
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: CSDA Board of Directors Call for Nominations – Seat C
DATE: March 23, 2011

BACKGROUND

The California Special Districts Association (CSDA) is seeking nominations for Board of Directors for the 2011-2014 term.

Nominations must be received by May 27, 2011.

Attachment A is the letter from the CSDA Elections and Bylaws Committee.

RECOMMENDATIONS

- 1) Determine which Library Board of Trustees would be interested in serving on the CSDA Board of Directors; and,
- 2) Authorize staff to submit nomination form.

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California Special Districts Association

Districts Stronger Together

DATE: March 2, 2011

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2011-2014 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration.

Commitment: Serving on the Board requires one's interest in the issues confronting special districts statewide. A board member is expected to attend all board meetings held every other month, usually on the second Friday of the month, at CSDA's office in Sacramento. Besides serving on the Board, each Board Member is expected to participate on at least one committee, which usually meets 3-4 times a year in Sacramento. CSDA reimburses directors for their related expenses for Board and Committee meetings as outlined in Board Policy. In addition, all Board Members are expected to attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the Annual Conference (held in the fall) as part of their obligation to the CSDA membership; expenses for these two events are not reimbursed by CSDA, even if a board meeting or committee meeting is held in conjunction with the event.

Nomination Procedures: Any regular member Independent Special District is eligible to nominate one person, a board member or managerial employee (as

defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action must accompany the nomination. The deadline for receiving nominations is May 27, 2011.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 10th. The ballots must be received by CSDA no later than 5:00 p.m. August 5, 2011 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 9th. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in October.

Expiring Terms

(See enclosed map for regional breakdown)

Region 1	Seat C	Phil Schoefer, Western Shasta Resource Conservation District **
Region 2	Seat C	Pete Kampa, Tuolumne Utilities District **
Region 3	Seat C	Stanley Caldwell, Mt. View Sanitary District *
Region 4	Seat C	Tim Unruh, Kern County Cemetery District #1 **
Region 5	Seat C	Jim Acosta, Saticoy Sanitary District *
Region 6	Seat C	Dewey Ausmus, North County Cemetery District *

* = Incumbent is running for re-election

** = Incumbent may run again

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@csda.net.

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
BOARD OF DIRECTORS

NOMINATION FORM

PLEASE BE SURE THE CANDIDATE'S PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE

Name of Candidate: _____

District: _____

Mailing
Address: _____

Region: _____ (see attached map)

Telephone: _____

Fax: _____

E-mail: _____

Nominated by (optional): _____

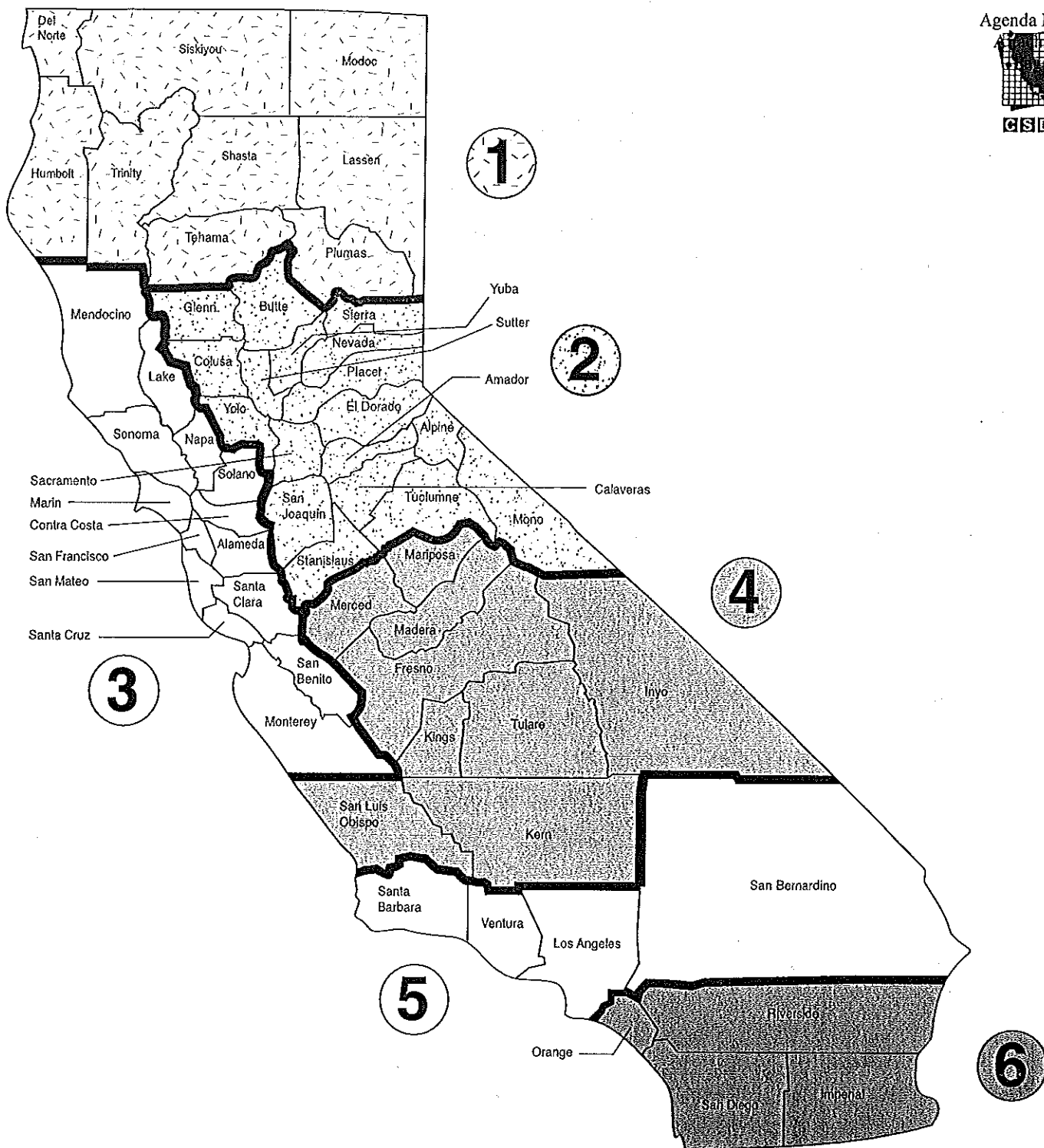
Return this form and a Board resolution/minute action supporting
the candidate by fax or mail to:

CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(916) 442-7887 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 27, 2011



CSDA



2011 CSDA Board of Directors by Region

Region 1

Mark Bryant, *Garberville Sanitary District*
 Norman Shopay, *McKinleyville CSD*
 Phil Schoefer, *Western Shasta RCD*

Region 2

Noelle Mattock, *El Dorado Hills CSD*
 Ginger Root, *Tuxedo Country Club FPD*
 Pete Kampa, *Tuolumne Utilities District*

Region 3

James Kohnen, *Alameda County Mosquito AD*
 Sherry Sterrett, *Pleasant Hill RPD*
 Stanley Caldwell, *Mt. View Sanitary District*

Region 4

Adrienne (Ann) Mathews, *Kern County Water Agency*
 Tim Ruiz, *East Niles CSD*
 Tim Unruh, *Kern County Cemetery District No. 1*

Region 5

Jack Curtis, *Ojai Valley Sanitary District*
 Kathy Tiegs, *Cucamonga Valley Water*
 Jim Acosta, *Saticoy Sanitary District*

Region 6

Jo MacKenzie, *Vista Irrigation District*
 William Nelson, *Orange County Cemetery District*
 Dewey Ausmus, *North County Cemetery District*

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Defibrillator and Two-Way Radio for the Placentia Library District
DATE: March 23, 2011

BACKGROUND

The Placentia Library District has participated in the statewide Shake Out Drill for the last two years and as seismologists continue to prepare the public for the “big one”, it is vital for the Placentia Library District to provide equipment that will enable library staff to better assist each other and the public during times of emergencies.

Trustee Escobosa requested that library staff research the possibility of purchasing a defibrillator and two-way radio for the District.

A defibrillator is a device developed to combat cardiac arrest or heart attack brought on by a fibrillation or irregular heart rhythm. This irregularity causes the heart to stop receiving enough blood and can result in sudden death if not treated properly. The defibrillator delivers small electronic shocks to the heart designed to stimulate a return to a more manageable rate and rhythm. An electric current is channeled through the body into the heart via electrodes or paddles placed on the chest. The current causes the heart muscle to spasm or jolt, and hopefully ends any fibrillation threatening blood flow. Certification is required for use of a defibrillator. Red Cross provides such training.

A two-way is a radio that can both transmit and receive content. The radios are available in mobile, stationary base and hand-held portable configurations. Known also as walkie-talkies or handie-talkies, these devices use two different radio frequencies to carry the two directions of the conversation simultaneously.

Attachment A – Sample Models and prices of defibrillator

Attachment B – Sample Models and prices of two-way radio

FISCAL IMPACT: Approximately \$3,500 from Office Supplies account

RECOMMENDATION

Determine the interest of the Library Board of Trustees and for the Library Board of Trustees to consider the purchase of a defibrillator and two-way radio for the Fiscal Year 2011-2012.

 **Save Money with Complete AED Packages**
...Click here for package showcase!

 **Responder™ Keychain**
FREE with EVERY Purchase!
A \$4.99 Value.....click here!

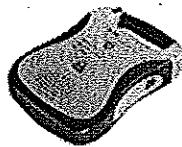


CU Medical i-PAD

FREE Bonus!

\$1,199.00

[▶ More Info](#)

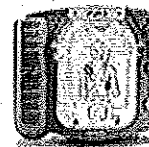


Defibtech Lifeline™ AED

FREE Bonus!

\$1,245.00

[▶ More Info](#)



Philips HeartStart OnSite

FREE Bonus!

\$1,267.99

[▶ More Info](#)



LIFEPAK® EXPRESS

Value Leader!

\$1,295.00

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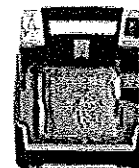


HeartSine samaritan PAD

10-Year Warranty!*

\$1,295.00

[▶ More Info](#)

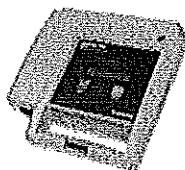


Powerheart® AED G3

Newest PLUS Version!

\$1,595.00

[▶ More Info](#)



LIFEPAK® 500 AED

Excellent Value!

\$1,595.00

[▶ More Info](#)

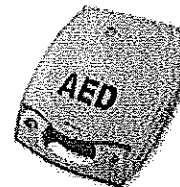


LIFEPAK® CR Plus

8-Year Warranty!

\$1,695.00

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ZOLL® AED Plus®

Real CPR Help!

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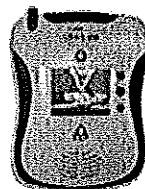


Philips HeartStart FRx

FREE Bonus!

\$1,700.00

[▶ More Info](#)

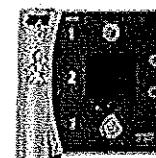


Defibtech Lifeline VIEW

Full Color Video!

\$1,995.00

[▶ More Info](#)

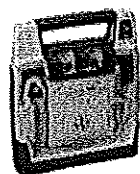


Philips HeartStart FR2+

ECG Display Option!

\$2,195.00

[▶ More Info](#)

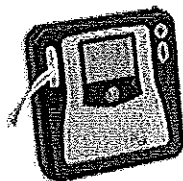


Powerheart® AED G3 PRO

FREE Bonus!

\$2,549.95

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ZOLL® AED Pro®

FREE Bonus!

\$2,895.00

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LIFEPAK® 1000

FREE Bonus!

\$2,945.00

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Buy 5 Get \$100 Cash Back

For Bulk Pricing Call:

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DETAILS

CLS1410



Motorola 1 Watt 4 Channel UHF Radio

Buy 5 Get \$100 Cash Back

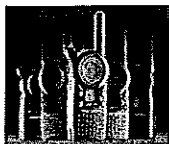
For Bulk Pricing Call:

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DETAILS

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Motorola CLS1410 6 Radio Bundle

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The Perfect set of radios, chargers, and headsets

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DETAILS



Page: 1

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Template for Consultant and Independent Contractor Agreements
DATE: March 23, 2011

BACKGROUND

At the February 28, 2011 Library Board of Trustees, Library Staff was directed to present templates of contractor agreements for the Library Board of Trustees to consider.

Attachment A is samples of a Construction Contract and an Independent Contractor Agreement for Consultant.

FISCAL IMPACT: Approximately \$200-\$300/hr. for attorney fees, to be drawn from Specialized Services account.

RECOMMENDATIONS

- 1) Authorize Library Staff to discuss and present contract templates to an attorney for legal opinion; and
- 2) Library staff to present legal opinion at a future meeting.

CONSTRUCTION CONTRACT

This Construction Contract (hereinafter referred to as a "Contract") made and entered into this _____ day of _____, 200__, by and between the Placentia Library District (hereinafter referred to as "Owner") and _____ (hereinafter referred to as "Contractor"); and

WHEREAS the Owner desires to _____ (description of project) at the address known as 411 E. Chapman Avenue, Placentia, CA 92870 (hereinafter referred to as "Property"); and

WHEREAS the Contractor warrants being licensed in the State of California and qualified to perform the work specified herein.

NOW THEREFORE, in consideration of the mutual promises and premises herein contained, the Owner and Contractor agree to meet and satisfy all terms and general conditions of this Contract as follows.

I. DESCRIPTION OF THE WORK

- A. The Contractor does hereby covenant and agree to furnish all labor, material and equipment, and to faithfully perform the work within the time period established by the Order to Proceed for this Contract, in strict accordance with the detailed description of work (hereinafter referred to as the "work write-up"), and subject to, and in strict conformance with all of the conditions, covenants, stipulations, terms and provisions contained in this Contract. All of the representations, rights, and obligations of the Owner and Contractor are embodied in the Contract and any prior oral or written agreement not included herein shall not be binding upon or inure to the benefit of any of the parties.
- B. This Contract includes the work write-up, Contractor's proposal, and, if applicable, drawings and amendments to the Contract, which are incorporated by reference and specifically identified below and hereby made a part of this Contract:
 1. Work Write-Up dated _____
 2. Bid/Proposal dated _____

II. COMPENSATION AND METHOD OF PAYMENT

- A. Upon execution of the Contract, the Owner will pay the contract sum in accordance with the Contract. The Owner agrees to pay, from the obligated funds, and only from the obligated funds, the Contractor for the full and faithful performance of the work pursuant to this Contract at a sum equal to the aggregate cost of the work, labor, materials and supplies done and furnished at the price and rates set forth in the Contractor's proposal, said sum being _____ dollars (\$_____). Contractor covenants and agrees to faithfully comply with and perform each and every obligation imposed upon the Contractor by the Contract and the terms of the proposal, as accepted and approved by the Owner.

- B. Payment request shall be made by the Contractor to the Owner for work that has been performed. The Contractor shall be entitled to a maximum of five partial payment requests plus a final payment request. Any additional Contractor payment request to the Owner beyond the maximum number must be approved in writing by the Owner. A ten percent (10%) retainage shall be withheld by the Owner from each Contractor payment. The final payment request shall include the release of the ten percent (10%) retainage and shall be submitted to the Owner upon final completion and acceptance and approval of the work by the Owner.
- C. No payment will be made for any work which is not specified in this Contractor or any change order to it.

III. GENERAL CONDITIONS

- A. Proposal. This Contract, which includes the Contractor's proposal, has been properly signed and dated by the Contractor, and the Owner by signing this Contract, accepts the said Contractor's proposal which becomes part of this Contract.
- B. Order to Proceed. The Owner shall issue a written Order to Proceed within fifteen (15) consecutive calendar days from the date this Contract is executed. If the Order to Proceed is not received by the Contractor within this fifteen (15) day period, the Contractor shall have the option to cancel this Contract without liability to any party thereto. The Contractor shall commence construction within seven (7) consecutive calendar days after the issuance of the Order to Proceed and must satisfactorily complete the work specified by the completion date as set forth in the said Order to Proceed.
- C. Insurance. The Contractor and all subcontractors employed by the Contractor shall purchase and maintain insurance that will protect them from claims under workers compensation acts and other employee benefits acts, and from claims for damages which may arise out of or result from the Contractor's operations during construction, whether such operations be by the Contractor or by any subcontractor's operations or anyone directly or indirectly employed by any of them. Certificates showing that the insurance will remain in force throughout the life of the Contract may be required by the Owner at the time of Contract signing. The insurance during construction and for the term of the Contract shall be written for not less than the following coverage:
 - 1. Comprehensive general liability insurance with minimum limits of coverage at \$_____ each occurrence for property damage with an amount not less than \$_____ for damages on account of all accidents and \$_____ each occurrence for bodily injury including wrongful death;
 - 2. Automobile liability insurance in compliance with and as required by the laws of California; and
 - 3. Worker's compensation insurance and other employee benefits in compliance with and as required by the laws of California.

- D. Permits. The Contractor and all subcontractors must obtain and pay for all permits and licenses, as may be required by the City of Placentia, County of Orange, and the State of California, necessary for the completion and execution of the work to be performed.
- E. Licenses. As required by law, the Contractor and all subcontractors must be licensed by the California Building Standards Commission and all other applicable regulatory agencies for the nature of work being performed.
- F. Damages/Repairs. The Contractor must make every reasonable effort to protect the possessions of the Owner that remain in the work area from loss or damage. Any portion of the property damaged by the Contractor or subcontractor during the course of the work must be repaired at no additional cost to the Owner. The term "damages" shall include, but not limited to, any damage caused by the contract operation or workers during construction to Owner's property. When "repair of existing work" is called for in the work write-up, the finished work shall match adjacent work in design and dimension to blend with existing work so that the patch or replacement will be inconspicuous.
- G. Assignment. This Contract shall not be assigned by Contractor in whole or part without the written consent and approval of the Owner. Any request for assignment shall be addressed and a copy to the Owner.
- H. Subcontractors. The Contractor shall provide the Owner with a list of all subcontractors, and shall demonstrate that they are licensed in the State of California, County of Orange, and the City of Placentia to perform the work for which they are subcontracted by Contractor. The Contractor agrees not to hire or use any subcontractor that the Owner deem unacceptable. The Contractor shall require each subcontractor to be bound to the Contractor by the terms of the Contract and to assume toward the Contractor all obligations and responsibilities which the Contractor assumes towards the Owner. The Contractor shall make available to each proposed subcontractor, prior to the subcontract agreement being executed, copies of the Contract to which the subcontractor shall be bound.
- I. Supervision. The supervision of all work, including coordination of all portions of the work under the Contract must be provided by the Contractor. The Contractor shall ensure discipline and order among all employees of Contractor and subcontractors. Workers shall be competent and capable of performing the work assigned to them. Helpers and apprentices shall work under the supervision of a skilled tradesperson or other supervisory personnel.

- J. Change Orders. The Contract may be amended by change order at any time provided that the change order makes specific reference to this Contract and is executed in writing by both the Contractor and the Owner, with the Owner's approval. The change order will not invalidate this Contract, or relieve or release the Contractor or the Owner from their respective obligations under this Contract. The change order may make changes in the time allowed for completion of the work or changes to the work write-up. The work thereunder shall not start until the Contractor has been notified in writing that the change has been approved by the Owner. Any work performed by the Contractor without written authorization of the Owner is at the Contractor's own risk. If the Contractor's proposal fails to specify a unit price, the Owner shall calculate the change based on the Contractor's costed work write-up. The cost of additional work and materials under any change order shall be the responsibility of the Owner.
- K. Inspections and Final Payments. Periodic inspection shall be performed by the Owner and the applicable City of Placentia building inspector(s). Upon completion of work pertaining to this Contract, the Contractor shall notify and arrange for an inspection of the work by the Owner and the applicable City of Placentia inspector(s). Should an inspection reveal that the work is not completed and/or is not satisfactory, the Owner and/or the City of Placentia inspector(s) will notify the Contractor of the deficiencies and will request that the Contractor indicate what action will be undertaken to complete the work. No final payment shall be authorized by Owner until the City of Placentia inspector verifies that the work is acceptable.
- L. Standard of Work and Codes. The Contractor shall perform all work in a good and workmanlike manner and in conformance with all applicable government code provisions as interpreted by the Placentia City inspectors, whether or not specifically mentioned in the work write-up and drawings for the work.
- M. Clean-Up. On a daily basis, the Property must be kept free from the accumulation of waste materials and rubbish. All tools, construction equipment, machinery and surplus materials stored at the property must be neat and orderly. Upon the completion of work, all glass surfaces shall be cleaned and work left "broom clean" or its equivalent, except otherwise specified. All debris, trash, waste and surplus materials shall be removed from the job site and disposed of by legal means. Final payment shall not be authorized until the Contractor has cleaned the property as required by this section and approved by Owner.

- N. Guarantees and Warranties. The Contractor warrants and guarantees to the Owner that all materials and equipment used in the work are new, unless otherwise specified, and that all work is of good quality, free from faults and defects. All work not conforming to these standards and not in conformance with the work write-up shall be considered defective. The work performed by the Contractor is to be guaranteed for a period of _____ year(s) from the date of final acceptance of all the work required by the Contract. The Contractor shall furnish Owner with all manufacturers' and suppliers' written guarantees and warranties, covering materials and equipment furnished under the Contract.
- O. Regulatory Requirements. All sales, consumer, use and other taxes required by law must be paid by Contractor. All laws, ordinances, rules, regulation and order of any public authority bearing on the work must be complied with by Contractor.
- P. Dispute Resolution. Should any dispute arise concerning (a) the intent or meaning of the work described in the work write-up or any change order, (b) the quality of workmanship or materials, (c) the value of any work, (d) payment for work, or (e) for other reasons pertaining to the terms and conditions of the Contract, the parties agree that all disputes or claims arising out of the Contract shall be resolved through mediation or arbitration.
- Q. Occupancy. The premises are to be _____ occupied _____ vacant during the course of the work.
- R. Lead Based Materials. The use of lead based materials on any surface, interior or exterior is prohibited.
- S. Scheduled Working Hours. The Contractor must coordinate work schedules with the Owner. All schedules and changes to said schedules shall be approved by Owner. The Contractor will not be permitted to perform work on Friday, Saturday, Sunday or after library hours without written approval from the Owner.
- T. Hold Harmless. It is expressly understood that the Contractor shall indemnify and hold the Owner harmless from any claims, suits, action, damages and costs of every name and description arising out of, or resulting from, the Contractor's acts or omissions in its performance of the work to be rendered by the Contractor under this Contract.
- U. Miscellaneous. This Contract becomes effective and binding when signed by the Contractor and the Owner.

IV. OWNER'S RESPONSIBILITIES

- A. Owner and/or Owner's Project Manager shall facilitate the performance of the work by cooperating with the Contractor by removing and replacing non-fastened rugs or floor coverings, decorations and furniture as necessary for the orderly progress of the work by the Contractor, unless otherwise specified in the Work Write-Up.
- B. Owner shall permit the Contractor to use, at no cost, existing utilities such as light, heat, power, and water as reasonably necessary to carry out and complete the work.

V. TERMINATION BY OWNER FOR CAUSE

The Owner shall have the right to terminate this Contract without process or action at law, by notice to the Contractor in writing sent registered or certified mail to the Contractor's last known address, should the Contractor (a) become insolvent or declare bankruptcy, (b) fail to start or make satisfactory progress on the work to be performed under this Contract, (c) fail to comply with written orders of the Owner which are consistent with the terms of the Contract, (d) perform anew unsatisfactorily such work as has been rejected by the Owner, (e) carry on the work in a manner contrary to this Contract, or (f) otherwise fail to perform its obligations under this Contract.

VI. NOTICES

Notices to the parties shall be in writing and directed as follows:

CONTRACTOR:

OWNER: Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870
(714) 528-1906

INDEPENDENT CONTRACTOR AGREEMENT FOR CONSULTANT

This Agreement is made between the Placentia Library District ("Client"), with a principal place of business at 411 E. Chapman Avenue, Placentia, California 92870, and _____ ("Consultant"), with a principal place of business at _____.

I. Services to Be Performed

Consultant agrees to perform the services described in Exhibit A, which is attached to this Agreement.

II. Payment

In consideration for the services to be performed by Consultant, Client agrees to pay Consultant at the rate of \$_____ per ___hour, ___day, ___week, ___month.

Consultant's total compensation shall not exceed \$_____ without Client's written consent.

III. Terms of Payment

Consultant shall submit monthly invoices or upon completion of services, to the Client. Consultant shall be paid within _____days from the date of Consultant's invoice.

IV. Expenses

Consultant shall be responsible for all expenses incurred while performing services under this Agreement.

V. Materials

Consultant will furnish all materials, equipment, and supplies used to provide the services required by this Agreement, unless otherwise specified.

VI. Intellectual Property

Consultant grants to Client a royalty-free nonexclusive license to use anything created or developed by Consultant for Client under this Agreement ("Contract Property"). The license shall have a perpetual term and Client may not transfer it. Consultant shall retain all copyrights, patent rights, and other intellectual property rights to the Contract Property.

VII. Terms of Agreement

This agreement will become effective when signed by both parties and will terminate on the date a party terminates the Agreement as provided below.

VIII. Terminating the Agreement

Either party may terminate this Agreement at any time by giving _____ days' written notice of termination with reasonable cause. Reasonable cause includes:

- A material violation of this Agreement, or
- Nonpayment of Consultant's compensation after 20 days' written demand for payment.

IX. Independent Contractor Status

Consultant is an independent contractor, not Client's employee. Consultant's employees or subcontractors are not Client's employees.

X. Local, State, and Federal Taxes

Consultant shall pay all income taxes and FICA (Social Security and Medicare taxes) incurred while performing services under this Agreement. Client will not:

- Withhold FICA from Consultant's payments or make FICA payments on Consultant's behalf
- Make state or federal unemployment compensation contributions on Consultant's behalf, or
- Withhold state or federal income tax from Consultant's payments.

XI. Exclusive Agreement

This is the entire Agreement between Consultant and Client.

XII. Resolving Disputes

If a dispute arises under this Agreement, the parties agree to first try to resolve the dispute with the help a mutually agreed-upon mediator in Orange County. Any costs and fees other than attorney fees associated with the mediation shall be shared equally by the parties. If the dispute is not resolved within 30 days after it is referred to the mediator, any party may take the matter to court.

XIII. Limited Liability

This provision allocates the risks under this Agreement between Consultant and Client. Consultant's pricing reflects the allocation of risk and limitation of liability specified below.

Consultant's total liability to Client under this Agreement for damages, costs, and expenses shall not exceed \$_____ or the compensation received by Consultant under this Agreement, whichever is less. However, Consultant shall remain liable for bodily injury or personal property damage resulting from grossly negligent or willful actions of Consultant or Consultant's employees or agents while on Client's premises to the extent such actions or omissions were not caused by Client.

Neither party to this agreement shall be liable for the other's lost profits or special, incidental, or consequential damages, whether in an action in contract or tort, even if the party has been advised by the other party of the possibility of such damages.

XIV. Notices

Notices to the parties shall be in writing and directed as follows:

CONSULTANT:

CLIENT: Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870
(714) 528-1906

XV. Applicable Law

This Agreement will be governed by the laws of the state of California.

XVI. Signatures

CLIENT: Placentia Library District
Name of Client

By: _____
Signature

Typed or Printed Name Title

Date: _____

CONSULTANT: _____
Name of Consultant

By: _____
Signature

Typed or Printed Name Title

Taxpayer ID Number: _____

Date: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Review the Process of the Re-flooring Project and Lessons Learned
DATE: March 23, 2011

BACKGROUND

At the February 28, 2011 Library Board of Trustees Meeting, Secretary DeVecchio requested a review of the process of the re-flooring project and discuss lessons learned from the project.

RECOMMENDATION

Direct Library Staff to develop a procedure for all construction projects from lessons learned and present at a future meeting.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Information Technology (IT) Position
DATE: March 23, 2011

BACKGROUND

At the January 7, 2011 All Staff Development Meeting, library staff expressed the need for an onsite IT personnel.

One of the key roles public libraries provide is access to computers and the Internet. According to the 2009-2010 Public Library Funding & Technology Access Study, two-thirds of libraries report that they are the only free public connection point in their communities for internet and computer access. Placentia Library District knows firsthand the need for technology access and the public's demand for faster connectivity. Library staff has experienced a steady increase in computer usage, requests for technical assistance, and full attendance of computer workshops offered at the Library. Libraries continue to connect patrons to the information they want and need to succeed.

Placentia Library has approximately 80 computers for both public and staff. The Library also has servers, databases, security software, office applications, web pages, print management systems, and social media resources that need to be managed and maintained by an information technology professional. Placentia Library needs sustained technology support for its services to ensure that the safety net built remains in place.

Examples of the responsibilities of the IT position include:

- Develop a Library strategic plan for technology resources.
- Provide project management and oversight for system development or system integration projects.
- Work with library staff to implement the Library's technology plan.
- Develop, implement, and evaluate technology oriented in-service plan.
- Develop and implement plans for acquisition and maintenance of hardware and software.
- Manage and ensure the accuracy and currency of the Library's website.
- Maintain an accurate inventory of computer hardware and software.
- Assist library staff in dealing with minor technical issues.

FISCAL IMPACT: \$35,000-\$40,000 for a 20 hour benefitted position to be drawn from the Salaries and Benefits account.

RECOMMENDATION

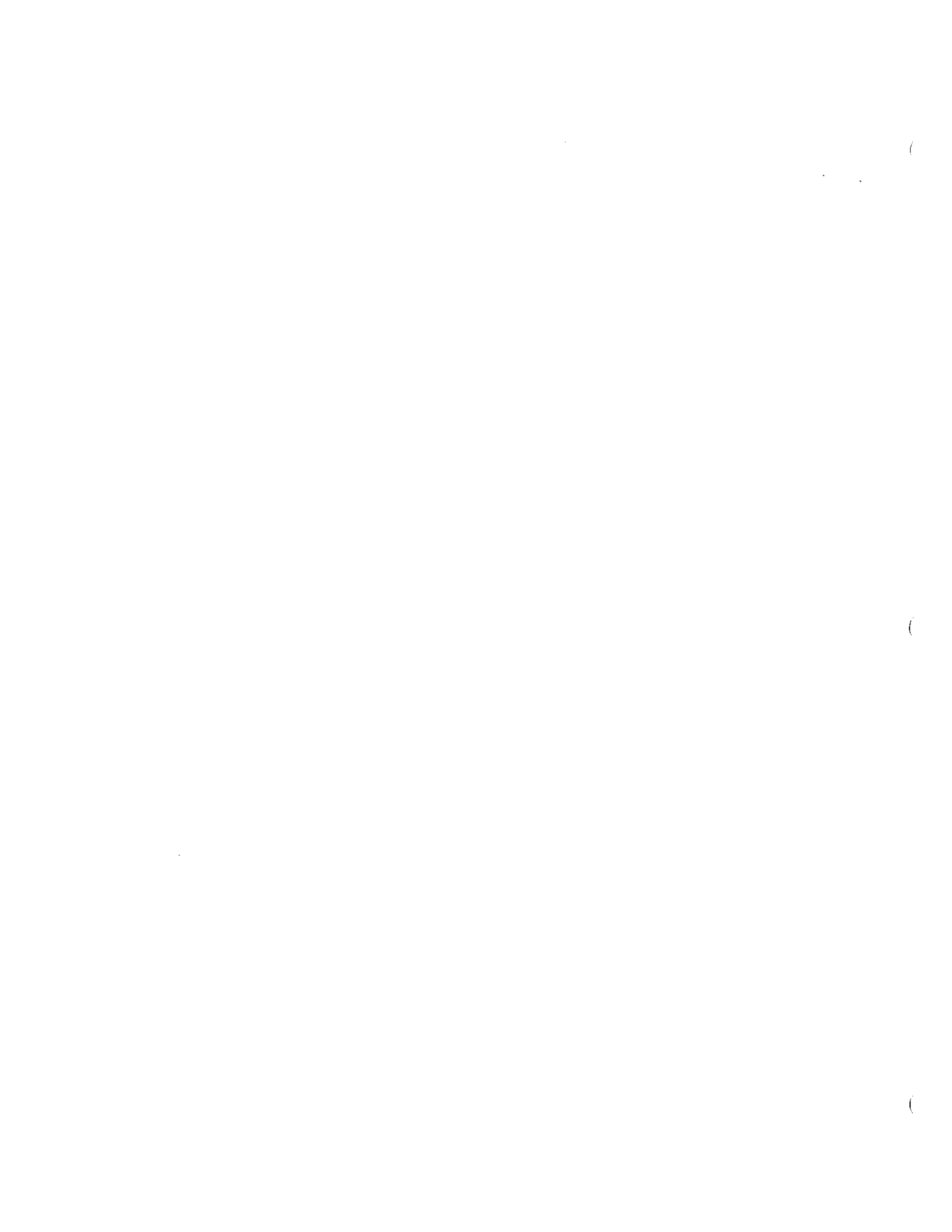
Authorize library staff to research and present cost analysis at the April meeting.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Report on Actions taken at the Library Board of Trustees Closed Session
DATE: March 23, 2011

BACKGROUND

President Wood will provide a report on the actions taken at the Closed Session Meeting on March 3, 2011.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Continue Discussion of and Prioritize Fiscal Year 2010-2011 Capital Improvement Projects
DATE: October 18, 2010

BACKGROUND

The following Capital Improvement items identified at the June 21 and October 18, 2010 Library Board of Trustees Meetings need to be reprioritized for fiscal year 2010-2011 or considered for fiscal year 2011-2012:

- Automatic Door Replacement -- \$8,500-\$11,000
- Security Camera System -- \$3,887 + \$600 Annual Maintenance Cost
- PC Management System (Useful) -- \$20,341 1st Year; \$8,200 Annual Cost thereafter

Since the October 18, 2010 meeting, the following projects have been completed:

- Re-flooring -- \$75,000 from the Structure/Improvements account
- Staff computer upgrades -- \$9,000 from the Equipment account

As of February 28, 2011, the following approximate balances are available for the above projects:

- Structure/Improvement account – \$10,000 (automatic door replacement and camera system)
- Specialized Services account – \$105,000 (PC management system)

Attachment A is information on the Automatic Door Replacement

Attachment B is information on the Automatic Door Repair

Attachment C is information on the Security Camera System

Attachment D is information on the PC Management System

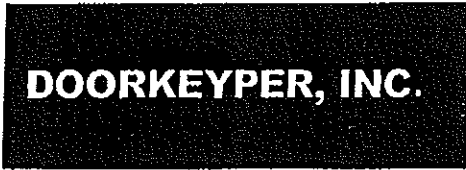
Management has recommended postponing the Meeting Room Enhancement project until further notice.

FISCAL IMPACT: \$4,000 - \$21,000

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

1105 North Allen Avenue
Pasadena, CA 91104
Phone: 626 / 794-6940
FAX: 626/794-7451



Fax

To: Roger Hiles	From: Claudia Cook
Placentia Library	Pages: 4 Total
Fax: 714 / 579-1082	Date: 07/02/10
Re: Quote	

Urgent For Review Please Comment Please Reply Please Recycle

● **Comments:**

Thank you for inviting Doorkeyper to provide a quote for your project. We appreciate every opportunity to demonstrate our years of experience, product knowledge and customer service.

Please review our quotation, which includes a note section with payment terms, material lead time, requirements and exclusions. **If this quote is acceptable, please sign, date and return fax to Doorkeyper.** We will place order for material and call to schedule installation upon receipt of your material.

Once again, thank you for the opportunity to provide this quote and feel free to contact us with any questions you might have.

Doorkeyper Inc
 1105 North Allen Ave
 Pasadena, CA 91104

QUOTATION

Quote Number: 825

Quote Date: Jul 2, 2010

Page: 1

Voice: 626-794-6940
 Fax: 626-794-7451

Agenda Item 34
 Attachment A
 Page 2 of 7


Quoted To:
Placentia Library 411 East Chapman Placentia, CA 92870

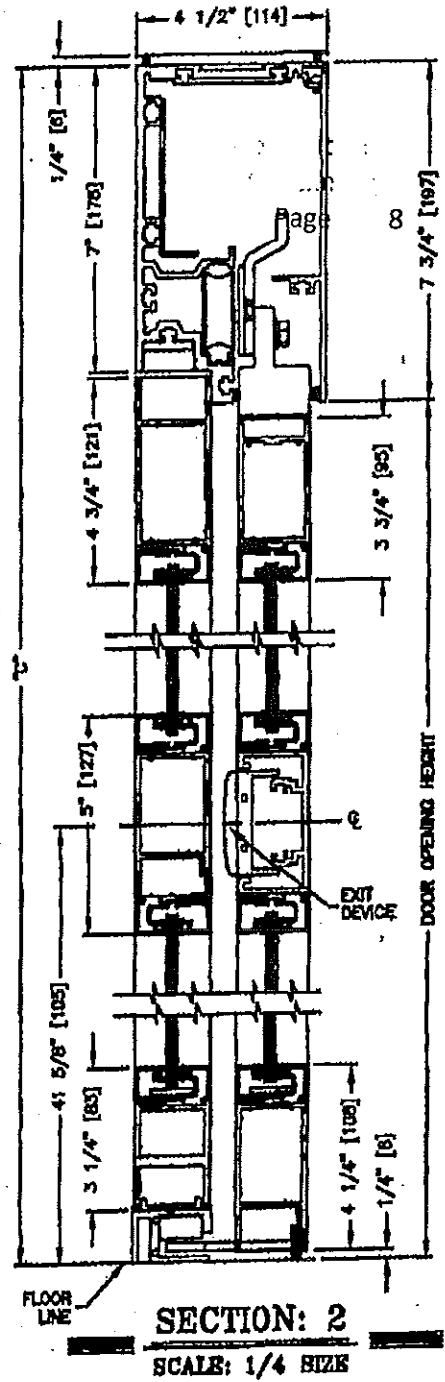
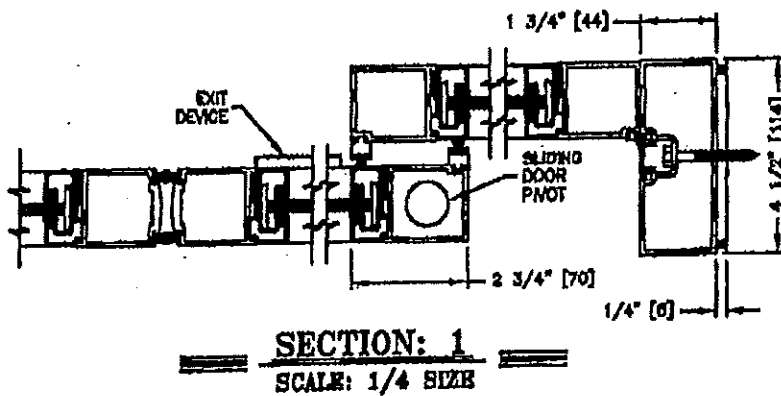
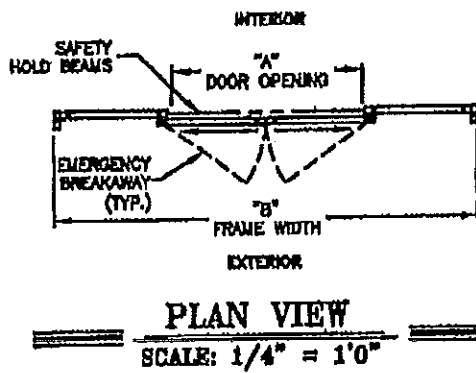
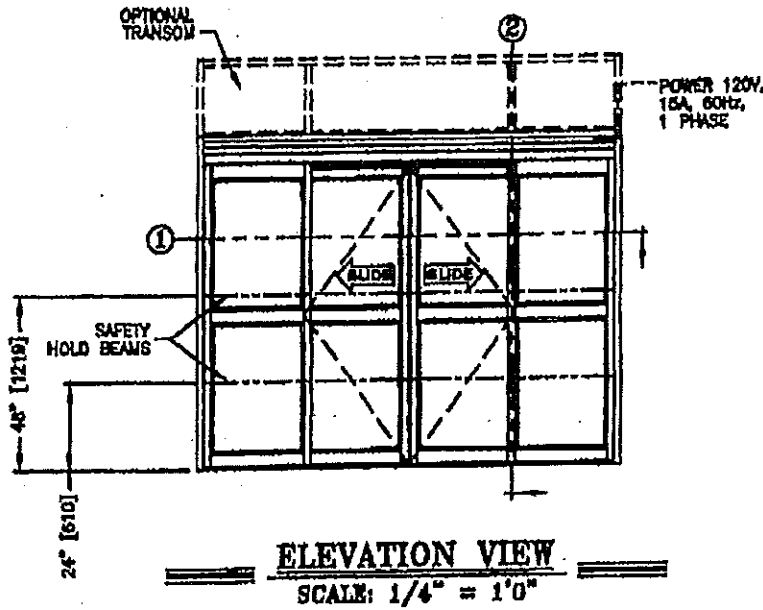
Customer ID	Good Thru	Payment Terms	Sales Rep
pla001	8/1/10	Net 30 Days	Office

Description	Amount
<p>SCOPE OF WORK: REMOVE (1) EXISTING AUTOMATIC SLIDING DOOR PACKAGE. FURNISH AND INSTALL (1) RECORD MODEL 5100 AUTOMATIC BI-PART SLIDING DOOR PACKAGE COMPLETE WITH NARROW STILE DOORS AND SIDELITE PANELS WITH 10" BOTTOM RAILS, DUAL SAFETY SENSOR SYSTEM, SENSOR ACTIVATION, 1/4" BRONZE TEMPERED GLASS, (1) ELECTRIC LOCK ASSEMBLY, MID-RAIL PANIC EXIT DEVICES, (1) 4-POSITION CONTROL SWITCH, (1) HANDICAP COMPLIANT THRESHOLD AND NECESSARY HARDWARE FOR A STANDARD INSTALLATION. FINISH WILL BE MANUFACTURER'S DARK BRONZE ANODIZE ALUMINUM FINISH.</p> <p>WARRANTY: (1) YEAR PARTS AND LABOR.</p> <p>NOTE: - ALLOW APPROXIMATELY 3 - 4 WEEKS LEAD TIME FOR MATERIAL FROM FINAL SITE MEASUREMENT. - BONDING, PERMITS/LICENSE FEES, INSURANCE REQUIREMENTS AND/ OR VERBIAGE BEYOND OUR INSURER'S STANDARD COVERAGE AND TERMS, CONCRETE WORK, OPENING PREPARATIONS, ELECTRICAL POWER SERVICE AND ANY WORK NOT SPECIFICALLY DETAILED HEREIN. - ANY UNFORESEEN CONDITIONS, TIME OR MATERIALS ARE AT AN ADDITIONAL CHARGE. - WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS, MONDAY THROUGH FRIDAY, 8:00 AM TO 4:30 PM. - NOT QUOTED AT PREVAILING WAGE.</p>	8,266.19
Subtotal	8,266.19
Sales Tax	
TOTAL	8,266.19

You are hereby authorized to furnish all materials and labor required to complete the work described in the above quote, for which I/we agree to pay the amount stated in said quote, and according to the terms thereof. Labor portion of this quote is based upon non-prevailing wage during normal business hours, Monday through Friday, 8:00 am - 4:30 pm.

Accepted by _____ Date _____

 record-usa 416 STANFORD DR. MONROE, LA 70119 (704) 288-9212	JOB NAME: _____ LOCATION: _____	SERIES 5100 AUTOMATIC SLIDING DOORS
	TYPE: 5103-1, 0-SX-SX-0, BI-PART WITH SECURITY PACKAGE	PAGE 51-2.35



NOTES:

1. Security Package includes concealed vertical rod type exit devices on the sliding doors and full secure electric lock in the header.
2. See sheets 51-2.88 thru 51-2.91 for optional muntins, bottom rails, transoms, glazing variations, bottom guides & thresholds.
3. See sheet 51-2.03 for package size details.



"Total Door Solutions"

1105 N. Allen Avenue Pasadena, California 91104

626 794-6940 • fax 626 794-7451

website www.doorkeyperinc.com email doorkeyperinc@doorkeyper.com

Commercial Door Company

Established in 1902 - Family owned for three generations

Our Services

Sales • Service • Repairs • Installation

Complete Selection of Doors, Frames and Door Hardware

① AUTOMATIC DOOR CONTROL DIVISION

- Handicap Access Door Operators
- Automatic Swing & Sliding Doors
- Access Control – Buzz-In, Mechanical & Telephone Entry Systems
- Access Control – Electronic & Computerized
- Fire, Life and Safety & Building Code Compliance for Hardware
- Factory Direct for LCN/Ingersoll-Rand Products

① DOOR AND FRAME DIVISION

- Aluminum / Glass Doors & Frames and Small Store Fronts
- Hollow Metal Fire Doors & Frames – Fire Rated and Standard Non-rated
- Solid Core Wood Doors – Fire Rated and Standard Non-rated
- Double Action Food Service Doors
- Life Safety Smoke and Fire Door Controls
- Joint Commission Inspection & Service

① HARDWARE DIVISION

- Panic Exit Systems Door Closer Devices Latching Hardware
- Heavy & Standard Duty Commercial Locks Knob Sets Levers Dead Bolts
- Manual & Electrified Hardware Magnetic Locks Electric Strikes
- Hinges Thresholds Door Wraps Astragals Weather Stripping
- Radio Controlled Transmitters

① MASTER LOCKSMITHING

- High Security Key Control
- Master Key Systems
- Electronic Key Pad Programmed Locks

① OVER COUNTER SALES

- Full Product Line of Material & Parts Available From Most Manufacturers
- Large Inventory in Stock
- Discontinued Hardware and Parts

DOORKEYPER, Inc. offers you a single source for all your door needs, providing Sales, Service, Installation and Repairs to give you a Total Door Solution.

CAPITOL DOOR SERVICE Southern California

Home Products Services Our Team About Us Contact Us Sitemaps Product Downloads Employee Login Privacy Policy

Automatic Sliding Doors



Click Image to Enlarge

- ⚡ Automatic Sliding Doors
- ⚡ Heavy Duty Sliding Doors
- ⚡ All Glass Sliding Doors
- ⚡ Versatile Sliding Doors
- ⚡ Low Profile Sliding Doors
- ⚡ Call for Additional Sliding Door Models
- ⚡ Telescoping Sliding Doors
- ⚡ Curved Sliding Doors
- ⚡ Angled Sliding Doors
- ⚡ ICU Sliding Doors
- ⚡ CCU Sliding Doors

Capitol Door Service offers a full line of Automatic Sliding Entrances with a complete range of options and features to fit any entrance design. The benefits of automatic sliding doors include attractive designs and functional stability while providing proven economical and dependable performance.

Automatic | Heavy Duty | Automatic (Full Breakout) | All Glass Profile | Telescoping

Sliding Doors Include:

- Automatic Sliding Doors (Single Breakout) (Top) ⚡

Standard Automatic Sliding Door Entry Systems include a fixed sidelight door package. The aluminum sliding door package is available as a single slide and bi-part slide with or without transom. Optional accessories include electric locking, panic exit hardware and battery backup as well as a heavy duty drive system and components. Other models available include our surface mount and flush mounted units for applications without sidelights and our impact rated model for coastal environments. Sliding panels breakout for emergency egress for code compliance.

- Heavy Duty Sliding Doors (Single Breakout) (Top) ⚡

Heavy Duty Automatic Sliding Door Entry Systems include a fixed sidelight door package. The aluminum sliding door package is available as a single slide and bi-part slide with or without transom. Optional accessories include electric locking, panic exit hardware and battery backup. Other models available include our surface mount and flush mounted units for applications without sidelights and our impact rated model for coastal environments. Sliding panels breakout for emergency egress for code compliance.

Automatic Sliding Doors (Full Breakout) (Top) ⚡

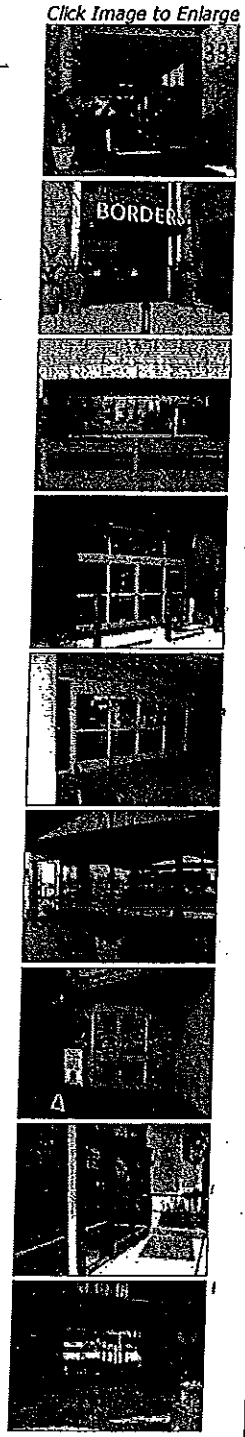
Capitol Door Service offers a Standard Automatic Sliding Door System with a full breakout door package. The aluminum door package is available as a single slide and bi-part slide with or without transom. Optional accessories include electric locking, panic exit hardware, battery backup as well as a heavy duty drive system and components. Other models available include utility sliders with a flush mount or self-supporting header. All panels breakout for emergency egress.

- All-Glass Sliding Doors (Top) ⚡

All-Glass Automatic Sliding Door entrance systems create an appealing design that provides open and clear sight lines. The All-Glass Door system utilizes a direct drive system and 1/2" thick tempered safety glass panels. The All-Glass sliding door system is available in clear or dark bronze finish as well as stainless steel or brass clad finish. A fully adjustable door system, the All-Glass sliding door is available with emergency breakout and many additional optional features. The ideal solution for a smooth, quiet and elegant entrance that requires an inviting look.

- Telescoping Sliding Doors (Top) ⚡

Capitol Door Service offers Automatic Sliding Door Systems with a telescopic sliding door design available in either the fixed sidelight or full breakout configuration. The all aluminum door package provides maximum opening width and is available as a single sliding or bi-part package. Telescopic Sliding Doors offer smooth, quiet operation, and are ideal for spaces that require optimum opening width in all applications.



*Spoke w/ Doug - 1st. cost to replace door \$9,100
clients include. O.C. Library System*

8690 Red Oak Street • Rancho Cucamonga, CA 91730 • Phone: (888) 637-3667 • Fax: (888) 637-1167

Capitol Door Home | Products | Services | Our Team | About Capitol Door | Contact Capitol Door | Sitemap
Automatic Sliders | Manual Sliders | Automatic Swing | Revolving Doors | Folding Doors | Manual Doors | Drive-Thru Windows



All American Automatic Door Services Inc.

850 E. Parkridge Ave, Suite 114
Corona, California 92879

Phone: (951) 371-3667
Fax: (951) 371-3677
E-mail: sales@aaadoorservices.com

Fax Transmittal Form

To: YESSINIA BALTIERRA
Name: PACENTIA LIBRARY
Organization Name/Dept:
CC:
Phone number: 714 579 1032

From BRAD
All American Automatic Door Service Inc.
Phone: (951) 371-3667
Fax: (951) 371-3677
E-mail:

Urgent
For Review
Please Comment

Date sent: July 1 2010
Time sent: 12:15
Number of pages including cover page: 2

HERE IS OUR PROPOSAL TO REPLACE YOUR FRONT SLIDER. ANY
QUESTIONS FEEL FREE TO CALL ME.

BRAD



All American Automatic Door Services Inc.

850 E. Parkridge Ave. Suite 114, Corona, California 92879

Office: (951) 371-3667 Fax: (951) 371-3677 Email: AAADoorService@att.net

Proposal

Proposal # 337

Date: July 1 2010
To: Placentia Library
Attention: Yessenia Baltierra
Subject: Replace front sliders

Thank you for trusting All American Automatic Door Services Inc. for all of your automatic and manual door needs. It is our pleasure to provide the following proposal for your review and approval:

Inclusions

1- 188 1/2" x 95 1/2" Tormax TX9300 full break out bi-part slider. Dk. Bronze with electric lock and panic bars, 1/4" bronze glass and 10" bottom rails-	\$7,900.00
Tax @ 8.75%	691.25
Labor for 2 men ea to demo old slider and install new slider @ 69.00 hr. ea	1,380.00
Trip charge-	65.00

Excludes- Any concrete or pulling of 120vac power. We will use existing power from door.

1 Year Warranty on parts and labor. All equipment meets ANSI A156.10 and A156.19 standards.

Exclusions

Any parts or labor not listed

Total Proposal Price.....(valid for 30 days)..... \$10,036.25

Thanks for trusting All American Automatic Door Services Inc., we appreciate your trust AND your business! Vince Smith & Brad Aduddell, founders.

Proposal Approved:

Name: _____
Signature: _____
Date: _____
P.O.# _____

AUTOMATIC STOREFRONT SERVICE
A Division of E-Z Automated Systems Inc.
4550 Schaefer Ave. Chino Ca. 91710
Phone: 909 590-2600 Fax: 909 627-8443

Proposal

Date: 2-10-11
Attn: Marisa
Location: Main Door.

To: Placentia Library
Fx: 714 579-1082
Re: Door Repair

- As per your request:
- A recommendation as requested by our service technician. The following is a recommendation for replacements and /or upgrades. This proposal is in addition to our service on

Scope of work

Our tech serviced this door and found the motor/gearbox and top track cap needs replaced. Parts can be ordered upon your approval of this proposal.

All warranties are valid unless there are signs of abuse or tampering. All work or parts on obsolete or existing equipment are excluded from warranties. Labor 30 days

Exclusions

110 power to Automatic Door, 110 power to accessories on any type of door, floor conditions, any controls or equipment not called out by my proposal, painting, frame work, permits, licenses, overtime, weekend work. All warranties are guaranteed only if barring tampering or abuse. Any further repairs needed at the time of service will be quoted separately. All parts damaged by water/chemicals or acts of God not covered under warranty, Thresholds, Mats damaged by excessive weight or water not covered under warranty.

Costing

We agree to perform the services above as described above for the sum

MATERIAL, TAX, AND LABOR ARE INCLUSIVE IN THIS QUOTE

All Parts/Material Are The Property Of E.Z. Automated Systems Inc. Until Paid For In Full / Net 45 Days
Upon signing and acknowledging this proposal you are promising to send payment in full within 45 days

Parts	\$ 1,480.00
Tax	\$ 129.50
Shipping	\$ 125.00
Labor	\$ 144.00
Travel Charge	\$ 70.00
S.C.F.(screws-chemicals-fasteners)	\$ 15.00
Service on 2-10-11	\$ 157.00
	<u>\$ 2,120.50</u>

Proposal Prepared By Rick Root *Rick Root*

Customer Signature _____ PO _____

Customer Printed Name _____



AUTOMATIC STOREFRONT SERVICE

A DIVISION OF EZ AUTOMATED SYSTEMS INC.

4550 SCHAEFER AVE. CHINO CALIFORNIA 91710

PH(909) 590 2600 FAX (909) 627 8443

Just over

W.O.# 12617

Agenda-Item 34

Attachment B

Page 2 of 2

Call# 17007

24 HOURS . 7 DAYS

PO# 21011 1130 MILES _____ TECH ID 10 TRK # 0

JOB NAME Alameda Library CS 1 CS 2 EST CC ES CB

ADDRESS 411 F. Sherman DISP DATE _____ TIME _____

CITY Alameda ARRIVAL DATE _____ TIME _____

PHONE _____ FAX _____ COMP DATE _____ TIME _____

DOOR LOCATION N S E W ENTRY EXIT DEPT. _____ FLOOR _____ S/N 76443

MAKE/MODEL GILDOR STANLEY BESAM DORO GYROTECH K/M BWN HORTON OTHER SERIES 9000

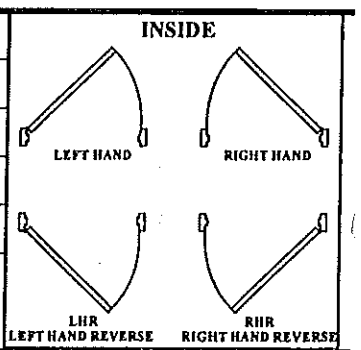
FSL FBO POCKET SA OHC CHAIN CABLE COMBO

SGL BI LINEAR BELT TELE OTHER SNG/SWG PAIR/SWG

ACTIVATING 202 PRESENCE 202 HEIGHT _____ WIDTH _____ BRONZE CLEAR PAINT

CALL DESCRIPTION Entry too slow

WORK PERFORMED Top track needs replacement and motor/gearbox locking up



REMARKS C/S

QTY	PART NUMBER	DESCRIPTION	C/S PART NUMBER	C/S DESCRIPTION	QTY
				<u>185" Top Track</u>	<u>1</u>
				<u>M/G</u>	<u>1</u>

CHECK BOX IF EQUIPMENT IS FUNCTIONING PROPERLY

ACTIVATION PRESENCE HOLD BEAMS: SINGLE SET DUAL SET REAPPROACH

BREAKOUT FUNCTION BREAKOUT CIRCUIT DOOR SPEED: OPEN CLOSE

GUARD RAILS THRESHOLD DECALS/SIGNAGE SAFETY CHECK LIST GIVEN TO MANAGER

JOB COMPLETED TO SATISFACTION

CUSTOMER ALERT UNSAFE CONDITION — DOORS TO REMAIN OFF

NOTES

CUSTOMER SIGNATURE _____
PRINT NAME _____



ADT Customer Proposal

Part of our job at ADT is to help you identify areas of concern for your business and offer security solutions and services that can help you protect your employees, your assets and yourself. One of the ways to leverage your electronic security system is by integrating it with additional security solutions and services, such as video surveillance combined with electronic access control, intrusion detection and fire and life safety.

As the nation's leading electronic security services provider, ADT can offer your company a comprehensive range of products and services that can help you meet your growing security needs. As security systems become more sophisticated, you can be assured that ADT will continue to offer you unparalleled service and superior integrated business security solutions.

Whether you are concerned about risk management, business operational management or loss prevention, this information should help you understand some of the ADT products and services available and what solutions can work best for your company. If you would like additional information, please ask your ADT Account Executive today.

Ownership

ADT makes it affordable to install the right security system. Choosing security for your business at a price you can afford can be challenging. ADT can help.



Outright Sale Option provides your business with ownership of the electronic security equipment upon purchase.

Installation Investment Package:	\$3,887.25	
Total Monthly Payment Including Preferred Services:	\$50.00	/Month

*Loans are made by an independent entity to qualified ADT customers and are subject to completion of a credit application. Please contact your ADT sales representative for further details. All terms subject to credit approval and availability, and are subject to change without notice. Certain restrictions may apply. Cannot be combined with any other financing offer.

License Information: AL Alabama Electronic Security Board of Licensure, 7956 Vaughn Rd., Montgomery 36116, (334) 264-9388; AK 256239, 5520 Lake Otis Pkwy., Anchorage, AK 99507; AR E0055, Regulated by Arkansas Bd. of Private Investigators & Private Security Agencies, #1 State Police Plaza Dr., Little Rock 72209, (501) 618-8600; AZ ROC109396-C12; ROC109402-L67; CA ACO4227; PPO12949; 707408; Alarm company operators are licensed and regulated by the Bureau of Security & Investigative Services, Dept. of Consumer Affairs, Sacramento, CA 95814; DC 39703010; FL EF0001121,-0950,-1123-0478,EF20000341,-0413,EG0000164; GA LVA205374,-205388,-002833,-001438 -003379,-004452,-205572, LU001160; HI C27996; IL 127-000364; MA 45-C; MI A-0639, 3601202182,- 4182 Pier North Dr. Ste. D, Flint, MI 48504; MN TS00021; NV 0040091; NM 058126; NY 12000025576, Licensed by NYS Dept. of State; NC 846-CSA-Alarm Systems Licensing Bd., 1631 Midtown Pl., Ste.104, Raleigh, 27609 (919) 875-3611; OH 16782, 50-18-1052; 50-57-1034; 53-89-1329; 53-31-1582; 50-50-1019; 50-48-1032; 50-25-1050; 50-76-1025; OK 00067; OR 59944; RI AFC0126; 18004; TN ACC-216,-241,-255,-773,-173,-937,-294,-748,-511,-934,-1227; TX B00538-140 Helmer Rd. Ste. 100, San Antonio, TX 78232 - Texas Private Security Bureau, 5805 N. Lamar Blvd., Austin 78752; UT 297869-6501; VA 11-1878; 11-1879; 11-3247; 11-3835; 11-3863; Alarm Security Contracting 2701-035978A exp. 01/31; WA ECO6 ADTSES103205, 11824 N Creek Pkwy. #105, Bothell, WA 98011; WV 014142.

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Comments / Scope of Work

ADT to install (1) Pelco Digital 16 Channel Digital Recorder 250 gig with CWRW. ADT to install (2) color dome cameras 480 TVL to replace the 2 existing cameras that currently are not working.
ADT to connect all existing cameras to new digital recorder, and connect new recorder to customer provided static IP address.



ADT Proposed List of Equipment

The following is a list of equipment identified as part of this proposal.

Group	Qty	Product Name	Location
	1	Profile Codes	
	1	None (Connection) - 10	
	1	None (Transmission) - 10	
	1	None (Acct Mgmt Service) - 10	
	1	None (Guard Response) - 10	
	1	CCTV - 25	
	1	CCTV - 60	
	1	Full Maintenance-No Inspections - 90	
	16	Regular Labor	
	1	16CH MPEG4 DVR,240IPS,250GB	
	1	Inspect and focus all cameras	
	2	Camera, Color, Fixed dome, 1/3", 480TVL, 4-9mm VF, AI, 12VDC/24VAC	
	250	RG59/U Coaxial Non-Plenum CMR (500 RL) for CCTV	
	250	RG59/U Coaxial Non-Plenum CMR (500 RL) for CCTV	
	1	Programming	



Userful Corporation

#200, 709 11th Ave. S.W.
 Calgary AB T2R 0E3
 Canada
 Phone: +1-403-289-2177
 Fax: +1-403-206-7010

Date	Estimate #
7/15/2010	EST012378

Bill To
Placentia Library District 411 East Chapman Ave. Placentia CA 92870 United States

Terms	Expires	Sales Rep	Ship Via	Currency
50% Deposit	8/14/2010	Yani Indrajaya	Regular Shipping (US &	US\$
			Cust Phone	Tax ID #
			714-528-1906	

Qty	Description	Unit Price	Amount
1			
26	Userful Desktop (UD) Standard Subscription (1 Year) Access To Desktop Manager Web Portal Full User Desktop And Printer Support Phone Support	239.00	6,214.00
1	Pre-book Server Support And Maintenance (1 Year)	1,499.00	1,499.00
38	UD Time Management Module (1 Year)	29.00	1,102.00
26	UD Remote Monitoring and Remote Real-Time Control Module (1 Year)	29.00	754.00
1	UD End User Authentication - Flat file Integration - One Time Integration Fee	500.00	500.00
26	UD Client Authentication Module (Authenticates Users Against External Database) (1 Year)	15.00	390.00
			10,459.00
	10% Non-Profit Discount	-10.00%	-1,045.90
	16% Volume Discount	-16.00%	-1,673.44
1	CMS Kiosk Remote Installation	350.00	350.00
2	CMS Print Release Self Service Kiosk Software Includes 1st Year Support (support for subsequent years is 18% of first year)	1,595.00	3,190.00
38	CMS Print Cost Recovery Kiosk (Dignet Only) Per Client Per Seat Includes 1st Year Support (support for subsequent years is 18% of first year)	35.00	1,330.00
2	Jamex Print Release Coin/Bill Vend Unit Including 1 Year of Support	2,566.00	5,132.00
1	Onsite Set Up and Training (first day) for less than 20 seats, 1 location includes travel estimated at \$750	2,100.00	2,100.00
1	Additional day of onsite set up and training for more than 20 seats	500.00	500.00
1	Userful Install DVD	0.00	0.00
			20,341.66

	Subtotal	20,341.66
	Shipping Cost (Regular Shipping (US & CA))	0.00
	Total	\$20,341.66

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Userful Corporation

#200, 709 11th Ave. S.W.
 Calgary AB T2R 0E3
 Canada
 Phone: +1-403-289-2177
 Fax: +1-403-206-7010

Date	Estimate #
7/15/2010	EST012379

Bill To
Placentia Library District 411 East Chapman Ave. Placentia CA 92870 United States

Terms	Expires	Sales Rep	Ship Via	Currency
50% Deposit	8/14/2010	Yani Indrajaya	Regular Shipping (US &	US\$
			Cust Phone	Tax ID #
			714-528-1906	

Qty	Description	Unit Price	Amount
1			
26	Userful Desktop (UD) Standard Subscription (1 Year) Access To Desktop Manager Web Portal Full User Desktop And Printer Support Phone Support	239.00	6,214.00
1	Pre-book Server Support And Maintenance (1 Year)	1,499.00	1,499.00
38	UD Time Management Module (1 Year)	29.00	1,102.00
26	UD Remote Monitoring and Remote Real-Time Control Module (1 Year)	29.00	754.00
26	UD Client Authentication Module (Authenticates Users Against External Database) (1 Year)	15.00	390.00
			9,959.00
	10% Non-Profit Discount	-10.00%	-995.90
	16% Volume Discount	-16.00%	-1,593.44
2	CMS Print Release Self Service Kiosk Software subsequent year support	287.10	574.20
38	CMS Print Cost Recovery Kiosk (Diginet Only) Per Client Per Seat subsequent ear support	6.30	239.40
1	Userful Install DVD	0.00	0.00
			8,183.26

	Subtotal	8,183.26
	Shipping Cost (Regular Shipping (US & CA))	0.00
	Total	\$8,183.26

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Post Construction Cleaning of the Library
DATE: March 23, 2011

BACKGROUND

During the tile removal and subfloor preparation phases of the Re-flooring Project, fine concrete dust spread throughout areas of the library not protected by Visqueen barriers. Affected areas include the library entry and tangential open spaces, Meeting Room, public restrooms, staff offices and work areas, and the staff lounge. For health and safety reasons, the fine concrete dust needs to be removed from the areas listed above.

Two estimates from licensed professional post-construction cleaning & restoration companies are submitted for your review and consideration. If scheduled in sections, the cleaning is likely to take approximately 6 working days. These estimates were presented at the February 28, 2011 Library Board of Trustees meeting.

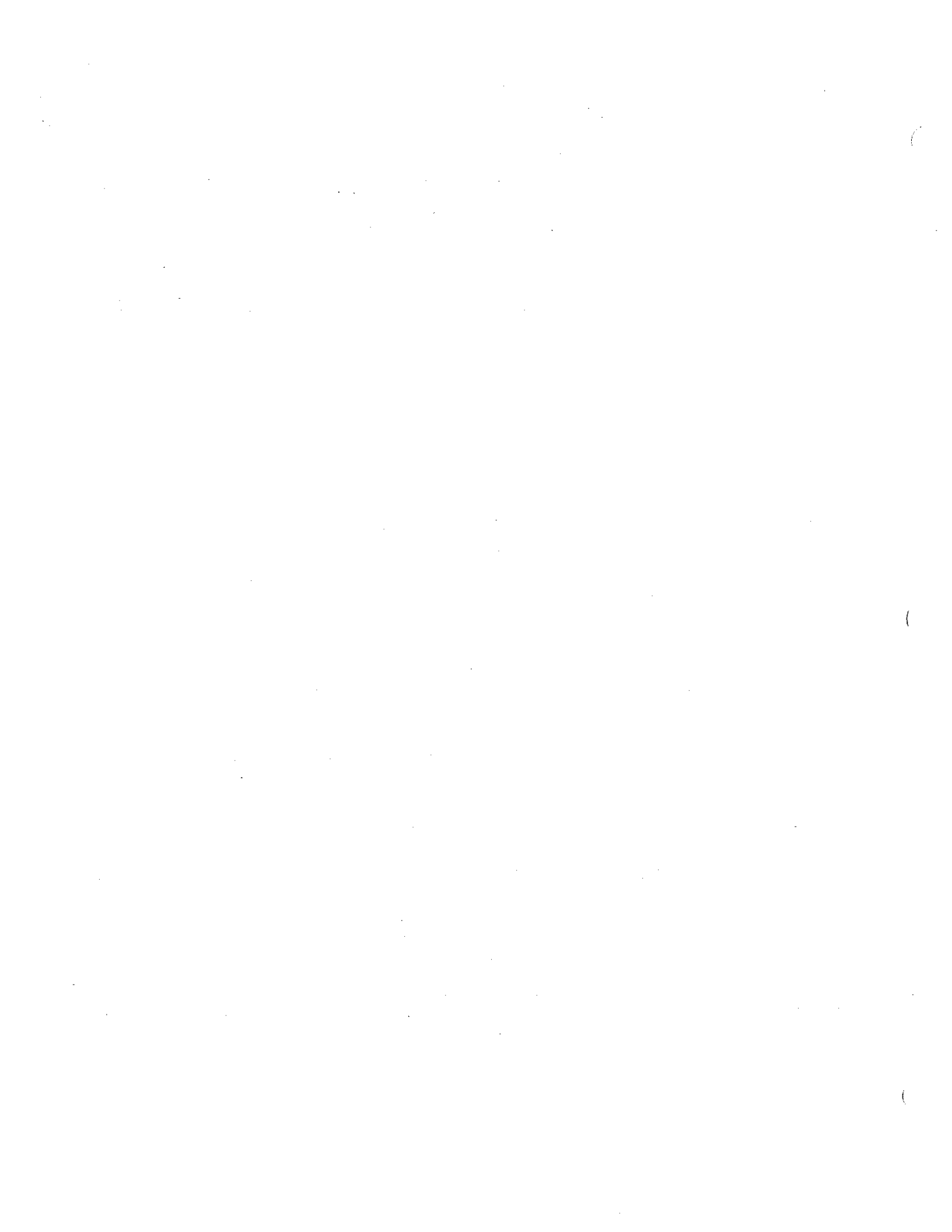
Another option to consider is to authorize a cleanup day for staff to be conducted on a Friday. Each department will clean their respective work units.

Attachment A is comparison of estimates from Better Floors and Emercon.

FISCAL IMPACT: Approximately \$7,500 - \$11,400 drawn from the Contingency Funds which has a balance of \$124,759.

RECOMMENDATION

Authorize library staff to continue pursuing discussion with Concrete Construction Corporation and/or their insurance carrier, Goodman Insurance Services, for the cost of post construction cleaning of the Library.



Cleaning Estimate Comparison

February 2011	BETTER FLOORS	EMERCON	NOTES
Estimating Method	Time & Materials	Square Footage	
Length of Work	4 – 6 Days	3 – 4 Days	
SF Walls estimate for Essential Areas	11,469 / 10,745**	13,230*	18.8 % variance *Emercon did not include Staff restrooms & women's rest area in Essential Areas. **Better Floors included Staff restrooms & women's rest area in Essential Areas. They estimated 11,469 SF Walls for all Essential Areas. For accurate comparison against Emercon, subtract 724 SF Walls for staff restrooms & women's rest area for an adjusted SF Walls 10,745. Cost for Staff restrooms & women's rest area = \$190.41
SF Floors estimate for Essential Areas	6699 / 6532**	6188*	*Emercon did not include Staff restrooms & women's rest area in Essential Areas. **Better Floors included Staff restrooms & women's rest area in Essential Areas. They estimated 6699 SF Floors for all Essential Areas. For accurate comparison against Emercon, subtract 166.68 SF Floors for staff restrooms & women's rest area for an adjusted SF Floors 6532.32.
Labor rate	\$32.50	\$32.50	Emercon=built in; Better=\$56.70/hr (5)
Sat, Sun, after hours rate	\$48.50	\$48.75	
Clean Room Contents	YES	YES	
Block & Pad Furniture	NO	YES	\$48.10 per room/ 8 rooms
Use Scaffolding	YES	YES	
Use HEPA vacuums	YES	YES	
Recommend Air Scrubber	YES	YES	
Clean & Deodorize Carpet	YES	YES	
Cleaning of Air Ducts	NO	NO	
Block & Pad Furniture	NO	YES	
Contractors License Active	YES	YES	
TOTAL ESTIMATE	\$7,560.16	\$11,377.18	34% variance!

Comparison of Sample Areas

Comparison of 5 representative areas under consideration for cleaning:

- time in man-hours
- square footage of walls + ceiling + floor
- cost

	ENTRY & FRIENDS' HALL	COMMUNITY MEETING ROOM	ADMINISTRATION RECEPTION AREA	SORTING ROOM	CUBICLES / SORTING ROOM 2
TIME [manhrs]					
EMERCON	16 hrs	4 hrs	2 hrs	16 hrs	4 hrs
BETTER FLOORS	23 hrs	4 hrs	2 hrs	32 hrs	12 hrs
SQUARE FOOTAGE					
EMERCON	6565 SF	3369 SF	806 SF	2140 SF	1029 SF
BETTER FLOORS	5434 SF	2899 SF	798 SF	2046 SF	868 SF
COST					
EMERCON	\$2,609	\$1,247	\$400	\$1,271	\$505.82
BETTER FLOORS	\$1,482	\$571	\$247	\$1,958	\$456.75

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Legislative Issues – California Forward’s Speak Up California Dialogue

DATE: March 23, 2011

BACKGROUND

California Forward is an organization whose mission is to create a “smart” government. Its purpose is to restructure California’s government with the belief that they can turn California’s broken government into an efficient, effective body, focused on performance, accountability, and transparency.

California Forward also believes in consolidating local governments, giving more authority to counties and cities to consolidate special districts solely within their jurisdictions. As an independent library district, this move will truly have a devastating impact on the Placentia Library District and the services we provide to the community of Placentia. California Forward did not seek input from special districts when proposing their recommendations for a “smart” government.

Speak Up California is a statewide effort allowing Californians to provide input on developing a more responsive, cost-effective government. The next Speak Up California event will be held on Thursday, March 24, 2011 from 8:30am-11:00am at the San Diego Foundation, Hoffman Community Room. The event is hosted by California Forward, the San Diego Foundation, Equinox Center, and WELL Network.

The California Special District Association encourages special districts to participate in the Speak Up California event and provide information about special districts so that they can make more informed and educated recommendations for a “smart” government.

Attachment A is information regarding California Forward.

RECOMMENDATION

Determine which Library Board of Trustees would be interested in attending the Speak Up California Dialogue hosted by California Forward on Thursday, March 24, 2011 in San Diego.





Making California Work Again: Restructuring State-Local Relationships

California may be struggling – but we can fix it. Our state can once again have a prosperous and environmentally sustainable economy that provides equal opportunities for all. We can remain a frontier for innovation, creativity, discovery, and enterprise in both the public and private sectors.

To get there, governments at the state and local levels must work together to provide cost-effective services. Today, this does not happen as much as it should. Most essential services in California are delivered by local governments like cities, counties, and school districts. But most of the rules regarding who gets funded and how the money is spent are dictated by a state government far from neighborhoods. Taxpayers have little sense of how tax dollars are being used, the goals for public programs, and who to hold accountable. This top-heavy, siloed system also is frustrating for the community-level governments across this sprawling state of more than 36 million people that are charged with responding to everything from underperforming schools to crumbling infrastructure.

To improve community services, the roles of state and local governments need to be restructured. The first order of business should be better use of existing resources –

and more reliable information about how they are being used. The state should establish statewide outcomes and support local efforts to improve results. Locally, counties should assume greater authority for public safety and social services. Local services must be integrated, and local governments also should work closely with other local governments to coordinate efforts and improve results. Studies show that if California could become as efficient and effective as other states in major programs like state corrections, public safety, welfare, and mental health, as much as \$9 billion each year could be saved and outcomes could be improved.

California Forward calls this *Smart Government*, and the Restructuring Framework that follows is built around this simple idea: California's three most significant areas of government spending – education, health and human services, and public safety – are fundamentally interrelated. Better education leads to better jobs, which leads to a healthier population, less crime, and, ultimately, less pressure on government budgets. All of our public programs must work together – with a renewed focus on cost-effectiveness and improving outcomes – to achieve safer communities, increased employment, reduced poverty, improved health, and educational success.



Restructuring: A Conceptual Framework

1.	Introduction	1
2.	Outcomes and Performance Measurement	3
3.	Linking Authority, Responsibility and Resources	8
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5.	Governmental Consolidation	15
6.	Role of State Government	17
7.	Implementation/Monitoring	19
8.	Conclusion	20

The conceptual framework and draft recommendations in this document are intended to facilitate discussions regarding governance in California and inform future reform proposals.

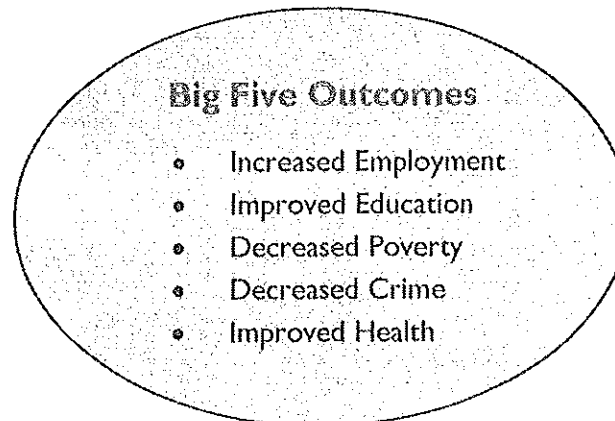
1. Introduction

California Forward's goal is a state government that works. The pages that follow outline the important steps California will need to take to develop a new governance model that promotes a culture of performance and accountability.

This goal is shaped by the Three Es: At every level, government should be making simultaneous progress toward creating:

1. Prosperous **E**conomy
2. Quality **E**nvironment
3. Community **E**quity

Californians need to know what they are getting for their tax dollars and what government is achieving. This Framework offers a straightforward approach: It proposes five priorities, which together account for most of the state budget. The intention is to focus structural and fiscal governance reforms on these Big Five Outcomes, not just to balance the budget or close a shortfall – but to realign public programs at all levels to deliver these results:



The current state and local structure is failing on several levels: It makes it difficult for the state to ensure that statewide interests are met, while also complicating the efforts of local governments to hold down costs and provide effective services.

- Part of the reason for this is organizational: For decades, a plethora of state departments and scores of programs have been aimed at addressing one slice of a much larger set of social and economic issues. This has made it difficult to integrate these efforts.
- At the local level, hundreds of autonomous agencies make it hard to shift priorities, share resources, reduce costs, and collaborate on shared goals.



- Budget volatility and constraints on how money can be spent make it difficult for local leaders to integrate efforts to improve long-term results.

Three principles developed by *California Forward's* Local Government Task Force (see Acknowledgements section for description) inform this Framework for state/local restructuring:

- Public programs should work collaboratively, with a focus on outcomes. They should also be transparent, with regular accountability and public reporting.
- Funding flexibility is vital to the local development of integrated services, and it can help encourage innovation, collaboration, and economies of scale.
- Regional collaboration can make the delivery of many services more efficient, and allow local governments to mobilize their combined resources to meet large-scale challenges.

2. Outcomes and Performance Measurement as a Policy and Management Tool

Taxpayers must be able to determine whether public programs are achieving their goals. A comprehensive restructuring of the roles of state and local government must include a range of new measurement tools that will provide information about public progress – and give governments the ability to identify priorities and assess strategic choices. These tools will be especially important for the integrated services at the heart of restructuring, which will involve a range of new partnerships – both between public agencies and between public entities and the private sector. These tools also will be an essential part of creating a new paradigm that allows taxpayers to better engage with their government by creating more transparency and accountability.

The state may be able to set some basic standards for outcomes, but more detailed performance metrics may be best developed at the community level. Aligning state agency outcomes with larger statewide goals should follow the standard format already used in other states of broad, overarching Outcomes, targeted Indicators, and ongoing Performance Measures.

Outcomes: The state's long-term goals on a range of broad quality-of-life measures – how California is doing overall, in other words – should be more explicitly expressed in the state budget, though they are implicit in much current state spending on employment, education, health, and public safety.

Indicators of Success: To determine whether the state is getting results on its highest priorities, these outcomes should be tied to indicators like employment rates, graduation rates, obesity rates, and crime rates.

Performance Measures: To gauge whether state programs and services are producing the desired results, performance measures are needed to measure the effectiveness and efficiency of these programs.

The state should have an explicit strategy to improve results over time, and this strategy should be collaborative and evidence-based.



Developing outcomes-based programs and integrated services can be a challenge in California today, but even with the many limitations imposed by our current system, some communities have found ways to encourage their programs to focus on performance and collaboration. A few examples from around the state:

- **San Diego County** – In the ten years since the county began integrating the agencies responsible for public health, mental health, alcohol & drugs, and foster care, the restructured programs have generated a total of \$230 million in savings for the county that have been reinvested in performance-based front-line services. Restructuring has helped the county streamline administrative costs, as well: Overhead for these agencies was 21 percent of their budgets when integration began; today it is less than 12 percent.
- **Santa Clara County** – The county's new Center for Leadership and Transformation was created in 2010 to deploy elements of the Toyota management system – world-renowned for its elimination of waste – on the challenge of tying local government programs to performance. The teams' early forays into restructuring have identified millions of dollars in savings in programs ranging from county IT systems to its hiring practices.
- **Contra Costa County** – The county's Service Integration Teams bring together workers from public assistance, employment services, child welfare, probation, alcohol and drug abuse, mental health, and public health into a single collaborative service delivery model.
- **Los Angeles County** – In the 1990s, the county adopted a multi-department set of "Principles of Family Support Practice," after a study found that a substantial number of children and families were receiving services from more than one county department – and more than 1.3 million children alone were relying on services provided by county government. These 'Principles' have encouraged health programs and social services to integrate their work, and it has helped prevent many children and families from falling through cracks in the safety net.
- **San Mateo County** – To encourage county agencies to work together to mitigate the health issues of the county's most vulnerable groups, San Mateo has pooled the

"We did this with all of the challenges of siloes, and all of the minutiae we have to deal with locally. In spite of all that, we were able to make change happen. Just think of what we could do if we had the flexibility we need."

- *Nick Macchione, director of the San Diego County Health and Human Services Agency*

Testimony before the Senate Committee on Governance and Finance, January 26, 2011

available resources of three large agencies – human services, juvenile probation, and mental health services. These newly integrated groups meet once a week to make joint decisions about what they now acknowledge are their shared clients. Over the last ten years, restructuring has resulted in a 50 percent reduction in the number of children being placed out of home, while also reducing levels of incarceration, homelessness, and hospitalization.

- **Alameda County** – Using the Joint Powers Authority, the county has institutionalized an integrated service plan that allows programs from the county, the city of Oakland, and the Oakland Unified School District to work together to keep kids in school, lower Oakland’s high school suspension rates, and reduce crime. The program has thrived for over a decade, through six superintendents and four mayors. “When we put our staff into the schools, these kids become our kids,” says Dave Kears, special assistant to the county administrator. “It doesn’t matter who signs the paychecks. What we discovered was, ‘We can’t do this by ourselves.’”

Lessons learned: There is an emerging consensus among members of the *California Forward* Stakeholder Roundtable about how the lessons learned from these local efforts can be applied to statewide restructuring, especially in the three most significant areas of government spending – Education, Health & Human Services, and Public Safety. (Details about the ongoing Stakeholder Roundtable dialogues can be found at CAFWD.org/stakeholders.)

- **Education:** There is support for integration both within education programs and between schools and other programs. These efforts will be vital to improving student performance and addressing goals like closing the achievement gap. This would involve two steps:
 - The school system itself requires integration. The state has separate early childhood, K-12, and higher education programs, many of which do not communicate as much as they should.
 - Health, welfare, and public safety programs should be integrated with schools, in order to create more community schools, full-service schools, and joint-use schools.
- **Health & Human Services:** There is support for integration and information-sharing in the areas of juvenile justice, child welfare, child mental health, and behavioral health programs. Improved results in these areas have the potential for huge savings across the safety net, including:
 - Reduced Medi-Cal expenses
 - Reduced incarceration rates
 - Reduced employee health costs
 - Increased tax revenues from a more economically productive population
- **Public Safety:** There is support for program integration in the criminal justice system, and stakeholders and experts alike agree this system should be viewed as a

continuum, not just a string of individual programs. The state needs to do a better job of linking objectives in the law enforcement, judicial, and corrections systems to produce improved outcomes. One possible approach could involve refocusing training programs for police and corrections officers on the value of evidence-based integrated services – and the track record of these services in other states of reducing recidivism.

Local experimentation will be a critical part of this process. Even if some temporary failures occur, a new statewide focus on integrating public services to improve outcomes will help drive a culture change in California's public sector from risk-aversion to one of innovation and excellence.

PRINCIPLE #1

A standardized element of the new structure needs to be a performance approach to decision-making that pressures the system to find and implement better solutions, with ultimate accountability to the people.

DRAFT RECOMMENDATION #1

Aligning program outcomes with larger statewide goals should follow the standard format already used in other states of broad, overarching outcomes, targeted indicators, and ongoing performance measures.

- Outcomes:
 - The state budget should be aligned to at least Five Big Outcomes - Increased Employment, Improved Education, Increased Health, Decreased Poverty, and Decreased Crime.
- Indicators of Success:
 - At least three Indicators of Success in each of these outcome areas should be in line with national standards and approved by legislators.
 - Counties and schools should provide a one-year and five-year evidence-based strategy for achieving these Indicators of Success, and present these strategies to their regional Council of Governments annually.
- Performance Measures:
 - Counties' and schools' progress toward achieving these Indicators should be reviewed annually during the state budget process, and quarterly at the state departmental level.
 - This county performance information should be published on the state website and should be used to make programmatic and fiscal decisions at the state and county levels.

POTENTIAL MODELS (see these and more online at CAFWD.org/bestpractices)

- State of Maryland StateStat: Modeled after the CitiStat performance-measurement and management tool that has been successfully implemented in Baltimore, StateStat uses a data-based management approach to make public programs more efficient and accountable by continually evaluating state performance. Key public safety, health, and social services agencies are already involved, from the Department of Juvenile Services to the Department of Housing and Community Development.
- Washington State Priorities of Government: This budget approach creates a strategic framework for public investment decisions, prioritizing activities that guide the Governor's budget proposal to the Legislature – and helping communicate that budget to the public. As part of the Priorities of Government plan, every agency in Washington has been asked to answer eight questions related to whether their activities are essential to state government and whether they are being delivered in the most cost-effective manner.
- Virginia Performs: A performance leadership and accountability system within state government, Virginia Performs aligns specific state agency outcomes with larger statewide goals. Outlining a vision for Virginia's future – including responsible economic growth, an enviable quality of life, good government, and a well-educated citizenry – the state has defined key metrics like obesity in adults, graduation rates, and acres of land preserved to gauge whether it is getting results on its highest priorities.

3. Linking Authority, Responsibility and Resources

Empowering communities will require giving local governments the authority they need – both over program operations and their funding – to improve outcomes. The goal of restructuring is not to move all functions from the state to local governments, but to ensure the most appropriate alignment of programs at each level of government to get the job done. The state should maintain some responsibility where appropriate – in the case of MediCal, for example.

2011 Realignment: Governor Brown has proposed taking a substantial step toward restructuring, starting an essential conversation and ultimately a negotiation among elected officials at the state and local levels. The Governor suggests realigning responsibility for community-based corrections, mental health services, foster care, child welfare, and substance abuse. His plan shifts a total of \$5.9 billion in programs and proposes a five-year extension of \$5.9 billion in taxes (1 percent sales tax and 0.5 percent Vehicle License Fee) to fund the realignment. The state would be constitutionally obligated to fund this tax burden after the five-year extension expires. The proposal expresses intent to give maximum flexibility to local governments to administer these programs.

If enacted, the 2011 Realignment will serve as a cornerstone for the comprehensive restructuring proposal that is outlined in this document. Its strengths include a community-based focus, aligned programmatic responsibility and fiscal authority, and a predictable and stable funding source accompanied with a constitutional guarantee. However, a comprehensive restructuring also must link statewide objectives with improved outcomes and encourage interagency collaboration with the goal of client-based, integrated service delivery. Other value-added components might include incentives for local agencies to consolidate when jurisdictional scale is sub-optimal, pension reform to ensure local fiscal integrity, and a mechanism to facilitate regional economic development so that communities are able to invest in the future.

Any realignment of program authority and revenue should be accompanied by an outcomes-oriented vision: A good education leads to a better job, which in turn leads to better health, less poverty, and less crime. This vision, implemented at the local level, must be connected to a strategy for regional prosperity.

Program authority: Improving local outcomes should be the responsibility of communities. Local governments can do this most effectively if they have more control over the way they provide programs. Counties, for example, should have primary authority over most public safety, self-sufficiency, social services, and behavioral health programs.

- To achieve positive outcomes, local governments need the following authority:

1. The ability to set priorities within the outcome framework, including which problems, issues, or opportunities are most important.
 2. The ability to develop strategies, partnerships, and programs to respond to those priorities.
- Barriers:
 1. Federal requirements
 2. State constitution, statutes, and administrative regulation
 - Cities, counties and school districts have always enjoyed different degrees of autonomy in California. Some of these distinctions should continue in the exercise of discretionary authority.

Fiscal authority: In addition to program authority, improving the outcomes of communities' public programs will require giving local government more discretion over revenues. The state will need to consider how this will affect its own needs, while also providing local governments with fiscal incentives to encourage development of the most cost-effective programs.

- Long-term fiscal principles for Restructuring:
 1. Ensure stable funding for local government's priority functions.
 2. Align revenue with responsibility.
 3. Dedicate and guarantee local management of realigned revenue in the constitution.
 4. Delegate responsibility for raising future revenues to the level of government with program responsibility.
 5. Provide greater flexibility at the local and regional level for allocation and the sharing of tax bases.
- Current barriers to integration:
 1. **Categorical funding:** The three largest line items in the state budget – Education, Health and Human Services, and Public Safety – are largely implemented at the local level. But because of the constraints of categorical funding, they often do not share facilities, equipment, and client information. This system often is ineffective and inefficient.
 2. **Current state oversight practices:** Under categorical funding, programs are required to complete extensive reporting requirements that don't give them enough local flexibility. Since each program often has its own reporting processes, this system also discourages programs from working together.
 3. **Risk aversion at the local level:** Because the current categorical funding system denies local governments both fiscal and program authority, locals focus on failure-avoidance to avoid penalties instead of developing innovative solutions to meet local needs.

4. **Organizational limitations:** Some local agencies may lack sufficient capacity to effectively collaborate around integrated funding streams.
- Characteristics of successful fiscal and program integration models:
 1. Evidence-based and outcome-driven
 2. Measures success over the long-term
 3. Offers ability to leverage new funding sources
 4. Allows local agencies to retain cost savings as a fiscal incentive
 5. Enhanced program flexibility
 - Fiscal incentives, in particular, are some of the most effective tools the state can use to encourage integration. Most of the state's largest programs – including education, health and human services, and public safety – are fundamentally interrelated. These programs should work together, be held accountable for outcomes, and **be rewarded for successes that reduce pressure on the state budget.** This will involve:
 1. Aligning incentives with program responsibility
 2. Encouraging interagency cooperation/collaboration
 3. Sharing savings: Studies show that if local governments can integrate services in areas like CalWORKs, public safety, and mental health – even just by bringing programs to the same levels of effectiveness and efficiency as other states – **California could save billions of dollars each year.**
 - Many of the state's current funding formulas for realigned programs may need to be revised, including some of the following metrics:
 1. Caseload/workload
 2. Negotiated rates
 3. Average daily attendance
 4. Population

A FOCUS ON OUTCOMES AND COLLABORATION CAN IMPROVE PERFORMANCE -- AND SAVE MONEY

In Arizona, counties are rewarded with 40 cents on every dollar the state saves by not having to lock up county-managed probation violators. The counties, in turn, are able to use those funds to strengthen offender supervision and victim services – but they continue to receive those dollars only if crime by probationers falls or holds steady. This tightly drawn fiscal incentive is strongly supported by both counties and voters, providing a reduction in the number of prisoners and giving local government more flexibility to fund other high-priority programs. When successfully implemented, studies show this collaborative approach to corrections reduces prison reentry by as much as 20 percent, while also directly improving the state's bottom line.

5. Need/adequacy
 6. Combination of the above
- Providing locals with more fiscal authority might also involve changes to the state's revenue structure:
 1. Reassignment of revenue streams
 2. Realignment of local vote thresholds

PRINCIPLE #2

Transforming the performance of public programs will require systematic change, not just shifts in responsibilities and resources. The new structure needs to be supported by a restructured fiscal system that constitutionally guarantees control of revenue to the level of government responsible for delivering services. In addition, aligning authority and responsibility with those resources is essential to encourage the integration needed to improve results.

DRAFT RECOMMENDATION #2

The state should grant control of funding and programming for locally delivered services to cities, counties and schools. In exchange, cities, counties and schools should agree to:

- Coordinate the pursuit of an evidence-based, interagency approach toward local improvement across the Big Five Outcomes.
- Hold themselves accountable to these Outcomes by tracking Indicators of Success, and provide an ongoing public review mechanism.
- Share program resources to create economies of scale and maximize taxpayer investments.
- Be transparent and efficient regarding administrative overhead costs, including pension costs.
- Use fiscal incentives, including local savings as well as state savings resulting from local successes, to invest in and expand approaches that are working.
- Ensure that local government has more flexibility to contract with non-profit organizations targeted at improvements toward the Big Five Outcomes.

Realigning Resources

A workgroup is developing revenue realignment options to help identify the best financing structure to support a comprehensive restructuring of governance and the corresponding allocation mechanisms. We will infuse this work into the discussions upon completion of that work.

POTENTIAL MODELS (see these and more online at CAFWD.org/bestpractices)

- **JUGAR – Joint Use Generating Activity and Recreation:** As part of the Los Angeles County Department of Public Health's RENEW (Renewing Environments for Nutrition, Exercise and Wellness) Initiative, groups like the Alliance for a Better Community are partnering with the Los Angeles Unified School District to combat the obesity epidemic by working to improve the process and coordination for accessing school sites during after school and weekend hours.
- **Baltimore CitiStat:** A small performance-management group responsible for continually improving the quality of services provided to the citizens of Baltimore City, CitiStat evaluates policies and procedures practiced by city departments for delivering all manner of urban services, from criminal investigation to pothole repair. After staff analysts examine the data, city agencies must be prepared to answer any question raised by the Mayor or Cabinet at a bi-monthly CitiStat session.



4. Regional Collaboration

Many of the challenges facing California's communities – land-use and environmental issues, for example – can be most effectively handled not just by one or two counties, but by regions. Local governments, particularly schools, should be encouraged to work together as regions to develop the workforce and infrastructure they need to attract private investment and generate jobs. The state should do this not by adding another layer of bureaucracy, but by providing the right fiscal and regulatory incentives to encourage public agencies and private entities to coordinate their efforts and integrate activities. This will help local entities find innovative ways to achieve the state's goals for a healthy environment, adequate housing, and better mobility.

Examples of the evolution toward regional solutions and their benefits often revolve around land-use and transportation:

- Metropolitan Planning Organizations, for example, were created in the 1960s to coordinate distribution of state and federal transportation funds. They serve as venues for representatives of both local government and state transportation authorities to come together to make long-term transportation plans for different regions. Over the years, these groups have often proved to be effective collaborative models – taking into account available funds, the region's goals, and the needs of the region's voters.
- The California Inter-regional Blueprint is a current example of a plan to link statewide transportation goals and regional transportation and land-use goals to produce a unified transportation strategy.

Barriers to further regional partnerships are due mostly to the fact that regional entities are not part of the funding structure, relying on the goodwill of cities and counties to coordinate their efforts.

Local strategies for infrastructure investments and workforce connectivity are already coordinated by existing regional agencies and structures that can be linked to outcomes-based plans for schools, cities, and counties. These include:

- Metropolitan Planning Organizations
- Councils of Government
- Joint Powers Authorities
- Multi-county special districts (the East Bay Regional Parks District, for example, or the Bay Area Rapid Transit Authority)

PRINCIPLE #3

The new structure needs to provide regulatory, fiscal and other incentives to encourage cooperation among local governments to efficiently and effectively meet regional needs.

DRAFT RECOMMENDATION #3

Regional Councils of Government should host annual strategic planning forums to review city, county and school strategies for achieving the Big Five Outcomes, and to review progress toward achievement of Indicators of Success. A priority should be for the schools, cities and counties to develop a robust pipeline between the educational system and the workforce needs of the regional economy.

POTENTIAL MODELS (see these and more online at CAFWD.org/bestpractices)

- Senate Bill 375 (Chapter 728, Statutes of 2008): SB 375 directs the Air Resources Board to set regional targets for the reduction of greenhouse gas emissions. Aligning these regional plans is intended to help California achieve GHG reduction goals for cars and light trucks under AB 32, the state's landmark climate change legislation.
- California Partnership for the San Joaquin Valley: The California Partnership for the San Joaquin Valley is an unprecedented public-private partnership sharply focused on improving the region's economic vitality and quality of life for the 3.9 million residents who call the San Joaquin Valley home. The Partnership is addressing the challenges of the region by implementing measurable actions on six major initiatives to help the San Joaquin Valley emerge as California's 21st Century Opportunity.
- California Stewardship Network: The California Stewardship Network is composed of eleven diverse regions across California who came together to develop innovative regional solutions to the state's most pressing economic, environmental, and community challenges.
- California Regional Economies Project: Through a regional perspective, the California Regional Economies Project improves understanding of how the economy is changing, where changes are concentrated, and what catalysts and conditions are causing those changes. In addition, the Project assesses how change in one region affects other regions and the state as a whole.
- Several outcomes-focused, reported metrics might be used regionally:
 - California Regional Progress Report (California Strategic Growth Council)
 - Re-Imagining California, A Sustainable Future for the Golden State (Women's Environmental Leadership League "WELL" Network)

5. Governmental Consolidation

As California has grown, the number of cities has increased, often as a way for communities to ensure local control. At the same time, some units of government – school and special districts, in particular -- have remained, even as their populations have expanded far beyond historic geographic boundaries. New opportunities now exist to consolidate some areas of government to develop more efficient and effective service delivery.

California's local governments:

- Counties: 58
- Cities: 481
- School districts: 1,043
- Community college districts: 72
- Special districts: 3,294

Options for encouraging organizational and functional consolidation:

- More authority could be given to counties and cities to consolidate special districts solely within their jurisdictions.
- Reduce thresholds/barriers to consolidation.
- More authority could be given to Local Agency Formation Commissions, countywide groups that ensure the orderly formation of local government agencies in every California county.
- Public release of data and analysis, including cost and performance comparisons. The state could provide fiscal incentives, including one-time matches for documented cost savings.

Functional integration:

- Smaller units of government could be given technical assistance for sharing administrative, maintenance, technology, and other functions, while still being able to maintain political autonomy and accountability.

PRINCIPLE #4

Local agencies need the incentives and the analysis to make organizational or functional consolidations to reduce costs and improve service.

DRAFT RECOMMENDATION #4

LAFCOs in each region – which are currently tasked with “encouraging the orderly formation and development of local agencies based upon local conditions and circumstances,” along with

contributing “to the logical and reasonable development of local agencies in each county...[in an] efficient and accountable manner” – should establish a process with their Regional Councils of Government to present standardized data on the quantity, cost, and effectiveness of local governments in the region.

POTENTIAL MODELS (see these and more online at CAFWD.org/bestpractices)

- Commission on Local Governance in the 21st Century: Former Speaker of the Assembly Robert Hertzberg created the Commission on Local Governance for the 21st Century. The Commission’s 2000 report recommends revisions to the laws that govern city, county, and special district boundary changes.
- San Mateo Regional Fire Services: This memo estimates that the cost of fire protection in San Mateo County could be reduced by nearly \$20 million if five cities and the county jointly contracted with a single entity rather than using five separate fire departments.
- Sacramento City-County Functional Consolidation: A 2010 report identified annual savings upward of \$5 million if the City of Sacramento leveraged functional consolidation opportunities between with the County of Sacramento. This savings would be achieved if the City and County consolidated: emergency dispatch communication (\$2.2 million); major crimes investigation (\$750,000); police property and evidence management (\$290,000); police special teams units (\$840,000); police air support (\$200,000-\$500,000); and, animal care services (\$308,000).
- California School District Unification: In 1964, to encourage voters to form unified school districts, AB 145 (Unruh) stipulated that the funding level for qualified unified school districts be increased by \$15 per ADA. In addition to increasing support for unified school districts, for each elementary school district that voted in favor of unification, even if the whole proposition failed, the funding level of that district would be increased by \$15 per ADA.
- A New NY: A Blueprint to Reform Government: In 2008, The New N.Y. Government Reorganization and Citizen Empowerment Act was enacted into law to reduce New York’s 10,521 overlapping governments. In his 2011 State of the State speech, Gov. Andrew Cuomo proposed a set of grants at up to \$100,000 each for local communities to conduct dissolution and consolidation studies.



6. Role of State Government: Leadership, Quality Assurance and Continuous Improvement

There are vast social, economic, and geographic differences in California. The state must balance the need for achieving statewide goals and continuous improvement across California with the need to distribute fiscal and policy authority – as well as responsibility – to the level that can best meet public needs. The state's role after restructuring would include the following:

- a. Establishing statewide performance objectives:
 1. Defining the state's desired outcomes at the local level – that is, establishing what it is the state is trying to achieve – as well as establishing statewide performance standards.
 2. Ensuring data are collected and publicly available. Cost, performance and other data are an essential tool for state and local officials, as well as the public.
 3. Recognizing that local governments across the state may have different priorities and approaches to providing services.
- b. Tying statewide objectives to performance-based budgeting: To be effective, performance data must not only be collected, it must be tied to state objectives and used to make decisions.
- c. Assisting local governments to meet outcomes:
 1. **Technical assistance:** sharing analyses, best practices, and expertise from other parts of the state.
 2. **Fiscal incentives** to encourage improvements in strategy and execution.
 3. **Performance mechanisms** to encourage continuous improvement (publishing performance data, for example). This will help refocus local governments on pursuing success instead of avoiding failure.
- d. Intervening when local governments fail to meet statewide objectives. This might include:
 1. Full-fledged state intervention in the form of a temporary state (or state-coordinated) takeover of local administration.
 2. Smaller-scale intervention in the form of sanctions.
- e. Reconsidering the role of state agencies, given their new roles, to eliminate overlapping functions or pursue consolidation opportunities.

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PRINCIPLE #5

In the new structure the state has an essential role of establishing statewide outcomes reflecting statewide goals and values, ensuring that data is available to measure effort and performance, and facilitate learning and best practices to encourage continuous improvement.

DRAFT RECOMMENDATION #5

In addition to the recommendations above, the state agrees that its role is to:

- Establish the Big Five Outcomes for state programs, and measure Indicators of Success annually.
- Mandate the collaboration of local programs based on evidence-based practices.
- Quantify savings to the state based on positive outcomes (i.e. reducing the number of people sent to prison can be directly tied to a reduction in state prison operating costs).
- Allow cities, counties and schools to retain local savings.

POTENTIAL MODELS (see these and more online at CAFWD.org/bestpractices)

- Washington State Priorities of Government: This zero-based budget approach creates a strategic framework for public investment decisions, prioritizing activities that guide the Governor's budget proposal to the Legislature – and helping communicate that budget to the public. As part of the Priorities of Government plan, every agency in Washington has been asked to answer eight questions related to whether their activities are essential to state government and whether they are being delivered in the most cost-effective manner.
- Council on Virginia's Future: The Council on Virginia's Future was established in 2003 to develop a vision and long-term goals for Virginia's future. It also was tasked with developing a performance leadership and accountability system for state government that aligns with and supports achieving the vision.
- The Commission for a New Georgia: The Commission for A New Georgia was established in 2003 by Governor Sonny Perdue to launch a management turnaround that would make Georgia the best-managed state in America.
- The Prime Minister's Delivery Unit: The Prime Minister's Delivery Unit was established in June 2001 by former British Prime Minister Tony Blair to monitor progress on and strengthen the British Government's capacity to deliver its key priorities across education, health, crime and transport.
- Substance Abuse Mental Health Services Administration (SAMHSA): SAMHSA is a federal program that allocates funding to the states for substance abuse services and requires recipient agencies to document performance and report information as a condition of receiving funding.

7. Implementation/Monitoring

- a. Most of the benefits from a restructured governance model will come by smartly implementing the new structure to develop informed strategies that faithfully deploy evidence-based practices. While most of the initial thinking will go into what the new structure will look like, even more attention needs to be put into implementation.
- b. An effective implementation strategy will sequence shifts in responsibility and authority with the capacity of local governments to take on a new or expanded role.
- c. State and local agencies need to anticipate inevitable, unanticipated problems, and develop a mechanism for identifying and addressing common challenges.
- d. The Administration and the Legislature – as policymakers – could develop their own mechanism for jointly monitoring progress and changing statutes or regulations that impede progress.

8. Conclusion

California's state and local governments must work better together for everyone. If Californians can come together to restructure the relationships between state and local governments, the experience of other states indicates that in five to seven years, we will begin to see the benefits of better governance and renewed private investment.

Continuous improvement in the performance of education and social programs will allow the state to shift resources from prisons back to universities. Efficiencies and innovation in regulation will allow businesses to pay higher wages, while still remaining competitive. Growing middle-income jobs will reduce demand for public services and increase tax revenue.

Restructuring California's government, in other words, can be the beginning of a virtuous cycle – improved education, more workforce participation, better health outcomes, and less crime – that can lead to the best possible outcome: A government that achieves positive social gains in a financially sustainable way.

PRINCIPLE #1

A standardized element of the new structure needs to be a performance approach to decision-making that pressures the system to find and implement better solutions, with ultimate accountability to the people.

DRAFT RECOMMENDATION #1

Aligning program outcomes with larger statewide goals should follow the standard format already used in other states of broad, overarching Outcomes, targeted Indicators, and ongoing Performance Measures.

- Outcomes:
 - The state budget should be aligned to at least Five Big Outcomes - Increased Employment, Improved Education, Increased Health, Decreased Poverty, and Decreased Crime.
- Indicators of Success:
 - At least three Indicators of Success in each of these outcome areas should be in line with national standards and approved by legislators.
 - Counties and schools should provide a one-year and five-year evidence-based strategy for achieving these Indicators of Success, and present these strategies to their regional Council of Governments annually.
- Performance Measures:

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- Counties' and schools' progress toward achieving these Indicators should be reviewed annually during the state budget process, and quarterly at the state departmental level.
- This county performance information should be published on the state website and should be used to make programmatic and fiscal decisions at the state and county levels.

PRINCIPLE #2

Transforming the performance of public programs will require systematic change, not just shifts in responsibilities and resources. The new structure needs to be supported by a restructured fiscal system that constitutionally guarantees control of revenue to the level of government responsible for delivering services. In addition, aligning authority and responsibility with those resources is essential to encourage the integration needed to improve results.

DRAFT RECOMMENDATION #2

The state should grant control of funding and programming for locally delivered services to cities, counties and schools (realignment). In exchange, cities, counties and schools should agree to:

- Coordinate the pursuit of an evidence-based, interagency approach toward local improvement across the Big Five Outcomes.
- Hold themselves accountable to these Outcomes by tracking Indicators of Success, and provide an ongoing public review mechanism.
- Share program resources to create economies of scale and maximize taxpayer investments.
- Be transparent and efficient regarding administrative overhead costs, including pension costs.
- Use fiscal incentives, including local savings as well as state savings resulting from local successes, to invest in and expand approaches that are working.
- Ensure that local government has more flexibility to contract with non-profit organizations targeted at improvements toward the Big Five Outcomes.
- The current property tax allocation system (AB 8) should be replaced with a different model that provides greater local control over distribution of the property tax.

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California Forward's mission is to work with Californians to help create a "smart" government -- one that's small enough to listen, big enough to tackle real problems, smart enough to spend our money wisely in good times and bad, and honest enough to be held accountable for results.

Tell us what you think:

fwd@cafwd.org

CAFWD.ORG

Sacramento
1107 9th Street, Suite 650
Sacramento, CA 95814
Phone: 916-491-0022
Fax: 916-491-0001

San Francisco
300 Montgomery Street, Suite 638
San Francisco, CA 94104
Phone: 415-362-9650
Fax: 415-362-9656

Los Angeles
448 South Hill Street, Suite 1018
Los Angeles, CA 90013
Phone: 213-488-9054
Fax: 213-488-9377

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We're Californians. We've come together to reclaim our power as citizens and fix our government. [More information](#)

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The Details

Speak Up California - San Diego (CA Fwd Dialogue)

Speak Up California is a statewide conversation designed to develop ideas about how Californians can improve our quality of life by creating a more responsive, cost-effective government.

The San Diego Foundation, in cooperation with **California Forward** (<http://www.cafwd.org/>); **Equinox Center** (<http://www.equinoxcenter.org/>), and **WELL Network** (<http://www.wellnetwork.org/>), invites you to participate in a civic dialogue on March 24 about the future of California: our towns, environment, mobility, health, education, and prosperity. This free event is part of a statewide discussion about how to improve everyones quality of life by making government more integrative, responsive, and cost effective.