City Engineer



CITY OF PLACENTIA

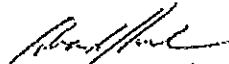
~~FY 2018-19 Residential Street Rehabilitation Project~~
~~FY 2019-20 Residential Street Rehabilitation Project~~
FY 2019-20 Residential Street Slurry Seal Project
Project No. 1001 ec

DATE: March 17, 2020

SUBJECT: Addendum # 1

ADDENDUM ACKNOWLEDGMENT:

Firm Name: ALL AMERICAN ASPHALT

Authorized Signature: 
EDWARD J. CARLSON, V.P.

Date: 4-1-2020

Acknowledgment of Receipt of Addendum # 1 is required by signing.

**CONTRACT DOCUMENTS
SPECIFICATIONS AND STANDARD DRAWINGS**

for the
**FY 2019-20 RESIDENTIAL STREETS
SLURRY SEAL PROJECT**

CITY PROJECT NO. 1001

in the
CITY OF PLACENTIA



**401 EAST CHAPMAN AVENUE
PLACENTIA, CALIFORNIA 92870
(714) 993-8245**

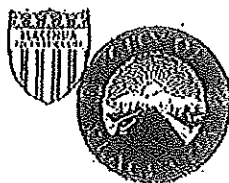
BID BOND OR CASHIER'S CHECK IS REQUIRED WITH THIS BID

BIDS DUE AND OPENING:

DUE: Before 2:00pm

DATE: APRIL 2, 2020

**MAȘOUD SEPAHI P.E.
CITY ENGINEER**



CITY OF PLACENTIA

FY 2018-19 Residential Street Rehabilitation Project Project No. 1001

DATE: March 17, 2020

SUBJECT: Addendum # 1

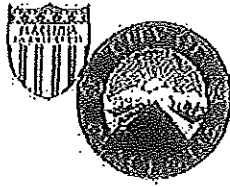
ADDENDUM ACKNOWLEDGMENT:

Firm Name: Doug Martin Contracting Company, Inc

Authorized Signature: *Dina Martin, Secretary*

Date: March 26, 2020

Acknowledgment of Receipt of Addendum # 1 is required by signing.



CITY OF PLACENTIA

FY 2019-20 Residential Street Slurry Seal Project Project No. 1001

DATE: March 17, 2020

SUBJECT: Addendum # 1

This letter comprises Addendum No. 1 for the above project, request for construction bid, issued by the City of Placentia on March 12, 2020. Please take note of the items listed below which will have to be used in the preparation of your bid for this project.

The following clarifications/changes are hereby issued:

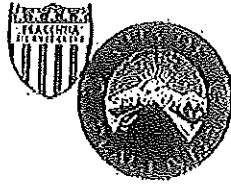
1. Discard the previous bid package and replace it with the revised bid package, dated March 17, 2020.

Please sign the following page acknowledging Addendum No. 1 and include with your bid prior to submission. Thank you for your interest in this project.

Sincerely,



Masoud Sepahi, P.E.
City Engineer



CITY OF PLACENTIA

**FY 2018-19 Residential Street Rehabilitation Project
Project No. 1001**

DATE: March 24, 2020

SUBJECT: Addendum # 2

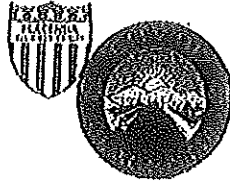
ADDENDUM ACKNOWLEDGMENT:

Firm Name: Doug Martin Contracting Company, Inc

Authorized Signature: Lissia Mauter, Secretary

Date: March 27, 2020

Acknowledgment of Receipt of Addendum # 2 is required by signing.



CITY OF PLACENTIA

FY 2019-20 Residential Street Slurry Seal Project Project No. 1001

DATE: March 24, 2020

SUBJECT: Addendum # 2

This letter comprises Addendum No. 2 for the above project, request for construction bid, issued by the City of Placentia on March 12, 2020. Please take note of the items listed below which will have to be used in the preparation of your bid for this project.

The following clarifications/changes are hereby issued:

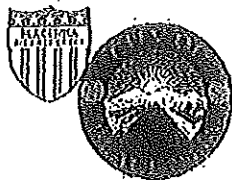
1. **Special Instructions for delivery of bids.** City Hall remains open for delivery of bids. The entrance to the City Hall is now next to the Police Department's entrance. All visitors must wash their hands prior to entering the building. A wash station is available next to the entrance.
2. **Bids are due at 2:00 PM on April 2, 2020.** Bids will be opened and disclosed to all parties, outside of the City Hall right after they are received.

If there are any questions regarding the delivery of bids, please contact Masoud Sepahi, City Engineer at 714-993-8132 or Cell: 949-375-6599.

Please sign the following page acknowledging Addendum No. 2 and include with your bid prior to submission. Thank you for your interest in this project.

Sincerely,

Masoud Sepahi, P.E.
City Engineer



CITY OF PLACENTIA

FY 2018-19 Residential Street Rehabilitation Project Project No. 1001

DATE: March 24, 2020

SUBJECT: Addendum # 3

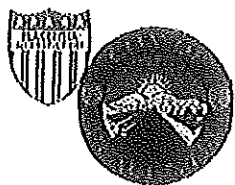
ADDENDUM ACKNOWLEDGMENT:

Firm Name: Doug Martin Contracting Company, Inc

Authorized Signature: Leinie Masters, Secretary

Date: March 27, 2020

Acknowledgment of Receipt of Addendum # 3 is required by signing.



CITY OF PLACENTIA

FY 2019-20 Residential Street Slurry Seal Project Project No. 1001

DATE: March 26, 2020

SUBJECT: Addendum # 3

This letter comprises Addendum No. 3 for the above project, request for construction bid, issued by the City of Placentia on March 12, 2020. Please take note of the items listed below which will have to be used in the preparation of your bid for this project.

The following clarifications/changes are hereby issued:

1. Revise Section A, Notice Inviting Sealed Bids Paragraph # 4 and replace with the following:
 4. Contractor's License: In accordance with provisions of Section 3300 of the California Public Contract Code, the AGENCY has determined that the Contractor shall possess a valid California Contractor's License A or C-12. Failure to possess such license may render the bid nonresponsive and bar the award of the contract to that non-responsive Bidder. The successful Contractor and his/her subcontractors will be required to possess business licenses from the AGENCY.
2. Bids due date remains April 2, 2020 at 2:00 PM.

If there are any questions regarding the delivery of bids, please contact Masoud Sepahi, City Engineer at 714-993-8132 or Cell: 949-375-6599.

Please sign the following page acknowledging Addendum No. 3 and include with your bid prior to submission. Thank you for your interest in this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Masoud Sepahi', written over a horizontal line.

Masoud Sepahi, P.E.
City Engineer

SECTION C

PROPOSAL

for the

FY 2019-20 RESIDENTIAL STREETS SLURRY SEAL PROJECT

From

CITY PROJECT NO. 1001

in the

CITY OF PLACENTIA

TO THE HONORABLE MAYOR AND MEMBERS OF THE COUNCIL OF PLACENTIA:

In compliance with the Notice Inviting Sealed Bids, the undersigned hereby proposes and agrees to perform all the work therein described, and to furnish all labor, material, equipment and incident insurance necessary therefor, in accordance with the plans and specifications on file in the office of the City Engineer of the City of PLACENTIA. The undersigned agrees to perform the work therein to the satisfaction of and under the supervision of the City Engineer of the City of PLACENTIA, and to enter into a contract at the following prices. The undersigned agrees to complete the work within 80 working days, starting from the date of the Notice to Proceed.

BIDDER declares that this proposal is based upon careful examination of the work site, plans, specifications, Instructions to Bidders and all other contract documents. If this proposal is accepted for award, BIDDER agrees to enter into a contract with AGENCY at the unit and/or lump sum prices set forth in the following Bid Schedule. BIDDER understands that failure to enter into a contract in the manner and time prescribed will result in forfeiture to AGENCY of the guaranty accompanying this proposal.

BIDDER understands that a bid is required for the entire work and that the estimated quantities set forth in the Bid Schedule are solely for the purpose of comparing bids, and that final compensation under the contract will be based upon the actual quantities of work satisfactorily completed. THE AGENCY RESERVES THE RIGHT TO DELETE ANY ITEM FROM THE CONTRACT. It is agreed that the unit and/or lump sum prices bid include all appurtenant expenses, taxes, royalties, fees, etc., and will be guaranteed for a period of sixty days from the bid opening date. If at such time, the contract is not awarded, the AGENCY will reject all bids and will re-advertise the project. In the case of discrepancies in the amounts bid, unit prices shall govern over extended amounts, and words shall govern over figures.

If awarded the Contract, the undersigned agrees that in the event of the BIDDER'S default in executing the required contract and filing the necessary bonds and insurance certificates within 10 working days after the date of the AGENCY'S notice of award of contract to the BIDDER, the proceeds of the security accompanying this bid shall become the property of the AGENCY and this bid and the acceptance hereof may, at the AGENCY'S option, be considered null and void.

Accompanying this proposal of bid, find Bidder's Bond the amount of \$10% which said amount is not less than 10% of the aggregate of the total bid price, as required by the Notice Inviting Sealed Bids, payable to the AGENCY. (Please insert the words "Cash", "Certified Check", or "Bidder's Bond", as the case may be).

Bidder shall signify receipt of all Addenda here, if any:

<i>Addenda No.</i>	<i>Date Received</i>	<i>Bidder's Signature</i>
1	March 26, 2020	<i>Winnie Martin</i>
2	March 27, 2020	<i>Winnie Martin</i>
3	March 27, 2020	<i>Winnie Martin</i>

FY 2019-20 RESIDENTIAL STREETS SLURRY SEAL PROJECT
PROJECT BASE BID SCHEDULE

ITEM NO.	ITEMS DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1.	Mobilization	1	LS	\$26,300	\$26,300.00
2.	Traffic Control & Public Safety	1	LS	\$29,400	\$29,400.00
3.	Best Management Practices	1	LS	\$10,500	\$10,500
4.	Remove and Construct Pavement	7,000	SF	\$8.80	\$61,600
5.	Surface Preparation and Crack Seal	1	LS	\$88,900	\$88,900
6.	Tire Rubber Modified Slurry Seal (TRMSS)	2,200	ELT	\$256.23	\$561,926
7.	Remove and Construct Concrete Curb and Gutter	400	LF	\$69.50	\$27,800
8.	Remove and Construct PCC Cross Gutter	600	SF	\$23.00	\$13,800
9.	Remove and Construct Concrete Sidewalk	9,000	SF	\$8.50	\$76,500
10.	Signing, Striping, Markings and Pavement Legends	1	LS	\$39,950	\$39,950

BASE BID SCHEDULE - TOTAL PRICE: \$ 1,026,676

BASE BID SCHEDULE TOTAL PRICE WRITTEN IN WORDS:

one million twenty six thousand six hundred seventy six

FY 2019-20 RESIDENTIAL STREETS SLURRY SEAL PROJECT

ADD ALTERNATE BID SCHEDULE

ITEM NO.	ITEMS DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
A1.	Tire Rubber Modified Slurry Seal - City Hall Parking Lot	1	LS	\$ 31,500	\$ 31,500

ADD ALTERNATE BID SCHEDULE - TOTAL PRICE: \$ 31,500

ADD ALTERNATE BID SCHEDULE TOTAL PRICE WRITTEN IN WORDS:
thirty one thousand five hundred dollars

BASE BID + ADD ALTERNATE BID - TOTAL PRICE: \$ 1,058,176

BASE BID + ADD ALTERNATE BID TOTAL PRICE WRITTEN IN WORDS:
one million fifty eight thousand one hundred seventy six

LIST OF SUBCONTRACTORS

In accordance with Government Code Section 4104, the Bidder shall set forth the name and business address of each subcontractor who will perform work or render service to the bidder on said contract in an amount in excess of one-half of one percent of the total bid and the portion of the work to be done by such subcontractor.

Portion of Work	Name and Address of Subcontractor	State License Number	Class
4	ONYX Paving Co 2890 So Center, ANAHEIM	830360A	A
7	" " " "	"	"
8	" " " "	"	"
9	" " " "	"	"
5	PAVEMENT REHAB CO 1181 PRINCESS CT CITY HALL PARKING LOT COSTA MESA, CA	1051374	C-12
10	C&I CAT TRACKING 17 COMMERCIAL AVE	991122	
A-1	" " " " Riverside CA		

By submission of this proposal, the Bidder certifies:

1. That he is able to and will perform the balance of all work, which is not covered in the above subcontractors listing.
2. That the AGENCY will be furnished copies of all subcontracts entered into and bonds furnished by subcontractor for this project.

NONCOLLUSION AFFIDAVIT
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

State of California
ss.
County of Orange

Doug Marlin, being first duly sworn, deposes and says that he or she is
President of Doug Marlin Contracting Company, Inc the party making the
foregoing bid that the bid is not made in the interest of, or on the behalf of, any undisclosed person,
partnership, company, association, organization, or corporation; that the bid is genuine and not
collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder
to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or
agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from
bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement,
communication, or conference with anyone to fix the bid price, or that of any other bidder, or to
secure any advantage against the public body awarding the contract of anyone interested in the
proposed contract; that all statements contained in the bid are true; and, further, that the bidder has
not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents
thereof, or divulged information or data relative thereto, or paid, and will not pay fee to any
corporation, partnership, company association, organization, bid depository, or to any member or
agent thereof to effectuate a collusive or sham bid.

Doug Marlin Contracting Company, Inc

Name of Bidder

Doug Marlin President

Signature of Bidder

220 Foundation Ave., La Habra, CA 90631

Address of Bidder

Subscribed and sworn to before me this _____ day of _____, 20__.

NOTARY PUBLIC _____

NOTARY SEAL

see attached form

JURAT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Orange

Subscribed and sworn to (or affirmed) before me on this 31st day of March,

20 20 by Doug Martin

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Heather Marie Martin
Signature

(Seal)



OPTIONAL INFORMATION

INSTRUCTIONS

DESCRIPTION OF THE ATTACHED DOCUMENT

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages _____ Document Date _____

Additional Information

The wording of all Jurats completed in California after January 1, 2015 must be in the form as set forth within this Jurat. There are no exceptions. If a Jurat to be completed does not follow this form, the notary must correct the verbiage by using a jurat stamp containing the correct wording or attaching a separate jurat form such as this one which does contain the proper wording. In addition, the notary must require an oath or affirmation from the document signer regarding the truthfulness of the contents of the document. The document must be signed AFTER the oath or affirmation. If the document was previously signed, it must be re-signed in front of the notary public during the jurat process.

- State and county information must be the state and county where the document signer(s) personally appeared before the notary public.
- Date of notarization must be the date the signer(s) personally appeared which must also be the same date the jurat process is completed.
- Print the name(s) of the document signer(s) who personally appear at the time of notarization.
- Signature of the notary public must match the signature on file with the office of the county clerk.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different jurat form.
 - ❖ Additional information is not required but could help to ensure this jurat is not misused or attached to a different document.
 - ❖ Indicate title or type of attached document, number of pages and date.
- Securely attach this document to the signed document with a staple.

UTILITY AGREEMENT

HONORABLE MAYOR AND CITY COUNCIL
CITY OF PLACENTIA, CALIFORNIA

The undersigned hereby promises and agrees that in the performance of the work specified in the contract, known as **FY 2019-20 RESIDENTIAL STREETS SLURRY PROJECT**, (I)(we)(it) will employ and utilize only qualified persons, as hereinafter defined, to work in proximity to any electrical secondary or transmission facilities. The term "Qualified Person" is defined in Title 8, California Administrative Code, Section 2700, as follows:

"Qualified Person: *A person who, by reason of experience or instruction, is familiar with the operation to be performed and the hazards involved."*

The undersigned also promised and agrees that all such work shall be performed in accordance with all applicable electrical utility company's requirements, Public Utility Commission orders, and State of California Cal-OSHA requirements.

The undersigned further promises and agrees that the provisions herein shall be and are binding upon any subcontractor or subcontractors that may be retained or employed by the undersigned, and that the undersigned shall take steps as are necessary to assure compliance by any said subcontractor or subcontractors with the requirements contained herein.

Doug Martin Contracting Company, Inc

Contractor

By 

Doug Martin, President

Title

Date: March 31, 2020

CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }

County of Orange }

On March 31, 2020 before me, Heather Marie Martin, Notary Public
(Here insert name and title of the officer)

personally appeared Doug Martin
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Heather Marie Martin
Notary Public Signature

(Notary Public Seal)



ADDITIONAL OPTIONAL INFORMATION

DESCRIPTION OF THE ATTACHED DOCUMENT

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages _____ Document Date _____

CAPACITY CLAIMED BY THE SIGNER

- Individual (s)
 Corporate Officer

(Title)

- Partner(s)
 Attorney-in-Fact
 Trustee(s)
 Other _____

INSTRUCTIONS FOR COMPLETING THIS FORM

This form complies with current California statutes regarding notary wording and, if needed, should be completed and attached to the document. Acknowledgments from other states may be completed for documents being sent to that state so long as the wording does not require the California notary to violate California notary law.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. he/she/they, is/are) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
 - ✦ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
 - ✦ Indicate title or type of attached document, number of pages and date.
 - ✦ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document with a staple.

DISQUALIFICATION QUESTIONNAIRE

In accordance with Government Code Section 14310.5, the Bidder shall complete, under penalty of perjury, the following questionnaire.

QUESTIONNAIRE

Has the Bidder, any officer of the Bidder or any employee of the Bidder who has a proprietary interest in the Bidder ever been disqualified, removed or otherwise prevented from bidding on or completing a Federal, State or local government project because of a violation of law or a safety regulation?

Yes No

If the answer is yes, explain the circumstances in the space provided.

None

Note: This questionnaire constitutes a part of the Proposal, and a signature portion of the Proposal shall constitute signature of this questionnaire.

COMPENSATION INSURANCE CERTIFICATE

Pursuant to Section 1861 of the State Labor Code, each contractor to whom a public works contract has been awarded shall sign the following certificate.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Doug Martin Contracting Company, Inc
Contractor

Dixie Martin
By

Dixie Martin, Secretary
Title

Date: March 31, 2020

**UNDERGROUND SERVICE ALERT
IDENTIFICATION NUMBER**

(To be completed only by the awarded Contractor prior to excavation)

No excavation will be permitted until this form is completed and returned to the AGENCY.

Section 4216/4217 of the Government Code requires a Dig Alert Identification Number be issued before a Permit to Excavate will be valid.

To obtain a Dig Alert Identification Number, call Underground Service Alert at 1-800-422-4133 a minimum of two working days before scheduled excavation.

Dig Alert Identification Number: _____

Doug Martin Contracting Company, Inc
Contractor

Dixie Martin
By

Dixie Martin, Secretary
Title

Date: March 31, 2020

Note: *This form is required for every Dig Alert Identification Number issued by U.S.A. during the course of the Work. Additional forms may be obtained from the AGENCY upon request.*

BIDDER'S INFORMATION

BIDDER certifies that the following information is true and correct:

Doug Martin Contracting Company, Inc
Bidder Name

220 Foundation Ave., La Habra, CA 90631
Business Address

La Habra, CA 90631
City, State Zip

(714-) 441-0513
Telephone Number

470131 C-12
State Contractor's License No. and Class

December 28, 1985
Original Date Issued

March 31, 2021
Expiration Date

The work site was inspected by Doug Martin of our office on March 31, 2020.

The following are persons, firms, and corporations having a principal interest in this proposal:

<u>Doug Martin, President</u>	_____
<u>Dixie Martin, Secretary</u>	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The undersigned is prepared to satisfy the Council of the City of PLACENTIA of its ability, financially or otherwise, to perform the contract for the proposed work and improvements in accordance with the plans and specifications set forth.

Doug Martin Contracting Company, Inc

Company Name

Doug Martin, President
Signature of Bidder

Doug Martin, President

Printed or Typed Signature

Subscribed and sworn to before me this ___ day of _____, 20__.

*see attached
form*

NOTARY PUBLIC _____

NOTARY SEAL

Listed below are the names, address and telephone numbers for three public agencies for which the bidder has performed similar work within the past two years:

1. City of Industry 255 N. Hacienda Blvd., Suite 222, 91744
Name and Address of Public Agency

Name and Telephone No. of Project Manager: Kirk Swanner 909-291-2930

<u>472,508.80</u>	<u>Slurry Seal, AC, Crack Seal, Striping</u>	<u>12/13/19</u>
Contract Amount	Type of Work	Date Completed

2. City of Diamond Bar, 21810 Copley Drive, 91765
Name and Address of Public Agency

Name and Telephone No. of Project Manager: Fabian Aoun faou@diamondbarca.gov

<u>378,601.00</u>	<u>Slurry Seal</u>	<u>01/27/20</u>
Contract Amount	Type of Work	Date Completed

3. City of La Verne, 3660 "D" Street, 91750
Name and Address of Public Agency

Name and Telephone No. of Project Manager: Anthony Ciotti, aciotti@cityoflaverne.org

<u>194,453.40</u>	<u>Slurry Seal, striping & thermo. crack seal</u>	<u>02/20/20</u>
Contract Amount	Type of Work	Date Completed

CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }

County of Orange }

On March 31, 2020 before me, Heather Marie Martin, Notary Public
(Here insert name and title of the officer)

personally appeared Doug Martin
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is~~ are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Heather Marie Martin
Notary Public Signature

(Notary Public Seal)



ADDITIONAL OPTIONAL INFORMATION

DESCRIPTION OF THE ATTACHED DOCUMENT

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages _____ Document Date _____

CAPACITY CLAIMED BY THE SIGNER

Individual (s)
 Corporate Officer _____
(Title)

Partner(s)
 Attorney-in-Fact
 Trustee(s)
 Other _____

INSTRUCTIONS FOR COMPLETING THIS FORM

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- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. he/she/they, is /are) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
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- Signature of the notary public must match the signature on file with the office of the county clerk.
 - Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
 - Indicate title or type of attached document, number of pages and date.
 - Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document with a staple.

**DESIGN ENGINEER MAY NOT BID ON
CONSTRUCTION CONTRACT**

No engineering or architectural firm which has provided design services for a project shall be eligible to bid on the contract to construct the project. The firms ineligible to bid include the prime contractor for design, subcontractors of portions of the design, and affiliates of either. An affiliate is a firm which is subject to the control of the same persons(s), through joint ownership or otherwise.

ACKNOWLEDGED this 31 day of March 31, 2021 at
La Habra, CA 90631

Dixie Martin
Authorized Signature

Dixie Martin, Secretary
Position

Doug Martin Contracting Company, Inc
Company

NOTICE OF AFFIRMATIVE ACTION

"NOTICE"

By submitting a proposal on any job or entering into any contractual agreement with the City of Placentia, the undersigned agrees not to discriminate in employment decisions against any person on account of race, creed, national origin, ethnic background, color, sex, age, or handicap in performing the work required under this proposal.

ACKNOWLEDGED this 31 day of March, 2020, at
_____.

Dixie Martin
Authorized Signature

Dixie Martin, Secretary

Position

Doug Martin Contracting Company, Inc
Company

BIDDER'S BOND

(To Accompany Contract Proposal)

KNOW ALL MEN BY THESE PRESENTS,

That Doug Martin Contracting Company, Inc., as PRINCIPAL, and Liberty Mutual Insurance Company, as SURETY, are held and firmly bound unto the City of Placentia in the sum of TEN PERCENT (10%) of the total amount of the bid of said PRINCIPAL, to be paid to the said City or its certain attorney, its successors and assigns; for which payment, well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors or assigns, jointly and severally, firmly by these presents.

In no case shall the liability of said SURETY here under exceed the sum of \$ 10% of the total amount bid---.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT,

WHEREAS, said PRINCIPAL has submitted the above mention bid to the City of Placentia for certain construction for which bids are to be opened at the City Hall of the City of Placentia, 401 East Chapman Avenue, Placentia, California on January 8, 2008 for:

**FY 2019-20 RESIDENTIAL STREETS SLURRY SEAL PROJECT
CITY PROJECT NO. 1001**

NOW, THEREFORE, if the aforesaid PRINCIPAL is awarded the contract and within the time and manner required under the specifications, after the prescribed forms are presented to him for signature, enters into a written consent in the prescribed form in accordance with the bid, and files the two bonds with the City of Placentia, one to guarantee faithful performance and the other to guarantee payment for Labor and Materials as required by law, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect.

In the event suit is brought upon this bond by the Obligeo and judgment is recovered, said SURETY shall pay all costs incurred by the Obligeo in such suit, including a reasonable attorney's fee to be fixed by the Court.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this

26th day of March 2020

PRINCIPAL
Doug Martin Contracting Company, Inc.
BY: *Doug Martin*
Doug Martin, President
Title
BY: *Dixie Martin*
Dixie Martin, Secretary
Title

SURETY
Liberty Mutual Insurance Company
By: *Paul A. Bland*
Paul A. Bland, Attorney-in-Fact
790 The City Drive South, Suite 200
Address
Orange, CA 92868

(SEAL)

(SEAL)

Instructions: If the Contractor is a corporation, the agreement must be executed in the corporate name and signed by the President or Vice President and the Secretary or Assistant Secretary, and the corporate seal affixed. If the Contractor is an individual doing business under a fictitious name, it must be signed by all persons having an interest in the business, and the fictitious name must be signed also. All bond signatures must be notarized. The standard printed bid bond form of any bonding company approved by the City pursuant to Item 7, "Insurance Policies and Bonds", in the Instructions to Bidders may be used in lieu of the foregoing approved sample bond form provided the security stipulations protecting the City are in any way reduced by use of the surety company's standard printed form.

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

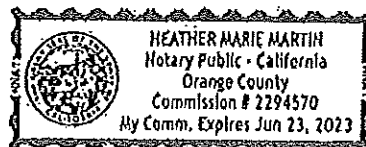
State of California
County of Orange)

On March 31, 2020 before me, Heather Marie Martin, Notary Public
(Insert name and title of the officer)

personally appeared Doug Martin and Dixie Martin
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Heather Marie Martin (Seal)

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange)

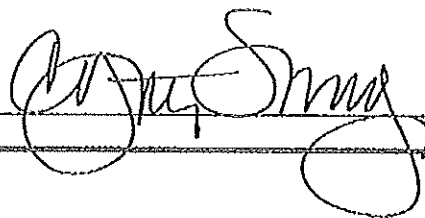
On March 26, 2020 before me, Cynthia S. Wozney, Notary Public
(Insert name and title of the officer)

personally appeared Paul A. Bland
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

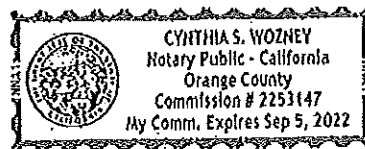
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature



(Seal)





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8201226-024087

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Denise Bennett, Paul A. Bland, Caudy A. Dakin, John M. Garrett, Edward W. Griffith II, Steven C. Mosler, Cynthia S. Wozney

all of the city of Irvine state of California each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 8th day of May, 2019.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company
By: David M. Carey
David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 8th day of May, 2019 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 6. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Lawellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 26TH day of MARCH, 2020.



By: Renee C. Lawellyn
Renee C. Lawellyn, Assistant Secretary

See attached Acknowledgment for Surety
with proper California wording

**BID BOND
ACKNOWLEDGMENT OF SURETY**

STATE OF _____)

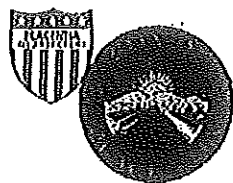
County of _____)ss

On this _____ day of _____, 20____, A.D.
_____ personally appeared before me a

(Notary Public, Judge or Other Officer)

In and for _____ County, State of _____
known to me to be the _____ of the corporation
that executed the foregoing instrument and, upon oath, did depose that he is the officer of said
corporation as above designed; that he is acquainted with the seal of said corporate seal of said
corporation; that the signatures to said instrument were made by officers of said corporation as
indicated after said signatures; and that the said corporation executed the said instrument freely
and voluntarily and for the uses and purposes therein mentioned.

(Notary Public, Judge or Other Officer)



CITY OF PLACENTIA

FY 2019-20 Residential Street Slurry Seal Project Project No. 1001

DATE: March 26, 2020

SUBJECT: Addendum # 3

This letter comprises Addendum No. 3 for the above project, request for construction bid, issued by the City of Placentia on March 12, 2020. Please take note of the items listed below which will have to be used in the preparation of your bid for this project.

The following clarifications/changes are hereby issued:

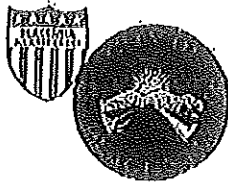
1. Revise Section A, Notice Inviting Sealed Bids Paragraph # 4 and replace with the following:
 4. Contractor's License: In accordance with provisions of Section 3300 of the California Public Contract Code, the AGENCY has determined that the Contractor shall possess a valid California Contractor's License A or C-12. Failure to possess such license may render the bid nonresponsive and bar the award of the contract to that non-responsive Bidder. The successful Contractor and his/her subcontractors will be required to possess business licenses from the AGENCY.
2. Bids due date remains April 2, 2020 at 2:00 PM.

If there are any questions regarding the delivery of bids, please contact Masoud Sepahi, City Engineer at 714-993-8132 or Cell: 949-375-6599.

Please sign the following page acknowledging Addendum No. 3 and include with your bid prior to submission. Thank you for your interest in this project.

Sincerely,

Masoud Sepahi, P.E.
City Engineer



CITY OF PLACENTIA

**FY 2018-19 Residential Street Rehabilitation Project
Project No. 1001**

DATE: March 24, 2020

SUBJECT: Addendum # 3

ADDENDUM ACKNOWLEDGMENT:

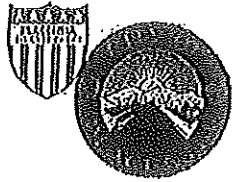
Firm Name: Pavement Coatings Co.

Authorized Signature: _____

James Wu- Chief Estimator

Date: 4/2/2020

Acknowledgment of Receipt of Addendum # 3 is required by signing.



CITY OF PLACENTIA

FY 2019-20 Residential Street Slurry Seal Project Project No. 1001

DATE: March 24, 2020

SUBJECT: Addendum # 2

This letter comprises Addendum No. 2 for the above project, request for construction bid, issued by the City of Placentia on March 12, 2020. Please take note of the items listed below which will have to be used in the preparation of your bid for this project.

The following clarifications/changes are hereby issued:

1. **Special instructions for delivery of bids.** City Hall remains open for delivery of bids. The entrance to the City Hall is now next to the Police Department's entrance. All visitors must wash their hands prior to entering the building. A wash station is available next to the entrance.
2. **Bids are due at 2:00 PM on April 2, 2020.** Bids will be opened and disclosed to all parties, outside of the City Hall right after they are received.

If there are any questions regarding the delivery of bids, please contact Masoud Sepahi, City Engineer at 714-993-8132 or Cell: 949-375-6599.

Please sign the following page acknowledging Addendum No. 2 and include with your bid prior to submission. Thank you for your interest in this project.

Sincerely,

Masoud Sepahi, P.E.
City Engineer



CITY OF PLACENTIA

**FY 2018-19 Residential Street Rehabilitation Project
Project No. 1001**

DATE: March 24, 2020

SUBJECT: Addendum # 2

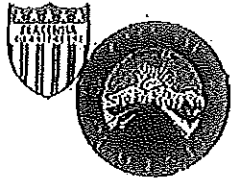
ADDENDUM ACKNOWLEDGMENT:

Firm Name: Pavement Coatings Co.

Authorized Signature: 
James Wu- Chief Estimator

Date: 4/2/2020

Acknowledgment of Receipt of Addendum # 2 is required by signing.



CITY OF PLACENTIA

FY 2019-20 Residential Street Slurry Seal Project Project No. 1001

DATE: March 17, 2020

SUBJECT: Addendum # 1

This letter comprises Addendum No. 1 for the above project, request for construction bid, issued by the City of Placentia on March 12, 2020. Please take note of the items listed below which will have to be used in the preparation of your bid for this project.

The following clarifications/changes are hereby issued:

1. Discard the previous bid package and replace it with the revised bid package, dated March 17, 2020.

Please sign the following page acknowledging Addendum No. 1 and include with your bid prior to submission. Thank you for your interest in this project.

Sincerely,


Masoud Sepahi, P.E.
City Engineer



CITY OF PLACENTIA

FY 2018-19 Residential Street Rehabilitation Project Project No. 1001

DATE: March 17, 2020

SUBJECT: Addendum # 1

ADDENDUM ACKNOWLEDGMENT:

Firm Name: Paveiment Coatings Co.

Authorized Signature: _____

James Wu - Chief Estimator

Date: 4/2/2020

Acknowledgment of Receipt of Addendum # 1 is required by signing.

SECTION C

PROPOSAL

for the

FY 2019-20 RESIDENTIAL STREETS SLURRY SEAL PROJECT

From

CITY PROJECT NO. 1001

in the

CITY OF PLACENTIA

TO THE HONORABLE MAYOR AND MEMBERS OF THE COUNCIL OF PLACENTIA:

In compliance with the Notice Inviting Sealed Bids, the undersigned hereby proposes and agrees to perform all the work therein described, and to furnish all labor, material, equipment and incident insurance necessary therefor, in accordance with the plans and specifications on file in the office of the City Engineer of the City of PLACENTIA. The undersigned agrees to perform the work therein to the satisfaction of and under the supervision of the City Engineer of the City of PLACENTIA, and to enter into a contract at the following prices. The undersigned agrees to complete the work within Eighty (80) working days, starting from the date of the Notice to Proceed.


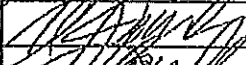
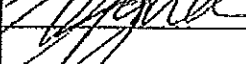
BIDDER declares that this proposal is based upon careful examination of the work site, plans, specifications, Instructions to Bidders and all other contract documents. If this proposal is accepted for award, BIDDER agrees to enter into a contract with AGENCY at the unit and/or lump sum prices set forth in the following Bid Schedule. BIDDER understands that failure to enter into a contract in the manner and time prescribed will result in forfeiture to AGENCY of the guaranty accompanying this proposal.

BIDDER understands that a bid is required for the entire work and that the estimated quantities set forth in the Bid Schedule are solely for the purpose of comparing bids, and that final compensation under the contract will be based upon the actual quantities of work satisfactorily completed. THE AGENCY RESERVES THE RIGHT TO DELETE ANY ITEM FROM THE CONTRACT. It is agreed that the unit and/or lump sum prices bid include all appurtenant expenses, taxes, royalties, fees, etc., and will be guaranteed for a period of sixty days from the bid opening date. If at such time, the contract is not awarded, the AGENCY will reject all bids and will re-advertise the project. In the case of discrepancies in the amounts bid, unit prices shall govern over extended amounts, and words shall govern over figures.

If awarded the Contract, the undersigned agrees that in the event of the BIDDER'S default in executing the required contract and filing the necessary bonds and insurance certificates within 10 working days after the date of the AGENCY'S notice of award of contract to the BIDDER, the proceeds of the security accompanying this bid shall become the property of the AGENCY and this bid and the acceptance hereof may, at the AGENCY'S option, be considered null and void.

Accompanying this proposal of bid, find Bid Bond in the amount of \$ 10% which said amount is not less than 10% of the aggregate of the total bid price, as required by the Notice Inviting Sealed Bids, payable to the AGENCY. (Please insert the words "Cash", "Certified Check", or "Bidder's Bond", as the case may be).

Bidder shall signify receipt of all Addenda here, if any:

Addenda No.	Date Received	Bidder's Signature
1	3/17/2020	 James W. Christensen
2	3/24/2020	 James W. Christensen
3	3/26/2020	 James W. Christensen

FY 2019-20 RESIDENTIAL STREETS SLURRY SEAL PROJECT
PROJECT BASE BID SCHEDULE

ITEM NO.	ITEMS DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1.	Mobilization	1	LS	\$15,000	\$15,000.00
2.	Traffic Control & Public Safety	1	LS	\$63,500	\$63,500.00
3.	Best Management Practices	1	LS	\$2,800	\$2,800.00
4.	Remove and Construct Pavement	7,000	SF	22.00 \$27.00 TM	154,000.00 \$189,000.00 TM
5.	Surface Preparation and Crack Seal	1	LS	\$88,770	\$88,770.00
6.	Rubberized Slurry Seal TM Tire rubberized Modified Slurry Seal (TRMSS) TM	2,200 1,950 TM	BLT	\$284.00	\$624,800.00
7.	Remove and Construct Concrete Curb and Gutter	400	LF	70.00 \$12.00 TM	28,000.00 \$44,800.00 TM
8.	Remove and Construct PCC Cross Gutter	600	SF	23.00 \$38.00 TM	13,800.00 \$22,800 TM
9.	Remove and Construct Concrete Sidewalk	9,000	SF	10.50 \$11.25 TM	94,500.00 \$101,250.00 TM
10.	Signing, Striping, Markings and Pavement Legends	1	LS	\$40,000	\$40,000.00

BASE BID SCHEDULE - TOTAL PRICE: \$ ~~1,192,720.00~~ 1,125,170.00
TM

BASE BID SCHEDULE TOTAL PRICE WRITTEN IN WORDS:

~~TM One million one hundred ninety two thousand seven hundred twenty dollars and zero cents~~

One million one hundred twenty five thousand one hundred seventy dollars and zero cents

FY 2019-20 RESIDENTIAL STREETS SLURRY SEAL PROJECT

ADD ALTERNATE BID SCHEDULE

ITEM NO.	ITEMS DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
A1.	Rubberized Slurry Seal - City Hall Parking Lot TM Tire Rubber Modified slurry seal City Hall Parking Lot	1	LS	\$68,000	\$68,000.00

ADD ALTERNATE BID SCHEDULE - TOTAL PRICE: \$ 68,000.00

ADD ALTERNATE BID SCHEDULE TOTAL PRICE WRITTEN IN WORDS:

Sixty eight thousand dollars and zero cents

BASE BID + ADD ALTERNATE BID - TOTAL PRICE: \$ ~~1,260,720.00~~ TM 1,193,170.00

BASE BID + ADD ALTERNATE BID TOTAL PRICE WRITTEN IN WORDS:

~~TM One million two hundred sixty thousand seven hundred
twenty dollars and zero cents~~

One million one hundred ninety three thousand one hundred
seventy dollars and zero cents

LIST OF SUBCONTRACTORS

In accordance with Government Code Section 4104, the Bidder shall set forth the name and business address of each subcontractor who will perform work or render service to the bidder on said contract in an amount in excess of one-half of one percent of the total bid and the portion of the work to be done by such subcontractor.

Portion of Work	Name and Address of Subcontractor	State License Number	Class
3%	Superior Pavement Markings 5312 Cypress St. Cypress, CA 90630	776306	C-12
6%	Pavement Rehab Co. 1181 Princess Ct. Costa Mesa, CA 92626	1051374	C-12
12.4% TM	Hooby & Harper Inc. 32 Rancho Circle Lake Forest, CA 92630	215957 TM	A TM
15.8%	All American Asphalt PO Box 2229 Corona, CA 92878	267073	A

By submission of this proposal, the Bidder certifies:

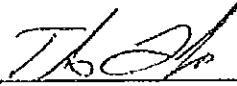
1. That he is able to and will perform the balance of all work, which is not covered in the above subcontractors listing.
2. That the AGENCY will be furnished copies of all subcontracts entered into and bonds furnished by subcontractor for this project.

**NONCOLLUSION AFFIDAVIT
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

State of California
ss.
County of Orange

Tom Mucenski, being first duly sworn, deposes and says that he or she is
Secretary of Pavement Coatings Co. the party making the
foregoing bid that the bid is not made in the interest of, or on the behalf of, any undisclosed person,
partnership, company, association, organization, or corporation; that the bid is genuine and not
collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder
to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or
agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from
bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement,
communication, or conference with anyone to fix the bid price, or that of any other bidder, or to
secure any advantage against the public body awarding the contract of anyone interested in the
proposed contract; that all statements contained in the bid are true; and, further, that the bidder has
not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents
thereof, or divulged information or data relative thereto, or paid, and will not pay fee to any
corporation, partnership, company association, organization, bid depository, or to any member or
agent thereof to effectuate a collusive or sham bid.

Pavement Coatings Co.
Name of Bidder


Signature of Bidder Tom Mucenski- Secretary

10240 San Sevaine Way Jurupa Valley, CA 91752
Address of Bidder

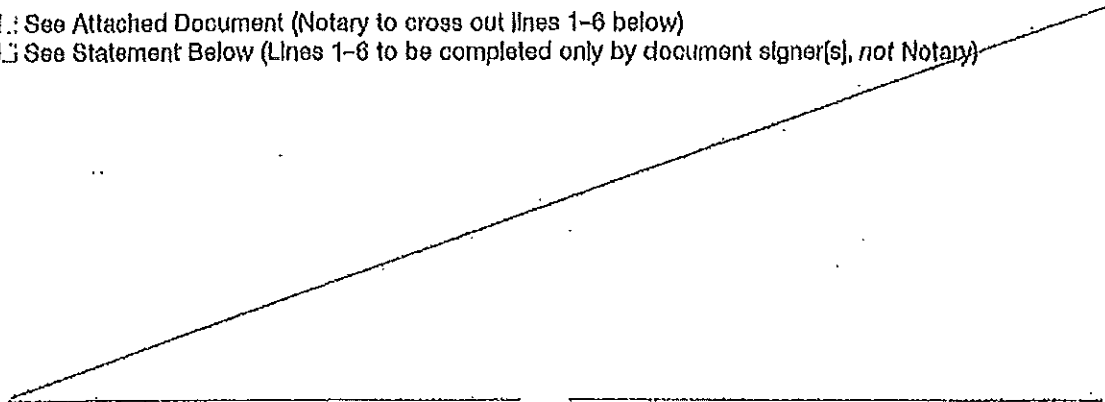
Subscribed and sworn to before me this _____ day of _____, 20 ____.

NOTARY PUBLIC _____ NOTARY SEAL

CALIFORNIA JURAT WITH AFFIANT STATEMENT

GOVERNMENT CODE § 8202

- See Attached Document (Notary to cross out lines 1-6 below)
- See Statement Below (Lines 1-6 to be completed only by document signer(s), not Notary)



Signature of Document Signer No. 1

Signature of Document Signer No. 2 (if any)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

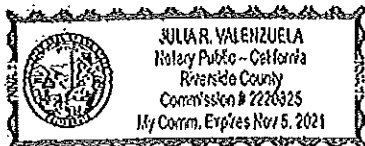
State of California
 County of Riverside

Subscribed and sworn to (or affirmed) before me
 on this 19th day of March, 2020,
 by Tom Mucenski
Date Month Year

(1) Tom Mucenski

(and (2) _____),
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence
 to be the person(s) who appeared before me.



Signature Julia R. Valenzuela
Signature of Notary Public

Seal
 Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Non Collusion Affidavit Document Date: _____

Number of Pages: _____ Signor(s) Other Than Named Above: _____

UTILITY AGREEMENT

HONORABLE MAYOR AND CITY COUNCIL
CITY OF PLACENTIA, CALIFORNIA

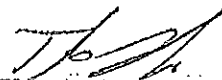
The undersigned hereby promises and agrees that in the performance of the work specified in the contract, known as **FY 2019-20 RESIDENTIAL STREETS SLURRY PROJECT**, (I)(we)(it) will employ and utilize only qualified persons, as hereinafter defined, to work in proximity to any electrical secondary or transmission facilities. The term "Qualified Person" is defined in Title 8, California Administrative Code, Section 2700, as follows:

"Qualified Person: *A person who, by reason of experience or instruction, is familiar with the operation to be performed and the hazards involved."*

The undersigned also promised and agrees that all such work shall be performed in accordance with all applicable electrical utility company's requirements, Public Utility Commission orders, and State of California Cal-OSHA requirements.

The undersigned further promises and agrees that the provisions herein shall be and are binding upon any subcontractor or subcontractors that may be retained or employed by the undersigned, and that the undersigned shall take steps as are necessary to assure compliance by any said subcontractor or subcontractors with the requirements contained herein.

Pavement Coatings Co.
Contractor


By

Tom Mucenski- Secretary
Title

Date: 3-19-20

DISQUALIFICATION QUESTIONNAIRE

In accordance with Government Code Section 14310.5, the Bidder shall complete, under penalty of perjury, the following questionnaire.

QUESTIONNAIRE

Has the Bidder, any officer of the Bidder or any employee of the Bidder who has a proprietary interest in the Bidder ever been disqualified, removed or otherwise prevented from bidding on or completing a Federal, State or local government project because of a violation of law or a safety regulation?

Yes No

If the answer is yes, explain the circumstances in the space provided.

N/A

Note: This questionnaire constitutes a part of the Proposal, and a signature portion of the Proposal shall constitute signature of this questionnaire.

COMPENSATION INSURANCE CERTIFICATE

Pursuant to Section 1861 of the State Labor Code, each contractor to whom a public works contract has been awarded shall sign the following certificate.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Pavement Coatings Co.
Contractor


By

Tom Mucenski-Secretary
Title

Date: 3-19-20

**UNDERGROUND SERVICE ALERT
IDENTIFICATION NUMBER**

(To be completed only by the awarded Contractor prior to excavation)

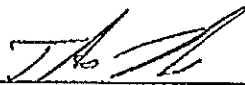
No excavation will be permitted until this form is completed and returned to the AGENCY.

Section 4216/4217 of the Government Code requires a Dig Alert Identification Number be issued before a Permit to Excavate will be valid.

To obtain a Dig Alert Identification Number, call Underground Service Alert at 1-800-422-4133 a minimum of two working days before scheduled excavation.

Dig Alert Identification Number: To be determined

Pavement Coatings Co.
Contractor


By

Tom Mucenski- Secretary
Title

Date: 3-19-20

Note: *This form is required for every Dig Alert Identification Number issued by U.S.A. during the course of the Work. Additional forms may be obtained from the AGENCY upon request.*

BIDDER'S INFORMATION

BIDDER certifies that the following information is true and correct:

Pavement Coatings Co.
Bidder Name

10240 San Sevaine Way
Business Address

Jurupa Valley CA 91752
City, State Zip

(714) 826-3011
Telephone Number

303609 A, C-32
State Contractor's License No. and Class

3-3-1975
Original Date Issued

9-30-2020
Expiration Date

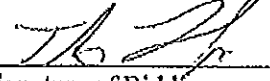
The work site was inspected by James Wu of our office on March 20, 2020

The following are persons, firms, and corporations having a principal interest in this proposal:

<u>Pavement Coatings Co.</u>	_____
<u>Doug Ford</u>	<u>President</u>
<u>Tom Mucenski</u>	<u>Secretary</u>
<u>Nathan Beyler</u>	<u>Treasurer</u>
_____	_____
_____	_____
_____	_____

The undersigned is prepared to satisfy the Council of the City of PLACENTIA of its ability, financially or otherwise, to perform the contract for the proposed work and improvements in accordance with the plans and specifications set forth.

Pavement Coatings Co.
Company Name


Signature of Bidder

Tom Mucenski- Secretary
Printed or Typed Signature

Subscribed and sworn to before me this 3 day of MAY, 2020.

NOTARY PUBLIC _____ NOTARY SEAL

Listed below are the names, address and telephone numbers for three public agencies for which the bidder has performed similar work within the past two years:

1. Riverside County- 4080 Lemon Street 8th Floor, Riverside, CA 92501
Name and Address of Public Agency

Name and Telephone No. of Project Manager: Hector Davilla- 951-955-6740

<u>\$2,022,613</u>	<u>installation slurry seal, micro-surfacing, and chip seal</u>	<u>6/30/2019</u>
Contract Amount	Type of Work	Date Completed

2. San Bernardino County- 201b North E. Street 2nd Floor, San Bernardino, CA 92401-0001
Name and Address of Public Agency

Name and Telephone No. of Project Manager: Alex Qishta- 909-384-5111

<u>\$1,243,700</u>	<u>installation of slurry seal and scrub seal</u>	<u>10/23/2019</u>
Contract Amount	Type of Work	Date Completed

3. Los Angeles County- 900 South Freemont Ave. Alhambra, CA 91803
Name and Address of Public Agency

Name and Telephone No. of Project Manager: Marian Tadrous- 626-458-5100

<u>\$1,121,937</u>	<u>installation slurry seal and scrub seal</u>	<u>6/22/2018</u>
Contract Amount	Type of Work	Date Completed

CALIFORNIA JURAT WITH AFFIANT STATEMENT

GOVERNMENT CODE § 8202

- See Attached Document (Notary to cross out lines 1-6 below)
- See Statement Below (Lines 1-6 to be completed only by document signer[s], not Notary)

Signature of Document Signer No. 1 *Signature of Document Signer No. 2 (if any)*

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

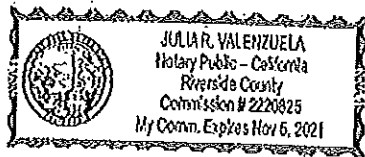
State of California
 County of Riverside

Subscribed and sworn to (or affirmed) before me
 on this 14th day of March, 2020,
 by Tom Mucenski
 Date Month Year

(1) _____
 Name(s) of Signer(s)

(and (2) _____),
 Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence
 to be the person(s) who appeared before me.



Signature Julia R. Valenzuela
 Signature of Notary Public

Seal
 Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Divorce Information Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

**DESIGN ENGINEER MAY NOT BID ON
CONSTRUCTION CONTRACT**

No engineering or architectural firm which has provided design services for a project shall be eligible to bid on the contract to construct the project. The firms ineligible to bid include the prime contractor for design, subcontractors of portions of the design, and affiliates of either. An affiliate is a firm which is subject to the control of the same persons(s), through joint ownership or otherwise.

ACKNOWLEDGED this 19 day of March 2020 at
Jurupa Valley, CA



Authorized Signature

Tom Mucenski- Secretary

Position

Pavement Coatings Co.

Company

NOTICE OF AFFIRMATIVE ACTION

"NOTICE"

By submitting a proposal on any job or entering into any contractual agreement with the City of Placentia, the undersigned agrees not to discriminate in employment decisions against any person on account of race, creed, national origin, ethnic background, color, sex, age, or handicap in performing the work required under this proposal.

ACKNOWLEDGED this 19 day of March, 2020, at
Jurupa Valley, CA,



Authorized Signature

Tom Mucenski- Secretary
Position

Pavement Coatings Co.
Company

BIDDER'S BOND

(To Accompany Contract Proposal)

KNOW ALL MEN BY THESE PRESENTS,

That Pavement Coatings Co., as PRINCIPAL, and The Ohlo Casualty Insurance Company, as SURETY, are held and firmly bound unto the City of Placentia in the sum of TEN PERCENT (10%) of the total amount of the bid of said PRINCIPAL, to be paid to the said City or its certain attorney, its successors and assigns; for which payment, well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors or assigns, jointly and severally, firmly by these presents.

In no case shall the liability of said SURETY here under exceed the sum of \$ Ten Percent of Amount Bid.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT,

WHEREAS, said PRINCIPAL has submitted the above mention bid to the City of Placentia for certain construction for which bids are to be opened at the City Hall of the City of Placentia, 401 East Chapman Avenue, Placentia, California on April 2, 2020:

**FY 2019-20 RESIDENTIAL STREETS SLURRY SEAL PROJECT
CITY PROJECT NO. 1001**

NOW, THEREFORE, if the aforesaid PRINCIPAL is awarded the contract and within the time and manner required under the specifications, after the prescribed forms are presented to him for signature, enters into a written consent in the prescribed form in accordance with the bid, and files the two bonds with the City of Placentia, one to guarantee faithful performance and the other to guarantee payment for Labor and Materials as required by law, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect.

In the event suit is brought upon this bond by the Obligee and judgment is recovered, said SURETY shall pay all costs incurred by the Obligee in such suit, including a reasonable attorney's fee to be fixed by the Court.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this
17th day of March 2020.

PRINCIPAL
Pavement Coatings Co.

SURETY
The Ohlo Casualty Insurance Company

BY: [Signature]
Tom Mucanusk - Secretary
Title

[Signature]
By: Brian A. McGoldfick, Attorney-in-Fact

BY: _____

Title

625 Maple Avenue, Keene NH 03431

Address

(SEAL)

(SEAL)

Instructions: If the Contractor is a corporation, the agreement must be executed in the corporate name and signed by the President or Vice President and the Secretary or Assistant Secretary, and the corporate seal affixed. If the Contractor is an individual doing business under a fictitious name, it must be signed by all persons having an interest in the business, and the fictitious name must be signed also. All bond signatures must be notarized. The standard printed bid bond form of any bonding company approved by the City pursuant to Item 7, "Insurance Policies and Bonds", in the Instructions to Bidders may be used in lieu of the foregoing approved sample bond form provided the security stipulations protecting the City are in any way reduced by use of the surety company's standard printed form.

**BID BOND
ACKNOWLEDGMENT OF SURETY**

See Attached

STATE OF _____)

County of _____)ss

On this _____ day of _____, 20____, A.D.
_____ personally appeared before me a

(Notary Public, Judge or Other Officer)

in and for _____ County, State of _____
known to me to be the _____ of the corporation
that executed the foregoing instrument and, upon oath, did depose that he is the officer of said
corporation as above designed; that he is acquainted with the seal of said corporate seal of said
corporation; that the signatures to said instrument were made by officers of said corporation as
indicated after said signatures; and that the said corporation executed the said instrument freely
and voluntarily and for the uses and purposes therein mentioned.

(Notary Public, Judge or Other Officer)



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8201397

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Hope Conley, Brigid Lopez, David Maddon, Brian A. McGoldrick, Sandy Staley, Richard L. Wells

all of the city of Pacifica state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 11th day of June, 2019.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 11th day of June, 2019 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 23, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV -- OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII -- Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation -- The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization -- By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 17th day of March, 2020.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

not valid for: currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-810-833-8240 between 9:00 am and 4:30 pm EST on any business day

CALIFORNIA CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Orange)

On March 17, 2020 before me, Brigid Lopez, Notary Public
(here insert name and title of the officer)
personally appeared Brian A. McGoldick

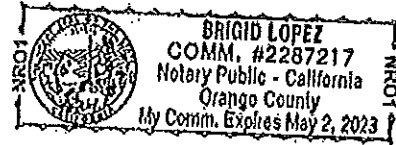
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Brigid Lopez



(Seal)

Optional Information

Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this acknowledgment to an unauthorized document and may prove useful to persons relying on the attached document.

Description of Attached Document

The preceding Certificate of Acknowledgment is attached to a document titled/for the purpose of _____

containing _____ pages, and dated _____

The signer(s) capacity or authority is/are as:

- Individual(s)
- Attorney-in-Fact
- Corporate Officer(s) _____ Title(s)
- Guardian/Conservator
- Partner - Limited/General
- Trustee(s)
- Other: _____

representing: _____
Name(s) of Person(s) or Entity(ies) Signer is Representing

Optional Information

Method of Signer Identification

Proved to me on the basis of satisfactory evidence:
 form(s) of identification credible witness(es)

Notarial event is detailed in notary journal on:
 Page # _____ Entry # _____

Notary contact: _____

Other

Additional Signer(s) Signer(s) Thumbprint(s)

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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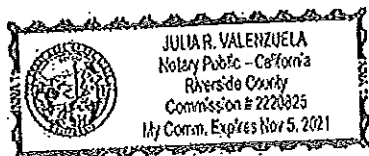
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
 County of Riverside )  
 On March 10th, 2020 before me, Julia R. Valenzuela, Notary Public  
Date Here Insert Name and Title of the Officer  
 personally appeared Tom Mucenski  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/hers/their authorized capacity(ies), and that by his/hers/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature *Julia R. Valenzuela*  
Signature of Notary Public

*Place Notary Seal Above*

**OPTIONAL**

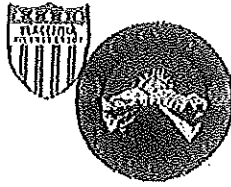
*Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: Builder's Bond Document Date: 2/17/2020  
 Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

|                                                                                                      |                                                                                                      |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Signer's Name: _____                                                                                 | Signer's Name: _____                                                                                 |
| <input type="checkbox"/> Corporate Officer — Title(s): _____                                         | <input type="checkbox"/> Corporate Officer — Title(s): _____                                         |
| <input type="checkbox"/> Partner — <input type="checkbox"/> Limited <input type="checkbox"/> General | <input type="checkbox"/> Partner — <input type="checkbox"/> Limited <input type="checkbox"/> General |
| <input type="checkbox"/> Individual <input type="checkbox"/> Attorney In Fact                        | <input type="checkbox"/> Individual <input type="checkbox"/> Attorney In Fact                        |
| <input type="checkbox"/> Trustee <input type="checkbox"/> Guardian or Conservator                    | <input type="checkbox"/> Trustee <input type="checkbox"/> Guardian or Conservator                    |
| <input type="checkbox"/> Other: _____                                                                | <input type="checkbox"/> Other: _____                                                                |
| Signer Is Representing: _____                                                                        | Signer Is Representing: _____                                                                        |



## CITY OF PLACENTIA

### FY 2019-20 Residential Street Slurry Seal Project Project No. 1001

DATE: March 26, 2020

**SUBJECT: Addendum # 3**

This letter comprises Addendum No. 3 for the above project, request for construction bid, issued by the City of Placentia on March 12, 2020. Please take note of the items listed below which will have to be used in the preparation of your bid for this project.


The following clarifications/changes are hereby issued:

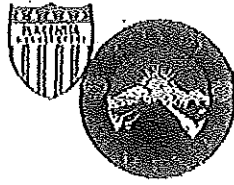
1. Revise Section A, Notice Inviting Sealed Bids Paragraph # 4 and replace with the following:
  4. Contractor's License: In accordance with provisions of Section 3300 of the California Public Contract Code, the AGENCY has determined that the Contractor shall possess a valid California Contractor's License A or C-12. Failure to possess such license may render the bid nonresponsive and bar the award of the contract to that non-responsive Bidder. The successful Contractor and his/her subcontractors will be required to possess business licenses from the AGENCY.
2. Bids due date remains April 2, 2020 at 2:00 PM.

If there are any questions regarding the delivery of bids, please contact Masoud Sepahi, City Engineer at 714-993-8132 or Cell: 949-375-6599.

Please sign the following page acknowledging Addendum No. 3 and include with your bid prior to submission. Thank you for your interest in this project.

Sincerely,

  
Masoud Sepahi, P.E.  
City Engineer



## CITY OF PLACENTIA

### FY 2018-19 Residential Street Rehabilitation Project Project No. 1001

DATE: March 24, 2020

**SUBJECT:** Addendum #3

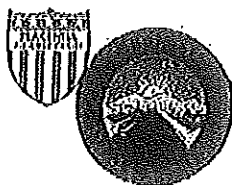
**ADDENDUM ACKNOWLEDGMENT:**

Firm Name: Ray Allan Slurry Seal Inc

Authorized Signature: [Handwritten Signature]

Date: 4/2/20

Acknowledgment of Receipt of Addendum # 3 is required by signing.



## CITY OF PLACENTIA

### FY 2019-20 Residential Street Slurry Seal Project Project No. 1001

DATE: March 24, 2020

**SUBJECT: Addendum # 2**

This letter comprises Addendum No. 2 for the above project, request for construction bid, issued by the City of Placentia on March 12, 2020. Please take note of the items listed below which will have to be used in the preparation of your bid for this project.

The following clarifications/changes are hereby issued:

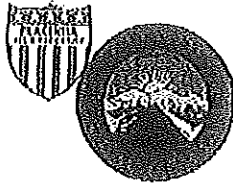
1. **Special Instructions for delivery of bids.** City Hall remains open for delivery of bids. The entrance to the City Hall is now next to the Police Department's entrance. All visitors must wash their hands prior to entering the building. A wash station is available next to the entrance.
2. **Bids are due at 2:00 PM on April 2, 2020.** Bids will be opened and disclosed to all parties, outside of the City Hall right after they are received.

If there are any questions regarding the delivery of bids, please contact Masoud Sepahi, City Engineer at 714-993-8132 or Cell: 949-375-6599.

Please sign the following page acknowledging Addendum No. 2 and include with your bid prior to submission. Thank you for your interest in this project.

Sincerely,

Masoud Sepahi, P.E.  
City Engineer



CITY OF PLACENTIA

**FY 2018-19 Residential Street Rehabilitation Project  
Project No. 1001**

DATE: March 24, 2020

**SUBJECT: Addendum # 2**

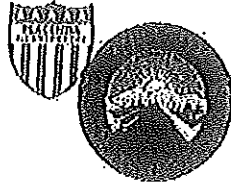
**ADDENDUM ACKNOWLEDGMENT:**

Firm Name: Ray Allan Skunay Seal etc

Authorized Signature: Jamison

Date: 4/2/20

Acknowledgment of Receipt of Addendum # 2 is required by signing.



## CITY OF PLACENTIA

### FY 2019-20 Residential Street Slurry Seal Project Project No. 1001

DATE: March 17, 2020

**SUBJECT: Addendum # 1**

This letter comprises Addendum No. 1 for the above project, request for construction bid, issued by the City of Placentia on March 12, 2020. Please take note of the items listed below which will have to be used in the preparation of your bid for this project.

The following clarifications/changes are hereby issued:

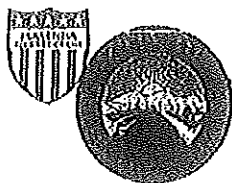
1. Discard the previous bid package and replace it with the revised bid package, dated March 17, 2020.

Please sign the following page acknowledging Addendum No. 1 and include with your bid prior to submission. Thank you for your interest in this project.

Sincerely,



Masoud Sepahi, P.E.  
City Engineer



## CITY OF PLACENTIA

### FY 2018-19 Residential Street Rehabilitation Project Project No. 1001

DATE: March 17, 2020

**SUBJECT: Addendum #1**

**ADDENDUM ACKNOWLEDGMENT:**

Firm Name: Boy Allen Slurry Seal Inc

Authorized Signature: Janner

Date: 4/2/20

Acknowledgment of Receipt of Addendum # 1 is required by signing.



## SECTION C

### PROPOSAL

for the

**FY 2019-20 RESIDENTIAL STREETS SLURRY SEAL PROJECT**

From

**CITY PROJECT NO. 1001**

in the

**CITY OF PLACENTIA**

**TO THE HONORABLE MAYOR AND MEMBERS OF THE COUNCIL OF PLACENTIA:**

In compliance with the Notice Inviting Sealed Bids, the undersigned hereby proposes and agrees to perform all the work therein described, and to furnish all labor, material, equipment and incident insurance necessary therefor, in accordance with the plans and specifications on file in the office of the City Engineer of the City of PLACENTIA. The undersigned agrees to perform the work therein to the satisfaction of and under the supervision of the City Engineer of the City of PLACENTIA, and to enter into a contract at the following prices. The undersigned agrees to complete the work within 80 working days, starting from the date of the Notice to Proceed.

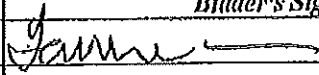
BIDDER declares that this proposal is based upon careful examination of the work site, plans, specifications, Instructions to Bidders and all other contract documents. If this proposal is accepted for award, BIDDER agrees to enter into a contract with AGENCY at the unit and/or lump sum prices set forth in the following Bid Schedule. BIDDER understands that failure to enter into a contract in the manner and time prescribed will result in forfeiture to AGENCY of the guaranty accompanying this proposal.

BIDDER understands that a bid is required for the entire work and that the estimated quantities set forth in the Bid Schedule are solely for the purpose of comparing bids, and that final compensation under the contract will be based upon the actual quantities of work satisfactorily completed. **THE AGENCY RESERVES THE RIGHT TO DELETE ANY ITEM FROM THE CONTRACT.** It is agreed that the unit and/or lump sum prices bid include all appurtenant expenses, taxes, royalties, fees, etc., and will be guaranteed for a period of sixty days from the bid opening date. If at such time, the contract is not awarded, the AGENCY will reject all bids and will re-advertise the project. In the case of discrepancies in the amounts bid, unit prices shall govern over extended amounts, and words shall govern over figures.

If awarded the Contract, the undersigned agrees that in the event of the BIDDER'S default in executing the required contract and filing the necessary bonds and insurance certificates within 10 working days after the date of the AGENCY'S notice of award of contract to the BIDDER, the proceeds of the security accompanying this bid shall become the property of the AGENCY and this bid and the acceptance hereof may, at the AGENCY'S option, be considered null and void.

Accompanying this proposal of bid, find Bidder's Bond in the amount of \$\_\_\_\_\_ which said amount is not less than 10% of the aggregate of the total bid price, as required by the Notice Inviting Sealed Bids, payable to the AGENCY. (Please insert the words "Cash", "Certified Check", or "Bidder's Bond", as the case may be).

Bidder shall signify receipt of all Addenda here, if any:

| <i>Addenda No.</i> | <i>Date Received</i> | <i>Bidder's Signature</i>                                                          |
|--------------------|----------------------|------------------------------------------------------------------------------------|
| 1                  | 8/17/20              |  |
|                    |                      |                                                                                    |
|                    |                      |                                                                                    |
|                    |                      |                                                                                    |
|                    |                      |                                                                                    |

**FY 2019-20 RESIDENTIAL STREETS SLURRY SEAL PROJECT  
PROJECT BASE BID SCHEDULE**

| ITEM NO. | ITEMS DESCRIPTION                                | QUANTITY | UNIT | UNIT PRICE  | TOTAL         |
|----------|--------------------------------------------------|----------|------|-------------|---------------|
| 1.       | Mobilization                                     | 1        | LS   | \$26,000.00 | \$ 26,000. 00 |
| 2.       | Traffic Control & Public Safety                  | 1        | LS   | \$33,616.00 | \$ 33,616. 00 |
| 3.       | Best Management Practices                        | 1        | LS   | \$2,400.00  | \$ 2,400. 00  |
| 4.       | Remove and Construct Pavement                    | 7,000    | SF   | \$ 8.80     | \$ 61,600. 00 |
| 5.       | Surface Preparation and Crack Seal               | 1        | LS   | \$83,244.00 | \$ 83,244.00  |
| 6.       | Tire Rubber Modified Slurry Seal (TRMSS)         | 2,200    | BLT  | \$264.72    | \$ 582,384.00 |
| 7.       | Remove and Construct Concrete Curb and Gutter    | 400      | LF   | \$ 72.60    | \$ 29,040. 00 |
| 8.       | Remove and Construct PCC Cross Gutter            | 600      | SF   | \$24.00     | \$ 14,400.00  |
| 9.       | Remove and Construct Concrete Sidewalk           | 9,000    | SF   | \$ 8.80     | \$ 79,200. 00 |
| 10.      | Signing, Striping, Markings and Pavement Legends | 1        | LS   | \$32,477.00 | \$ 32,477.00  |

**BASE BID SCHEDULE - TOTAL PRICE:** \$ 944,361.00

**BASE BID SCHEDULE TOTAL PRICE WRITTEN IN WORDS:**

Nine hundred forty four thousand three hundred Sixty One  
dollars and zero cents.

FY 2019-20 RESIDENTIAL STREETS SLURRY SEAL PROJECT

ADD ALTERNATE BID SCHEDULE

| ITEM NO. | ITEMS DESCRIPTION                                        | QUANTITY | UNIT | UNIT PRICE   | TOTAL        |
|----------|----------------------------------------------------------|----------|------|--------------|--------------|
| A1.      | Tire Rubber Modified Slurry Seal – City Hall Parking Lot | 1        | LS   | \$ 30,167.00 | \$ 30,167.00 |

ADD ALTERNATE BID SCHEDULE - TOTAL PRICE: \$ 30,167.00

ADD ALTERNATE BID SCHEDULE TOTAL PRICE WRITTEN IN WORDS:

Thirty thousand One hundred Sixty Seven dollars and  
zero cents

BASE BID + ADD ALTERNATE BID - TOTAL PRICE: \$ 974,528.00

BASE BID + ADD ALTERNATE BID TOTAL PRICE WRITTEN IN WORDS:

Nine hundred Seventy-four Thousand Five hundred twenty eight  
dollars zero cents.

**LIST OF SUBCONTRACTORS .**

In accordance with Government Code Section 4104, the Bidder shall set forth the name and business address of each subcontractor who will perform work or render service to the bidder on said contract in an amount in excess of one-half of one percent of the total bid and the portion of the work to be done by such subcontractor.

| Portion of Work | Name and Address of Subcontractor                                      | State License Number | Class |
|-----------------|------------------------------------------------------------------------|----------------------|-------|
| 10              | Superior Pavement Markings<br>5312 Cypress St<br>Cypress Ca 90630      | 776306               | C-32  |
| 4, 7, 8, 9      | DNYX Paving Company, Inc<br>2890 E. La Cuesta Ave<br>Anaheim, Ca 92806 | 630360               | A     |
|                 |                                                                        |                      |       |
|                 |                                                                        |                      |       |
|                 |                                                                        |                      |       |
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|                 |                                                                        |                      |       |
|                 |                                                                        |                      |       |

By submission of this proposal, the Bidder certifies:

1. That he is able to and will perform the balance of all work, which is not covered in the above subcontractors listing.
2. That the AGENCY will be furnished copies of all subcontracts entered into and bonds furnished by subcontractor for this project.

NONCOLLUSION AFFIDAVIT  
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

State of California

ss.

County of Orange

Lawrence Alkin, being first duly sworn, deposes and says that he or she is President of Ray Allen Sherry Seal, Inc., the party making the foregoing bid that the bid is not made in the interest of, or on the behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract, that all statements contained in the bid are true, and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Ray Allen Sherry Seal, Inc.  
Name of Bidder

[Signature]  
Signature of Bidder

11922 Bloomfield Ave  
Santa Fe Springs, Ca. 90670  
Address of Bidder

Subscribed and sworn to before me this 1<sup>st</sup> day of April, 2020.

NOTARY PUBLIC \_\_\_\_\_

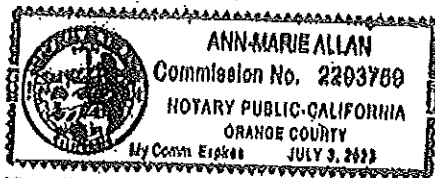
NOTARY SEAL

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me on this 1<sup>st</sup>  
day of April, 2020, by Lawrence Allan

proved to me on the basis of satisfactory evidence to be the  
person(s) who appeared before me.



(Seal)

Signature Ann Marie Allan

UTILITY AGREEMENT

HONORABLE MAYOR AND CITY COUNCIL  
CITY OF PLACENTIA, CALIFORNIA

The undersigned hereby promises and agrees that in the performance of the work specified in the contract, known as **FY 2019-20 RESIDENTIAL STREETS SLURRY PROJECT**, (I)(we)(it) will employ and utilize only qualified persons, as hereinafter defined, to work in proximity to any electrical secondary or transmission facilities. The term "Qualified Person" is defined in Title 8, California Administrative Code, Section 2700, as follows:

**"Qualified Person:** *A person who, by reason of experience or instruction, is familiar with the operation to be performed and the hazards involved."*

The undersigned also promised and agrees that all such work shall be performed in accordance with all applicable electrical utility company's requirements, Public Utility Commission orders, and State of California Cal-OSHA requirements.

The undersigned further promises and agrees that the provisions herein shall be and are binding upon any subcontractor or subcontractors that may be retained or employed by the undersigned, and that the undersigned shall take steps as are necessary to assure compliance by any said subcontractor or subcontractors with the requirements contained herein.

Roy Allan Story Seal, Inc.  
Contractor

Lawrence Allan  
By

President  
Title

Date: 4/1/20



**DISQUALIFICATION QUESTIONNAIRE**

In accordance with Government Code Section 14310.5, the Bidder shall complete, under penalty of perjury, the following questionnaire.

**QUESTIONNAIRE**

Has the Bidder, any officer of the Bidder or any employee of the Bidder who has a proprietary interest in the Bidder ever been disqualified, removed or otherwise prevented from bidding on or completing a Federal, State or local government project because of a violation of law or a safety regulation?

Yes       No

If the answer is yes, explain the circumstances in the space provided.

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**Note:** This questionnaire constitutes a part of the Proposal, and a signature portion of the Proposal shall constitute signature of this questionnaire.

**COMPENSATION INSURANCE CERTIFICATE**

Pursuant to Section 1861 of the State Labor Code, each contractor to whom a public works contract has been awarded shall sign the following certificate.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Ray Allan Stuy Seal, Inc  
Contractor

of  
Lawrence Allan  
By

President  
Title

Date: 4/1/20

**BIDDER'S INFORMATION**

BIDDER certifies that the following information is true and correct:

Ray Allan Shum, Seal Inc  
Bidder Name

11922 Bloomfield Ave  
Business Address

Santa Fe Springs Ca. 90670  
City, State Zip

(562) 864-3363  
Telephone Number

372798 A.  
State Contractor's License No. and Class

1975  
Original Date Issued

4/30/21  
Expiration Date

The work site was inspected by Jerry Hernandez of our office on 4/1 / 2020

The following are persons, firms, and corporations having a principal interest in this proposal:

Ray Allan Shum, Seal Inc  
Lawrence Allan - President  
Vice President, & Secretary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned is prepared to satisfy the Council of the City of PLACENTIA of its ability, financially or otherwise, to perform the contract for the proposed work and improvements in accordance with the plans and specifications set forth.

Ray Allen Slurry Seal, Inc  
Company Name

Lawrence  
Signature of Bidder

Lawrence Allen  
Printed or Typed Signature

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC \_\_\_\_\_ NOTARY SEAL

Listed below are the names, address and telephone numbers for three public agencies for which the bidder has performed similar work within the past two years:

1. City of Aliso Viejo 18 Journey Way Aliso Viejo Ca 92656  
Name and Address of Public Agency

Name and Telephone No. of Project Manager: 949-425-2531 Qianyi Li

\$698,678.00 Crack Seal & Slurry Seal 2019  
Contract Amount Type of Work Date Completed

2. City of Arcadia 240 W. Huntington Dr Arcadia Ca 91007  
Name and Address of Public Agency

Name and Telephone No. of Project Manager: 626-254-2726 Jan Balaray

\$539,502.00 Crack Seal & Slurry Seal 2019  
Contract Amount Type of Work Date Completed

3. City of Carlsbad 1200 Carlsbad Village Dr Carlsbad Ca 92008  
Name and Address of Public Agency

Name and Telephone No. of Project Manager: 760-602-7539 Steven Didier

\$984,291.00 Crack Seal, AC Portability & Slurry Seal 2019  
Contract Amount Type of Work Date Completed

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me on this 1<sup>st</sup>  
day of April, 2020 by Lawrence Allan

proved to me on the basis of satisfactory evidence to be the  
person(s) who appeared before me.



(Seal)

Signature Ann Marie Allan

**DESIGN ENGINEER MAY NOT BID ON  
CONSTRUCTION CONTRACT**

No engineering or architectural firm which has provided design services for a project shall be eligible to bid on the contract to construct the project. The firms ineligible to bid include the prime contractor for design, subcontractors of portions of the design, and affiliates of either. An affiliate is a firm which is subject to the control of the same persons(s), through joint ownership or otherwise.

ACKNOWLEDGED this 1<sup>st</sup> day of April at  
Santa Fe Springs

[Signature]  
Authorized Signature

President  
Position

Ray Allan Stury Secl, Inc.  
Company

NOTICE OF AFFIRMATIVE ACTION

" NOTICE "

By submitting a proposal on any job or entering into any contractual agreement with the City of Placentia, the undersigned agrees not to discriminate in employment decisions against any person on account of race, creed, national origin, ethnic background, color, sex, age, or handicap in performing the work required under this proposal.

ACKNOWLEDGED this 1<sup>st</sup> day of April, 2020, at  
Santa R. Spring.

Janner  
Authorized Signature

President  
Position

Ray Allen Stevy Seal, Inc.  
Company

**BIDDER'S BOND**

(To Accompany Contract Proposal)

KNOW ALL MEN BY THESE PRESENTS,

That Roy Allan Slurry Seal, Inc., as PRINCIPAL, and Contractors Bonding and Insurance Company, as SURETY, are held and firmly bound unto the City of Placentia in the sum of TEN PERCENT (10%) of the total amount of the bid of said PRINCIPAL, to be paid to the said City or its certain attorney, its successors and assigns; for which payment, well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors or assigns, jointly and severally, firmly by these presents.

In no case shall the liability of said SURETY here under exceed the sum of \$ Ten percent (10%) of the total amount of the bid

THE CONDITION OF THIS OBLIGATION IS SUCH THAT,

WHEREAS, said PRINCIPAL has submitted the above mention bid to the City of Placentia for certain construction for which bids are to be opened at the City Hall of the City of Placentia, 401 East Chapman Avenue, Placentia, California on January 8, 2008 for:

**FY 2019-20 RESIDENTIAL STREETS SLURRY SEAL PROJECT  
CITY PROJECT NO. 1001**

NOW, THEREFORE, if the aforesaid PRINCIPAL is awarded the contract and within the time and manner required under the specifications, after the prescribed forms are presented to him for signature, enters into a written consent in the prescribed form in accordance with the bid, and files the two bonds with the City of Placentia, one to guarantee faithful performance and the other to guarantee payment for Labor and Materials as required by law, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect.

In the event suit is brought upon this bond by the Obligee and judgment is recovered, said SURETY shall pay all costs incurred by the Obligee in such suit, including a reasonable attorney's fee to be fixed by the Court.



IN WITNESS WHEREOF, we have hereunto set our hands and seals on this

25th day of March 2020

PRINCIPAL

Roy Allan Slurry Seal, Inc.

BY: [Signature]  
President

Title

BY: [Signature]

Secretary  
Title

SURETY

Contractors Bonding and Insurance Company

[Signature]  
Matthew J. Coats, Attorney-In-Fact

111 Pacifica, Suite 350, Irvine, CA 92618

Address

(SEAL)

(SEAL)

Instructions: If the Contractor is a corporation, the agreement must be executed in the corporate name and signed by the President or Vice President and the Secretary or Assistant Secretary, and the corporate seal affixed. If the Contractor is an individual doing business under a fictitious name, it must be signed by all persons having an interest in the business, and the fictitious name must be signed also. All bond signatures must be notarized. The standard printed bid bond form of any bonding company approved by the City pursuant to Item 7, "Insurance Policies and Bonds", in the Instructions to Bidders may be used in lieu of the foregoing approved sample bond form provided the security stipulations protecting the City are in any way reduced by use of the surety company's standard printed form.

**BID BOND  
ACKNOWLEDGMENT OF SURETY**

STATE OF \_\_\_\_\_ )

County of \_\_\_\_\_ ) ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A.D.  
\_\_\_\_\_ personally appeared before me a

\_\_\_\_\_  
(Notary Public, Judge or Other Officer)  
in and for \_\_\_\_\_ County, State of \_\_\_\_\_  
known to me to be the \_\_\_\_\_ of the corporation  
that executed the foregoing instrument and, upon oath, did depose that he is the officer of said  
corporation as above designed; that he is acquainted with the seal of said corporate seal of said  
corporation; that the signatures to said instrument were made by officers of said corporation as  
indicated after said signatures; and that the said corporation executed the said instrument freely  
and voluntarily and for the uses and purposes therein mentioned.

\_\_\_\_\_  
(Notary Public, Judge or Other Officer)

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

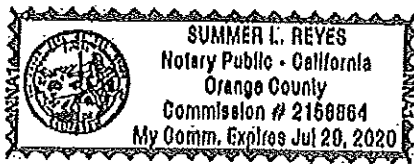
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Orange )  
On MAR 25 2020 before me, Summer L. Reyes, Notary Public  
*Date Here Insert Name and Title of the Officer*  
personally appeared Matthew J. Coats  
*Name(s) of Signer(s)*

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]  
*Signature of Notary Public*

*Place Notary Seal Above*

**OPTIONAL**

*Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_

- Corporate Officer -- Title(s): \_\_\_\_\_
- Partner --  Limited  General
- Individual  Attorney In Fact
- Trustee  Guardian or Conservator
- Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

- Corporate Officer -- Title(s): \_\_\_\_\_
- Partner --  Limited  General
- Individual  Attorney In Fact
- Trustee  Guardian or Conservator
- Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

# POWER OF ATTORNEY

## RLI Insurance Company Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615  
Phone: 800-645-2402

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That RLI Insurance Company and/or Contractors Bonding and Insurance Company, each an Illinois corporation, (separately and together, the "Company") do hereby make, constitute and appoint:

Linda D. Coats, Matthew J. Coats, Summer Reyes, jointly or severally

in the City of Laguna Hills, State of California Its true and lawful Agent(s) and Attorney(s) in Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds and undertakings in an amount not to exceed Twenty Five Million Dollars (\$25,000,000.00) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon the Company as if such bond had been executed and acknowledged by the regularly elected officers of the Company.

RLI Insurance Company and/or Contractors Bonding and Insurance Company, as applicable, have each further certified that the following is a true and exact copy of a Resolution adopted by the Board of Directors of each such corporation, and is now in force, to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the RLI Insurance Company and/or Contractors Bonding and Insurance Company, as applicable, have caused these presents to be executed by its respective Vice President with its corporate seal affixed this 4th day of February, 2020.



RLI Insurance Company  
Contractors Bonding and Insurance Company

By: B. W. Davis  
Barton W. Davis Vice President

State of Illinois }  
County of Peoria } SS

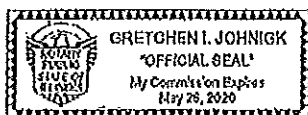
### CERTIFICATE

On this 4th day of February, 2020, before me, a Notary Public, personally appeared Barton W. Davis, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the RLI Insurance Company and/or Contractors Bonding and Insurance Company and acknowledged said instrument to be the voluntary act and deed of said corporation.

I, the undersigned officer of RLI Insurance Company and/or Contractors Bonding and Insurance Company, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the RLI Insurance Company and/or Contractors Bonding and Insurance Company this 25th day of March, 2020.

By: Gretchen L. Johnigk  
Gretchen L. Johnigk Notary Public

RLI Insurance Company  
Contractors Bonding and Insurance Company  
By: Jeffrey D. Fick  
Jeffrey D. Fick Corporate Secretary



SPECIAL RESOLUTION OF  
THE SHAREHOLDERS OF  
ROY ALLAN SLURRY SEAL, INC.

This is a special resolution unanimously approved by all of the shareholders holding shares in ROY ALLAN SLURRY SEAL, INC. This resolution was approved at the meeting of the shareholders held on April 29<sup>th</sup>, 2018 at 11922 Bloomfield Ave, Santa Fe Springs, California 90670. Roy Allan and Gay D. Allan, being the only shareholders of the corporation, were in attendance and unanimously approved the following resolution:

WHEREAS It is deemed to be in the best interest of this corporation to provide for continuity of activity and for the convenience of the officers of this corporation, to provide authority so that either the President or the Vice President of this corporation shall have authority to sign documents separately, and thereby bind the corporation.

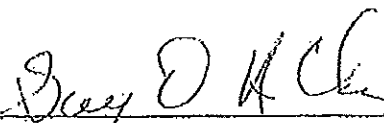
IT IS THEREFORE RESOLVED that either the President or the Vice President of ROY ALLAN SLURRY SEAL, INC., shall hereafter have the authority, when acting alone, to bind this corporation to the terms of any document to which the President or Vice President shall affix his signature. The individual presently acting in the capacity of President, Vice President, and Secretary is WYATT LAWRENCE ALLAN.

It is respectfully requested by the shareholders of this corporation, that any part with whom this corporation has dealings, will recognize this resolution and accept the signature of either the President or the Vice President of this corporation, acting alone, on any document intended to bind this corporation legally.

By their signatures hereto, the shareholders of this corporation hereby waive notice of the above-described meeting and consent to the resolution set forth above.

Dated April 29th, 2018

  
\_\_\_\_\_  
Roy Allan, Shareholder

  
\_\_\_\_\_  
Gay Allan, Shareholder



# Placentia City Council

## AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: ACTING DEPUTY CITY ADMINISTRATOR

DATE: APRIL 21, 2020

SUBJECT: AWARD OF CONSTRUCTION CONTRACT TO ROY ALLAN SLURRY SEAL, INC. FOR THE FISCAL YEAR 2019-20 SLURRY SEAL PROJECT NO. 1001

FISCAL  
IMPACT:

|             |           |                                              |
|-------------|-----------|----------------------------------------------|
| EXPENSE: \$ | 974,528   | CONSTRUCTION CONTRACT AMOUNT                 |
| BUDGET: \$  | 1,042,578 | TOTAL PROJECT BUDGET (FY 2019-20 CIP BUDGET) |
| \$          | 400,000   | MEASURE U CIP (791001-6185)                  |
| \$          | 400,000   | MEASURE M CIP (181001-6185)                  |
| \$          | 184,578   | SB 1/RMRA CIP (601001-6185)                  |
| \$          | 58,000    | STATE GAS TAX CIP (171001-6185)              |

### SUMMARY:

As part of any Pavement Management Program, slurry seal treatments for pavement surfaces are utilized to extend the useful life of roadways. The proposed action will award a Construction Contract to Roy Allen Slurry Seal, Inc. ("Roy Allen") for a slurry seal project consisting of approximately 2.6 million square feet of residential roadways. The scope of work for the slurry seal project entails the placement of a rubberized slurry pavement sealant in addition to approximately 7,000 square feet of damaged pavement, replacement of approximately 9,000 square feet of damaged sidewalk panels, replacement of damaged concrete curb and gutters, and replacement of all pavement striping and legends. This project also includes slurry seal for the City Hall and the Library parking lot. On March 12, 2020, the City issued a Public Notice Inviting Bids for this project and a total of four (4) bids were received. The low bid for the Project was submitted by Roy Allen which was deemed to be the lowest responsive and responsible bidder for this Project. After reviewing Roy Allen's bid documents and performing a reference check, Staff recommends the City Council award a Public Works Agreement to Roy Allen in the amount of \$974,528 to construct the Project.

### RECOMMENDATION:

It is recommended that City Council take the following actions:

1. Approve the construction plans, documents, and technical specifications prepared by NV5, Inc., for this project and award a construction contract to Roy Allan Slurry Seal, Inc., for the FY 2019-20 Slurry Seal Project No. 1001 for a not-to-exceed amount of \$974,528; and

3. a.  
April 21, 2020

2. Authorize the City Administrator to approve contract change orders up to \$68,050; and
3. Authorize the City Administrator and/or his designee to execute all necessary documents, in a form approved by the City Attorney.

**DISCUSSION:**

On July 23, 2019, the City Council awarded a professional services agreement to NV5, Inc., to provide engineering design services for the Fiscal Year (FY) 2019-20 Arterial Roadway Rehabilitation Project and the FY 2019-20 Slurry Seal Project. Both projects are funded with a combination of Measure U, Measure M and SB 1/RMRA and State Gas Tax revenues. The scope of work for the slurry seal project entails the placement of a rubberized slurry pavement sealant over 2.6 million square feet of residential streets. In addition, approximately 7,000 square feet of damaged asphalt pavement will be removed and replaced; approximately 9,000 square feet of damaged sidewalk panels will be removed and replaced, along with damaged concrete curb and gutter and replacement of all pavement striping and legends. This project also includes slurry seal for the entire City Hall and the Library parking lot. Slurry seal is an integral part of pavement maintenance and critical to extending the useful life of asphalt.

On March 12, 2020, the City issued a public Notice Inviting Bids for this project and a total of four (4) bids were received:

| Contractor                            | Bid Amount  |
|---------------------------------------|-------------|
| Roy Allan Slurry Seal, Inc.           | \$974,528   |
| All American Asphalt                  | \$1,029,100 |
| Doug Martin Contracting Company, Inc. | \$1,058,176 |
| Pavement Coatings Co.                 | \$1,193,170 |

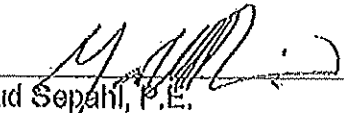
Staff reviewed and analyzed the bids received to identify any mathematical or other procedural errors and found Roy Allan Slurry Seal's (Roy Allan) bid to be responsive to the City's bid specifications for this project. In addition, Staff conducted a reference check on Roy Allan Slurry Seal (Roy Allan) and received favorable reviews from the Cities they have worked for in the past on similar projects. Accordingly, Staff determined that Roy Allan is the lowest responsive, responsible bidder on this project. Based on its evaluation of the bids received, Staff recommends the City Council award a construction contract to Roy Allan Slurry Seal, Inc., for the FY 2019-20 Slurry Seal Project No. 1001.

**FISCAL IMPACT:**

The Fiscal Year (FY) 2019-20 Capital Improvement Program Budget includes a total available project balance of \$1,042,578 in Measure U, Measure M, SB1/RMRA and State Gas Tax funds to pay for this project. Accordingly, sufficient funds exist for the recommended actions.

City Council Agenda  
April 21, 2020  
Page 3 of 3


Prepared by:

  
\_\_\_\_\_  
Masoud Sepahi, P.E.  
City Engineer


Reviewed and approved:

  
\_\_\_\_\_  
Luis Estevez  
Acting Deputy City Administrator

Reviewed and approved:

  
\_\_\_\_\_  
Kim Krause  
Director of Finance

Reviewed and approved:

  
\_\_\_\_\_  
Damien R. Arrula  
City Administrator

Attachment:

Construction Contract with Roy Allan Slurry Seal, Inc.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss and Authorize Amendments to the 2020-2021 Fiscal Year Budget and Adopt Resolution 20-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Amending the District's 2020-2021 Fiscal Year Budget.

**DATE:** May 18, 2020

**BACKGROUND**

Budget review is essential in maintaining financial stability. It provides the Library Board of Trustees an opportunity to review the General Fund and other funds, make adjustments to achieve a more accurate budget for the 2020-2021 fiscal year, and help shape the development of the next budget cycle. The report presented is based on actual revenue and expenditure performance for the period July 1 through April 30, 2020 with a projection for the 2019-2020 Fiscal Year, ending June 30, 2020. Based on the review, analysis, and the impact of the COVID-19 ("COVID") pandemic, revisions are recommended to address the Revenue projections and Expenditure plan.

At the May 17, 2019 Library Board of Trustees meeting, the 2019-2021 Budget was adopted with an annual budget of \$5,201,844 (includes \$2.1M for capital improvement projects) or \$3,101,844 (minus capital improvement projects) for 2019-2020 and \$3,151,749 for 2020-2021. The corrected budget for 2020-2021 is \$3,272,214.

The long-term effects of COVID will adversely affect property taxes with the impact being felt in future fiscal years. The District still anticipates library impact fees to remain steady as projected. This is a restricted fund and cannot be allocated for library operations. Revenue is projected to be 2% higher and the expenditures (minus capital projects) 12% less than the adopted budget; as a result, there is a projected balance of \$403,239 to rebuild the reserves. The amended proposed budget for 2020-2021 decrease 16% based on the corrected total or \$527,327 less. The amendments include the following appropriations:

- 2019-2020 Projections
  - Revenue – 6% increase or \$109,704
    - Property Tax – 7% increase or \$193,618
    - State Grants – 73% increase or \$40,000
    - Fees – 31% increase or \$9,000
    - Newsletter – 6% increase or \$900
    - Passports – 48% decrease or \$140,000
    - Meeting Room – 73% decrease or \$2,200
    - Proctoring – 73% decrease or \$6,950
    - PLFF – 2% decrease or \$6,000
  - Expenditures – 12% decrease or \$403,239
    - Salaries & Benefits – 1% decrease or \$26,554

- Maintenance – 26% decrease or \$41,000
  - COVID-19 PPE – 100% increase or \$30,000
  - Office Supply & Postage – 10% decrease or \$10,000
  - Professional and Specialized Services – 2% increase or \$4,500
  - Programs – 53% decrease or \$80,000
  - Books/Library Materials – 23% decrease or \$60,183
  - Capital Project – 6% decrease or \$132,740
- 2020-2021 Amendments
    - Revenue – 14% decrease or \$416,862
      - Property Tax – 10% decrease or \$264,915
      - State Grants – 25% increase or \$10,000
      - Fees – 5% decrease or \$5,000
      - Newsletter – 100% increase or \$700
      - Passports – 53% decrease or \$170,000
      - Meeting Room – 100% decrease or \$3,000
      - Proctoring – 80% decrease or \$8,000
      - PLFF – 55% decrease or \$30,000
    - Expenditures – 16% decrease or \$527,327
      - Salaries & Benefits – 13% decrease or \$250,102
      - Maintenance – 4% increase or \$5,000
      - COVID-19 PPE – 100% increase or \$20,000
      - Office Supply & Postage – 50% increase or \$45,000
      - Professional and Specialized Services – 14% decrease or \$26,000
      - Programs – 9% decrease or \$5,000
      - Books/Library Materials – 45% decrease or \$179,725

Attachment A is the amended Revenue for 2019-2021.

Attachment B is the amended Expenditures for 2019-2021.

Attachment C is Resolution 20-01.

### RECOMMENDATIONS

1. Authorize amendments to the 20-01 Fiscal Year Budget as presented, inclusive of the Board's input; and,
2. Motion to Read Resolution 20-01 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Amendments for the 2019-2021 Fiscal Year Budget; and,
3. Adopt Resolution 20-01 by a roll call vote.
4. Roll call vote.

Placentia Library District  
Revenue Budget for Fund 707 for Fiscal Year 2019-2021  
Amended May 18, 2020 - Resolution 20-01

| Object Code | Category                                                       | 2018-2019<br>ADOPTED   | 2018-2019<br>ACTUAL  | 2019-2020<br>ADOPTED | 2019-2020<br>PROJECTED | 2020-2021<br>ADOPTED | 2020-2021<br>AMENDED |
|-------------|----------------------------------------------------------------|------------------------|----------------------|----------------------|------------------------|----------------------|----------------------|
| 4010        | Current Secured                                                | 2,269,805              | 2,198,659            | 2,332,967            | 2,649,146              | 2,426,286            | 2,384,231            |
| 4030        | Prior Secured                                                  |                        |                      |                      |                        |                      |                      |
|             | <b>SUB-TOTAL CURRENT SECURED</b>                               | <b>2,269,805</b>       | <b>2,198,659</b>     | <b>2,332,967</b>     | <b>2,649,146</b>       | <b>2,426,286</b>     | <b>2,384,231</b>     |
| 4020        | Current Unsecured                                              | 62,335                 | 72,049               | 74,951               | 55,758                 | 77,928               | 50,182               |
| 4040        | Prior Unsecured                                                | 0                      | 0                    | 0                    | 0                      | 0                    | 0                    |
|             | <b>SUB-TOTAL SECURED</b>                                       | <b>62,335</b>          | <b>72,049</b>        | <b>74,951</b>        | <b>55,758</b>          | <b>77,928</b>        | <b>50,182</b>        |
| 4050        | SUPPLEMENTAL -- CURRENT                                        | 71,096                 | 62,651               | 65,157               | 46,883                 | 67,763               | 42,150               |
| 4060        | SUPPLEMENTAL -- PRIOR                                          | 0                      | 0                    | 0                    | 0                      | 0                    | 0                    |
| 4070        | INTEREST ON UNNAPORT. TAX                                      | 1,846                  | 581                  | 0                    | 3,219                  | 0                    | 1,500                |
| 4080        | PENALTIES & COST ON DELIQ. TAX                                 | 1,097                  | 16,061               | 16,705               | 18,756                 | 17,372               | 16,862               |
| 4090        | TAXES SPECIAL DIST. AUGMENTATION                               | 9,397                  | 90,645               | 94,271               | 4,729                  | 98,042               | 3,783                |
| 4190        | STATE - HOMEOWNERS PR TAX RELIEF                               | 50,421                 | 13,027               | 13,548               | 12,724                 | 14,090               | 10,179               |
| 4.191       | Former RDA                                                     |                        | 4,051                |                      |                        |                      |                      |
|             | <b>TOTAL PROPERTY TAX REVENUE</b>                              | <b>2,465,997</b>       | <b>2,453,673</b>     | <b>2,597,577</b>     | <b>2,791,195</b>       | <b>2,701,480</b>     | <b>2,508,887</b>     |
| 4210        | State Grants                                                   | 30,000                 | 30,075               | 15,000               | 55,000                 | 40,000               | 30,000               |
| 4220        | Federal Grants                                                 |                        |                      |                      |                        |                      |                      |
| 4230        | Other Grants                                                   | 20,000                 | 1,991                | 20,000               |                        | 20,000               | 0                    |
|             | <b>TOTAL GRANTS REVENUE</b>                                    | <b>50,000</b>          | <b>32,066</b>        | <b>35,000</b>        | <b>55,000</b>          | <b>60,000</b>        | <b>30,000</b>        |
| 4310        | Fines & Fees                                                   | 16,500                 | 7,646                | 20,000               | 29,000                 | 20,000               | 15,000               |
| 4320        | Passports/Passport Photos                                      | 124,500                | 267,294              | 290,000              | 150,000                | 320,000              | 150,000              |
| 4340        | Meeting Room                                                   | 0                      | 340                  | 3,000                | 800                    | 3,000                | 0                    |
| 4350        | Test Proctor                                                   | 2,500                  | 5,150                | 9,500                | 2,550                  | 10,000               | 2,000                |
|             | <b>TOTAL SERVICE REVENUE</b>                                   | <b>143,500</b>         | <b>280,430</b>       | <b>322,500</b>       | <b>182,350</b>         | <b>353,000</b>       | <b>167,000</b>       |
| 4410        | PLFF Grants                                                    | 37,000                 | 36,300               | 250,000              | 244,000                | 55,000               | 25,000               |
| 4420        | Newsletter Ads                                                 | 700                    | 700                  | 700                  | 1,600                  | 700                  | 0                    |
| 4430        | Misc. Revenue                                                  | 0                      | 0                    | 0                    | 0                      | 0                    | 0                    |
|             | <b>TOTAL MISCELLANEOUS REVENUE</b>                             | <b>37,700</b>          | <b>41,051</b>        | <b>250,700</b>       | <b>244,000</b>         | <b>55,700</b>        | <b>25,000</b>        |
| 4440        | Reserves (Centennial Renovation)                               | 50,000                 | 1,800,000            | 2,000,000            | 1,967,260              | 0                    | 150,000              |
| 4500 *      | IMPACT FEES                                                    | 10,000                 | 90,000               | 50,000               | 228,769                | 20,000               | 65,000               |
| 4600        | INTEREST                                                       | 8,500                  | 8,500                | 8,500                | 51,456                 | 8,500                | 4,000                |
|             | <b>TOTAL REVENUE</b>                                           | <b>2,705,697</b>       | <b>2,815,720</b>     | <b>3,214,277</b>     | <b>3,325,981</b>       | <b>3,378,680</b>     | <b>2,734,387</b>     |
|             | <i>(does not include impact fees &amp; renovation Expense)</i> |                        |                      |                      |                        |                      |                      |
|             | Variance (Revenue - Expense)                                   | 2,953,851<br>(248,154) | 2,669,858<br>145,862 | 3,101,844<br>112,433 | 2,894,742<br>429,239   | 3,151,749<br>26,931  | 2,794,887<br>0       |

**PLACENTIA LIBRARY DISTRICT**  
Expenditures Budget for Fund 707 for Fiscal Year 2019-2021  
Amended May 18, 2020 per Resolution 20-01

| OBJECT    | 2018-2019                                     | 2018-2019        | 2019-2020        | 2019-2020        | 2020-2021        |                  |
|-----------|-----------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| CODE      | DESCRIPTION                                   | ADOPTED          | ACTUAL           | ADOPTED          | PROJECTED        | ADOPTED          |
| 5010      | Salaries & Wages                              | 1,334,746        | 1,064,242        | 1,494,077        | 1,474,275        | 1,526,118        |
| 5020      | Payroll Taxes (SS & MEDICARE)                 | 302,644          | 386,624          | 119,207          | 116,071          | 120,831          |
| 5030      | Retirement (PARS)                             | 56,500           | 55,793           | 62,602           | 62,008           | 64,143           |
| 5040      | Unemployment Insurance                        | 7,000            | 6,423            | 2,500            | 2,500            | 2,500            |
| 5050      | Health Insurance                              | 266,515          | 255,517          | 268,587          | 265,880          | 289,038          |
| 5064      | Dental Insurance                              | 17,240           | 14,832           | 17,796           | 17,657           | 17,796           |
| 5060      | Life Insurance                                | 8,370            | 4,435            | 9,420            | 9,420            | 9,420            |
| 5066      | Long Term Disability Insurance                | 5,452            | 7,485            | 6,172            | 6,172            | 6,172            |
| 5068      | Vision Insurance                              | 3,340            | 2,974            | 3,541            | 3,516            | 3,541            |
| 5090      | Education Assistance                          | 822              | 8,172            | 5,000            | 5,000            | 5,000            |
|           | <b>TOTAL EMPLOYEE INSURANCE</b>               |                  |                  |                  |                  |                  |
| 5070      | Workers Compensation                          | 13,832           | 17,666           | 15,894           | 15,743           | 16,252           |
|           | <b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b> | <b>2,016,461</b> | <b>1,824,163</b> | <b>2,004,796</b> | <b>1,978,242</b> | <b>2,060,811</b> |
| 5100      | Communications                                | 24,000           | 17,464           | 22,000           | 22,000           | 11,000           |
| 5150      | Household Expense                             | 15,000           | 26,879           | 25,000           | 15,000           | 25,000           |
| 5099      | Liability Insurance                           | 15,000           | 16,449           | 20,000           | 20,000           | 22,000           |
| 5205      | Maintenance - Equipment                       | 20,000           | 16,154           | 25,000           | 14,000           | 25,000           |
| 5220-5280 | Maintenance - Building & Grounds              | 95,000           | 63,042           | 130,000          | 100,000          | 90,000           |
|           | <b>TOTAL MAINTENANCE EXPENSE</b>              | <b>115,000</b>   | <b>79,196</b>    | <b>155,000</b>   | <b>114,000</b>   | <b>115,000</b>   |
| 5290      | Memberships                                   | 9,000            | 7,774            | 10,000           | 10,000           | 11,000           |
| 5295      | Miscellaneous Expense (COVID-19)              | 2,500            | 0                | 0                | 4,000            | 0                |
|           | <b>TOTAL OFFICE SUPPLY &amp; POSTAGE</b>      |                  |                  |                  |                  |                  |
| 5300      | EXPENSES                                      | 55,000           | 66,112           | 100,000          | 90,000           | 90,000           |
| 5405      | Library Automated Library System              | 34,000           | 33,808           | 20,000           | 20,000           | 15,000           |
| 5410      | Library Board Consultants & Legal             | 10,000           | 17,099           | 20,000           | 30,000           | 15,000           |
| 5415      | HR/Finance Services                           | 2,000            | 1,844            | 4,000            | 4,000            | 10,000           |
| 5420      | Audit & Accounting Services                   | 20,000           | 21,581           | 30,000           | 30,000           | 30,000           |
| 5430      | Computer Services                             | 25,000           | 28,000           | 5,000            | 5,000            | 5,000            |
| 5440      | Collection                                    | 2,500            | 1,262            | 2,000            | 2,000            | 2,000            |
| 5445      | Payroll Preparation                           | 6,500            | 4,848            | 12,000           | 12,000           | 13,000           |
| 5450      | Bank Fees                                     | 200              | 1,065            | 2,500            | 2,500            | 1,000            |
| 5455      | Election Expenses                             | 20,000           | 0                | 0                | 0                | 20,000           |
| 5460      | BankCard Fees                                 | 2,000            | 12,895           | 12,000           | 12,000           | 13,000           |
| 5465      | Staff Training                                | 3,000            | 1,489            | 7,500            | 7,000            | 5,000            |

**PLACENTIA LIBRARY DISTRICT**  
Expenditures Budget for Fund 707 for Fiscal Year 2019-2021  
Amended May 18, 2020 per Resolution 20-01

| OBJECT                | 2018-2019                                          | 2018-2019        | 2019-2020        | 2019-2020        | 2020-2021        |                  |
|-----------------------|----------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| CODE                  | DESCRIPTION                                        | ADOPTED          | ACTUAL           | ADOPTED          | PROJECTED        | ADOPTED          |
| 5475                  | Employee Screening                                 | 750              | 750              | 1,000            | 1,000            | 1,000            |
|                       | Other Professional and Specialized                 |                  |                  |                  |                  |                  |
| 5480                  | Services                                           | 50,000           | 39,748           | 25,000           | 20,000           | 20,000           |
|                       | Loan Obligation (Ibank)                            |                  |                  | 78,000           | 78,000           | 78,000           |
|                       | <b>TOTAL PROFESSIONAL AND SPECIALIZED SERVICES</b> | <b>175,950</b>   | <b>164,389</b>   | <b>219,000</b>   | <b>223,500</b>   | <b>228,000</b>   |
| 5495                  | Programs                                           | 30,000           | 28,290           | 150,000          | 70,000           | 55,000           |
|                       | <b>TOTAL BOOKS/LIBRARY MATBRIALS</b>               | <b>272,000</b>   | <b>322,468</b>   | <b>265,183</b>   | <b>205,000</b>   | <b>402,938</b>   |
| 5600                  | <b>TOTAL TRAVEL &amp; MBETINGS</b>                 | <b>32,940</b>    | <b>56,325</b>    | <b>25,000</b>    | <b>25,000</b>    | <b>25,000</b>    |
| 5700                  | Mileage/Parking                                    | 4,000            | 1,069            | 1,000            | 500              | 1,000            |
|                       | <b>TOTAL UTILITIES</b>                             | <b>77,000</b>    | <b>32,779</b>    | <b>35,000</b>    | <b>25,500</b>    | <b>35,000</b>    |
|                       | <b>TOTAL SUPPLIES &amp; SERVICES</b>               | <b>827,390</b>   | <b>819,194</b>   | <b>1,027,183</b> | <b>824,500</b>   | <b>1,020,938</b> |
| 1310                  | Building & Improvements                            | 50,000           | 0                | 10,000           | 22,000           | 40,000           |
| 1320                  | Equipment & Furniture                              | 50,000           | 17,824           | 44,865           | 55,000           | 10,000           |
| 6100                  | Taxes & Assessments                                | 10,000           | 8,677            | 15,000           | 15,000           | 20,000           |
|                       | <b>TOTAL FIXED ASSETS &amp; TAXES</b>              | <b>110,000</b>   | <b>26,501</b>    | <b>69,865</b>    | <b>92,000</b>    | <b>70,000</b>    |
| 5211                  | Renovation                                         | 1,800,000        | 1,800,000        | 2,100,000        | 1,967,260        | 0                |
|                       | <b>TOTAL Capital Project</b>                       | <b>1,800,000</b> | <b>1,800,000</b> | <b>2,100,000</b> | <b>1,967,260</b> | <b>-</b>         |
| <b>TOTAL EXPENSES</b> |                                                    | <b>4,753,851</b> | <b>4,469,858</b> | <b>5,201,844</b> | <b>4,862,002</b> | <b>3,151,749</b> |

**PLACENTIA LIBRARY DISTRICT**  
**Amended Expenditures Budget for Fund 707 for Fiscal Year 2019-2021**

| OBJECT                | 2020-2021                                     | 2020-2021            | 2020-2021            | 2020-2021            |                  |
|-----------------------|-----------------------------------------------|----------------------|----------------------|----------------------|------------------|
| CODE      DESCRIPTION | CORRECTED                                     | AMENDED<br>Option #1 | AMENDED<br>Option #2 | AMENDED<br>Option #3 |                  |
| 5010                  | Salaries & Wages                              | 1,646,583            | 1,419,003            | 1,362,172            | 1,291,850        |
| 5020                  | Payroll Taxes (SS & MEDICARE)                 | 120,831              | 108,554              | 104,422              | 104,422          |
| 5030                  | Retirement (PARS)                             | 64,143               | 62,711               | 60,551               | 60,551           |
| 5040                  | Unemployment Insurance                        | 2,500                | 15,000               | 25,000               | 25,000           |
| 5050                  | Health Insurance                              | 289,038              | 275,218              | 257,678              | 257,678          |
| 5064                  | Dental Insurance                              | 17,796               | 17,240               | 15,571               | 15,571           |
| 5060                  | Life Insurance                                | 9,420                | 9,390                | 8,340                | 8,340            |
| 5066                  | Long Term Disability Insurance                | 6,172                | 6,067                | 5,915                | 5,915            |
| 5068                  | Vision Insurance                              | 3,541                | 3,441                | 3,140                | 3,140            |
| 5090                  | Education Assistance                          | 5,000                | 0                    | 0                    | 0                |
|                       | <b>TOTAL EMPLOYEE INSURANCE</b>               |                      |                      |                      |                  |
| 5070                  | Workers Compensation                          | 16,252               | 14,550               | 13,999               | 13,999           |
|                       | <b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b> | <b>2,181,276</b>     | <b>1,931,174</b>     | <b>1,856,788</b>     | <b>1,786,466</b> |
| 5100                  | Communications                                | 11,000               | 11,000               | 11,000               | 11,000           |
| 5150                  | Household Expense                             | 25,000               | 25,000               | 25,000               | 25,000           |
| 5099                  | Liability Insurance                           | 22,000               | 22,000               | 22,000               | 22,000           |
| 5205                  | Maintenance - Equipment                       | 25,000               | 15,000               | 15,000               | 15,000           |
| 5220-5280             | Maintenance - Building & Grounds              | 90,000               | 85,000               | 85,000               | 85,000           |
|                       | NEW COVID-19 Expenses                         |                      | 15,000               | 15,000               | 15,000           |
|                       | <b>TOTAL MAINTENANCE EXPENSE</b>              | <b>115,000</b>       | <b>115,000</b>       | <b>115,000</b>       | <b>115,000</b>   |
| 5290                  | Memberships                                   | 11,000               | 10,500               | 10,500               | 10,500           |
| 5295                  | Miscellaneous Expense (COVID-19)              | 0                    | 10,000               | 10,000               | 10,000           |
|                       | <b>TOTAL OFFICE SUPPLY &amp; POSTAGE</b>      |                      |                      |                      |                  |
| 5300                  | EXPENSES                                      | 90,000               | 45,000               | 45,000               | 45,000           |
| 5405                  | Library Automated Library System              | 15,000               | 15,000               | 15,000               | 15,000           |
| 5410                  | Library Board Consultants & Legal             | 15,000               | 15,000               | 15,000               | 15,000           |
| 5415                  | HR/Finance Services                           | 10,000               | 4,000                | 4,000                | 4,000            |
| 5420                  | Audit & Accounting Services                   | 30,000               | 25,000               | 25,000               | 25,000           |
| 5430                  | Computer Services                             | 5,000                | 5,000                | 5,000                | 5,000            |
| 5440                  | Collection                                    | 2,000                | 2,000                | 2,000                | 2,000            |
| 5445                  | Payroll Preparation                           | 13,000               | 13,000               | 13,000               | 13,000           |
| 5450                  | Bank Fees                                     | 1,000                | 1,000                | 1,000                | 1,000            |
| 5455                  | Election Expenses                             | 20,000               | 20,000               | 20,000               | 20,000           |
| 5460                  | BankCard Fees                                 | 13,000               | 13,000               | 13,000               | 13,000           |
| 5465                  | Staff Training                                | 5,000                | 5,000                | 5,000                | 5,000            |

**PLACENTIA LIBRARY DISTRICT**  
**Amended Expenditures Budget for Fund 707 for Fiscal Year 2019-2021**

| OBJECT |                                                        | 2020-2021        | 2020-2021            | 2020-2021            | 2020-2021            |
|--------|--------------------------------------------------------|------------------|----------------------|----------------------|----------------------|
| CODE   | DESCRIPTION                                            | CORRECTED        | AMENDED<br>Option #1 | AMENDED<br>Option #2 | AMENDED<br>Option #3 |
| 5475   | Employee Screening                                     | 1,000            | 1,000                | 1,000                | 1,000                |
|        | Other Professional and Specialized                     |                  |                      |                      |                      |
| 5480   | Services                                               | 20,000           | 5,000                | 5,000                | 5,000                |
|        | Loan Obligation (ibank)                                | 78,000           | 78,000               | 78,000               | 78,000               |
|        | <b>TOTAL PROFESSIONAL AND<br/>SPECIALIZED SERVICES</b> | <b>228,000</b>   | <b>202,000</b>       | <b>202,000</b>       | <b>202,000</b>       |
| 5495   | Programs                                               | 55,000           | 50,000               | 50,000               | 50,000               |
|        | <b>TOTAL BOOKS/LIBRARY MATERIALS</b>                   | <b>402,938</b>   | <b>230,213</b>       | <b>304,599</b>       | <b>290,000</b>       |
| 5600   | <b>TOTAL TRAVEL &amp; MEETINGS</b>                     | <b>25,000</b>    | <b>10,000</b>        | <b>10,000</b>        | <b>10,000</b>        |
| 5700   | Mileage/Parking                                        | 1,000            | 8,000                | 8,000                | 8,000                |
|        | <b>TOTAL UTILITIES</b>                                 | <b>35,000</b>    | <b>35,000</b>        | <b>35,000</b>        | <b>35,000</b>        |
|        | <b>TOTAL SUPPLIES &amp; SERVICES</b>                   | <b>1,020,938</b> | <b>773,713</b>       | <b>848,099</b>       | <b>833,500</b>       |
| 1310   | Building & Improvements                                | 40,000           | 10,000               | 10,000               | 10,000               |
| 1320   | Equipment & Furniture                                  | 10,000           | 10,000               | 10,000               | 10,000               |
| 6100   | Taxes & Assessments                                    | 20,000           | 20,000               | 20,000               | 20,000               |
|        | <b>TOTAL FIXED ASSETS &amp; TAXES</b>                  | <b>70,000</b>    | <b>40,000</b>        | <b>40,000</b>        | <b>40,000</b>        |
| 5211   | Renovation                                             | 0                | 0                    | 0                    | 0                    |
|        | <b>TOTAL Capital Project</b>                           | <b>"</b>         | <b>"</b>             | <b>"</b>             | <b>70,000</b>        |

|                       |                  |                  |                  |                  |
|-----------------------|------------------|------------------|------------------|------------------|
| <b>TOTAL EXPENSES</b> | <b>3,272,214</b> | <b>2,744,887</b> | <b>2,744,887</b> | <b>2,729,966</b> |
|-----------------------|------------------|------------------|------------------|------------------|

RESOLUTION NO. 20-01

A RESOLUTION OF THE BOARD OF TRUSTEES ("BOARD") OF THE PLACENTIA LIBRARY DISTRICT ("DISTRICT") OF ORANGE COUNTY AMENDING THE DISTRICT'S 2019-2021 FISCAL YEAR BUDGET

WHEREAS, on May 17, 2019, the Board adopted the District's biennial budget for the Fiscal Year 2019-2021; and,

WHEREAS, it is prudent to review the adopted budget, adjust to reflect operational changes, and where necessary to authorize the increase or decrease in the Fiscal Year 2019-2021 budget line items; and,

WHEREAS, the Fiscal Year 2020-2021 adopted expenditure budget is to be amended to reflect the total of \$3,272,214 in lieu of the adopted \$3,151,749 total; and,

WHEREAS, the District is in the midst of a COVID-19 pandemic has had and is anticipated to have, in the near future, a negative impact on resources available for General Fund operations; and,

WHEREAS, the Library Director has reviewed the 2019-2021 Fiscal Year Budget with regard to meeting the revenue and expenditure estimates set forth therein and has determined the amendments set forth herein are necessary for the District to complete the current fiscal year and move forward with the 2020-2021 Fiscal Year within respective budget constraints.

|       |         |
|-------|---------|
| 0.967 | 109,704 |
| 0.860 | 416,862 |

NOW, THEREFORE, BE IT RESOLVED that the Library Board of Trustees of the Placentia Library District of Orange County, hereby amends the 2019-2021 Budget as follows:

- 2019-2020 Projections
  - Revenue – 6% increase or \$109,704
    - Property Tax – 7% increase or \$193,618
    - State Grants – 73% increase or \$40,000
    - Fees – 31% increase or \$9,000
    - Newsletter – 6% increase or \$900
    - Passports – 48% decrease or \$140,000
    - Meeting Room – 73% decrease or \$2,200
    - Proctoring – 73% decrease or \$6,950
    - PLFF – 2% decrease or \$6,000
  - Expenditures – 12% decrease or \$403,239
    - Salaries & Benefits – 1% decrease or \$26,554
    - Maintenance – 26% decrease or \$41,000
    - COVID-19 PPE – 100% increase or \$30,000



- Office Supply & Postage – 10% decrease or \$10,000
  - Professional and Specialized Services – 2% increase or \$4,500
  - Programs – 53% decrease or \$80,000
  - Books/Library Materials – 23% decrease or \$60,183
  - Capital Project – 6% decrease or \$132,740
- 2020-2021 Amendments
    - Revenue – 14% decrease or \$416,862
      - Property Tax – 10% decrease or \$264,915
      - State Grants – 25% increase or \$10,000
      - Fees – 5% decrease or \$5,000
      - Newsletter – 100% increase or \$700
      - Passports – 53% decrease or \$170,000
      - Meeting Room – 100% decrease or \$3,000
      - Proctoring – 80% decrease or \$8,000
      - PLFF – 55% decrease or \$30,000
    - Expenditures – 16% decrease or \$527,327
      - Salaries & Benefits – 13% decrease or \$250,102
      - Maintenance – 4% increase or \$5,000
      - COVID-19 PPE – 100% increase or \$20,000
      - Office Supply & Postage – 50% increase or \$45,000
      - Professional and Specialized Services – 14% decrease or \$26,000
      - Programs – 9% decrease or \$5,000
      - Books/Library Materials – 45% decrease or \$179,725

IN BOARD MEETING DULY PASSED this 18th day of May, 2020.

AYES: ( )

NOES: ( )

ABSENT: ( )

ABSTAIN: ( )

Approved:

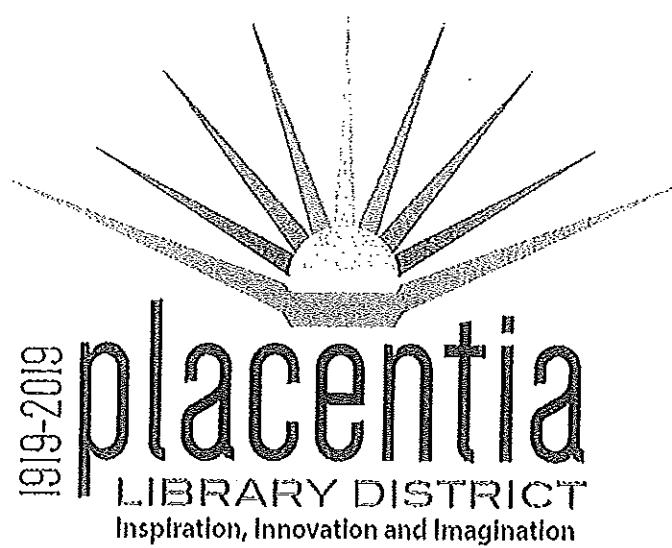
\_\_\_\_\_  
Gayle Carline, President

Attest:

\_\_\_\_\_  
Al Shkoler, Board Secretary

Approved as to form:

\_\_\_\_\_  
David DeBerry, District Counsel



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss and Approve the COVID-19 Reopening Plan as presented

**DATE:** May 18, 2020

**BACKGROUND**

On March 19, 2020, the Placentia Library District ceased library services due to Governor Newsom's shelter-in-place order due to the COVID-19 pandemic. Since then all library staff, including on-call personnel, continued to work from home. As libraries across the state assess the impact of COVID-19, the Placentia Library District staff have been discussing and developing a COVID-19 Reopening Plan (CRP).

In order to assist with the difficult decisions our staff must make prior to reopening, we assembled a team consisting of the Library Director, Assistant Library Director, Business Manager, Adult Services Supervisor, Systems Librarian, Circulation Supervisor and Administrative Assistant to help develop the CRP as well as guidelines specifically for staff. There are many recommendations and issues to consider, and much preparation and work to do before reopening our library during the current pandemic.

The attached proposed plan provides a phased reopening for the Board of Trustees to consider and approve.

Attachment A is the COVID-19 Reopening Plan

**RECOMMENDATION**

Approve the COVID-19 Reopening Plan as presented inclusive of input from the Library Board of Trustees.



COVID-19  
REOPENING PLAN  
2020

President Gayle Carline  
Secretary Al Shkoler  
Trustee DeVecchio  
Trustee Jo-Anne Martin  
Trustee Elizabeth Minter



## TABLE OF CONTENT

|                                                                           |    |
|---------------------------------------------------------------------------|----|
| Background.....                                                           | 3  |
| Overview.....                                                             | 3  |
| Pre-Reopening Phase.....                                                  | 5  |
| Phase 1 – Critical Services (Curbside & Home Delivery).....               | 8  |
| Phase 1 Library Hours.....                                                | 10 |
| Phase 2 – Limited In-Person Services (Building Access & Programming)..... | 11 |
| Phase 2 Library Hours.....                                                | 14 |
| Phase 3 – Full Scale Reopening.....                                       | 15 |
| Phase 3 Library Hours.....                                                | 16 |
| Phase 4 – Full Scale Closure.....                                         | 17 |
| Phase 4 Library Hours.....                                                | 18 |
| Other Criteria & Guidelines.....                                          | 19 |
| Entrance & Exit Into the Building.....                                    | 19 |
| Holds Pickup.....                                                         | 20 |
| Checkouts.....                                                            | 21 |
| Programs.....                                                             | 21 |
| Outreach Visits.....                                                      | 22 |
| Internet Access.....                                                      | 22 |
| Technology Help.....                                                      | 23 |
| Materials Processing & Handling.....                                      | 23 |
| Shared Materials in the Library.....                                      | 24 |
| Volunteer Opportunities.....                                              | 24 |
| Board Meetings.....                                                       | 24 |



## **BACKGROUND**

The COVID-19 virus has had an unprecedented impact on our staff and the communities we serve. On March 19, 2020, Governor Gavin Newsom announced the N-33-20 shelter-in-place Executive Order for all non-essential services, including libraries. The Placentia Library has been closed since that afternoon. Library staff, including temporary workers (substitutes) have been telecommuting as authorized by the Library Board of Trustees on March 16, 2020. On March 26, 2020, the Library Board of Trustees, approved Policy 2045 – Coronavirus (COVID-19) Leave Policy, to reflect procedures that outline the types of paid and unpaid leave options that are available and to be used by Library employees during the COVID-19 pandemic and in accordance to federal and state legislations.

## **OVERVIEW**

The Placentia Library District has developed a COVID-19 Reopening Plan (CRP) that includes four phases dependent on factors such as recommendations from local and national health agencies, social distancing protocols, and critical community needs. The primary consideration in the CRP is maintaining the safety of library patrons and staff while finding ways to provide necessary services that the library is uniquely positioned to perform. We have developed various reopening approaches with an incremental easing of social distancing measures in accordance to federal, state, local, and Library guidelines.

The CRP will include the following implementation:

1. Clean and disinfect common areas.
2. Provide and wear protective gear such as masks and gloves for staff while administering public services. Masks must be worn at all times while in the building.
3. Allow teleworking where it makes sense from an operational standpoint.
4. Encourage or require testing of staff for the virus and/or for immunity to the virus.
5. Offer pickup and curbside service.
6. Offer special service hours to the most vulnerable populations to limit their time in the community while accommodating to their needs.

The CRP will be executed in various phases pursuant to directives from the federal, state, county, and city shelter-in-place and social distancing guidelines. The District may implement more strict measures as deemed necessary. When the Stay-at-Home Order is lifted a variety of possible scenarios may come to pass. There is the possibility of the complete removal of restrictions, but more likely is a progressive phasing out of restrictions or a possible return to restrictions if the virus begins to spread more actively within the community. There are five reopening phases. How each is instituted should be determined by federal, state and local recommendations, what safety measures can be instituted, and the availability of hygiene supplies and personal protective equipment.

**Pre-Reopening Phase**

Full-time and part-time staff will report to the Library to prepare for gradual reopening of services. The Library will be closed to the public.

**Phase 1 - Critical Services (Curbside & Home Delivery)**

Library building will still be closed to the public with a maximum occupancy of 15 personnel. Telecommuting will be scheduled accordingly. Curbside services available to all patrons & home delivery services available to only to Placentia residents.

**Phase 2 - Limited In Person Services (Building Access & Programming)**

Library building is open to the public while limiting number of patron and staff inside the building to 50. Computer access is limited to one hour, patron roaming and reading for 30 minutes, and job seekers for two hours. Virtual programs continue.

**Phase 3 – Full Scale Reopening**

Library building is open to the public with full level service and in accordance to federal, state, and local guidelines that may include continued use of face masks and social distancing

**Phase 4 – Full Scale Closure**

Library building is completely closed to the public. Virtual program and services available

### PRE-REOPENING PHASE

Full-time and part-time staff will report to the Library to prepare for gradual reopening of services. The Library will be closed to the public.

#### **I. Staff Wellness & Productivity**

Responsible for ensuring staff's safety and health concerns are addressed

- A. PPE (masks, face shields, gloves) – Business Manager
- B. Cleaning supplies – Administrative Assistant
- C. Hand sanitizers in all public areas – Administrative Assistant
- D. Schedules (adhering to social distancing guidelines) – Adult Services Supervisor & Circulation Supervisor
- E. Disinfecting cleaning procedure & schedule, before and after opening – Adult Services Supervisor & Circulation Supervisor
- F. Break Room Use & Guidelines – Business Manager
- G. HVAC & vent cleaning schedules & guidelines – Business Manager
- H. Sneeze guards (similar to the grocery stores) and/or face shields – Library Director
- I. Temperature readings for staff at the beginning of their shifts – Business Manager with Administrative Assistant as backup. Weekends will be the designated Staff in Charge. Anyone with a reading of 100.4 or higher will be dismissed and only authorize to return with a clearance note from his/her doctor.
- J. Temporary office space for the following staff: Emerging Technologies Assistant & FT Library Clerk/Meeting Room Scheduler will be in the History Room; FT Library Clerk in Passport Office #3; FT Library Clerk will be next to Technical Services Librarian; PT Bilingual Library Assistant will be in the Children's Supervisor's office; PT Library Assistant/Makerspace will be in the Hangar.

#### **II. Communications**

Responsible for internal and external communication.

##### **A. External**

1. Press Release/Media – Library Director
2. Community Partners – Assistant Library Director
3. Social Media – Emerging Technologies Assistant
4. Website – Systems Librarian & Emerging Technologies Assistant
5. Signage on the floors to promote social distancing (print) – Administrative Asst.
6. Signage for computer stations & digital – Emerging Technologies Assistant
7. Pickup & Curbside Service Instructions – Circulation Supervisor
7. Vendors & Deliveries – Administrative Assistant (mask requirement notice to all)
8. Bodhi – Administrative Assistant

##### **B. Internal**

1. Shared points – All staff
2. Email – All staff
3. Employee Bulletin – Administrative Assistant
4. Develop/Update Emergency Preparedness Plan – Business Manager



4. PLFF – Business Manager (PLFF volunteers permitted to come in Saturdays and Sundays)
5. Library Board – Business Manager
6. Mail & Deliveries- Administrative Assistant

**III. Customer Service & Programming** - Assistant Library Director  
Develop guidelines for programs and services.

- A. Storytime (can be filmed in the office or at home)
- B. Crossroads Corner
- C. Summer Reading Program
- D. Teen Programs
- E. Book-a-Librarian
- F. History Room
- G. Read to the Dogs
- H. Hangar Program
- I. Lunch at the Library
- J. Literacy
- K. Book Club
- L. Afterschool STEAM Club
- M. Special Events (SRC, Eggcitement, Pawfest, Halloween maze, holiday program, etc.)
- N. Special hours for vulnerable community members
- O. Reference service – chat service
- P. Other: Tutorial for how online services (catalog, e-content, etc.), working with patrons who exhibit signs of illness, working with the displaced population, social distancing in the public space, addressing digital divide, voting booths

**IV. IT – Systems Librarian**

Responsible for network systems, ILS, hardware & software needs of the Library.

- A. Restart IT and Technical Services operations, including ILS, envisionware, website, public copiers & equipment, Hangar equipment, crossroads corner ipads, acquisitions.
- B. Change telephone and website messages accordingly. Test and ensure all public and staff PCs, equipment, hardware and software are in working conditions.
- C. Set up PC Reservation for limited use.
- D. Set up all public PC's in adherence to social distancing guidelines.
- E. Horizon notification updates.

**V. Technical Services – Technical Services Librarian**

Responsible for acquisitions including invoicing, delivery, and receipt of materials, including donations.

- A. Ordering, acquisitions, reports, etc. Resolve Invoices by end of fiscal year.
- B. Holds and Due dates grace period.
- C. Develop procedure for handling UPS & mail deliveries
- D. Identify space for quarantined materials.



**VI. Circulation & Passport – Circulation Supervisor**

Responsible for pickup / curbside service, home delivery and check-in/out quarantine procedures.

- A. Discuss changes to meeting room, group study room, passport offices & equipment rentals.
- B. LOTs items will not be available for checkout.
- C. Cash payment is acceptable in Phase 3.
- D. Create basic tutorials for how to place holds, etc.
- E. Curbside service will be available in Phases 1-3.
- F. We will begin collecting fees again in Phases 2-3.
- G. Book drops will be open and require a one week quarantine period before processing and shelving.

**PHASE 1 – CRITICAL SERVICES (CURBSIDE & HOME DELIVERY)**

Library building will still be closed to the public. Curbside (vehicle, bicycle, pedestrian) & home delivery services will be available with limited hours. Patrons who do not adhere to library guidelines and policies may be asked to leave or be banned per library policies including and not limited to Policies 6025, 6030, 6040, 6050, 6055, 6065, and 6067. Face masks will be required for all patrons receiving services from the library.

**Criteria for Limited Critical Services:**

1. The Governor's stay at home order has been canceled and regional, state and national health officials no longer recommend the public stay at home.
2. Strong social distancing recommendations remain in place.
3. Gatherings are limited to less than ten people.
4. The healthcare system has the capacity to withstand a moderate outbreak.
5. The library has access to the necessary materials to administer some essential services.
6. The library has access to enough staffing to run said services.
7. Staff must wear masks while in the building. Masks and gloves are to be worn while interacting with the public.

**Services:**

- Access to wireless internet broadcast from library facilities.
- Curbside services; hours for vulnerable patrons, Monday & Wednesday 9am-11am.
- Access to book drops for library returns. Schedule staff at drive-up book drop to assist patrons, weather permitting.
- Virtual programs.
- Assistance via email, chat service and phone.
- Home delivery service for Placentia residents.
- Bodhi and the PLFF Bookstore will remain closed.

**Preparation:**

- Two weeks preparation period for Phase 1 re-opening.
- Secure staffing to provide computer access for essential needs (for Phase 3).
- Develop a procedure for curbside pickup.
- Secure and schedule staffing for curbside pickup.
- Secure protective gear for staff working in the public.
- Secure adequate stores of disinfectant wipes and hand sanitizer.
- Secure and schedule staffing to handle materials for quarantine.
- Determine a location to quarantine materials.
- Develop criteria and procedure for home delivery service.
- Secure staffing for home delivery.
- Masks are required.
- Masks, gloves and face shields are required when working with the public.
- Restore mail and package services.

**I. Staff Wellness & Productivity**

- Develop procedures for sanitizing frequently touched items between uses.
- Create a cleaning schedule for staff.

**II. Communications**

- 10 a.m.- 4 p.m. for curbside pickup and home deliveries
- 9 a.m.- 5:30 p.m. Administration

**III. Customer Service and Programming**

- Create print handouts with basic tutorials for how to place holds, use online resources, etc.
- Remove chairs on the public floor to promote social distancing.
- Create community survey to determine and identify most needed services (in preparation for Phase 3).
- Revise schedules - answering phones from office for social distancing, etc.
- Virtual reference service.

**IV. IT**

- Create tutorials and conduct in-service trainings for staff.

**V. Technical Services**

- Work on priorities of processed and unprocessed materials.
- Restart deliveries with vendors once budget is approved.
- Date when deliveries are to be opened and place in quarantine area
- Proctoring will not be available.

**VI. Circulation & Passport**

- Create basic tutorials for how to place holds, etc.
- Virtual library card service will continue.
- Possible LOTS checkouts of essential items.
- No Community Meeting Room or equipment rentals.
- Bookdrops are open.
- Passport Services closed.
- Returned items will be quarantined in the meeting room for 7 days.

**PHASE 1 LIBRARY HOURS**

|           | Library*   | Admin.      | Passport | Hangar | Crossroads | Bookstore | Bodhi  | History Room | Group Study Rooms |
|-----------|------------|-------------|----------|--------|------------|-----------|--------|--------------|-------------------|
| Sunday    | Closed     | Closed      | Closed   | Closed | Closed     | Closed    | Closed | Closed       | Closed            |
| Monday    | 10am-4 pm  | 9am-5:30 pm | Closed   | Closed | Closed     | Closed    | Closed | Closed       | Closed            |
| Tuesday   | 10am-4 pm  | 9am-5:30 pm | Closed   | Closed | Closed     | Closed    | Closed | Closed       | Closed            |
| Wednesday | 10am-4 pm  | 9am-5:30 pm | Closed   | Closed | Closed     | Closed    | Closed | Closed       | Closed            |
| Thursday  | 10am-4 pm  | 9am-5:30 pm | Closed   | Closed | Closed     | Closed    | Closed | Closed       | Closed            |
| Friday    | 10am-4 pm  | 9am-5:30 pm | Closed   | Closed | Closed     | Closed    | Closed | Closed       | Closed            |
| Saturday  | 10 am-4 pm | Closed      | Closed   | Closed | Closed     | Closed    | Closed | Closed       | Closed            |

\* The library will be closed. Library hours reflected are the curbside pickup and delivery hours.



**PHASE 2 – LIMITED IN PERSON SERVICES (BUILDING ACCESS & PROGRAMMING)**

Library building is open to the public while limiting number of patrons inside the building. Computer access is limited to one hour, with reservations in the Barbara & Ed Hemmerling Group Study Rooms for jobseekers. Programming will continue virtually. Patrons who do not adhere to library guidelines and policies may be asked to leave or be banned per library policies including and not limited to Policies 6025, 6030, 6040, 6050, 6055, 6065, and 6067. Face masks will be required for all patrons receiving services from the library.

**Criteria for Building Access & Programming:**

1. The Governor's Stay-at-Home Order has been canceled and regional, state and national health officials no longer recommend the public stay at home.
2. Strong social distancing recommendations remain in place.
3. Gatherings are limited to less than fifty people.
4. Community members have access to efficient testing and public health officials are able to trace COVID 19 contacts.
5. The healthcare system has the capacity to withstand a moderate outbreak.
6. The library has access to the necessary materials to administer some critical services.
7. The library has access to enough staffing to run said services.

**Services:**

- Monitor access to the building by the public using one line entry and a two way tracker to ensure that social distancing is maintained and that no more than the recommended number are gathered within library building.
- Core desk functions can resume.
- In-building hold pickup with the use of self-checkouts.
- Ordering and processing of new physical library materials.
- Shelving of returned library materials after a one week quarantine period.
- Access to library collections by the public.
- Access to checkout services through the use of self-check machines.
- Public programs will continue virtually.
- Home delivery services for Placentia residents.
- Access to portions of the computer lab with improved social distancing measures, such as the removal of some stations or through making some computers unavailable.
- Possible computer help through virtual means such as screen sharing.
- Voting centers.
- Passport services.
- Test proctoring will be available.
- Hours for vulnerable population – Monday & Wednesday, 9am-11am.
- Barbara & Ed Hemmerling Group Study Room computer reservations for jobseekers.
- Open Bodhi.
- Open bookstore.

**Preparation:**

- Staff will be assigned to monitor access to the building and enforce mask requirements and gathering occupancy limit.
- Secure staffing for main service desks.
- Develop a procedure for in-building holds pickup that allows minimal staff contact.
- Develop a self-checkout procedure that ensures social distancing.
- Schedule staff for ordering and processing duties.
- Develop a paging schedule.
- Design protocols for social distancing in programs.
- Identify key programming where essential community needs are delivered.
- Determine and identify viable outreach locations.
- Determine and identify viable home delivery locations.
- Secure staffing for outreach functions such as outreach visits and home delivery
- Rearrange the computer areas to allow adequate social distancing either by removing stations or placing stations out of order.
- Removing furniture and placing in boarded off Crossroads Corner buildings to enforce social distancing protocols.
- Investigate screen sharing software as a possibility for providing computer help while maintaining social distance.
- Staff and patrons are required to wear masks.
- Restore mail and package services.
- Reset changes to due dates and patron block criteria changed at the beginning of the crisis.
- Systems Librarian to setup computers in group study rooms for jobseekers.

**I. Staff Wellness & Productivity**

- Develop procedures for sanitizing frequently touched items between uses.
- Create a cleaning schedule for staff.
- The Community Meeting Room will be utilized as a quarantine item storage outside of the Voting Center usage.

**II. Communications**

- Library Hours below.

**III. Customer Service and Programming**

- Create print handouts with basic tutorials for how to place holds, use online resources, etc.
- Remove chairs on the public floor to promote social distancing
- Create community survey to determine and identify most needed services (in preparation for Phase 3).
- Revise schedules - answering phones from office for social distancing, etc.
- In-person and virtual reference services will be available.

- Equipment for literacy use will be available with cleaning guidelines to be adhered to,

#### IV. IT

- Create tutorials and conduct in-service trainings for staff.

#### V. Technical Services

- Work on priorities of processed and unprocessed materials.
- Restart deliveries with vendors.
- Proctors will be available.

#### VI. Circulation & Passport

- Passport Services limited hours
- Shelving procedures
- Processing Library Card applications for physical library cards
- Book Drops open. Staff no longer there full-time.
- Community Meeting Room rentals remain unavailable except to be a Voting Center
- LOTS checkouts of designated essential items
- Equipment rentals are still not available for checkout



PHASE 2 LIBRARY HOURS

|           | Library                                          | Admin.      | Passport | Hangar       | Crossroads | Bookstore | Bodhi   | History Room | Group Study Rooms                                   |
|-----------|--------------------------------------------------|-------------|----------|--------------|------------|-----------|---------|--------------|-----------------------------------------------------|
| Sunday    | 1pm-5pm                                          | Closed      | 1pm-4pm  | Closed       | Closed     | 1pm-5pm   | 1pm-5pm | Closed       | 1pm-4:30pm                                          |
| Monday    | 9am-11am<br>(vulnerable individuals)<br>11am-8pm | 9am-5:30 pm | 4pm-7pm  | Closed       | Closed     | 9am-8pm   | 9am-4pm | Closed       | 9am-11am<br>(vulnerable individuals)<br>11am-7:30pm |
| Tuesday   | 9am-8pm                                          | 9am-5:30 pm | 4pm-7pm  | Appointments | Closed     | 9am-8pm   | 9am-4pm | Closed       | 9am-7:30pm                                          |
| Wednesday | 9am-11am<br>(vulnerable individuals)<br>11am-8pm | 9am-5:30 pm | 4pm-7pm  | Closed       | Closed     | 9am-8pm   | 9am-4pm | Closed       | 9am-11am<br>(vulnerable individuals)<br>11am-7:30pm |
| Thursday  | 9am-8pm                                          | 9am-5:30 pm | 4pm-7pm  | Appointments | Closed     | 9am-8pm   | 9am-4pm | Closed       | 9am-7:30pm                                          |
| Friday    | 9am-5pm                                          | 9am-5:30 pm | 1pm-4pm  | Closed       | Closed     | 9am-5pm   | 9am-4pm | Closed       | 9 am-4:30pm                                         |
| Saturday  | 9am-5pm                                          | Closed      | 1pm-4pm  | Appointments | Closed     | 9am-5pm   | 9am-4pm | Closed       | 9 am-4:30pm                                         |

### **PHASE 3 – FULL SCALE REOPENING**

Library building is open to the public with full level service and in accordance to federal, state, and local guidelines that may include continued use of face masks and social distancing. Patrons who do not adhere to library guidelines and policies may be asked to leave or be banned per library policies including and not limited to Policies 6025, 6030, 6040, 6050, 6055, 6065, and 6067.

#### **Criteria for Full Scale Reopening:**

1. The Governor's Stay-at-Home Order has been canceled and regional, state and national health officials have canceled current social distancing and gathering recommendations.
2. A sustained reduction in new COVID 19 cases within the community for at least 14 days.
3. The healthcare system has the capacity to withstand a moderate outbreak.
4. Community members have access to efficient testing and public health officials are able to trace COVID 19 contacts.
5. The library has access to the necessary materials to maintain high hygiene standards.
6. The library has access to enough staffing to run all core operations.

#### **Services:**

- A resumption of all services with an increased emphasis on hygiene.

#### **Preparation:**

- Restore any lab computers that have been removed to accommodate social distancing.
- Clear backlog of quarantined items and return to conventional turnaround on shelving items.
- Determine virtual programs fit into the spectrum of services going forward.
- Focus on ordering and processing of materials and clear any backlog.

PHASE 3 LIBRARY HOURS

|           | Library | Admln.     | Passport | Hangar      | Crossroads | Bookstore | Bodhi   | History Room | Group Study Rooms |
|-----------|---------|------------|----------|-------------|------------|-----------|---------|--------------|-------------------|
| Sunday    | 1pm-5pm | Closed     | 1pm-4pm  | Closed      | 1pm-4pm    | 1pm-4pm   | 1pm-4pm | 1pm-5pm      | 1pm-4:30pm        |
| Monday    | 9am-8pm | 9am-5:30pm | 9am-7pm  | Closed      | 9am-8pm    | 9am-8pm   | 9am-4pm | 9am-8pm      | 9am-7:30pm        |
| Tuesday   | 9am-8pm | 9am-5:30pm | 9am-7pm  | 12pm-7:30pm | 9am-8pm    | 9am-8pm   | 9am-4pm | 9am-8pm      | 9am-7:30pm        |
| Wednesday | 9am-8pm | 9am-5:30pm | 9am-7pm  | Closed      | 9am-8pm    | 9am-8pm   | 9am-4pm | 9am-8pm      | 9am-7:30pm        |
| Thursday  | 9am-8pm | 9am-5:30pm | 9am-7pm  | 12pm-7:30pm | 9am-8pm    | 9am-8pm   | 9am-4pm | 9am-8pm      | 9am-7:30pm        |
| Friday    | 9am-5pm | 9am-5:30pm | 9am-4pm  | Closed      | 9am-5pm    | 9am-5pm   | 9am-4pm | 9am-5pm      | 9am-4:30pm        |
| Saturday  | 9am-5pm | Closed     | 9am-4pm  | 9am-12:30pm | 9am-5pm    | 9am-5pm   | 9am-4pm | 9am-5pm      | 9am-4:30pm        |

**PHASE 4 – FULL SCALE CLOSURE**

Library building is completely closed to the public. Virtual program and services available.

**Criteria for Limited Critical Services:**

1. The Governor's Stay-at-Home Order has been reissued and regional, state and national health officials now recommend the public stay at home.
2. Strong social distancing recommendations remain in place.
3. Gatherings are limited to less than ten people.
4. The healthcare system does not have the capacity to withstand a reemergence of the virus outbreak.
5. Staff do not have access to the necessary materials to administer some essential services.
6. The library has access to enough staffing to run virtual programming and services.
7. Staff has the ability to telecommute.

**Services:**

- Access to wireless connection around the library building.
- Virtual programs and services.
- Assistance via email, chat service and phone.

**Preparation:**

- Provide staff with equipment, supplies and resources to perform work at home.

**PHASE 4 LIBRARY HOURS**

|           | Library | Admin. | Passport | Hangar | Crossroads | Bookstore | Bodhi  |
|-----------|---------|--------|----------|--------|------------|-----------|--------|
| Sunday    | Closed  | Closed | Closed   | Closed | Closed     | Closed    | Closed |
| Monday    | Virtual | Closed | Closed   | Closed | Closed     | Closed    | Closed |
| Tuesday   | Virtual | Closed | Closed   | Closed | Closed     | Closed    | Closed |
| Wednesday | Virtual | Closed | Closed   | Closed | Closed     | Closed    | Closed |
| Thursday  | Virtual | Closed | Closed   | Closed | Closed     | Closed    | Closed |
| Friday    | Virtual | Closed | Closed   | Closed | Closed     | Closed    | Closed |
| Saturday  | Closed  | Closed | Closed   | Closed | Closed     | Closed    | Closed |

### OTHER CRITERIA & GUIDELINES

Additional to the reopening phases, below are various service areas, divided into four phases demarcating different levels of restrictions: under a stay at home order, under strict social distancing recommendations, under moderate social distancing recommendations and without any restrictions.

#### **What if the governor lifts the Stay at Home Order too early?**

If the Stay at Home Order is lifted before public and staff safety can be assured other factors should be used in determining what level of services the Library should offer. Among these should be:

1. A sustained reduction in new COVID 19 cases within the community for at least 14 days.
2. The healthcare system has the capacity to withstand a moderate outbreak.
3. Community members have access to efficient testing and public health officials are able to trace COVID 19 contacts
4. The library has access to the necessary materials to maintain high hygiene standards.
5. The library has access to enough staffing to run all of its core operations

#### **How do we acquire the hygiene materials needed for opening?**

Finding hygiene materials is a major issue due to worldwide shortages. Alcohol based hand sanitizer and disinfectant wipes are difficult to come by locally and with online orders there is a significant delay. Moreover, health professionals do not recommend that the public produce their own hand sanitizers. Amazon has placed libraries in their priority group for delivery of hygiene materials, but there still may be significant delays in receiving new supplies.

- Check with local janitorial supply vendors to see what they have available. We are working with CINTAS to ensure adequate cleaning and disinfectant supplies for the facility.
- Order early from online vendors to see if we can have supplies delivered within a reasonable time frame.
- The Placentia Library District will supply gloves, masks and cleaning supplies for staff while at work.

**Entrance and Exit into the Building:** Staff, Library Trustees, PLFF board members, and volunteers are required to enter through the loading dock entrance. Vendors, deliveries, and visitors must check in with Administration (M-F) and at the Information Desk on weekends. **A face mask is required for all individuals inside the building.**

- **Under Stay at Home Order:** Entrance to the building would be restricted to staff performing critical operations and staff obtaining supplies needed to work at home. Telecommuting would take place.

- **Gatherings of no more than 10:** Staff could enter and exit the building to obtain materials, and potentially work with members of the public on an appointment basis with curbside and delivery services.
- **Gatherings of no more than 50:** Staff could resume some desk functions, but the number of people in the building would need to be limited through monitoring procedures during open hours. Separate hours for vulnerable populations could be considered. Potentially work with members of the public on an appointment basis using appropriate distancing procedures and personal protective equipment.
- **No distancing limits:** Entrance to the building would not be restricted, though it may still make sense to establish separate hours for vulnerable populations.

#### **Holds Pickup**

The method for holds pickup could be scaled based on the severity of social distancing recommendations.

- **Under Stay at Home Order:** No holds pickups should take place. Traveling to the library to obtain materials is by and large not an essential service.
- **Gatherings of no more than 10:** Some version of curbside pickup, delivery, or self-service pickup could be instituted with strong limits on staff contact.
- **Gatherings of no more than 50:** Some version of normal hold pickup could take place using self-checkouts, but limits would need to be imposed on entrance and exit to the building as well as increased hygiene procedures.
- **No distancing limits:** Normal hold pickups could occur, but depending on recommendations, specialized hours for vulnerable populations could be instituted.

#### **Materials Handling (Including ILLs)**

Materials handling is one of the most complex areas of operations during a pandemic due to the potential of virus transmission on shared objects such as books and DVDs. Current studies suggest the virus remains present on plastic surfaces for up to one week and on cardboard and paper surfaces for up to 24 hours. With this in mind different material types may require different handling or all materials may require quarantine for some period of time. Current recommendations state that using cleaning products such as Lysol, bleach or other disinfectants may not completely remove the virus from surfaces.

- **Under Stay at Home Order:** Book drops should remain closed and materials handling by staff should be at an absolute minimum. Materials returns are considered non-essential travel under a Stay at Home Order.
- **Gatherings of no more than 10:** If the Stay at Home Order is lifted, it will be possible to reopen book drops. However, materials returned may need to be quarantined for up to one week before being made available to the public or being handled by staff without protective measures.
- **Gatherings of no more than 50:** If social distancing is lessened to the point where medium sized gatherings are allowed, the library will be likely to open for select services, including some circulation of materials. In this phase it will be necessary to develop protocols for processing materials to be put back into circulation. Chief among these would be finding space to quarantine materials before they are

shelved (Community Meeting Room), go back into circulation, go onto the hold shelf, or are routed to other libraries.

- **No distancing limits:** If distancing limits are lifted completely, materials handling could commence being done in the usual fashion, though with extra protective measures such as encouraging staff to wear gloves during the process of sorting items, shelving materials and checking items out to patrons.

### Checkouts

Circulation of collections is a core function of the Library, but traditional checkout puts at risk both staff and patrons during a time of virus transition. The goal is to create a balance with restoring this core service and protecting staff and patrons.

- **Under Stay at Home Order:** Checkouts are limited to electronic services.
- **Gatherings of no more than 10:** Normal checkout procedures could not be managed under this restriction, though in conjunction with curbside hold pickup, and delivery, some checkouts of physical items could be managed.
- **Gatherings of no more than 50:** Self checkouts could be used, though self-checkout stations would require frequent disinfecting and limitations would need to be imposed on how many people were in the building at any given time.
- **No distancing limits:** Normal checkout could occur, but depending on recommendations, specialized hours for vulnerable populations could be instituted. Staff may be encouraged or required to take protective measures such as wearing masks or gloves while assisting patrons.

### Programs

The community views library programs as a core service, but as we have seen public gatherings have been one of the main methods by which COVID 19 has been transmitted. With that in mind, the Library needs to be highly cautious about when and how it reinstates programming.

- **Under Stay at Home Order:** Only virtual programs would be allowed under a Stay at Home Order.
- **Gatherings of no more than 10:** Likewise, only virtual programs would be allowed under this guideline.
- **Gatherings of no more than 50:** If gatherings of up to 50 are allowed, the Library may consider hosting limited programs only if strong social distancing measures can be employed and only in cases where attendees have pre-registered. Programs such as storytimes would still be disallowed due to the difficulty of enforcing distancing protocols with children. Virtual programs would be allowed under this guideline.
- **No distancing limits:** If all distancing recommendations are lifted, the Library could return with an active slate of programs with an increased emphasis on economic development focused programs.



### Outreach Visits

Visits to facilities to provide programs or other services help encourage community use of the Library and assist in providing high priority services to the community, but they also pose a transmission risk.

- **Under Stay at Home Order:** Outreach visits and programs should not occur.
- **Gatherings of no more than 10:** Outreach visits and programs should not occur.
- **Gatherings of no more than 50:** Some outreach visits could occur on a facility by facility basis. This would also depend on the venue where services are being offered. Considerations should include: Is there a way to monitor and control how many people enter the venue? Are there typically more than fifty people inside the venue at any given time? Does the venue predominately serve more vulnerable populations? If the answer to any of these questions is yes, it may be best to forego offering services in these locations until restrictions are fully lifted.
- **No distancing limits:** Outreach visits and programs could resume as normal, though with special consideration paid to those that serve vulnerable populations.

### Internet Access

Internet access is a critical resource for the community especially during times of economic distress. Patrons require internet access to apply for unemployment insurance, access social services, apply for jobs, and access educational resources. Moreover, internet access can be provided to patrons with a limited amount of danger to patrons and staff. **Our WiFi outside the library will be stronger for those wanting to use their own equipment outside the building.**

- **Under Stay at Home Order:** The current economic situation creates a variety of critical needs where access to the internet and computers are concerned. With this in mind, obtaining internet access and using public computers may be considered essential travel under a Stay at Home Order. Under these restrictions the Library can boost wireless signals at its locations. Because of the risks to staff and patrons alike, the Library will not allow computer access.
- **Gatherings of no more than 10:** Under these restrictions the Library will not allow computer access.
- **Gatherings of no more than 50:** Under these restrictions it may be possible to allow use of the computer stations in the main part of the library, however, to maintain recommended social distancing every other computer in the lab should either be removed or put out of order and disinfected between uses. Access to computers would need to be limited to one hour in conjunction with imposed capacity limits on how many people are present in the library at any given time. Job resources computers will be set up with extended time limits of 2 hours.
- **No distancing limits:** If distancing recommendations are canceled normal use of the library's computer lab could commence with improved hygiene, including supplying access to hand sanitizer for patrons and staff.

### Technology Help

The library is frequently a place where patrons learn how to use various forms of technology. The spread of coronavirus and social distancing impose unique difficulties in providing help with devices and on public computers. Because most technology help requires patrons and staff to be at close quarters, there will be limits on how help can be provided until social distancing recommendations are lifted.

- **Under Stay at Home Order:** Technology help would be available, over the phone, through email, through webforms and chat.
- **Gatherings of no more than 10:** Like under the Stay at Home Order technology help would not be provided except in cases where social distancing can be maintained.
- **Gatherings of no more than 50:** With a recommendation of gatherings of no more than 50 in place, we would likely reopen partial computer lab services, with this would come the increased demand for computer help. One potential solution for this would be to offer staff remote control of computer stations at the desk, though this would have considerable privacy implications and require additional IT support and training.
- **No distancing limits:** Normal technology help recommendations could commence with improved hygiene procedures.

### Materials Processing and Ordering

With physical materials not circulating, processing and ordering materials besides digital materials is of diminished importance. As services begin to scale up as restrictions are lifted, a progressive ramping up of ordering and processing will be necessary to prepare for demand once the pandemic cycle has ended or slowed.

- **Under Stay at Home Order:** Ordering should be focused on digital materials and high demand future releases for physical items. Processing of newly arrived orders should wait until some restrictions are lifted.
- **Gatherings of no more than 10:** Ordering should remain focused on digital materials. As the Stay at Home Order is lifted, it will be time to consider commencing to order more bestsellers and other high circulation new items in preparation for further lifting of gathering or social distancing recommendations. Processing can occur if it can be done safely while maintaining social distance in work spaces.
- **Gatherings of no more than 50:** Ordering and processing of physical materials will ramp up during this period, though it still may be necessary to process materials in shifts so that social distancing can be maintained within work spaces.
- **No distancing limits:** Ordering would continue as normal during this period as budgets allow.

### Shared Materials in the Library

Libraries frequently provide access to shared materials in their spaces ranging from office supplies such as staplers and hole punches to equipment like headphones and VR headsets. The Library also provides a wide variety of in-house games and toys. The risks of these shared items vary widely, but any shared items worn around the head and face or toys which children may put in their mouths constitute a high risk as potential vectors for disease transmission.

- **Under Stay at Home Order:** Under this order no shared items would be offered.
- **Gatherings of no more than 10:** As under the Stay at Home Order no shared materials would be offered
- **Gatherings of no more than 50:** Some shared materials could be offered under this recommendation, including shared office supplies as long they are disinfected regularly. Shared headphones, VR headsets, toys and games should not be allowed in circulation.
- **No distancing limits:** Shared office supplies would be allowed, however, as long as the virus continues actively circulating it may be wise to restrict the use of shared headphones, VR headsets and toys.

### Volunteer Opportunities

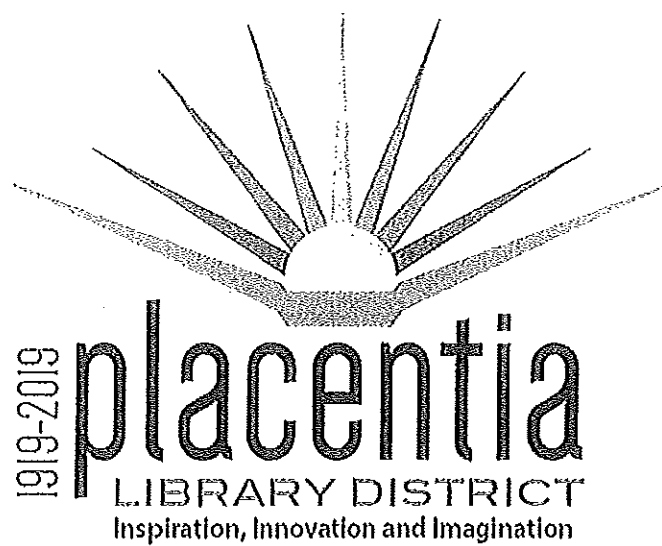
The Placentia Library District hosts various volunteer opportunities. Due to the number of personnel and public attendees, there is a risk of potential disease transmission and social distancing guidelines.

- **Under Stay at Home Order:** There will be no on site volunteer opportunities. PTAC, Literacy Tutors, and Learners may meet through telecommunication channels.
- **Gatherings of no more than 10:** There will be no on site volunteer opportunities. PLFF volunteers may come in on the weekends to sort. PTAC, Literacy Tutors, and Learners may meet through telecommunication channels.
- **Gatherings of no more than 50:** The Placentia Library Friends Foundation volunteers may sort and operate the Bookstore. PTAC, Literacy Tutors and Learners may meet virtually and on site based on their comfort level and if they abide by social distancing guidelines. All other volunteers would be on an as needed basis.
- **No distancing limits:** Volunteers can be scheduled and meet as usual.

### Board Meetings

The Placentia Library District Board of Trustees hold their regular meetings the third Monday of the month. Due to the number of personnel and public attendees, there is a risk of potential disease transmission and social distancing guidelines.

- **Under Stay at Home Order:** Under this order teleconference meetings will take place.
- **Gatherings of no more than 10:** As under the Stay at Home Order, teleconference meetings will take place.
- **Gatherings of no more than 50:** The Board of Trustees will continue meeting with limited staff present and public comment being available through teleconference.
- **No distancing limits:** The Board of Trustees will maintain in-person meetings in the Community Meeting Room.



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