



**Board of Trustees
Unusual Date Meeting**

**March 29, 2017
6:30 P.M.**

**Placentia Library
Meeting Room**

**Support Services
Manager**



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

BUDGET WORK SESSION

Wednesday, March 29, 2017

5:30 p.m.








Community Meeting Room

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

***REPORTS AND DOCUMENTATION:** Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

Placentia Library District Board of Trustees, Budget Work Session Agenda, March 29, 2017

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Administrative Assistant

3. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

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

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

Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

BUDGET WORK SESSION

5. Library Director will present the proposed Fiscal Years 2017-2019 Budget.

ADJOURNMENT

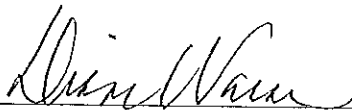
6. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

7. Adjourn

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

I, Diane Warner, Administrative Assistant of Placentia Library District, hereby certify that the Agenda for the March 29, 2017 Budget Work Session of the Library Board of Trustees of the Placentia Library District was posted on March 24, 2017.



Diane Warner, Administrative Assistant



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES UNUSUAL DATE MEETING

March 29, 2017

6:30 p.m.








Community Meeting Room

Mission Statement:

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the February 22, 2017 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for February 2017. (Receive & File and Approve)

11. FY2016-2017 Cash Flow Analysis through February 2017; the Schedule of Anticipated Property Tax Revenues for FY2016-2017 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for February 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for February 2017. (Receive & File)

14. Acquisitions Report for February 2017. (Receive & File)

15. Entrepreneurial Activities Report for February 2017. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 -- 18)

16. Personnel Report for February 2017. (Receive, File, and Ratify Appointments)

17. Circulation Report for February 2017. (Receive & File)

18. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 19 -- 22)

19. Administration Report for February 2017.
20. Children's Services Report for February 2017.
21. Adult Services Report for February 2017.
22. Placentia Library Web Site & Technology Report for February 2017.

NEW BUSINESS

23. History Room Librarian and Teen Services Library Assistant will provide a report on the Teens @ Libraries activities and events.
24. Discuss and select Trustees interested in serving on the California Special District Association Board of Directors Call for Nominations, Seat C.
25. Travel Authorization to the Annual California Special District Association Conference on September 25-28, 2017 in Monterey, California.
26. Discuss and review the City of Placentia No Smoking Ordinance.
27. Revisit the building maintenance proposals and decide which company will be awarded the contract.
28. Educational Assistance request for the Emerging Technologies Assistant.
29. Discuss and decide on a date for the Library Board of Trustees meeting in May.

ADJOURNMENT

30. Agenda Preparation for the April Date Meeting which will be held on April 17, 2017 unless re-scheduled by the Library Board of Trustees.
31. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
32. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the March 29, 2017 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 24, 2017.



Diane Warner, Administrative Assistant



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MINUTES
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
February 22, 2017

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 22, 2017 at 6:32pm.

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

Members Absent: Trustee DeVecchio (excused absence)

Staff Present: Jeanette Contreras, Library Director; Venessa Faber, Support Services Manager; Yesenia Baltierra, Public Services Manager, Diane Warner, Administrative Assistant

ADOPTION OF AGENDA

It was moved by Trustee Minter and seconded by Secretary Martin to adopt the February 22, 2017 meeting agenda:

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

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline was presented at three Centennial Committee feedback meetings and sat in on the city discussion meeting about Civic Plaza parking lot issues. (Item 5)

Secretary Martin also attended multiple Centennial Committee meetings and the city discussion meeting about Civic Plaza parking lot issues. (Item 6)

Trustee Minter attended the ISDOC quarterly luncheon and is attending the "California in 2040" event at Chapman University on February 23rd. Topics include political and social issues affecting California, include the "One City" proposal with local governments. (Item 6)

Trustee Shkoler attended farewell luncheon for Venessa Faber and a centennial committee meeting. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the Centennial Committee feedback meetings, and held several meetings with the architectural firm working on conceptual designs for the library's Centennial renovation project, scheduled for completion in 2019. Library Director Contreras provided updates on the janitorial services provided by City of Placentia, and recruitment for the Support Services Manager position, for which the application process is being extended through March 2017. Library Director Contreras also invited the Trustees to attend the annual State of the City Luncheon on March 23, 2017. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Lorray Dietz provided an update from the Placentia Library Friends Foundation (PLFF) on recruiting new PLFF board members and final planning for the annual Authors Luncheon schedule for March 4th. (Item 8)

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Secretary Martin to approve Agenda Items 9-22. A roll call vote was taken:

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

**MINUTES for the
JANUARY 25, 2017
BOARD MEETING**

Minutes for the January 25, 2017 Board of Trustees Meeting were received, approved and filed. (Item 9)

**CASH FLOW ANALYSIS
and
TREASURER’S REPORTS**

Check Registers for January 2017 – received and filed (Item 10)
Fund 707 Balance Report for January 2017 – received and filed (Item 11)

Financial Reports through January 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments - received and filed (Item 12)

Balance Sheets for January 2017 – received and filed. (Item 13)
Acquisitions Report for January 2017 – received and filed. (Item 14)
Entrepreneurial Activities Report for January 2017 – received/ filed. (Item 15)

Moved by Trustee Shkoler and seconded by Secretary Martin to receive, file and approve the Cash Flow Analysis and Financial Reports for Check Registers/Vendor Payments, Fund 707, Payroll, Balance Sheets, Acquisitions and Entrepreneurial Activities. A roll call vote was taken:

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

**GENERAL CONSENT
REPORTS**

Personnel Report for January 2017 – received and filed. (Item 16)
Circulation Report for January 2017 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia for July 2016 through January 2017, under the JPA – received and filed. (Item 18)

STAFF REPORTS

Administration Report for January 2017 (Item 19)
Children's Services Report for January 2017 (Item 20)
Adult Services Report for January 2017 (Item 21)
Placentia Library Website Technology Report - January 2017 (Item 22)

NEW BUSINESS

**SPECIAL DISTRICT RISK
MANAGEMENT (SDRMA)
BOARD OF DIRECTORS**

Library Director Contreras presented an opportunity for Trustees to join the SDRMA Board of Directors. After discussion, none of the trustees were interested. (Item 23)

**TRAVEL AUTHORIZATION
FOR CALIFORNIA SPECIAL
DISTRICT LEGISLATIVE
DAYS CONFERENCE ON
MAY 16-17, 2017**

Library Director Contreras presented a travel authorization request to the annual California Special Districts (CSDA) Legislative Days Conference in Sacramento on May 16-17, 2017. Fiscal Impact: \$700 per person. After review and discussion, it was moved by Trustee Minter and seconded by Trustee Shkoler to approve attendance for the Library Director and Secretary Martin. (Item 24) A roll call vote was taken to approve travel expenses:

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

**TRAVEL AUTHORIZATION
FOR AMERICAN LIBRARY
ASSOCIATION ANNUAL
CONFERENCE ON JUNE
22-27, 2017**

Library Director Contreras presented a travel authorization request to the American Library Association (ALA) Annual Conference from June 22-27, 2017 in Chicago, IL. Fiscal Impact: \$2,000 per person. After review and discussion, it was moved by Trustee Minter and seconded by Secretary Martin to approve attendance to the Library Director, Secretary Martin and Trustee Shkoler. (Item 25) A roll call vote was taken to approve travel expenses:

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

**REPORT ON AMERICAN
LIBRARY ASSOCIATION
REFERENDA ROUNDUP**

Library Director Contreras reported out on the 2016 Library Referenda Report from the American Library Association which summarizes library bonds from across the country. Since the last election, there have been over 150 library referenda across 22 states with 122 wins and 28 losses. There were 12 bond ballots in California with eight wins that include San Rafael, Sacramento, Santa Cruz, Loomis, Pleasant Hill, Stockton, Sonoma and Ventura County. Referenda from El Cerrito, San Mateo County, Oakley and Bakersfield were defeated. (Item 26) No action was taken.

**UPDATE ON CIVIC CENTER
PLAZA PARKING**

Library Director Contreras presented an update on the status of Civic Center Parking Lot issues, and attended the first of several meetings with City Management, to address solutions for accurate usage of our shared parking lot, including an option for a parking structure. In addition, the District's JPA contract with the City of Placentia is under review, to revise and renegotiate parking boundaries to best accommodate civic center patrons and employees. (Item 27) No action was taken.

**AWARD CONTRACT FOR
BUILDING MAINTENANCE
AND JANITORIAL SERVICE**

Library Director Contreras presented three building maintenance/janitorial proposal quotes submitted to assume the District's daily building maintenance, janitorial and custodial responsibilities. Fiscal Impact: \$42,000 to \$50,000 per year. After review and discussion, it was moved by Trustee Minter and seconded by Secretary Martin to award a 90-day probationary contract to Coastal Building Services, at a monthly cost of \$2,209 per month for a seven-day/week service. Handyman services are available at an additional cost. A roll call vote was taken:

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

**DETERMINE NEW DATE
FOR MARCH 2017
LIBRARY BOARD MEETING**

Due to scheduling and calendar conflicts, the Trustees agreed to change the March Board of Trustees Meeting date from March 20th to March 29, 2017.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of February 22, 2017 was adjourned at 7:20pm.

The next Library Board of Trustees meeting will be held on the unusual date of Wednesday, March 29, 2017 at 6:30pm.

In addition, a Budget Work Session to plan for FY 2017-2019 will be held March 29, 2017 at 5:30pm.

Gayle Carline, President
Library Board of Trustees

Jo-Anne W. Martin, Secretary
Library Board of Trustees

Placentia Library District
Check Register
February 2017

Type	Date	Num	Name	Memo	Amount
Check	02/01/2017	8816	Irvine Lanes	Offsite Staff Dev Day	-425.94
Bill Pmt -Check	02/06/2017	8817	Tyco Integrated Security LLC	VOID: Feb-April Svc	0.00
Bill Pmt -Check	02/06/2017	8818	Tyco Integrated Security LLC	Feb-April Svc	-2,562.63
Bill Pmt -Check	02/06/2017	8819	Fernando Maldonado	reimb PTAC	-55.27
Bill Pmt -Check	02/06/2017	8820	The Computer Tutor	Excel class	-260.00
Bill Pmt -Check	02/06/2017	8821	Pitney Bowes Purchase Power	postage	-820.99
Bill Pmt -Check	02/06/2017	8822	Venessa Faber	reimb supplies	-9.68
Bill Pmt -Check	02/06/2017	8823	Diane R. Warner	Reimb mileage.supplies	-49.98
Bill Pmt -Check	02/06/2017	8824	Rotary_Club of Placentia	V Faber Dues	-70.00
Bill Pmt -Check	02/06/2017	8825	SirsiDynix	Maint Agreement 09/01/16-08/31/17	-6,835.58
Bill Pmt -Check	02/06/2017	8826	Lamar Companies	1/17-1/23/17 add	-1,250.00
Bill Pmt -Check	02/06/2017	8827	DEMCO, Inc.	Bookk Support/counter top	-134.32
Bill Pmt -Check	02/06/2017	8828	Davis Farr LLP	Dec 2016 work	-139.74
Bill Pmt -Check	02/06/2017	8829	Glasby Maintenance Supply	Janitorial Supplies	-273.49
Bill Pmt -Check	02/06/2017	8830	Republic Services	01/01--03/31	-50.76
Bill Pmt -Check	02/06/2017	8831	Staples Advantage	Supplies	-1,094.72
Bill Pmt -Check	02/06/2017	8832	Baker & Taylor	Books	-1,282.31
Bill Pmt -Check	02/06/2017	8833	Midwest Tape	ACDs, DVDs	-344.50
Bill Pmt -Check	02/06/2017	8834	OverDrive	eBooks	-2,065.43
Bill Pmt -Check	02/10/2017	8835	SDRMA	Health Ins	-24,137.73
Bill Pmt -Check	02/10/2017	8836	Republic Services	Recycle 01/01-01/31/17	-134.30
Bill Pmt -Check	02/10/2017	8837	Legacy Integrative Solutions	Period end 01/17/17	-877.47
Bill Pmt -Check	02/10/2017	8838	Baker & Taylor	Books	-5,130.40
Bill Pmt -Check	02/10/2017	8839	Midwest Tape	DVDs, ACDs	-1,096.06
Bill Pmt -Check	02/10/2017	8840	OverDrive	eBooks	-527.95
Bill Pmt -Check	02/10/2017	8841	ISDOC	2017 Membership	-200.00
Check	02/16/2017	8842	U.S. Postal Service	postage for eXPLORE Newsletter	-1,523.13
Bill Pmt -Check	02/17/2017	8843	BankCard Center-Bank of the West	Jan 2017	-7,591.14
Bill Pmt -Check	02/17/2017	8844	Group 4	ArchitecturAL RESEARCH	-1,920.00
Bill Pmt -Check	02/17/2017	8845	Staples Advantage	Seal	-19.37
Bill Pmt -Check	02/17/2017	8846	Cintas	Janitorial supplies	-1,679.20
Bill Pmt -Check	02/17/2017	8847	Tyco Integrated Security LLC	Job 1695171709	-82.25
Bill Pmt -Check	02/17/2017	8848	Time Warner Cable	Feb Svc	-290.64
Bill Pmt -Check	02/17/2017	8849	Anaheim Public Library	Lost Item	-13.99
Bill Pmt -Check	02/17/2017	8850	Public Agency Retirement Services	PP1/20-2/02	-1,823.20
Bill Pmt -Check	02/17/2017	8851	Click Consulting	2Yrs renewal Antivirus	-1,945.94
Bill Pmt -Check	02/17/2017	8852	Bear State	02/01 Service	-220.00
Bill Pmt -Check	02/17/2017	8853	OC Custom Vinyl Graphics & Signs	Small banner	-296.28
Bill Pmt -Check	02/17/2017	8854	Baker & Taylor	Books	-2,209.88
Bill Pmt -Check	02/17/2017	8855	SDRMA	Health Ins	-24,137.35
Bill Pmt -Check	02/24/2017	8856	Placentia Library Foundation	Feb Reimb	-240.75
Bill Pmt -Check	02/24/2017	8857	Lori Worden	Supplies Reimb	-100.86
Bill Pmt -Check	02/24/2017	8858	North Orange County Chamber	Placita Santa Fe Merch Assoc 2017 Dir	-25.00
Bill Pmt -Check	02/24/2017	8859	SCLLN	Award Brunch	-225.00
Bill Pmt -Check	02/24/2017	8860	The Computer Tutor	Microsoftword Feb	-195.00
Bill Pmt -Check	02/24/2017	8861	Theodore Gordon	6 TaiChi courses	-270.00
Bill Pmt -Check	02/24/2017	8862	Placentia-Yorba Linda Unified School Dist	Printing PLD	-116.99
Bill Pmt -Check	02/24/2017	8863	Placita Santa Fe Merchants Assn	2017 Membership PLD	-50.00
Bill Pmt -Check	02/24/2017	8864	Public Agency Retirement Services	PP 02/03-02/16	-1,720.00
Bill Pmt -Check	02/24/2017	8865	White Nelson Diehl Evans LLP	Interm Audit FY 15/16 and State Report	-4,680.00
Bill Pmt -Check	02/24/2017	8866	Click Consulting	Mo Svc	-4,000.00
Bill Pmt -Check	02/24/2017	8867	State of CA - Department of Justice	January 2017	-64.00
Bill Pmt -Check	02/24/2017	8868	Woodruff, Spradlin & Smart	Jan matters	-861.00
Bill Pmt -Check	02/24/2017	8869	Unique Management Services, Inc.	Jan Placements	-170.05
Bill Pmt -Check	02/24/2017	8870	AMS.NET, Inc.	10%Labor CENIC	-1,020.00
Bill Pmt -Check	02/24/2017	8871	Golden State Water Company	12/21-01/23/17	-873.66

Placentia Library District
Check Register
February 2017

Bill Pmt -Check	02/24/2017	8872	FedEx	CA State Library	-20.39
Bill Pmt -Check	02/24/2017	8873	Bear State	Reset Chiller	-265.00
Bill Pmt -Check	02/24/2017	8874	Baker & Taylor	Books	-3,722.19
Bill Pmt -Check	02/24/2017	8875	Ingram Inc	Books	-35.01
					<u>-112,236.52</u>
					<u>-112,236.52</u>

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marina Tutty

SUBJECT: Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)

DATE: March 29, 2017

Fiscal Year 2016-2017	
07/31/16	2,471,328.58
8/31/2016	2,472,833.87
9/30/2016	2,474,399.04
10/31/16	2,475,950.51
11/30/2016	2,477,456.70
12/31/2016	2,478,922.76
01/31/17	2,527,382.64
2/28/2017	2,529,054.47
3/31/2017	
04/30/17	
5/31/2017	
6/30/2017	
General Reserves	414,789.10
Impact Fees	620,037.82

Fiscal Year 2015-2016	
07/31/15	2,039,958.86
8/31/2015	1,964,131.43
9/30/2015	1,814,121.60
10/31/15	1,621,301.45
11/30/2015	1,684,004.08
12/31/2015	2,433,359.90
01/31/16	2,378,291.05
2/28/2016	2,235,388.76
3/31/2016	2,192,337.72
04/30/16	2,697,676.47
5/31/2016	2,642,755.94
6/30/2016	2,439,183.06
General Reserves	414,789.10
Impact Fees	578,824.90



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through February 2017 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: March 29, 2017

Summary of Cash and Investments as of February 28, 2017

Cash with Orange County Treasurer Fund 707	2,529,054.47
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	620,037.82
General Fund Checking – Bank of the West	9,67,568.14
General Fund Savings – Bank of the West	222,547.58
Payroll Checking – Wells Fargo Bank	57,635.11
Total Cash and Investments	4,811,632.22

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



Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

February 28, 2017

67% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,227,447	946,026	0.77	\$281,421
0200	Retirement	46,549	25,303	0.54	\$21,246
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	126,741	0.60	\$83,802
0306-0770	Employee Assistance Program	715	60	0.08	\$655
0308	Dental Insurance	12,833	9,323	0.73	\$3,510
0309	Life Insurance	7,320	5,701	0.78	\$1,619
0310	AD & D Insurance	4,627	2,887	0.62	\$1,740
0319	Vision Insurance	2,526	1,866	0.74	\$660
0350	Workers' Compensation Insurance	12,000	9,184	0.77	\$2,816
	TOTAL	\$1,524,560	\$1,127,090	0.74	\$397,470
SERVICES & SUPPLIES					
0700	Communications	23,000	7,321	0.32	\$15,679
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	20,000	14,555	0.73	\$5,445
1100	Library Insurance	15,000	8,040	0.54	\$6,960
1300	Maintenance, Equipment	32,000	16,782	0.52	\$15,218
1400	Maintenance, Buildings & Improvements	106,700	46,720	0.44	\$59,980
1600	Memberships	9,000	3,419	0.38	\$5,581
1700	Miscellaneous Expense	2,500		0.00	\$2,500
1800	Office Expenses	48,000	36,099	0.75	\$11,901
1803	Postage	14,000	7,837	0.56	\$6,163
1900	Prof./Specialized Services	206,100	80,342	0.39	\$125,758
1912	Investment Administrative Fees	1,700	7,684	4.52	-\$5,984
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	0	0.00	\$1,100
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	131,212	0.45	\$162,962
2600	Transportation & Travel	4,500	330	0.07	\$4,170
2700	Meetings	19,500	19,885	1.02	-\$385
2800	Utilities	87,500	59,313	0.68	\$28,187
	TOTAL	\$887,274	\$439,537	0.50	\$447,737
OTHER CHARGES					
3700	Taxes and Assessments	\$11,000	\$9,973	0.91	\$1,027
	OPERATING EXPENSES	\$2,422,834	\$1,576,600	0.65	\$846,234
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$60,000	\$3,433	0.06	\$56,567
4200	Structures/Improvements	10,000	\$16,023	1.60	-\$6,023
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$70,000	\$19,456	0.28	\$50,544
TOTAL BUDGET (Fund 707)					
		\$2,492,834	\$1,596,056	0.64	\$896,778
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$41,213	0.10	\$365,401
	Grants	\$35,000	\$36,558	0.00	-\$1,558

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT

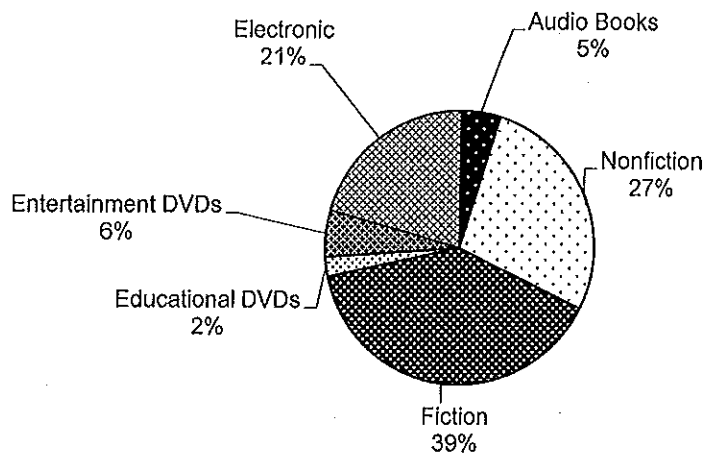
February 28, 2017

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	2,037,868	1,240,851	(797,016.83)	60.9%
6220		Property Taxes - Current Unsecured	57,632	50,764	(6,867.80)	88.1%
6230		Property Taxes - Prior Secured	0	5,289	5,288.77	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	13,256	4,188	(9,068.40)	31.6%
6280		Property Taxes - Curr Supplemental	65,732	2,413	(63,319.38)	0.0%
6290		Other Taxes	3,120	-	(3,120.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	17,186	17,185.90	100%
6540		Penalties & Costs on Delinq Taxes	1,014	165	(848.76)	16.3%
		Sub Total	2,178,622	1,320,856	(857,766.50)	60.6%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	5,720	12,547	6,826.91	219.4%
		Sub Total	5,720	12,547	6,826.91	219.4%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	8,792	46,617	37,824.83	530.2%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		Sub Total	10,792	46,617	35,824.83	432.0%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)		32,318	-	0.0%
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	18,558	(26,442.00)	41.2%
		Fines & Fees	45,000	30,804	(14,195.60)	68.5%
		Passport/Photos	125,000	115,115	(9,885.00)	92.1%
		Meeting Room Fees	5,000	2,270	(2,730.00)	45.4%
		Test Proctor	7,000	4,600	(2,400.00)	65.7%
		Sub Total	227,700	171,347	(56,352.60)	75.3%
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		YTD Actual	2,422,834	1,551,367	(871,467.36)	64%
		FY 14/15 Funds Available	70,000	-	-	-
TOTAL REVENUES FY 15/16:						
			2,492,834	1,551,367	(941,467.36)	62.2%
MISCELLANEOUS REVENUES						
		Restricted Impact Fees	0	41,213	41,212.92	100%
		SLS Account	0	-	0.00	100%

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2016-2017 THROUGH THE MONTH OF FEB. 2017

	YTD 2016/17	YTD 2016/17	YTD 2016/17	YTD 2015/16	YTD 2015/16	YTD 2015/16
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$48,902	2507	2685	\$60,060	3005	3455
Total Non-Fiction	\$34,026	1507	2180	\$36,816	1600	2193
Total Electronic	\$25,679	896	0	\$27,689	577	0
Total Audio Books	\$6,009	131	131	\$7,990	183	183
Total Educational DVDs	\$2,865	82	83	\$2,034	61	63
Total Entertainment DVDs	\$6,825	162	252	\$7,108	214	309
YTD TOTAL MATERIALS	\$124,306	5285	5331	\$141,697	5640	6203
Budget	\$255,700			\$249,174		
% Spent YTD	49%			57%		



The spent amounts on this report reflect items and invoices received through the end of the month. Budget amounts are regular budget dollars. Spent amounts include regular budgeted dollars as well as adopt-a-book and grant dollars. Invoices paid during the month are shown on the Financial Report rather than the Acquisitions report.

ACQUISITIONS REPORT FOR FISCAL YEAR 2016-2017 THROUGH THE MONTH OF FEBRUARY 2017
Prepared by Katie Matias, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$24,645	517	1044	\$330	23	23	\$24,975	940	1067	\$ 169	10	10	\$25,144	950	1077
California Adult Fiction	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Adult Fiction	\$24,645	917	1044	\$330	23	23	\$24,975	940	1067	\$169	10	10	\$25,144	950	1077
Adult Non-Fiction	\$10,781	459	490	\$150	1	1	\$10,931	460	491	\$1,549	58	58	\$12,480	518	549
Adult Audio Books	3668	13	13	0	0	0	\$3668	13	13	\$572	14	14	\$1,143	27	27
Adult E-books	\$5,340	398	0	0	0	0	\$5,340	398	0	0	0	0	\$5,340	398	0
SLS Adult E-books	\$0	0	0	0	0	0	\$0	0	0	0	0	0	\$0	0	0
Adult Educational DVDs	\$2,658	75	75	0	0	0	\$2,658	75	75	0	0	0	\$2,658	75	75
Adult Entertainment DVDs	\$6,043	152	242	0	0	0	\$6,043	152	242	0	0	0	\$6,043	152	242
TOTAL ADULT NON-PRINT MATERIALS	\$30,050	736	443	\$380	8	8	\$30,430	764	456	\$0	0	0	\$30,430	764	456
TOTAL ADULT PRINT MATERIALS	\$61,266	2,214	2,656	\$660	32	32	\$62,126	2,246	2,688	\$2,260	82	82	\$64,416	2,328	2,770
Juvenile Fiction	\$19,077	1336	1379	\$30	2	2	\$19,107	1338	1381	\$62	5	5	\$19,169	1343	1386
California Juvenile Fiction	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Young Adult Fiction	\$5,180	254	262	\$23	0	0	\$5,203	254	262	\$19	1	1	\$5,222	255	263
California Young Adult Fiction	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Juvenile Fiction	\$24,257	1590	1641	\$53	2	2	\$24,310	1592	1643	\$81	6	6	\$24,391	1598	1649
Juvenile Non-Fiction	\$16,069	737	746	\$0	0	0	\$16,069	737	746	\$25	1	1	\$16,094	738	747
California Juvenile Non-Fiction	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Young Adult Non-Fiction	\$835	61	61	\$0	1	1	\$835	62	62	0	0	0	\$835	62	62
California Young Adult Non-Fiction	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Juvenile Reference	\$202	0	0	\$0	0	0	\$202	0	0	0	0	0	\$202	0	0
Young Adult Reference	\$0	161	161	\$0	0	0	\$0	161	161	0	0	0	\$0	161	161
Young Adult Reference	\$349	7	48	\$0	0	0	\$349	7	48	0	0	0	\$349	7	48
Juvenile Magazines	\$17,455	966	1016	\$0	1	1	\$17,455	805	856	\$25	1	1	\$17,480	807	857
Total Juvenile Non-Fiction	\$41,712	2,556	2,657	\$53	3	3	\$41,765	2,398	2,499	\$106	7	7	\$41,871	2,405	2,506
TOTAL JUVENILE PRINT MATERIALS	\$65,969	4,170	4,303	\$613	6	6	\$66,582	4,164	4,248	\$176	13	13	\$66,758	4,168	4,261
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile E-books	\$1,007	492	0	\$0	0	0	\$1,007	492	0	0	0	0	\$1,007	492	0
SLS Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Video Games	\$543	11	11	\$0	0	0	\$543	11	11	0	0	0	\$543	11	11
Juvenile Educational DVDs	\$207	7	8	\$0	0	0	\$207	7	8	0	0	0	\$207	7	8
Juvenile Entertainment DVDs	\$239	10	10	\$0	0	0	\$239	10	10	0	0	0	\$239	10	10
TOTAL JUVENILE NON-PRINT MATERIALS	\$1,996	520	29	\$0	0	0	\$1,996	520	29	\$0	0	0	\$1,996	520	29
TOTAL JUVENILE MATERIALS	\$43,708	3076	2686	\$53	3	3	\$43,761	2918	2528	\$106	7	7	\$43,867	2925	2535
On-line databases	\$19,332	6	0	\$0	0	0	\$19,332	6	0	0	0	0	\$19,332	6	0
E-books	\$8,347	890	0	\$0	0	0	\$8,347	890	0	0	0	0	\$8,347	890	0
SLS E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$25,679	896	0	\$0	0	0	\$25,679	896	0	\$0	0	0	\$25,679	896	0
Total Fiction	\$46,902	2507	2685	\$383	25	25	\$49,285	2532	2710	\$250	16	16	\$49,535	2548	2726
Total Non-Fiction	\$34,026	1507	2180	\$150	2	2	\$34,176	1348	2021	\$2,146	73	73	\$36,322	1421	2094
Total Electronic	\$25,679	896	0	\$0	0	0	\$25,679	896	0	\$0	0	0	\$25,679	896	0
Total Audio Books	\$6,009	131	131	\$380	8	8	\$6,389	139	139	\$0	0	0	\$6,389	139	139
Total Educational DVDs	\$2,865	82	83	\$0	0	0	\$2,865	82	83	\$0	0	0	\$2,865	82	83
Total Entertainment DVDs	\$6,825	162	252	\$0	0	0	\$6,825	162	252	\$0	0	0	\$6,825	162	252
TOTAL MATERIALS	\$124,305	5285	5331	\$913	35	35	\$125,219	5,159	5,205	\$2,396	89	89	\$127,615	5248	5294
General Fund	\$14,136			\$0			\$14,136			\$0			\$14,136		
Outstanding Orders as of February 2017															
Adopt-a-Book/Grant	\$0			\$0			\$0			\$0			\$0		

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marina Tutty
SUBJECT: Entrepreneurial Activities Report for February 2016
DATE: March 29, 2017

Net Revenue Summary for February 2017

	Feb-17	Feb-16	YTD 2016-2017	YTD 2015-2016
Passport	21,000	17,550	91,591	83,503
Passport Photos	4,776	4,231	23,524	19,557
Test Proctor	500	900	4,600	5,400
Meeting Room	35	900	2,270	3,227
Total	26,311	23,581	121,985	111,687



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Personnel Report for FEBRUARY 2017
DATE: March 29, 2017

			YTD	YTD
	Feb17	Feb-16	2016-2017	2015-2016
Separation	1	0	2	0
Retirement	0	0	0	0
Appointments	0	0	8	3
Open Positions	1	0	6	1
Workers' Compensation Leave	0	0	0	0
Total	1	0	16	4

SEPARATION: Venessa Faber, Support Services Manager
 RETIREMENT: None
 APPOINTMENTS: None
 OPEN POSITIONS: Support Services Manager



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Venessa Faber, Support Services Manager

SUBJECT: Circulation Activity Report: **February 2017**

DATE: **March 29, 2017**

CIRCULATION	Feb-17	Feb. 16	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
New Patron Registrations	326	361	2,392	2,652	-9.8%
Total Circulation	21,646	22,353	185,908	200,260	-7.2%
Total Active Borrowers*	7,808	8,217			
Attendance	24,585	26,505	190,903	201,956	-5.5%
Adult Fiction	2,411	2,679	22,199	24,922	-10.9%
Adult Nonfiction	1,721	1,929	15,616	17,988	-13.2%
Adult Magazines	137	229	1,066	1,963	-45.7%
Adult Music CDs	81	79	1,005	1,395	-28.0%
Adult Audio Books	457	561	4,356	5,008	-13.0%
Adult DVDs**	2,186	1,983	17,534	13,822	26.9%
JV Fiction	9,339	9,546	79,300	91,637	-13.5%
YA Fiction	1,051	1,032	10,637	12,456	-14.6%
JV Nonfiction	2,390	2,585	17,771	19,419	-8.5%
YA Nonfiction	112	130	893	806	10.8%
JV Magazines	2	1	125	27	363.0%
JV Music CDs	24	18	177	224	-21.0%
JV Audio Books	47	67	445	568	-21.7%
JV DVDs**	1,629	1,496	11,595	11,219	3.4%
Video Games	59	18	715	229	212.2%

* YTD % change not applicable.

**As of July 1, 2015 all DVDs are free.

TEST PROCTORING

February 2017	February 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
10	18	93	108	-14%

PATRON COUNT

Feb-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		195	279	280	287	219	346	1606
10:00		237	318	239	351	188	370	1703
11:00		206	249	258	340	185	473	1711
12:00		204	233	193	196	189	583	1598
1:00	749	207	248	361	361	144	707	2777
2:00	575	253	374	507	507	235	619	3070
3:00	487	373	578	572	572	330	425	3337
4:00	300	356	485	635	635	200	251	2862
5:00		376	595	548	548			2067
6:00		283	450	445	445			1623
7:00		150	200	276	276			902
DAY TOTALS	2111	2840	4009	4314	4518	1690	3774	23256

February 2016	February 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
23,256	26,570	63,287	75,952	-17%

Hours Open	Average PerHour
237	98.1

Open 26 days; Closed 2 days (closed 19 hours)

Outside Gate Counts	
Adult Programs	183
Children/Teen Programs	1091
Meeting Room Rentals	55
TOTAL	1329

Library Attendance Total
24,585

PASSPORTS

Feb-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		1	0	1	0	0	19	21
10:00		5	2	5	6	1	35	54
11:00		7	3	3	5	6	37	61
12:00		3	5	5	5	7	40	65
1:00	40	7	4	1	7	12	44	115
2:00	38	9	8	4	2	16	44	121
3:00	28	12	11	9	12	12	41	125
4:00	15	15	13	13	14	0	10	80
5:00	2	16	22	14	13			65
6:00		15	16	13	16			60
7:00		0	1	0	2			3
DAY TOTALS	123	90	85	68	82	54	270	770

Feb 2017	Feb 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
770	716	3625	3408	6%

STAFF ACTIVITY

- Venessa attended the Placentia Round Table Women's Club general meeting on February 1st.
- Venessa attended the Library Card meeting with the PYLUSD Superintendent on February 1st.
- Venessa, Katie, Laura attended the Staff Development Day at Irvine Lanes on February 3rd.
- Venessa participated in the phone conference with the G4 Architect group on February 8th.
- Venessa, Tim, Beatrice, Estella, Victor, and Laura attended the Support Services Staff meeting on February 8th.
- Venessa and Yesenia met on February 9th.
- Katie, Laura, Estella, Eric, Beatrice, and Victor participated in the Staff meeting regarding the renovation on February 13th.
- Venessa participated in the Community Conversation regarding the renovation on February 13th.
- Venessa attended the Parking Lot Survey meeting with Jeanette & Yesenia and then attended the meeting with City administrators and Councilman Smith on February 14th.
- Venessa attended the WebEx conference with AMS team, Jesse, and Yesenia regarding the set up of Cenic equipment on February 15th.
- Venessa attended the Placentia Round Table Women's Club Board of Directors meeting and secured \$500 for Easter Eggoitement.
- Venessa lead a tour for Ontario Public Librarian and Graphic Designer Barbara Gonzalez on February 22nd.
- Venessa attended the PLD Board of Directors meeting on February 22nd.

- Venessa trained Public Services Staff on February 27th.
- Venessa, Katie and Tim attended Friday Huddle on February 10th, 17th, and 24th.
- Katie, Victor, and Eric completed CPR/AED training on February 25th.
- Staff provided Setup/Take Down in the Meeting Room: 38 set-ups/ 37 breakdowns
- Laura did the bank deposits on February 28th
- Tim designed fliers and publicity materials for library programs including Yoga, Murder at the Metro, Sensational Saturdays, Adult Coloring, Literacy, Read to the Dogs, Master Builders Club, Friday Flicks and Easter Eggcitement.
- Tim set up the mobile Credit Card machine in the History Room on February 16th.
- Tim set up the pagers/buzzers to be used for the Passport Office on weekends on February 24th.
- Katie, Laura and Tim attended the Staff meeting on February 23rd.
- Estella attended the Anaheim/Placentia circulation meeting at Anaheim Central on February 23rd.
- Laura attended the Mental Health Training on February 15th and 16th.
- Tim designed a "Happy Birthday, Dr. Seuss" banner to display in the library lobby for Dr. Seuss Day.

ONGOING PROJECTS

- Passport agents are coordinating Passport Campaign.
- Support Services Staff collaborated on a Silent Auction item for PLFF's Author's Luncheon.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoice through FEBRUARY 2017
DATE: March 29, 2017

February facility maintenance charges cover the period of November 2016 – January 2017.

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUND (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-16	*	*	*	*	*	*	*
Aug-16	*	*	*	*	*	*	*
Sep-16	09-13-16	21,226.41	4,357.47	427.50	19.27	*	26,030.65
Oct-16	*	*	*	*	*	*	*
Nov-16	11-07-16	11,501.61	2,904.98	142.50	*	10,162.28	24,711.37
Dec-16	12-08-16	3,908.38	1,452.49	142.50	4.69	*	5,508.06
Jan-17	01-10-17	3,503.45	1,452.49	142.50	19.73	*	5,118.17
Feb-17	02-27-17	3,468.72	2,904.98	142.50	9.82	7,652.32	14,178.34
Mar-17							
Apr-17							
May-17							
Jun-17							
	TOTAL	43,608.57	13,072.41	997.50	53.51	17,814.60	75,546.59
	AVG	5,451.08	1,634.06	124.69	6.69	2226.83	9,443.33

* City Billing Not Received

PERIOD IN FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF	GROUND (SA Aquatics)	IRRIGATION CONTROL	FACILITY MAINT	<u>TOTAL</u>
July-Aug 2015	8-13-15	20,450.37	4,357.47	427.50	*	6,122.66	31,358.00
15-Sep	*	*	*	*	*	*	*
15-Oct	10-22-15	7,586.78	2,904.98	142.50	63.21	6,122.66	16,820.13
15-Nov	11-18-15	13,819.28	1,452.49	285.00	19.01	3,061.33	18,637.11
15-Dec	12-17-15	4,246.91	1,452.49	142.50	*	3,061.33	8,903.23
16-Jan	*	*	*	*	*	*	*
16-Feb	02-11-16	7,219.97	2,904.98	142.50	28.73	6,122.66	16,418.84
16-Mar	03-21-16	4,107.92	1,452.49	285.00	9.60	6122.66	11,977.67
16-Apr	04-19-16	3,952.48	1,452.49	142.50	9.60	1,554.00	7,111.07
16-May	05-18-16	4,163.19	1,452.49	142.50	*	2,520.00	8,278.18
16-Jun	07-11-16	4,377.70	*	142.50	19.18	*	4,539.38
	TOTAL	69,924.60	17,429.88	1,852.50	149.33	34,687.30	124,043.61
	AVG	5,827.05	1,452.49	154.38	12.45	2,890.61	10,336.97



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for February 2017

DATE: March 29, 2017

Accomplishments

Administration focused on budget preparation, the centennial renovation project, the janitorial services proposals, civic center plaza parking concerns, and staff development day during the month of February, as we make arrangements for the departure of the Support Services Manager. Additionally, the Library Director and Public Services Manager are working with the Placentia Yorba Linda Unified School District to develop a student success card that will enable students to use their student ID as a library card.

Meetings

- Library Board of Trustees – February 2nd, 22nd
- Placentia Library Friends Foundation (PLFF) – February 13th, 23rd
- Friday Huddles – February 10th, 17th, 24th
- Staff Meeting – February 23rd
- H.I.S. House – February 23rd
- Chamber of Commerce Education Committee Meeting – February 1st, 2nd
- City of Placentia – February 13th, 14th
- PYLUSD – February 1st, 13th
- G4 Architect – February 8th, 13th
- Janitorial Services Bidders – February 28th

Community Function / Training

- Writer to Writer Event – February 25th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children's Services Report for February 2017
DATE: March 29, 2017

MONTHLY STATISTICS

Children's Reference

	February 2017	February 2016	Y-T-D 2016-2017	Y-T-D 2015-2016	Y-T-D % change
Reference--in person	451	484	4,491	3,707	21.15%
Reference--telephone	13	23	173	274	-36.86%
Total Reference	464	507	4,664	3,981	17.16%
Total Number of Programs	41	45	289	313	-7.67%
Total Programs Attendance	987	1,242	11,610	11,163	4.00%

Children's Services Programs

Children's Services Programs

	February 2017 Number of Programs	February 2017 Total Attendance	February 2016 Number of Programs	February 2016 Total Attendance	Y-T-D 2016-17 Total Programs	Y-T-D 2016-17 Total Attendance	Y-T-D 2015-16 Total Programs	Y-T-D 2015-16 Total Attendance	Y-T-D 15/16 - 16/17 % Change Programs	Y-T-D 15/16 - 16/17 % Change Attendance
Ongoing Programs										
0-2 year old Storytime Classes	8	291	8	453	48	2,416	56	2,540	-14.29%	-4.88%
3-6 year old Storytime Classes	4	75	8	164	31	746	56	1,284	-44.64%	-41.90%
Music Classes	4	93	4	116	24	830	28	1,070	-14.29%	-22.43%
Read to the Dogs	1	65	1	30	8	332	8	165	0.00%	101.21%
Master Builders Club	1	11	1	21	7	165	7	207	0.00%	-20.29%
Sensational Saturdays	1	60	1	45	6	215	7	215	-14.29%	0.00%
Homework Club	14	249	14	192	85	1,450	89	1,372	-4.49%	5.69%
PTAC (Placentia Teen Advisory Council)	2	43	2	32	16	309	15	217	6.67%	42.40%
PLD Collaboratory	1	8	-	-	7	33	-	-	100%	100.00%
The Vault	-	-	-	-	4	28	-	-	100%	100.00%
Teen Practice Exams	-	-	1	20	2	30	2	47	0.00%	-36.17%
Special Programs										
Outreach	1	25	2	90	8	957	4	878	100.00%	9.00%
School Visits	-	-	-	-	-	-	1	25	-100.00%	-100.00%
Library Tours	-	-	-	-	1	19	-	-	100%	100.00%
Bilingual Programs	-	-	-	-	2	106	2	145	0.00%	-26.90%
Seasonal Programs	2	67	2	73	16	1,099	12	794	33.33%	38.41%
Teen Programs	2	-	1	6	11	137	12	209	-8.33%	-34.45%
SRP Registrations	-	-	-	-	6	399	6	457	0.00%	-12.69%
SRP Events	-	-	-	-	7	2,339	8	1,538	-12.50%	52.08%
Totals	41	987	45	1,242	289	11,610	313	11,163	-7.67%	4.00%

ACHIEVEMENTS

- Fernando Maldonado assisted Boys and Girls Club Keystone Club at their annual, Valentine's Day party at the Teen Center on February 14th.
- Brenda Ramirez represented the Placentia Library District at the Placentia Parks Complete Advocacy Workshop on February 2nd.
- Lori Worden conducted Valentine's Day Stories & Crafts on February 11th.
- PTAC successfully entered Toyota's *Teen Drive 365 Video Challenge*, aimed at stopping teen driver fatalities.
- Friday Flicks, a new YA program featuring book-to-movie films or popular teen films, began February 17th. It offers teens a fun, safe space on Fridays, after school.

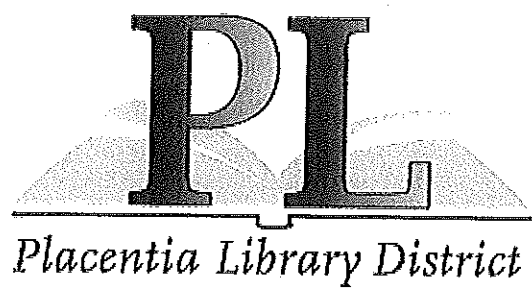
MEETINGS

- Brenda Ramirez attended a REFORMA meeting on February 18th.
- Lori Worden met with Brenda Ramirez on February 6th.
- Brenda Ramirez met with Fernando Maldonado on February 15th.
- Lori Worden attended SRP decorating meeting with Wendy Townsend and Coleen Wakai on February 7th.
- Jennifer Rydberg met with Brenda Ramirez on February 8th.
- Fernando Maldonado participated in Teen Partnership meeting with Yesenia Baltierra and the Boys and Girls Club Keyston Club and facility Supervisor Gary Lira on February 9th.
- Joseph Nguyen met with Brenda Ramirez on February 9th, 14th, 15th, and 22nd.
- Brenda Ramirez, Joseph Nguyen, and Fernando Maldonado attended the Architect Meeting February 13th.
- Fernando Maldonado met with Brenda Ramirez on February 23rd.
- Lori Worden and Brenda Ramirez attended the Staff Meeting on February 23rd.
- Lori Worden, Brenda Ramirez, Jennifer Rydberg, Fernando Maldonado, and Joseph Nguyen attended Children's Department meeting on February 27th.
- Joseph Nguyen met with Michelle Meades regarding the NASA grant on February 21st.
- Yesenia Baltierra attended PYLUSD Library Card meeting on February 1st.
- Yesenia Baltierra attended the City of Placentia and Community Library Renovation meeting on February 13th.
- Yesenia Baltierra attended the PYLUSD Library Renovation meeting on February 14th.
- Yesenia Baltierra attended the Cenic meeting on February 15th.
- Yesenia Baltierra attended Easter Eggcitement Committee meeting on February 6th and 23rd.
- Yesenia Baltierra attended the Board meeting on February 22nd.

PROFESSIONAL DEVELOPMENT

- Brenda Ramirez, Fernando Maldonado, Lori Worden, Joseph Nguyen, and Jennifer Rydberg participated in Edmond Otis's Dealing with Difficult People on Staff Development Day, February 3rd.
- Jennifer Rydberg and Joseph Nguyen attended and completed the Mental Health training with Yesenia Baltierra on February 15th and 16th.
- Lori Worden completed CPR/AED training on February 25th.
- Jennifer Rydberg, Brenda Ramirez, Lori Worden, Joseph Nguyen, and Fernando Maldonado attended a Cashier Register training session on February 27th.

- Jennifer Rydberg, Brenda Ramirez, Lori Worden, Joseph Nguyen, and Fernando Maldonado received Volunteer Orientation training on February 27th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for February 2017

DATE: March 29, 2017

MONTHLY STATISTICS**Reference Desk Activity**

	February 2017	February 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Reference -- in person	1339	1021	11626	6496	78.97%
Reference -- telephone	574	409	4526	1876	141.26%
Reference -- email/chat	4	5	46	54	-14.81%
Technology assistance	290	234	2209	1858	18.89%
Guest passes	71	67	555	558	-0.54%
Adult and Children's computer use (desktops)	2142	2641	20177	25188	-19.89%
Adult computer usage (desktop)	1876	2406	17069	19579	-12.82%
Public computer use (express laptops)	14	29	78	372	-79.03%

History Room Activity

	February 2017	February 2016	Y-T-D FY2016-17	Y-T-D FY2015-16	Y-T-D % change
History Room Visitors	7	7	57	76	-25.00%

Volunteer Hours

	February 2017	February 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
History Room	12.5	37.75	64.5	221.75	-70.91%
PLFF	494.5	528	3758.17	3879.75	-3.13%
General Library	356.43	487.25	4404.38	3849	14.43%
Technology	4	7.25	187	107.75	73.55%
Homework Club	146.5	94.25	670.25	468.25	43.14%
Adult Literacy Tutors	102.75	177.25	1037	1269.97	-18.34%
PTAC	95.72	60.75	490.72	485.88	1.00%
Total Volunteer Hours	1212.4	1392.5	11220.27	11348.45	-1.13%

Adult Services Programs

Type of Program	Number of Programs February	Attendance February 2017	Number of Programs February 2016	Attendance February 2016	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2017	2017	2016	2016	FY16-17	FY16-17	FY15-16	FY15-16		
Book Club	1	8	1	13	8	90	7	81	14.29%	11.11%
Computer Workshops	3	33	2	16	21	198	16	128	31.25%	54.69%
Literacy Programs	7	45	6	50	47	322	40	349	17.50%	-7.74%
Summer Reading Program	0	0	0	0	2	281	2	347	0.00%	-19.02%
Summer Reading Events	0	0	0	0	2	141	1	38	100.00%	271.05%
Database Instruction	7	14	5	11	40	71	27	76	48.15%	-6.58%
Volunteer Programs	1	16	1	39	8	192	4	140	100.00%	37.14%
Health & Fitness Programs	5	104	0	0	22	502	13	171	69.23%	193.57%
Parenting Programs	0	0	1	11	0	0	5	27	-100.00%	-100.00%
Fine Arts Programs	0	0	0	0	3	178	3	113	0.00%	57.52%
Educational Programs-various topics	1	25	2	98	10	353	14	664	-28.57%	-46.84%
Outreach	1	4	4	40	5	26	23	144	-78.26%	-81.94%
Totals	26	249	18	238	168	2,354	147	2,217	14.29%	6.18%

<u>Adult Literacy</u>		
	Feb 2017	Feb 2016
Number of Tutors	21	19
Number of Students	30	29
Total Number of Participants	51	48

<u>Computer Literacy</u>		
	Feb 2017	Feb 2016
Number of Tutors	1	2
Number of Students	1	2
Total Number of Participants	2	4

ACHIEVEMENTS

- Coleen Wakai coordinated the Conversation Club February 17th and led Conversation Club on February 10th and 24th.
- Coleen Wakai coordinated the Literacy Orientation on February 14th.
- Coleen Wakai coordinated the Stress Reliever Adult Coloring Class on February 23rd.
- Michelle Meades coordinate MS Word computer workshops on February 21st, 23rd and 28th.
- Pat Grimm coordinated Literacy Orientation on January 21st.
- Michelle Meades coordinated the LHLS on Renovating Historic Homes and Business in Placentia on February 6th.
- Wendy Townsend coordinated the Book Club on February 14th.
- Wendy Townsend coordinated Tai Chi on February 7th, 14th, 21st and 28th.
- Wendy Townsend led the Volunteer Orientation on February 11th.
- Wendy Townsend coordinated Emerald Isle outreach on February 9th.
- Michelle Meades coordinated volunteer training for all staff on February 8th and 27th.
- Yesenia Baltierra conducted the Mental Health First Aid training on February 15th and 16th.

MEETINGS

- Jeannie Killianey and Wendy Townsend met on February 8th.
- Coleen Wakai met with new literacy tutors on February 6th, and 8th.
- Coleen Wakai, Wendy Townsend and Lori Worden met February 7th to discuss SRP library decorations.
- Coleen Wakai met with Literacy intern, Linda C. on February 1st, 8th, 15th, and 22nd.
- Wendy Townsend and Coleen Wakai met on Feb 9th, 17th, and 22nd.
- Michelle Meades met with Lizeth Ramirez at Orange Library on February 15th.
- Michelle Meades attended the Placentia Historical Committee meeting on February 28th.
- Coleen Wakai met with Jorge Gamboa and Hilda Rivera from NOCCCD to create an educational community literacy partnership on February 13th.
- Coleen Wakai met with Julie Zeoli from Yorba Linda Library to create an educational community literacy partnership on February 16th.
- Coleen Wakai met with Tim Mountain and his staff to create an educational community literacy partnership on February 23rd.
- Coleen Wakai, Yesenia Baltierra and Jeanette Contreras attended Writer to Writer on February 25th, where four adult literacy learners were recognized for their SCLLN for their submissions.
- Michelle Meades met with Joseph Nguyen to discuss the NASA grant on February 21st.
- Wendy Townsend attended Kiwanis meetings on February 2nd, 9th, 16th and 23rd.
- Wendy Townsend and Michelle Meades met on February 1st, 7th, 15th and 22nd.
- Wendy Townsend and Yesenia Baltierra met on February 8th and 21st.
- Wendy Townsend and Yesenia Baltierra attended the Supervisors meeting on February 1st, 16th
- Michelle Meades and Yesenia Baltierra attended the Staff Meeting on February 23rd.
- Wendy Townsend and Yesenia Baltierra attended Huddle Meetings on February 3rd and 17th.
- Wendy Townsend, Jeannie Killianey, Michelle Meades, Coleen Wakai and Patricia Grimm attended the Adult Services meeting on February 27th.
- Wendy Townsend, Jeannie Killianey, Coleen Wakai, Michelle Meades, Yesenia Baltierra, and Patricia Grimm attended the Staff Development Day on February 3rd.
- Wendy Townsend, Coleen Wakai, Yesenia Baltierra and Michelle Meades attended the meeting with the library architect on February 13th.

- Wendy Townsend and Yesenia Baltierra met with Sam's Club to discuss SRP partnerships on February 23rd.
- Yesenia Baltierra met with Venessa Faber on February 9th, 14th and 21st.
- Yesenia Baltierra attended Parking Lot Survey meeting with the City of Placentia on February 14th.
- Yesenia Baltierra attended the Placentia Community Collaborative meeting on February 21st.

PROFESSIONAL DEVELOPMENT

- Michelle Meades attended a webinar on the NASA grants on February 14th.
- Jeannie Killianey attended the Mental Health Training Workshop on February 15th and 16th.
- Yesenia Baltierra attended the Harwood Innovators Lab webinar on February 14th and call on February 16th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Tim Worden, Emerging Technologies Assistant

SUBJECT: Placentia Library Website & Technology Report for February 2017

DATE: March 29, 2017

On-line database usage

	February 2017	Onsite Usage 1/17	Remote Usage 1/17	February 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Library Catalog	13,043	N/A	N/A	14,467	115,228	115,453	0%
General Reference Center	20	20	0	88	227	471	-52%
Biography In Context	17	11	6	1238	371	1,803	-79%
Opposing Viewpoints	6	6	0	142	1,088	2,068	-47%
Consumer Reports (new July 2016)	0	N/A	N/A	N/A	775	NA	NA
Freegal	1,040	N/A	N/A	933	9,234	8,852	4%
Heritage Quest	638	N/A	N/A	428	5,391	6,841	-21%
Novelist	26	N/A	N/A	32	334	396	-16%
Public Library Core Collection Nonfiction (new June 2015 staff use only)	0	N/A	N/A	0	1,393	4,016	-65%
Pronunciator (new Sept. 2014)	19	N/A	N/A	87	544	713	-24%
ABC Mouse (new Sept. 2014)	59	N/A	N/A	130	1,813	671	170%
Career Cruising (new June 2015)	0	N/A	N/A	3	3	38	-92%
Tumblebooks	4,522	N/A	N/A	283	5,700	1,065	435%
Reference USA	228	N/A	N/A	266	1,603	1,410	14%
Enki (new Oct. 2014)	0	N/A	N/A	0	13	17	-24%
Hoopla (new May 2015)	601	N/A	N/A	152	3,031	1,241	178%
Overdrive e-books	1,072	N/A	N/A	729	7,706	7,566	2%
Overdrive audio books	591	N/A	N/A	385	5,183	3,974	30%
Zinio (new Oct. 2014)	56	N/A	N/A	27	626	530	24.45%
TOTAL DATABASE USAGE	21,938	37	6	19,390	160,263	157,125	2%

Website Traffic

	February 2017	February 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Website visits	11,209	12,155	97,535	97,343	0%
Page Hits	18,989	20,311	161,398	162,828	-1%
Users	5,504	5,023	44,407	44,281	0%
Pages/Session	1.69	1.67	N/A	N/A	N/A
Avg. Session Duration	00:02:33	3:03:04	N/A	N/A	N/A
% New Sessions	39	32	N/A	N/A	N/A

Computer & Online Resource Use

	February 2017	February 2018	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Residents	1,349	1,430	10,994	10,736	2%
Non-Placentia Residents	740	1,003	7,656	7,002	9%
Total	2,089	2,433	18,650	17,738	5%

Wifi Use

	February 2017	February 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Total	2,509	2,477	20,481	16,204	26%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Report on the Teens @ Libraries Event

DATE: March 29, 2017

BACKGROUND

The History Room Librarian and Teen Services Library Assistant will report out on their participation with the *Teens @ the Library: A Get Involved Workshop* that provides the opportunity for library professionals working with teens to network with teen volunteer coordinators. The workshop explored best practices about teen volunteer engagement while helping library professionals to understand what motivates teen volunteers, how better to recruit teen volunteers, addressing challenges, opportunities and rewards of working with teens, and discussed the different perspectives of working with teens from a teen volunteer panelist.

The training was offered by the California State Library.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) BOARD OF DIRECTOS CALL FOR NOMINATIONS SEAT C

DATE: March 29, 2017

BACKGROUND

The nomination for CSDA Board of Directors is now open with a May 19, 2017 filing deadline.

The eighteen-member board is elected from six geographical networks with three seats per network. The board member will serve a three-year term during 2018-2020. The CSDA Board is responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources.

Board members attend all CSDA Board biennial monthly meetings in Sacramento at the CSDA office, participate on at least one committee, attend two CSDA annual events, and complete all four modules of CSDA's Special District Leadership Academy within two years.

Attachment A is the Notification of Nominations packet from CSDA.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



CSDA

**California Special
Districts Association**
Districts Stronger Together

 RECEIVED
 FEB 23 2017

BY:

DATE: February 17, 2017
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 2018 - 2020 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks 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 network that they seek to represent. (See attached Network 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. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend CSDA's two annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years.
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

Nomination Procedures: Any Regular Member in good standing 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 and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 19, 2017.** 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 2nd. The ballots must be received by CSDA no later than 5:00 p.m. August 4, 2017. The successful candidates will be notified no later than August 8, 2017. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September 2017.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat C Fred Ryness, Burney Water District*
Sierra Network	Seat C Peter Kampa, Saddle Creek Community Services District*
Bay Area Network	Seat C Stanley Caldwell, Mt. View Sanitary District*
Central Network	Seat C Sandi Miller, Selma Cemetery District*
Coastal Network	Seat C Vincent Ferrante, Moss Landing Harbor District*
Southern Network	Seat C Arlene Schafer, Costa Mesa Sanitary District*

(* = Incumbent is running for re-election)

If you have any questions, please contact Beth Hummel at 877-924-CSDA or bethh@cda.net.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization for Trustees and the Library Director to Attend the California Special District Association (CSDA) Annual Conference in Monterey, California, September 25-28, 2017.

DATE: March 29, 2017

BACKGROUND

The California Special District Association (CSDA) Annual Conference will be held in Monterey, California from September 25-28, 2017. The expense will be drawn from the General Fund.

A keynote speaker has not yet been confirmed. Pre-conferences include Governance Foundations and Building Your District Stronger. The complete conference schedule will be available next month.

Fiscal Impact: \$1,600 per attendee

RECOMMENDATIONS

1. Motion to Authorize Trustees to attend the California Special District Association (CSDA) Annual Conference in Monterey, California, September 25-28, 2017.
2. Motion to authorize travel request by a roll call vote.
3. Roll Call.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss and review the City of Placentia No Smoking Ordinance

DATE: March 29, 2017

BACKGROUND

The Placentia Library District received a copy of the agenda report on the Repeal of Chapter 8.28 of Title 8 from the City of Placentia on March 3, 2017 for presentation at the March 7, 2017 City Council meeting.

The proposed ordinance includes a no smoking ban within the Civic Center Plaza including the parking lot. The Library Director is scheduled to meet with the City on April 6, 2017 to discuss the changes in the ordinance that will affect library staff and patrons including the enforcements, violations and penalties.

Attachment A is a copy of the report from the City of Placentia.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF DEVELOPMENT SERVICES

DATE: MARCH 7, 2017

SUBJECT: **POLICY DISCUSSION AND REVIEW OF A DRAFT ORDINANCE TO REPEAL CHAPTER 8.28 OF TITLE 8 OF THE CITY OF PLACENTIA MUNICIPAL CODE AND REPLACE IT WITH A NEW CHAPTER 8.28 TO PROHIBIT SMOKING OF TOBACCO PRODUCTS AND MARIJUANA IN ALL CITY FACILITIES INCLUDING THE CIVIC CENTER COMPLEX, CITY PARKS AND PUBLIC FACILITIES**

FISCAL

IMPACT: No fiscal impacts are anticipated with the passage or review of this ordinance.

SUMMARY:

Chapter 8.28 of the Placentia Municipal Code currently regulates and prohibits smoking inside any building or structure owned or leased by the City for governmental purposes. Recently, Staff was directed to prepare an ordinance for discussion purposes that would broaden the prohibition of smoking to prohibit smoking at all City facilities, including parking lots, open areas, and enclosed fenced areas at parks, civic center(s), and community centers. A draft ordinance has been prepared and Staff is seeking policy direction from the City Council on preparation of a final ordinance.

RECOMMENDATION:

It is recommended that the City Council take the following action:

1. Receive the Staff Report and review the proposed draft ordinance; and
2. Ask any questions of Staff; and
3. Seek public comments concerning the proposed ordinance; and
4. Provide direction to staff as appropriate for preparation of a final draft ordinance to be considered by City Council at a future meeting.

BACKGROUND:

Chapter 8.28 of the Municipal Code currently regulates and prohibits smoking inside any building or structure owned or leased by the City for governmental purposes. However, it does not prohibit smoking immediately outside of City facilities such as parking lots, open areas, plazas, and enclosed fenced areas of the aforementioned facilities.

RECEIVED
MAR 03 2017

3.a.

March 7, 2017

CITY COUNCIL/SUCCESSOR AGENCY/ICDA

March 7, 2017

Page 2 of 2

Secondhand smoke has been classified as a known human carcinogen by the U.S. Environmental Protection Agency, the U.S. National Toxicology Program, the U.S. Surgeon General, and the International Agency for Research on Cancer. California first banned smoking in enclosed spaces at places of employment, including day care facilities, in 1995. Subsequently, California's smoking ban has grown to include building entryways, playgrounds, restaurants, bars, and public transit. In 2008, it became an infraction to smoke in a car when a minor is present due to the harmful effects of secondhand smoke.

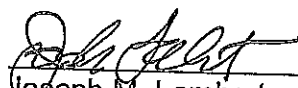
Most recently, Governor Brown signed a package of tobacco bills into law, which went into effect on June 9, 2016, that included raising the legal smoking age from 18 to 21. As part of the tobacco package, electronic cigarettes ("e-cigarettes") and other electronic smoking paraphernalia, such as vaporizers, are now considered tobacco products and subject to the State's current smoking ban restrictions. By doing so, these products are now banned anywhere smoking is prohibited on a statewide level such as playgrounds, restaurants, bars, and public transit. In addition, voters passed Proposition 64 in November 2016 to legalize the use of recreational marijuana. As part of Proposition 64, marijuana use is prohibited in "public places" as well as places where tobacco products are also prohibited. Proposition 64 also permits local government agencies to prohibit smoking of marijuana within buildings owned, leased, or occupied by the local government agency.

DISCUSSION:

The draft ordinance prepared for discussion would broaden the prohibition of smoking in City facilities to prohibit smoking at all City facilities, including parks, civic center(s), and public facilities. This prohibition would include parking lots, open areas, plazas, and enclosed fenced areas of all the aforementioned facilities. It would also include areas within fifty (50) feet of any park perimeter, provided that if any such perimeter encroaches on private property, the prohibition will not apply to persons and private (non-city) vehicles in route along the public streets and sidewalks, or to private properties not included in the definitions section of the Ordinance.

This ordinance would prohibit cigarette smoking, as well as marijuana smoking, electronic cigarettes ("e-cigarettes") and other electronic smoking paraphernalia, such as vaporizers. In essence, this Ordinance would establish that any place where tobacco smoking is prohibited, so too is the use of marijuana and/or e-cigarettes and vaping devices.

Prepared by:



Joseph M. Lambert
Director of Development Services

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachment:

Draft City Council Ordinance No. O-2017-XX (for discussion purposes)

ORDINANCE NO. O-2017-XX**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, REPEALING CHAPTER 8.28 OF TITLE 8 OF THE CITY OF PLACENTIA MUNICIPAL CODE AND REPLACING IT WITH A NEW CHAPTER 8.28 TO PROHIBIT SMOKING OF TOBACCO PRODUCTS AND MARIJUANA IN ALL CITY FACILITIES INCLUDING THE CIVIC CENTER COMPLEX, CITY PARKS AND PUBLIC FACILITIES**

City Attorney's Summary

An ordinance amending the City of Placentia Municipal Code whereby Chapter 8.28 of Title 8 (Health and Sanitation) of the Municipal Code is repealed and replaced with a new Chapter 8.28 to expressly prohibit smoking of tobacco products and marijuana in all city facilities including the civic center complex, city parks and public facilities. Chapter 8.28 of the Municipal Code currently regulates and prohibits smoking inside any building or structure owned or leased by the city for governmental purposes. The proposed Ordinance would broaden the prohibition of smoking in city facilities to prohibit smoking at all city facilities, including parks, civic center(s), and public facilities. This prohibition would include parking lots, open areas, plazas, and enclosed fenced areas of all the aforementioned facilities. It would also include areas within fifty (50) feet of any park perimeter, provided that if any such perimeter encroaches on private property, the prohibition will not apply to persons and private (non-city) vehicles in route along the public streets and sidewalks, or to private properties not included in the definitions section of the Ordinance. The proposed environmental impacts of the ordinance have been analyzed in accordance with the California Environmental Quality Act (CEQA). The proposed ordinance is exempt from further environmental analysis per 14 California Code of Regulations Section 15378(b)(5) because the amendments are not considered a project. The proposed amendments to the Placentia Municipal Code are a government administrative activity that will not result in direct or indirect physical changes to the environment.

WHEREAS, parks provide one of the few affordable entertainment options for individuals and families; and

WHEREAS, the City of Placentia's current smoking ordinance recognizes the danger to health and prohibits smoking tobacco products within public buildings; and

WHEREAS, in 2016, the State of California expanded the definition of tobacco products to include electronic cigarettes, extending state regulations and prohibitions relating to tobacco products to also include electronic cigarettes; and

WHEREAS, on November 8, 2016, the electorate of the State of California approved Proposition 64 ("Prop 64"), known as the Adult Use of Marijuana Act ("AUMA"), which is codified in various sections of the California Health and Safety Code and the California Business and Professions Code. The AUMA allows adults 21 and older to use, possess, and cultivate limited amounts of marijuana, establishes a state licensing and regulatory scheme for marijuana businesses serving the recreational market, and

expressly allows local jurisdictions to prohibit outdoor cultivation of marijuana for personal use, to regulate indoor cultivation of marijuana for personal use, and to prohibit all non-medical and recreational marijuana businesses from locating and operating within their jurisdictions; and

WHEREAS, the AUMA provides that its provisions shall not be construed to permit any person to smoke marijuana or marijuana products in public places or in places where smoking tobacco is prohibited; and

WHEREAS, the AUMA permits local government agencies to prohibit the smoking of marijuana within buildings owned, leased, or occupied by the local government agency; and

WHEREAS, subdivision (a) of Section 7597 of the California Government Code prohibits smoking in public buildings and extends the smoking ban to outdoor areas within twenty (20) feet of main exits, entrances, and operable windows of public buildings; and

WHEREAS, subdivision (b) of Section 7597 of the California Government Code authorizes cities to enact smoking and tobacco control ordinances that are more restrictive than those provided for in Chapter 32 of the California Government Code; and

WHEREAS, it is well documented that smoking tobacco products is not only injurious to the health of the smokers themselves, but is also harmful to otherwise healthy adult nonsmokers and child bystanders by exposing them to second-hand smoke, which can cause heart disease, strokes and lung cancer, as well as allergic or irritative reactions; and

WHEREAS, tobacco and marijuana litter and matches dropped in parks are particularly dangerous to young children who step on them or ingest them, sometimes while they are still hot, and creates additional work for maintenance staff; and

WHEREAS, tobacco products are, in addition, poisonous to wildlife which inhabit or visit the parks and are generally detrimental to the environment; and

WHEREAS, prohibiting all smoking in the City's parks, Civic Center and other City-owned or operated facilities and adjacent public areas will ensure that nonsmokers may breathe air free from the hazardous effects of secondhand smoke, will protect the public's health, comfort and welfare and promote a healthier environment; and

WHEREAS, all legal prerequisites prior to the adoption of this ordinance have occurred.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES ORDAIN AS FOLLOWS:

SECTION 1: Findings. The City Council finds that all the facts, findings, and conclusions set forth above in this Ordinance are true and correct.

SECTION 2: Amending Title 8. Title 8 of the Placentia Municipal Code is hereby amended with the repeal of Chapter 8.28 (Smoking in Public Places) in its entirety and adding a new Chapter 8.28 to read as follows:

Chapter 8.42 Smoking in and Around Public Facilities Prohibited

8.28.010. Purpose and findings.

The City Council finds that the smoking of tobacco products is a medically documented danger to health and a material annoyance, inconvenience, discomfort and health hazard to those who are present in confined and unconfined spaces. In order to reduce exposure to environmental tobacco and marijuana smoke and to serve public health, safety and welfare, the declared purpose of this Chapter is to prohibit the smoking of tobacco products and marijuana in public facilities owned or operated by the City of Placentia as stated and required in this Chapter.

8.28.020. Definitions.

For purposes of this Chapter, the following definitions apply:

- A. "Civic Center" means any city governmental building or facility established for the use by or service to the residents of the city.
- B. "Civic Center Plaza" means the public complex located at 401-411 E. Chapman Avenue.
- C. "Marijuana" has the meaning set forth in Section 11018 of the California Health and Safety Code.
- D. "Marijuana products" has the meaning set forth in Section 11018.1 of the California Health and Safety Code.
- E. "Park" means "city park," as the same is defined in Section 14.08.010 of the Municipal Code.
- F. "Public Facility" means and includes any of the following, which is owned, leased or operated by the City of Placentia, but that does not include facilities used as multifamily residential buildings:
 - (1) Any building, structure or room within a building enclosed by a roof and four (4) walls with appropriate openings for ingress and egress.

- (2) Any motor vehicle enclosed by a roof with appropriate openings for ingress and egress.
- G. "Smoke" or "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. "Smoke" and "smoking" include the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.
- H. "Tobacco product" means any of the following:
- (1) A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff.
 - (2) An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.

8.28.030. Smoking Prohibited.

No person shall smoke any tobacco product, marijuana or marijuana products within any area posted as a no smoking area by the city by signs of sufficient number and posted in such locations as to be readily seen by persons within such area, including but not limited to:

- A. Within Civic Center Plaza, including the parking lot, open areas, and enclosed fenced areas of Civic Center Plaza.
- B. Within a civic center, including the parking lot, open areas, and enclosed fenced areas of a civic center.
- C. Within parks, including within fifty (50) feet of any park perimeter, provided that if any such perimeter encroaches on private property, this Section's prohibition shall not apply to the private property. This prohibition shall also not apply to persons and vehicles in route on public streets and sidewalks.
- D. Within public facilities, including the parking lot, open areas, and enclosed fenced areas of public facilities.

8.28.040. Disposal of tobacco product waste.

No person shall dispose of any part of any tobacco product, marijuana or marijuana products in any place where smoking is prohibited.

8.28.050. Enforcement.

Any city employee authorized to enforce violations of this Code or state law may enforce the regulations established by this Chapter.

8.28.060. Violations and penalties.

- A. Any violation of this Chapter shall be deemed an infraction and shall be punishable in accordance with Chapter 1.08 of this Code and state law. The remedies set forth herein shall be in addition to any other remedies available at law or in equity.
- B. Ejection. Any person who violates this Chapter shall be subject to ejection from the park, Civic Center, Civic Center Plaza or Public Facility where the violation occurs by any city employee authorized to enforce violations of this Code or state law.

SECTION 3: Inconsistent Code Provisions. Any provision of the Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to effect the provisions of this Ordinance.

SECTION 4: Severability. Should any provision of this Ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this Ordinance or the application of this Ordinance to any other person or circumstance and, to that end, the provisions hereof are severable. The City Council declares that it would have adopted all the provisions of this Ordinance that remain valid if any provisions of this ordinance are declared invalid.

SECTION 5: CEQA Determination. The environmental impacts of the Ordinance have been analyzed in accordance with the California Environmental Quality Act (CEQA). The proposed ordinance is exempt from further environmental analysis per 14 California Code of Regulations Section 15378(b)(5) because the amendments are not considered a project. The proposed amendments to the Placentia Municipal Code are a government administrative activity that will not result in direct or indirect physical changes to the environment.

There is no possibility that the proposed Ordinance will have a significant effect on the environment.

SECTION 6: Effective Date. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published and posted pursuant to the provisions of law in that regard. This Ordinance shall take

effect thirty (30) days after its final passage.

PASSED AND ADOPTED this ____ day of _____, 2017.

CRAIG GREEN, MAYOR

ATTEST:

PATRICK J, MELIA, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF PLACENTIA)

I, Patrick J. Melia, City Clerk of the City of Placentia, California, do hereby certify that the foregoing Ordinance was adopted at a regular meeting of the City Council of the City of Placentia held on the ____ day of _____, 2017, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

PATRICK J. MELIA, CITY CLERK

APPROVED AS TO FORM:

CHRISTIAN L. BETTENHAUSEN, CITY ATTORNEY



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Revisit the Janitorial and Building Maintenance Proposals

DATE: February 22, 2017

BACKGROUND

At the February 22, 2017 Library Board of Trustees, three proposals were presented for procurement of janitorial and building maintenance service. The Library Board selected Coastal Building Services with a 90-day probationary clause. One day after providing service to the Placentia Library District, Coastal Building Services sought a termination of the contract which was agreed upon by the District.

Master Janitorial Service is currently providing temporary service for the District through March 31, 2017. Library staff has had positive experiences with the service provided by Master Janitorial Service who also services the Buena Park Library District.

Attachment A is the proposal from Coastal Building Services

Attachment B is the proposal from Master Janitorial Service

Attachment C is the proposal from Priority Building Services

Library staff recommends that Master Janitorial Service be awarded the contract.

Fiscal Impact: \$38,000

RECOMMENDATIONS

1. Award bid to Master Janitorial Service.
2. Authorize by a roll call.
3. Roll Call.
4. Authorize Library Director to sign the contract on behalf of the Placentia Library District.

**JANITORIAL PROPOSAL PREPARED FOR:
PLACENTIA LIBRARY DISTRICT**



February 17, 2017

Jeanette Contreras
PLACENTIA LIBRARY DISTRICT
411 E. Chapman Avenue
Placentia, CA. 92870-6198

RE: Contract cleaning services

Dear Jeanette,

Thank you for the opportunity to submit our proposal for your janitorial services. Coastal Building Services, Incorporated (CBS) is a mid-size company with a very diverse client base thus giving us a broad knowledge of our market, rather than specializing in one type of cleaning contract.

Everything in this proposal is meant to satisfy a specific need in each area. If necessary we will adjust the frequency of cleaning or the task to be performed in order to give you quality service while working within your budget. Areas in the specifications identified as additional labor will be an optional fee. See contract page.*

Sincerely,

Brett Dunstan

Brett Dunstan
Principal - CBS, Inc.
718 Hariton St.
Orange, CA. 92868
714-630-4445
www.cbsinc.us



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MANAGEMENT

Day Management

One aspect of The CBS, Inc. management plan is that the principals stay in direct contact with the client on a regular basis above and beyond your Quality Assurance Evaluator. Brett Dunstan is responsible for the business development and works with day operations. Polo Arias is active in the daily negotiations of new business as well as responding to the individual client's needs. Marina Guevara works directly with the day operations team reviewing the specifications, dispatching crews and administering the office staff. Alberto Melendez is the contact for customer inquiries during regular business hours and will then in-turn meet with the Night Operations staff to remedy the deficiencies.

Night Management

The night management, in any contract cleaning operation, is the nucleus of the end result. When you are dealing with a labor base as is evident in the janitorial business proper delegation of supervision is imperative. Polo Arias, in his capacity as Director of Operations, is a previous sole proprietor of a large custodial firm and is respected amongst his supervisors and crews as a loyal and dedicated professional. Polo employs 2 levels of management at night including district managers and supervisors. Alberto Melendez maintains the night operations as a District Manager and Rafael Perez works as a Managing Supervisor.

QUALITY ASSURANCE PROGRAM

Producing quality and consistent janitorial service is obtained by preparation and follow through. You must first have a plan that identifies your system of assurance.

1. District Supervision

With our diversity we have delegated supervision in the form of routes with every Supervisor completing his district in one week's time. This assures the client that the consistency of the new start program remains in effect throughout the duration.

The Supervisor will report his or her findings to the Night Operations Manager but not until completing the deficiency and warning the crew. A completion memo will be on file with each facility for tracking.

2. Quality Assurance Evaluations

In an acceptable period after the initial start of each project CBS will perform a quality assurance evaluation of your facility to ensure the service has improved and the phase-in has been completed. A written survey (based on a frequency determined by client and QAE) will continue unless otherwise determined to be more frequent by the evaluator and contact.

3. The Organization and Solving Problems

In the event when a janitorial related concern may arise CBS will react efficiently and solve the problem with the Corporate Team. From the owners to the janitors we will all strive to correct the issue so it does not become chronic. It is not uncommon to find the sleeves rolled up on the QA evaluator to ensure customer satisfaction.

TRAINING

At Coastal Building Services, Incorporated we receive a tremendous amount of applicants over the course of the year and quite frankly we do a nominal amount of hiring based on our policy. It is our opinion that we do not wish to employ experienced staff that have worked for our competitors because they may have obtained habits that are often times contradictory to our service philosophy. The majority of our new hires has a limited amount of custodial experience and must endure our training program which consists of full scale education 3 days prior to their first day of field work, learning the equipment, machinery, and chemical line. During this process they will also learn the importance of safety in the work place and how to react to certain circumstances. The majority of our employees however has been with the company for a lengthy period of time and participates in our on-going, in-house training. CBS has some of the lowest turnover of employees in the industry due to a moral and ethical workplace that mandates proper compensation.

CBS maintains a Safety Coordinator on staff to aid with continuing education on this delicate subject. This coordinator will do periodic site inspections to ensure Material Safety Data Sheets and proper documentation is in the building service closets.

A DIFFERENT DIRECTION

Self-directed work teams, also known as self-managed or autonomous, consisting of workers responsible for managing and carrying out all of the cleaning in an area. Each team is generally responsible for:

- * Routine cleaning, policing, trash removal and special projects.
- * Resupply and inventory management.
- * Assisting with the interviewing, hiring and orientation of new team members.
- * Worker training on-site.
- * Modifying team processes for increased productivity.
- * Coordination of teams cleaning activities.
- * Administrative duties and manpower record keeping.

These work teams have many benefits including; increased employee commitment, improved work quality breeding enthusiasm, more program flexibility, cross-training advantages, accountability and quicker response times.

SAFETY PROGRAM

The Safety Program will be provided as an attachment. Our insurance company will survey the site on a quarterly basis for safety and OSHA compliance. We will then meet with our representative and he will make a presentation on how we can improve. Regular bi-lingual safety training is done from our library of DVD's. An interactive question and answer session is included and all attendees receive our in-house certification and compliance acknowledgement. This documentation will be kept on-site (provided an office is available) or at our corporate offices. Due to our involvement with hospitals, we have mandated training for all potential exposures and health risks both specific and general to your site.

EVALUATION CRITERIA

Coastal Building Services, Inc. is a financially sound contract cleaning service. The principal ownership has an average of thirty-two years in the industry. Our company has no significant debt and has retained earnings of one year in arrears. This allows us to fund payroll in advance and pay our employees promptly. None of our employees earn minimum wage however when the minimum wage increases our employees gain the new percentage. We make no misrepresentations that we are the least expensive provider in the industry. However we can say confidently that we are one of the most professional, responsive services for the fee proposed. We generally will not lose business based on service issues. All of our full time employees have access to healthcare benefits and can pick a program that suits their needs. The richer the program the more out of pocket however we do allocate a significant dollar amount and program for our employees. Based on these benefits and work environment we are able to attract a more qualified applicant than our competition. We don't consider ourselves innovative, actually we have rather antiquated values, but we do commit to consistent service, management/client interfacing, low employee turnover and a safe and proactive work environment.

Coastal Building Services, Inc. is a privately held company formed in 1998. We have been under current ownership and control since 1998. We have had no acquisitions and no mergers in the last five years. We are a non-union entity.

Our invoices are very standard and simple. Your facilities will be billed as a line item based on the building. Terms are net fifteen unless otherwise predetermined. There are no discounts for shorter terms.

All new applicants fill out an employee prospect form. This determines their eligibility and geographic area of employment. When a position becomes available a prospect is selected for an interview by our night operations manager. Once this person is qualified a position will be offered. The employee will now go through our in-house training with equipment, supplies, proper dilution, safety and company policy. The last step is to place the new employee at the site and allow them to work within a team. Your company will have access to all CBS, Inc. records pertaining to your site, upon request.

CBS, Inc. does not subcontract any services other than window cleaning above four stories. CBS, Inc. currently employs approximately 200 people. We have two owners, four night managers, three administrators and the balance assigned to our sites in various capacities.

Our policy is to cross train all staffers. Each employee's task will be rotated to alleviate burn-out and various other medical conditions. Employees will be trained continuously on safety, code of conduct and company policies as they change. Employee turnover is very low. We will lose custodians generally for their own personal reasons or the loss of a job.

Employee performance is evaluated by the building lead and campus director. An evaluation is also performed when the employee is suggested for an increase.

Customer evaluations are our greatest strength. We pride ourselves on customer interaction and site analysis. We request that the customer and customer contact stay active in their contract with CBS, Inc. We perform regular and periodic site inspections with the client representative and provide them a copy of the evaluation. This allows us to track any chronic deficiencies and make improvements with customer input. This reduces the inevitable peaks and valleys.

As the incumbent, the current team will remain intact and will be compensated at or above the minimum wage if retained.

COASTAL BUILDING SERVICES, INC. - EXECUTIVE SUMMARY

President/CEO - Polo Arias

Hoag Hospital - 1980-1981 Housekeeping Lead

Hoag Hospital - 1981-1989 Housekeeping Supervisor

Fountain Valley Regional Hospital - 1989-1993 Housekeeping Supervisor

Coastal Building Services - 1989-1998 Owner

Coastal Building Services, Inc. 1998-Present Partner

Education: University of Guadalajara, Mexico. Santa Ana College

Married, resides in Villa Park, CA.

Vice President/CFO - Brett Dunstan

Commercial Maintenance Systems - 1983-1984 Sales

Ambassador Building Maintenance - 1984-1987 Sales Manager

Maintenance Masters - 1987-1991 General Manager

Janitorial Technology - 1991-1995 General Manager

Janitorial Technology, Inc. - 1995-1998 Partner

Coastal Building Services, Inc. - 1998-Present Partner

Education: Orange Coast and Santa Ana Colleges - Business

Resides in San Clemente, CA.

Coastal Building Services, Inc. is a California corporation subchapter "S" formed in July 1998.
Federal ID 330809733.

COASTAL BUILDING SERVICES, INC. 718 HARITON ST. ORANGE, CA. 92868. 714-630-4445

LOCATION OF WORK

Location of work is Placentia Library District at 411 E. Chapman Avenue. The building is open to the public 7 days a week Monday through Thursday, 9:00 a.m. – 8:00 p.m.; Friday & Saturday 9:00 a.m. – 5:00 p.m.; Sunday 1:00 p.m. – 5:00 p.m.

TIME OF COMPLETION

Upon notification from the Library Director or her designee, the contractor shall proceed immediately with the requested repair services.

EMERGENCY RESPONSE

Contractor shall have the capability and be required to respond to all safety (risk management) emergencies during normal working hours (8:00 a.m. to 8:00 p.m.), Monday through Thursday; (8:00 a.m. – 5:00 p.m.) Friday and Saturday and (12:00 p.m. – 5:00 p.m.) as well as after-hours, 24 hours, 7 days per week (including holidays). Contractor shall provide the District with emergency on-call contact numbers. Failure to keep information current will result in a performance deficiency deduction of \$250.00 per occurrence.

Contractor shall have the capability of responding "on site" to all emergencies (determined by the District), within one (1) hour, unless otherwise noted. All requests for services shall be returned within fifteen (15) minutes. Failure to respond in specified time frames will result in a \$250.00 performance deficiency deduction per occurrence. Contractor will be required to be equipped with cellular phones for optimum communication.

MATERIALS

All materials shall be installed new and of the same manufacturer as found unless otherwise approved by the District. Materials must be listed and approved by the Consumer Products Safety Commission and/or Underwriters' Laboratories (UL). Any deviation in replacing of original equipment unless otherwise authorized will result in a performance deficiency of \$250.00 per occurrence. In addition, the Contractor is responsible for all liabilities resulting in utilizing unauthorized materials. Material markups shall not exceed ten percent. At no time should any equipment or product provided by the District be removed from the premises or utilized by Contractor for use other than District-related.

District will provide the following supplies:

1. Trash-can liners for receptacles
2. Hand towels
3. Hand soap
4. Toilet paper
5. Toilet seat covers

SCOPE OF WORK

The work to be completed herein consists of furnishing all labor, materials, tools, equipment, supplies, and

incidentals as required to adequately clean and repair District-owned facilities and equipment. The work involves daily, weekly, monthly and quarterly full service maintenance and cleaning of the 22,800 square foot facility. All work shall be completed on a time and materials basis.

Lobby/Entrance/Friends Bookstore	Daily	Weekly	Biweekly	Monthly
Clean entry glass including 5 inside and 1 outside display cases	X			
Sweep floor	X			
Damp mop floor	X			
Wet mop floor		X		
Scrub floor		X		
Vacuum Welcome mat	X			
Clean and dust bookshelves	X			
Clean and dust lobby TV monitor and computers	X			
Clean lobby/entrance furniture	X			
Clean and sanitize upholstered furniture	X			
Empty and sanitize interior and exterior trashcans	X			
Change trashcan liners	X			
Clean and sanitize trashcans	X			
Spot clean all glass including pictures frames and display cases	X			
Spot clean walls		X		
Clean and sanitize phone in the Friends office	X			
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean, dust and sanitize drinking fountain	X			
Clean corners and remove cobwebs throughout area	X			

Public and staff restrooms (4 public restrooms, 2 staff restrooms)	Daily	Weekly	Biweekly	Monthly
Clean and sanitize toilets and urinals	X			
Clean and sanitize sinks, mirrors, baby changing station and counters	X			
Clean and sanitize partitions	X			
Clean and sanitize all door handles	X			
Spot clean walls		X		
Sweep floors	X			
Damp mop floors	X			
Scrub floors		X		
Deep wash floors				X
Empty and sanitize trashcans and sanitary receptacles	X			
Replace trashcan and sanitary receptacle liners	X			

Clean and sanitize trashcans	x			
Clean can light fixtures				x
Replace toilet paper, hand towels, toilet seat covers, and hand soap	As needed			
Clean corners and remove cobwebs throughout area	x			

Community Meeting Room	Daily	Weekly	Biweekly	Monthly
Clean entry frosted glass entry doors	x			
Clean interior glass including windows and doors	x			
Clean exterior glass including windows and doors				x
Clean and sanitize refrigerator door		x		
Clean and sanitize microwave				x
Clean and sanitize sink and counter	x			
Vacuum carpet	x			
Remove carpet stains		x		
Clean lobby/entrance furniture	x			
Empty and sanitize trashcans	x			
Change trashcan liners	x			
Spot clean artwork		x		
Spot clean walls (White screen is not to be cleaned)		x		
Clean and sanitize phone	x			
Clean and sanitize all door handles	x			
Clean corners and remove cobwebs throughout area	x			
Replace hand towels and hand soap	As Needed			

Group Study Room	Daily	Weekly	Biweekly	Monthly
Clean glass door	x			
Vacuum carpet	x			
Remove carpet stains		x		
Clean and sanitize furniture	x			
Empty and sanitize trashcans	x			
Change trashcan liners	x			
Spot clean walls		x		
Clean and sanitize all door handles	x			
Clean corners and remove cobwebs throughout area	x			

History Room	Daily	Weekly	Biweekly	Monthly
Clean glass including doors	x			

Vacuum carpet	X			
Remove carpet stains		X		
Dust book tops			X	
Clean furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean walls		X		
Clean and sanitize phone	X			
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area	X			

Public Areas / Stacks / Computer Lab	Daily	Weekly	Biweekly	Monthly
Clean entry glass including interior windows and doors	X			
Wash and clean exterior windows and doors				X
Vacuum carpet	X			
Remove carpet stains		X		
Clean bookshelves	X			
Clean and sanitize upholstered furniture	X			
Clean and sanitize wooden tables and chairs	X			
Clean and dust bookshelves and counters	X			
Clean and dust TV monitor in the computer lab			X	
Clean and dust all computer monitors and CPU	X			
Clean, dust and sanitize Information Desk monitors, counter tops and drinking fountains	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all glass including pictures frames and display cases		X		
Spot clean walls		X		
Clean and sanitize phones at the Information Desk	X			
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean corners and remove cobwebs throughout area	X			

Administration	Daily	Weekly	Biweekly	Monthly
Vacuum carpets	X			

Remove carpet stains			X	
Clean leather furniture	X			
Clean and sanitize upholstered furniture	X			
Clean windows	X			
Wash and clean exterior windows and door				X
Clean and sanitize phones	X			
Clean and dust shelves	X			
Spot clean walls		X		
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all glass including pictures frames and display cases	X			
Clean corners and remove cobwebs throughout area	X			

Staff Offices & Work Room	Daily	Weekly	Biweekly	Monthly
Clean glass including windows and doors	X			
Vacuum carpet	X			
Remove carpet stains			X	
Clean and dust furniture and counters	X			
Clean and dust computer monitors and CPU	X			
Clean, dust and sanitize phones	X			
Empty and sanitize trashcans	X			
Replace trashcan liners	X			
Spot clean walls	X			
Clean can light fixtures				X
Clean and sanitize all door handles	X			
Dust bookshelves	X			
Clean corners and remove cobwebs throughout area	X			

Staff Lounge	Daily	Weekly	Biweekly	Monthly
Clean and sanitize tables and chairs	X			
Sweep floor	X			
Damp mop floor		X		
Wet mop floor		X		
Scrub floor			X	
Clean sink and counter	X			
Clean interior and exterior of microwaves	X			
Clean interior and exterior of refrigerator			X	
Clean and wipe stove		X		
Clean and wipe oven				X
Clean exterior of cupboards		X		
Clean and sanitize phone	X			

Clean and dust computer monitor and CPU	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all artwork				X
Spot clean walls			X	
Vacuum and sanitize upholstered furniture	X			
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean corners and remove cobwebs throughout area	X			
Replace paper towels, hand soap and detergent soap	As Needed			

Additional Services:

1. The following is a summary of typical services the contractor will be asked to provide:
 - Clean and remove cobwebs on all exterior of building - included
 - Water plants on a weekly basis - included
 - Clean and dust silk plants on a weekly basis - included
 - Hang and remove artwork as needed – included to hand height
 - Repair plumbing on sinks, toilets, and associated fixtures – additional fee*
 - Repair stucco and walls - additional fee*
 - Repair concrete and perform minor concrete work - additional fee*
 - Facilities painting / repairs - additional fee*
 - Assemble, remove or repair furniture - additional fee*
 - Install or repair facility roofing - additional fee*
 - Install, modify, or repair facility appliances - additional fee*
 - Other facility repair duties and assistance as needed - additional fee*

2. All repairs over one-thousand dollars (\$1,000.00) will require pre-authorization and a written work proposal from the Contractor detailing the costs for the recommended repairs, maintenance, alteration, or installation. All unauthorized work will be at no expense to the District and solely the Contractor's responsibility. All work conducted under this contract shall be compensated on a time and materials basis.

3. For work under one-thousand Dollars (\$1,000.00), the Contractor must receive verbal authorization from the Library Director or her designee prior to proceeding with the work and provide documentation with billings.

4. When proceeding to accomplish authorized maintenance, follow the directions and events listed below:
 - a. Before leaving the building, check company's message center for any service request or changes in service request from the Placentia Library District.

- b. Before terminating any work being performed, Contractor shall perform a thorough clean up and remove any debris generated. A final inspection must be performed by the Contractor to insure that all necessary work is complete before leaving the library.
- c. Acceptance of work by the District for payment will occur when bills are received and approved. Warranty period will continue for a period of one (1) year from the date of acceptance by the District.

Deficient Work

1. The Library Director or her designee shall notify the Contractor verbally or in writing each time performance is unsatisfactory and corrective action is necessary.
2. Work shall proceed in an orderly manner according to industry standards. The Contractor shall provide the Library Director with a schedule of repairs in advance of starting the work. Failure to provide a schedule when requested or to perform work according to schedule will result in a performance deficiency deduction of up to \$250.00 per occurrence.
3. Failure to comply with conditions, specifications, schedules, and directives from the Library Director or her designee will result in a performance deficiency deduction of \$250.00 per occurrence.
4. All unsatisfactory work believed to be complete by the Contractor and submitted for billing shall be set aside and considered incomplete until work is performed again to the satisfaction of the District. Removals and rework shall be completed immediately by the Contractor and shall be at no additional expense to the District.
5. Work left idle, incomplete, or not commencing immediately upon notification to the Contractor to proceed shall be subject to a performance deficiency deduction for failure to protect the public. The deduction from payments will be \$250.00 per day.
6. The objective of the required service is to have available on the project sites the tools and knowledge needed to make repairs or mitigate a potentially hazardous condition as soon as it is observed.

Conflict of Interest

In the sole judgment of the Placentia Library District, any and all proposals are subject to disqualification on the basis of a conflict of interest. Placentia Library District may not contract with a vendor if the vendor or an employee, officer or director of the vendor's firm, or any immediate family member of the preceding, has served as an elected official, employee, who influences the making of the contract. Furthermore, Placentia Library District may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. Placentia Library District, as its sole option, may disqualify any proposal on the basis of such a conflict of interest. Please identify any person associated with the firm that has a potential conflict of interest.

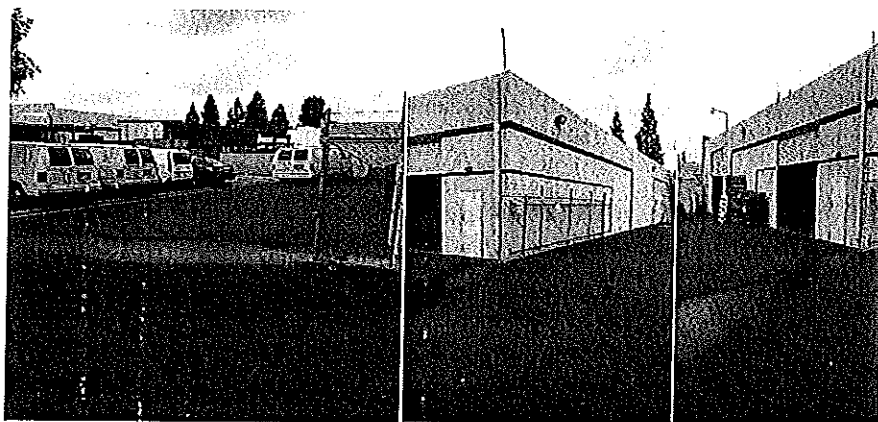
References

COASTAL BUILDING SERVICES, INC. 718 HARITON ST. ORANGE, CA. 92868. 714-630-4445

Please provide a list of at least (3) office/commercial/business references documenting your experience. Each reference should include the business name, contact name, and a current telephone number.

Insurance, License, and Bonding Documentation

Provide proper documentation verifying current policies.



This agreement was made this day _____ between **COASTAL BUILDING SERVICES, INCORPORATED** hereinafter referred to as "**CBS**" located at 718 N. Hariton St. Orange, California 92868 and **PLACENTIA LIBRARY DISTRICT** hereinafter referred to as the Customer, located at 411 E. Chapman Avenue Placentia, CA. 92870-6198

The purpose of this Agreement is to state the terms, conditions and compensation under which CBS will provide janitorial and related services for the property located at 411 E. Chapman Avenue Placentia, CA.

Five times per week service - **\$1,589.00 per month**

Handy and minor construction labor - **\$69.00 per hour**, eight hour minimum (excludes parts)*

Customer shall pay CBS at the rate of **\$1,589.00**, per month for the cleaning herein agreed to be performed. CBS will invoice the Customer on the 5th of each month. Customer shall make payment 15 days net. There will be a service charge on accounts past due.

This contract will change with prior notice in the event of a minimum wage increase or applicable increases in federal, state, city, or county taxes. The cost breakdown will be revised to validate the increase. Any other increase to the contract rate will be agreed to by Customer prior to implementation.

The term of this agreement shall commence on _____ 2017 and shall continue in full until such time as Customer wishes to terminate this agreement with thirty (30) days written notice to the other party. In the event it is terminated for any reason by Customer and proper thirty (30) day notice has not been given Customer must buy out the remaining days left on the contract.

TERMS AND CONDITIONS

CBS will furnish all materials and equipment necessary to perform the janitorial services with the exception of hand towels, toilet tissue, hand soap, plastic trash can liners, toilet seat covers and sanitary supplies which will can be supplied by our sister company **CleanMart USA**.

Periodic and routine supervisory inspections will be conducted on a regular basis to ensure Customer satisfaction. Management will in turn visit each site or contact by phone to follow up with the inspection. This documentation will remain on file and can be requested by Customer at any time. CBS will maintain a twenty four (24) bi-lingual VOIP.

JANITORIAL SERVICE AGREEMENT – page 2 of 2

CBS shall provide Employers Liability Insurance in the amount of \$2,000,000. Workers Compensation Insurance will be in effect upon acceptance of terms in the amount of \$1,000,000. All insurance certificates will be furnished to Customer upon request. CBS assumes all financial responsibility such as taxes, reports, payments, withholdings, and insurance relative to employees' wages and compensation for all members of the staff employed by CBS in connection with the janitorial services of the Customer's facility.

CBS observes the following holidays and will observe any remaining holidays observed by Customer. Unless otherwise contracted for 7 days per week service CBS does not provide service on these days: New Years, Memorial, Independence, Labor, Thanksgiving and Christmas Days'. In the event the management of CBS closes the office early on a day prior to a holiday the calls will forward to our twenty four (24) hour answering service.

Customer agrees that CBS shall not be liable for damage to or loss of items of unusual or extraordinary value located in the building unless said items have been previously declared and documented on the building survey prior to implementation of terms. This clause also pertains to alleged pilfering. CBS will not be held liable for any loss, damage or delay caused by accidents, strikes, lockouts, fire, floods, acts of civil or military authorities, or by riot, or any other cause which is unavoidable or beyond its control

This agreement shall be governed by the laws of the State of California. It constitutes the entire agreement between the parties regarding its subject matter. If any provision in this contract is held by any court to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force.

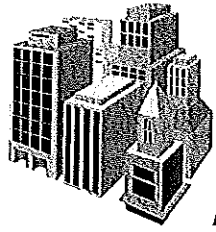
COASTAL BUILDING SERVICES, INCORPORATED

Signature: Brett Dunstan By: Brett Dunstan Date: 2-17-17

**PLACENTIA LIBRARY DISTRICT
APPROVAL AND ACCEPTANCE**

Signature: _____ Print: _____ Date: _____





Master
Janitorial Service, Inc.

Janitorial Service Proposal

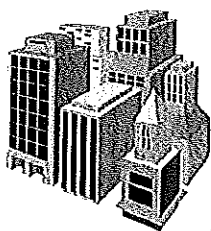
**Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870**

Attn: Jeanette Contreras

(714) 528-1906

1039 N. Main St., Orange, CA 92867
Ph: (714) 628-1351 Fax: (714) 628-1352
Website: www.masterjanitorial.com
Email: sales@masterjanitorial.com

*"Quality You Can See * Service You Can Trust * At A Price You Can Afford"*



Master

Janitorial Service, Inc.

1039 N. Main St., Orange, CA 92867

Ph: (714) 628-1351 Fax: (714) 628-1352

Website: www.masterjanitorial.com

Email: sales@masterjanitorial.com

*"Quality You Can See * Service You Can Trust * At A Price You Can Afford"*

March 25, 2017

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

Dear Jeanette:

We are very pleased to submit a janitorial proposal for your consideration and to offer you a bid designed to deliver professional high quality work at a very competitive price. Our cost and quality management plan is described in this proposal.

Serving Southern California since 1970, we are very proud of our recognition numerous times over the years by trade associations for outstanding service and innovative quality management techniques. Our emphasis on delivering consistent quality has made us one of the most recognized and respected commercial building service companies in the region. We proudly serve several hundred very loyal and satisfied customers.

Our business philosophy consists of honesty, reliability, consistency, and good communication practices with our employees and customers. We provide a superlative service that reflects our business quality and excellence at affordable prices.

Please contact me with any questions about our proposed services or if you need further clarification. I look forward to speaking with you soon.

Thank you very much.

Sincerely,

Lisa Rao
Office Manager

COMPANY PROFILE

- Established since 1970
- English-speaking employees
- High employee and client retention rates
- Extensive in-house training program
- Experienced supervisors and friendly customer service
- Excellent client communication and quick response
- Regular inspections and phone follow up to ensure quality

INSURANCE

- \$ 2 million Liability Insurance
- \$ 1 million Workers' Compensation Insurance
- \$ 50,000 Janitorial Employee Dishonesty Bond

GENERAL INFORMATION

- We observe the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- We accommodate all special requests
- 24/7 phone response
- We provide carpet cleaning, strip and waxing, and window cleaning upon request
- Day porter service available

CLEANING SPECIFICATIONS

Master Janitorial Service shall comply with ALL cleaning and maintenance requirements as well as all contract terms and conditions as specified in your:

- Request For Proposal for BUILDING MAINTENANCE and JANITORIAL SERVICES
- Custodial Service Task List

Cost Schedule

Complete janitorial service **seven** times per week (5 man hours / day) for **\$ 3,100 / month.**

This is a one-year contract.

Additional Costs

- Handyman service shall be provided at the rate of **\$ 69 / hour** (with a 3-hour minimum charge).
- Costs for additional services shall be quoted upon request.

Price Matching

We sincerely feel you will be thoroughly satisfied with the professionalism and high caliber of work that our existing customers have already become accustomed to.

We value your business and look forward to a long-term working relationship with your company. In order to win your business, we agree to consider **matching any reasonable price** while still providing you with our high quality of service.

Service Guarantee

We sincerely feel you will be thoroughly satisfied with the professionalism and high caliber of work that our existing customers have already become accustomed to. If any problem that is brought to our attention is not corrected satisfactorily within one to two service visits, Master Service shall issue a credit for one day's service on your next bill...**guaranteed !**

The above specifications, conditions, and terms are satisfactory and are hereby accepted by both parties. This agreement shall inure to and bind the successors, agents, and representatives of their parties.

Master Janitorial Service

PLACENTIA LIBRARY DISTRICT

Lisa Rao

date

date

Labor, Equipment and Supplies

Our proposal includes all costs for labor, supervision, equipment and supplies required to fulfill the cleaning specifications as outlined in this proposal. This does not include the restroom supplies (paper towels, toilet paper, soap, etc.) or trash liners which may be purchased from Master Service and billed separately.

Insurance

We are licensed and carry **\$2 million** Comprehensive Liability Insurance (covering both bodily injury and property damage), **\$1 million** Workers' Compensation Insurance, and a **\$50,000** Janitorial Employee Dishonesty Bond.

Terms

All bills are due and payable on the 10th of each month of service. Bills accumulated under this contract that remain unpaid after 30 days will accrue two percent interest per month (or the maximum available under applicable laws, if less) until fully paid. The customer hereby agrees to be liable for all costs in connection with collection of any overdue amounts and accrued interest including, but not limited to, court costs, collection agency fees, attorney fees, and filing fees. Upon termination of this contract, all outstanding bills will be immediately payable upon return of keys.

This is a one-year contract.

It is agreed that the employee(s) hired by Master Janitorial Service to perform work proposed herein shall not be hired by customer for performance of similar work during the term of this contract and for one year thereafter.

This contract shall take effect as of _____, 2017.

The above specifications, conditions, and terms are satisfactory and are hereby accepted by both parties. This agreement shall inure to and bind the successors, agents, and representatives of their parties.

Master Janitorial Service

PLACENTIA LIBRARY DISTRICT

Lisa Rao

date

date

Reference List

BUENA PARK LIBRARY

Attn: Ray Garcia
7150 La Palma Ave.
Buena Park, CA
(714) 826-4100

ENVIRONMENTAL AUDIT

Attn: Debbie
1000 Ortega Way, # A
Placentia, CA
(714) 632-8521

LINVATEC

Attn: Gary
2860 E. Whitestar
Anaheim, CA
(714) 688-7073

MEDCOM

Attn: Juanita
6066 Phyllis Dr.
Cypress, CA
(714) 891-1443

SNYDER LANGSTON

Attn: Charlene
17962 Cowan
Irvine, CA
(949) 863-9200

INTEGRATED SYSTEMS

Attn: Linda
34 Plaza Square
Orange, CA
(714) 634-4697



CERTIFICATE OF LIABILITY INSURANCE

DATE **Page 86**
3/2/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Wood Gutmann & Bogart 15901 Red Hill Ave., Suite 100 License No: 0679263 Tustin CA 92780	CONTACT NAME: Janae Duvall PHONE (A/C, No, Ext): 714-824-8392 FAX (A/C, No): 714-573-1770 E-MAIL ADDRESS: jduvall@wgbib.com														
INSURED Master Janitorial Service, Inc 1039 N Main Street Orange CA 92867	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : Republic Underwriters Ins Co</td> <td style="text-align: center;">24538</td> </tr> <tr> <td>INSURER B : Ohio Security Insurance Co</td> <td style="text-align: center;">24082</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Republic Underwriters Ins Co	24538	INSURER B : Ohio Security Insurance Co	24082	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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COVERAGES **CERTIFICATE NUMBER: 1637175295** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			BKS56304053	1/1/2017	1/1/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$600,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ATW00488902	6/16/2016	6/16/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Placentia Library District Jeanette Contreras 411 E. Chapman Ave Placentia, CA 92870	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

Jeanette Contreras

From: Jeanette Contreras
Sent: Friday, March 24, 2017 11:48 AM
To: 'MASTER JANITORIAL SERVICE'
Subject: RE: Revised Proposal

Hi Lisa,

It was nice speaking with you. Per our conversation this morning, can you please resubmit the contract with the new proposed fee after your discussion with the cleaning crew. I do hope Master Janitorial Service can work with our \$3,100/month budget. I will need the amended proposal no later than Sunday, March 26th. Thank you.

Jeanette Contreras
Library Director
Placentia Library District
411 E. Chapman Avenue
(714) 528-1906 x203
www.placentialibrary.org



From: MASTER JANITORIAL SERVICE [mailto:jaykrao@hotmail.com]
Sent: Friday, February 17, 2017 12:05 PM
To: Jeanette Contreras <jcontreras@placentialibrary.org>
Subject: Revised Proposal

Hi Jeanette. Please find attached our revised proposal. In order to meet your budget considerations we will assign our most experienced/efficient crew to your account. They will be able to complete the work within 5.5 hours per cleaning. I am quite confident that you will be very pleased with the quality of cleaning our experienced crew will be providing for your facility. We have been in business longer than any of our competitors (45+ years) and we enjoy a very long list of satisfied clientele. We complement our excellent cleaning with an outstanding customer service staff as well as a very experienced supervisory team.

All of us at Master Service take an enormous amount of pride in the work we do and always endeavor to do everything possible to provide the best possible service to our valued clients. We very much look forward to being of service to your library and establishing a long-term relationship.

If you have any questions please call me directly on my cell phone: 714 473 9982.

We would love to earn your business !!! :)

Thank you !

Lisa

PRIORITY BUILDING SERVICES, LLC

PROPOSAL
PLACENTIA LIBRARY
DISTRICT
JANITORIAL SERVICES

Priority Building Services

521 Mercury Lane

Brea CA 92821

(714) 255-2940

David Kraushaar

521 MERCURY LANE, BREA, CA 92821



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PLACENTIA LIBRARY DISTRICT
411 E. Chapman Avenue
Placentia, CA 92870
Request for Proposal- Janitorial Services

Thank you for the opportunity to provide you with a janitorial service proposal for PLACENTIA LIBRARY DISTRICT.

It is the intent of our proposal to provide you with a building maintenance program in accordance with excellent housekeeping practices and customer service that will constantly earn your business. We recognize that continued control of our services is dependent upon in-depth management, supervision, communication, and our flexibility in serving your requirements.

Priority Building Services prides itself in the quality of its services, and that pride has carried over since our inception. Your acceptance of this proposal will have us strive to ensure that this same pride will go into maintaining your PLACENTIA LIBRARY DISTRICT sites with the highest quality of housekeeping services.

We appreciate the opportunity to submit this proposal and look forward to working with you soon. Should you have any questions or require any clarification on any aspect of our proposal, please do not hesitate to contact me.

Sincerely,

David Kraushaar
Sales Manager



Company Profile



Established: April 2000

Owners: Simon C. Rocha, President
Scott Nankervis, Vice President

Office Locations: Corporate Headquarters
521 Mercury Lane
Brea, CA. 92821
(714) 255-2940 Phone
(714) 255-2952 Fax

Trade and Services Associations: Building Owners and Managers Association
International Facility Managers Association
Building Service Contractors Association
US Green Building Council

Liability Insurance and Workers Compensation: General : \$5,000,000
Proof of insurance - available upon request Auto: \$1,000,00
Worker's Comp. \$1,000,000

Dun & Bradstreet: 84-481-7143

2010 Annual Sales: Over \$14 Million

24 hour Response Center: Toll Free (877) 508-0770

Thinking Different



Thinking different differentiates Priority:

Although, we face a number of competitors in the marketplace none have been able to compete with Priority's customer service, simplicity and availability. Why would you switch janitorial maintenance from Priority Building Services?

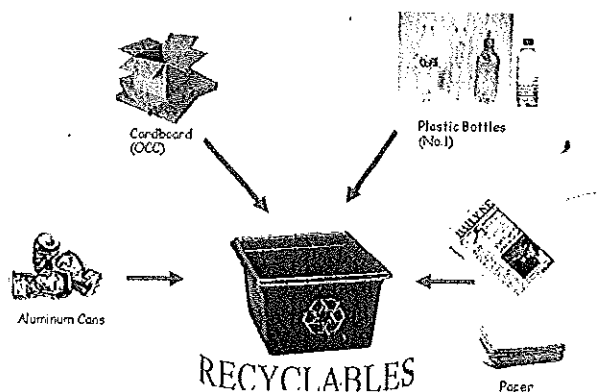
There are building service companies that are larger than we are, but it ultimately turns out that our customer's value performance over promises and the trust that has come from our reliability. Our goal is to provide the most effective and efficient service from the start so our customers recognize the quality of our company as well as our integrity.

Priority Building Services is in process of updating our business plan for the PLACENTIA LIBRARY DISTRICT contract which we consider a road map that provides directions to help avoid bumps in the road. The time we spend making our business plan thorough and accurate, and keeping it up-to-date, we consider an investment that pays big dividends in the long term for PLACENTIA LIBRARY DISTRICT a Priority.

Priority Building Services, a Partner in Your Recycling Program

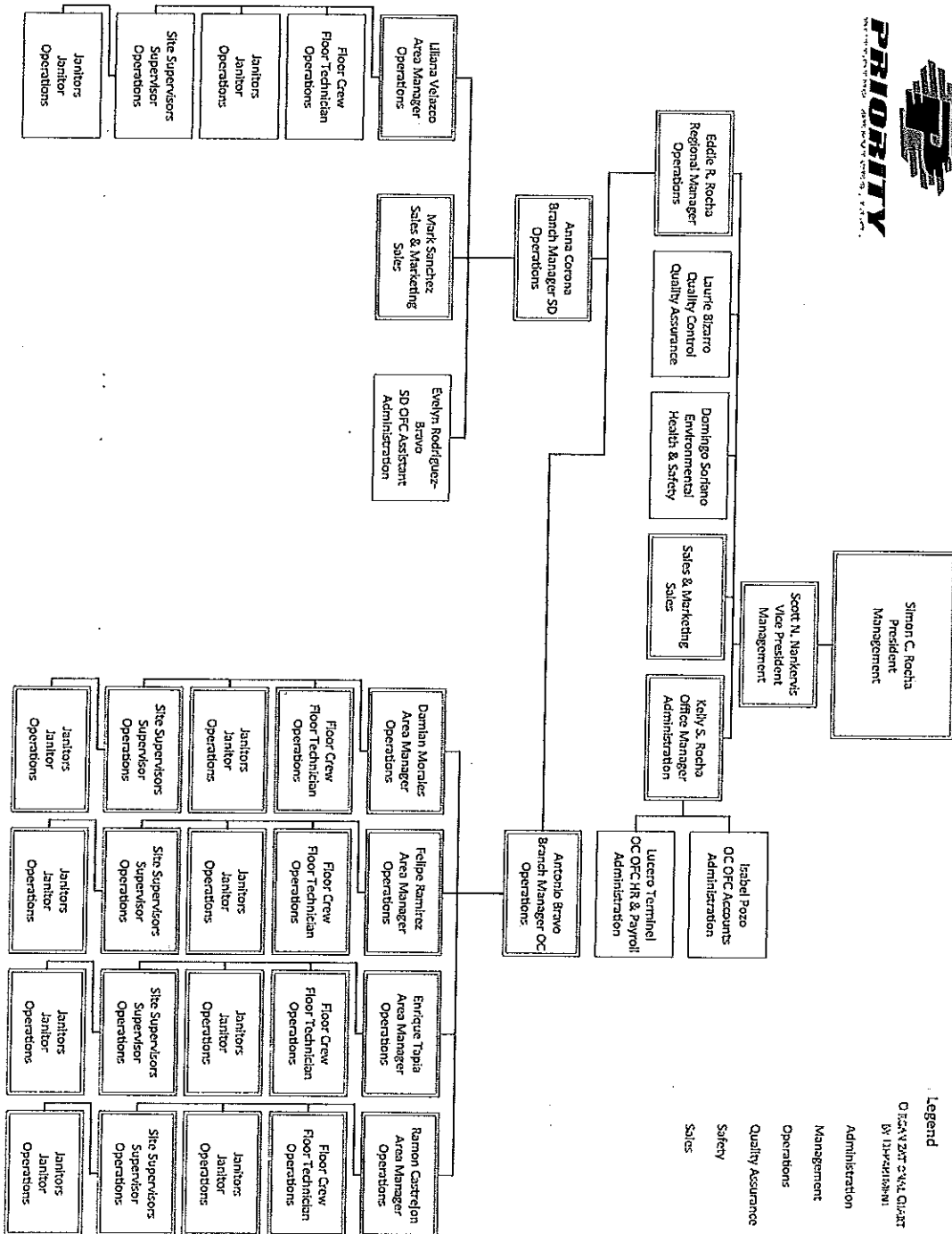
As you may know California Bill AB 341 (the Mandatory Recycling Ordinance) required that Commercial and Mixed use facilities divert at least 50% of the waste from their landfill disposal by the year 2000 and at least 75% by the year 2020.

As a partner in your recycling program Priority Building Services looks forward to assisting you in reaching your sustainability goals through diversion and cost savings and we understand the importance of recycling your broken pallets, white paper, mixed paper, cardboard, shrink-wrap, waste metal, cans and bottles, etc.





Organizational Chart



Legend

DISCAY 2017 2x4 Chart
By: JHW/2/15/2017

- Administration
- Management
- Operations
- Quality Assurance
- Safety
- Sales

Company Information



Introduction

Priority Building Services is a progressive, quality conscious, customer driven Service Company with an on-going commitment to professional, affordable and personalized service. We provide housekeeping service to facilities in the commercial, industrial, manufacturing, corporate headquarters, educational, and retail markets throughout Southern California.

With our office centrally located in Southern California, we are able to conveniently serve our growing family of satisfied customers. Priority Building Services primary goal is to achieve a long-term relationship with our customers by being one of the best equipped janitorial companies to design, implement, and properly supervise all our job sites.

Company Philosophy

We at Priority Building Services believe that our clients, current and prospective, deserve our strongest commitment to provide them with the highest quality of service. We are committed to provide our customers with service that meet or exceed their expectations of quality at a reasonable cost.

By providing the highest quality of services we are able to successfully develop long-term relationships with our customers. As competitive as this industry is, consistent growth can only be achieved by recognizing that our employees are our greatest assets.

Our Management

We attribute our continued success to the ongoing development and retention of quality management. This aspect sets us apart from our competition. All of our managers and supervisors are developed internally and through our growth have excellent opportunities for promotions. With a solid reputation for dependability and quality service, our management team believes that for continuous growth and success in an extremely competitive janitorial service industry, we must serve our customers by understanding their requirements and becoming their prime source for all services.

Our Supervision

We at Priority are very proud of our full-time, professional supervisors, because they are the keys to the successful performance of our night cleaning operations. Their skills in employee training and motivation, along with the on-site inspections of our customer's facilities, ensure that the highest level of service is provided, and all of our customer and management expectations are met.

Our supervisors are constantly in your building checking the work and training our employees. Each of our field and site supervisors participates in a monthly bonus program where he/she has the opportunity to earn substantial bonuses, based on the level of customer satisfaction and safe working practices.

Company Information (continued)



Safety

Priority Building Services complies fully with health and safety regulations wherever we operate, emphasizing collaboration among employees and management. Our employees' safety is a top priority and concern. We have written health and safety programs and policies, many of which exceed regulatory requirements. Employees are provided ongoing health and safety training based on their job function.

Training

Priority Building Services provides exceptional training for its employees. It begins with an initial session and continues with monthly training to comply with all OSHA SB198 requirements.

The janitors are instructed in the following:

- Proper use of equipment
- Proper labeling of cleaning products
- Proper cleaning techniques
- Appropriate application and handling of cleaning products
- Proper use of protective equipment
- Correct lifting techniques
- Suitable dress code
- Correct use of the Material Safety Data Sheets
- Housekeeping requirements
- Work safety and work site emergency procedures
- Compliance with CAL-OSHA SB198 requirements

All training is provided by our skilled supervisory staff and reviewed by our Safety Coordinator and Management.

Quality Assurance

Our Quality Assurance Program begins with a well-trained, stable and reliable work force. This allows for consistent job performance and a low turnover rate.

Priority will initiate a proactive quality control plan with onsite visits from our management and supervisory staff. The visits will be announced as well as unannounced (where permitted). Priority provides a lead person at each location where there are two (2) or more employees.

Each account is assigned a fully qualified and trained Q.A. Representative. Inspections will be made a minimum of once a month. The frequency of the visits can increase dependent upon each individual account and by a request made by the facilities manager or Priority's management team.

Company Information (continued)



Communication

Priority provides a 24 hour toll free response center (877) 508-0770 that will connect you with our management within minutes. Account supervisor's cell numbers will be provided in case of emergencies. For a rapid response all of our management and supervisory staff are equipped with Blackberry and iPhones. For our customers convenience we use fax machines and e-mail for receiving and sending contracts, inspection reports, follow-ups, sign offs, work request, work approvals, purchase orders, letters, and other work related documents.

At the jobsite, Lead personnel and Day Porters are issued pagers, and in some cases radios, so they can respond to any spills or emergencies that may take place throughout the course of the day or night. A log book may or will be stationed at a mutually agreed upon area for the purpose of special instructions and requests

Human Resources

Priority is an equal opportunity employer.

Once a candidate fills out an application for employment our Human Resource Department does a complete pre-employment screening of all prospective employees that includes:

- ✓ Employment eligibility I-9 Verification
- ✓ Employment background check
- ✓ Criminal records check
- ✓ Drug testing (Where requested)
- ✓ DMV check

At the conclusion of these checks, Priority management reviews the reports to determine the best candidates. Interviews are conducted and recruitment begins for employee's who prove trustworthy, reliable and have a propensity for detail.

Our People

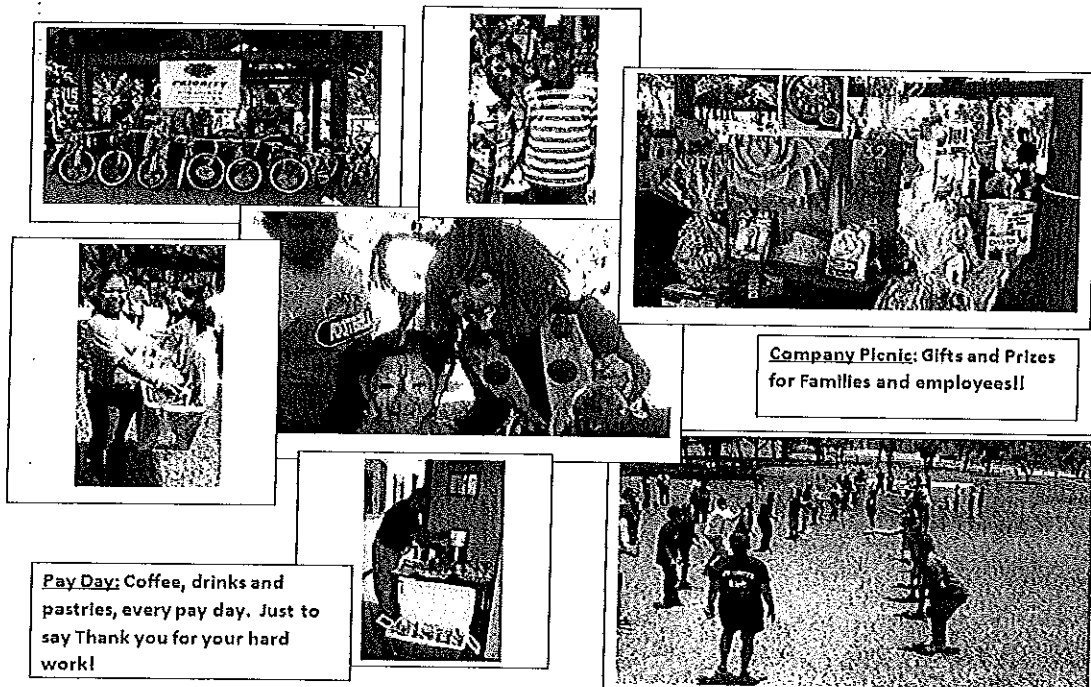


Priority Building Services provides exceptional building maintenance by employing good people, training them well and supporting them with excellent management. We have learned that a structured training program is a critical investment in providing quality services in the janitorial services industry. This investment has resulted in effective training that pays big dividends to our customers.

All of our people are paid at the top of the wage scale to guarantee you the best possible work force available. Yes, we are fully insured, but our on-going safety programs are designed to prevent accidents and protect your property. For further protection, we ensure that all of our employees know and understand your security procedures.



Giving back to those who make it happen!!



Company Picnic: Gifts and Prizes for Families and employees!!

Pay Day: Coffee, drinks and pastries, every pay day. Just to say Thank you for your hard work!

A message from the Team at Priority Building Services

We appreciate this opportunity to provide you with this proposal. When re selected as your service provider, you can rest assure that we are prepared to continue our high level of service.

As you know, we understand the importance in security, confidentiality, and employee retention. Priority provides you a partner with a strong reputation of taking care of their employees, providing them with bonuses and recognizing good performance. This supports PLACENTIA LIBRARY DISTRICT having stability and therefore consistency in your janitorial crew at the PLACENTIA LIBRARY DISTRICT account. The above photos are examples of activities that Priority Building Services does for the employees. Here at Priority Building Services we value our hard working staff and we do what we can, to show our appreciation.

People, Planet Profit



Priority Building Services will be providing "green cleaning" where possible. Green cleaning takes into consideration People, Planet and Profit.

People – Green cleaning contributes to safer and healthier work environments

Planet – Green cleaning reduces environmental impacts of the cleaning process

Profit – Green cleaning contributes to increased workplace wellness and productivity

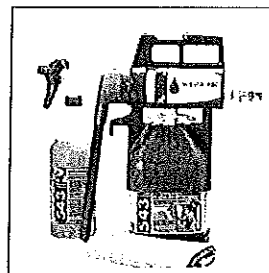
Priority Building Services will utilize Dilution Control for the PLACENTIA LIBRARY DISTRICT project. Thanks to dilution control, concentrated cleaning chemicals are effectively diluted according to manufacturer specs by a device that automatically measures out the concentrate and the water at certain proportions.

These devices can range from wall-mounted units to hand-held miniature dilution systems for the smaller or outlying areas.

Why Dilution Control?

Safety

The closed-loop system help ensure no chemical contact. Permanently secured inserts, locking cabinets and racks create a tamper-resistant system.



Our Solution Station products have simple descriptive names and are color- and number-coded at every step of the dispensing process helping to ensure that our employees never dispense the wrong chemical into the wrong bottle.

Accuracy

The metering tip is safely locked away in the concentrate bottle using a color-coded closed-loop insert to prevent tampering with the dilution ratio and to ensure end user cost per usable gallon.

Economical and Effective

Highly effective products, precise dilution, increased worker safety, and simplicity in use all add up to the most effective dilution control system you can find.

CIMS & CIMS -GB Certified with Honors



Priority Building Services is CIMS & CIMS-GB Certified with Honors!!



The first consensus-based management standard for the cleaning industry.

Priority Building Services is certified with Honors the CIMS and CIM-GB certification. Only a handful of companies in CA. have been awarded this honor. And only a CIMS-certified organization can say that an independent third party has actually performed an assessment of their systems, processes, and policies and agreed that they have instituted the management framework required by CIMS and demanded by those individuals responsible for selecting a cleaning service provider.

Created by the Industry, for the Industry

The Standard was created through a true consensus-based process that brought together representatives of the cleaning, facilities management, and purchasing communities. In total, more than 100,000 constituents were represented in the process, which included full peer review, and was administered, by ISSA and the American Institute for Cleaning Sciences (AICS).

What is CIMS-Green Building or CIMS-GB?

- (1) Quality Systems
- (2) Service Delivery
- (3) Human Resources
- (4) Health, Safety & Environmental Stewardship
- (5) Management Commitment
- (6) CIMS-GB Green Buildings and Service



- Green Cleaning Policy
- Green/High Performance Cleaning program
- Custodial Effectiveness Assessment (Quality System)
- Purchase of Cleaning Products and Materials
- Cleaning Equipment
- Indoor Chemical and Pollutant Source Control

Saving Money

Ultimately, the CIMS program is all about saving money. By implementing an effective management framework and green cleaning program, organizations are positioned to improve operational efficiency and better serve their customers, which naturally lead to cost savings.

What is our competitive advantage, you ask?

Building service contractors that are CIMS GB Certified:

- § Distinguish themselves from their competitors
- § Improve their bottom line, allowing savings to be passed on to you, the customer.
- § Better meet the demands of their customers, like we would for you.
- § Improve the overall quality of their services, so you the customer ultimately benefits.

Green Cleaning: LEED and Green Cleaning Policies



What is the LEED EB Rating System

The LEED 2009 Green Building Rating System for Existing Buildings: Operations & Maintenance is a set of performance standards for certifying the operations and maintenance of existing commercial or institutional buildings and high-rise residential buildings of all sizes, both public and private. The intent is to promote high performance, healthful, durable, affordable, and environmentally sound practices in existing buildings.

Green Mission Statement

Priority Building Services is committed in maintaining a high standard of cleanliness in our client's facilities as well as promoting indoor air quality by implementing a thorough Green Clean Program. We will accomplish this level of commitment by incorporating Green Seal Certified chemicals that meet (GS-37) standards, as well as, certified equipment that meet CRI Green Label standards or the standards set forth in LEED IEQ Credit 10.6. We utilize proper custodial training, procedures and agreements for Green Cleaning in our client's facilities. We are determined to provide healthy high performance cleaning and a more productive indoor environment with fewer burdens to our natural resources. In essence, this will provide products that effectively clean and are environmentally friendly to the working environment.

GREEN and Recommended Products

"Green" Paper Products: Priority Building Services is committed to providing Green Seal products that meet the standards GS-09 and GS-01. Priority Building Services ensures that the paper which is provided to the site is chlorine free (PCF), hypo-allergenic, contains no dyes or fragrances, and safe for use in microwave ovens. Roll and hand towels are made from a minimum of 40% post-consumer content, toilet tissue has 20% post-consumer content, and facial tissue has 10% post-consumer content.

Micro-fiber Cleaning Products: Priority Building Services will incorporate a variety of micro-fiber commercial products. Micro-fiber dusting cloths and flat mops will be implemented in the facility because of its ability to remove soils, pick up dust and bacteria without the need for chemical compounds. By using these products, cleaning will be made simpler, faster and more effective. Priority Building Services will provide proper directions to its cleaning staff in the proper use of micro-fiber products.

GREEN Equipment:

Priority Building Services is dedicated to ensuring that all the equipment used in the client's facilities meets the standards of Indoor Environmental Quality (IEQ) credit 10.6 of Leadership in Energy and Environmental Design (LEED). CRI Green Label Program for vacuums assures the efficiency of vacuums for removing soil, and rates the ability to contain that soil within the vacuum without sweeping it back into the environment. Green equipment also requires noise levels during operation to be low and non-disturbing, at no more than 70dba for vacuums and 90dba for propane powered equipment.

To ensure the success of our Green Clean Program, green cleaning practices must be shown to our cleaning staff. Basic principles of green cleaning procedures will include, but will not be limited, the following:

Green Cleaning: (continued)



An annual Green Clean training will be performed by manager, supervisors or Safety Training staff of proper procedures in cleaning and safety practices.

- o Cleaners must focus on entryways inside and out. Trapping and removing dirt and pollutants before they enter the building is the green goal. Cleaners will be directed to frequently clean entrances and entryway mats.
- o Cleaner must be trained in procedures for minimizing particles of dust and chemicals in the air. To achieve this goal, cleaners will be trained to apply the cleaner to the cloth rather than spraying the surface to be cleaned.
- o Cleaners should be trained in the proper use of chemical management systems for accurate product dilution. Maximizing cleaning efficiency and minimizing waste should be the green goal.
- o Cleaners should empty HEPA bags at the end of shifts or when they are half full.
- o Training in proper vacuuming, extraction, rinsing and drying.
- o Focusing on preventative measures. Our janitorial staff should wash their hands however many times is necessary, and also keep equipment clean and well maintained.
- o Our cleaning staff will be trained to focus on cleaning touch points such as door knobs, handles, bright work, fixtures and any other common areas in the building where occupants come in contact.
- o Cleaning staff must properly apply disinfectant in restrooms by following the proper dwell time for chemical to work on the surface. The main purpose is to disinfect or remove any spot by using less and fewer products.
- o Cleaning staff must be trained in preventing cross-contamination by using the proper micro-fiber cloth and mop codes set by the facility.

*On-site supervisors will make sure that all products and chemicals will be stored properly.

Recordkeeping & Cleaning Staff Agreement

Keeping records is crucial for the successful management of our Green Clean Program. A comprehensive program will be developed for maintaining accurate reports directed to show the status of equipment and periodic employee training. After completing Green Clean training, employees will sign the cleaning staff agreement and cleaning codes to ensure that Green Clean requirements are met and understood.

Feedback Plan


Priority Building Services encourages building management, occupants and cleaning staff to develop open lines of communication in order to ensure the success of the green clean program. Creating a green communication line will help building occupants to understand that they are part of the process. The cooperation of building occupants is vital in reaching the goal of healthy indoor environment. Building occupants, for example, will be encouraged to notify the cleaning staff of spills, and will also be encouraged to use green cleaning chemicals inside the facility that are approved by the building.

Continued Improvement

Priority Building Services will continue to evaluate new environmentally friendly products as they are introduced to the market. We understand that the cleaning industry frequently makes advances in technology, and we plan to incorporate these advances in our cleaning services as they become available. At a minimum, all new products must meet EPA minimum guidelines, Green Seal Standards, EPA Design for the Environment specifications, Environmental Choice Standards, CRI Standards, or standards and requirements set forth by the USGBC LEED program.

Green Cleaning: Record Keeping



 **PRIORITY BUILDING SERVICES, LLC**
PROFESSIONAL SERVICE
MANAGEMENT
4542 E. 13th Ave.
Denver, CO 80232


**Green Cleaning Policy
Cleaning Staff Agreement**

I, _____, do hereby agree that I will use and will only use and the use of Priority Building Services' green policy, which includes the following items:

- Clean for safety reasons only.
- All cleaning is to be done using only green cleaning products.
- All cleaning is to be done using only green cleaning products.
- All cleaning is to be done using only green cleaning products.
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- All cleaning is to be done using only green cleaning products.
- All cleaning is to be done using only green cleaning products.
- All cleaning is to be done using only green cleaning products.

I understand that this policy is a condition of my employment with Priority Building Services, LLC. I understand that this policy is a condition of my employment with Priority Building Services, LLC. I understand that this policy is a condition of my employment with Priority Building Services, LLC.


Signature: _____
Date: _____
Supervisor: _____

 **PRIORITY BUILDING SERVICES, LLC**
PROFESSIONAL SERVICE
MANAGEMENT
4542 E. 13th Ave.
Denver, CO 80232

Equipment Maintenance Log

Date: _____

Equipment Description and Serial #	Maintenance Performed	By	Date

 **PRIORITY BUILDING SERVICES, LLC**
PROFESSIONAL SERVICE
MANAGEMENT
4542 E. 13th Ave.
Denver, CO 80232

TRAINING IN WORKPLACE

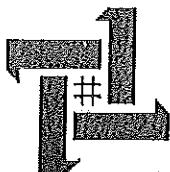
Date: _____

Site: _____
Title: _____
② Representing: _____

LIST OF ATTENDANTS

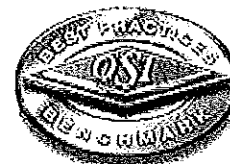
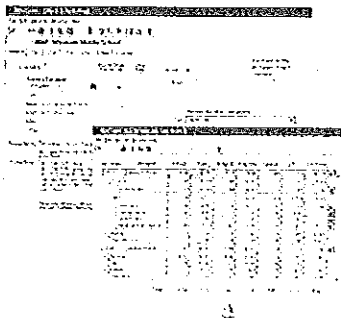
Number	Name	Signature
1		
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10		

Account Management and Methodologies



WinTeam Labor Management Software

WinTeam allows us to schedule periodic and project work; specify where and when the work will be done, along with detailed instructions about the task and who will perform the work. We also use WinTeam to schedule one-time jobs or recurring tasks. We input the specifics about your account and then print work tickets and daily itineraries for our staff with detailed instructions. Seamless integration with our accounts receivable ensures that billing will occur promptly and accurately.



(OS1) is a comprehensive high performance cleaning system. It employs in-depth training based on standardized tools and procedures.

Team Cleaning: Our crews work in teams and work their way through the building together. As they finish a section, they secure and turn off lights, which will reduce the "after hours" electricity costs.

Color Coding: Color coding allows our crew to easily identify what chemicals are used for what surface.

Tasks Assignments: By assigning specific tasks to each crew member that he/she is responsible for at each scheduled cleaning, he/she becomes more efficient and thorough at completing the assigned task.

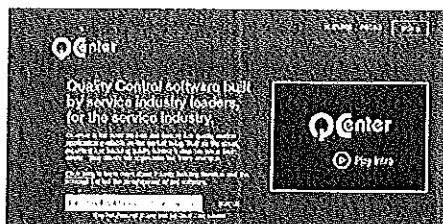


QCenter Communication

Priority Building Services is a forward thinking service company and we are continually looking for ways to create efficiencies. Below is the top of our conceptual home page screenshot of the software we are developing. Available from phone, tablet, laptop or office our Quality Control software is ready when we need it, where we want it.

Log in securely to:

- Communicate through an online Message Center
- View Work Scheduling Calendar
- Request Work
- View/print Work Tickets



Work Ticketing and Reporting



Priority Building Services, LLC
521 Mercury Lane
Brea CA 92821

Work Ticket 119

Reprinted

General Information

TJ Job Number: 1036
Schedule Date: 04/07/08
Btable: Yes
Route: Agustin Pedraza's Area
Frequency: Sure R
Section: Sure R
Requested By: Sandra
Ticket Supervisor: J. Sine Solano
Task Name: IFA Suites

TAG
TAG# 0143508
LOCATION IS LOCATED @ 1310 G CODE: G E C

Work Description:

Please Detail Clean Suite As Follows:

1. Clean interior & exterior windows
2. Clean interior & exterior window mullions
3. Dust crib seats (especially in the office area)
4. Detail clean restrooms
5. Stuck restrooms
6. Clean kitchen cabinets
7. Stock kitchen paper towels dispenser
8. Vacuum
9. Boom sweep Warehouse (if applicable)

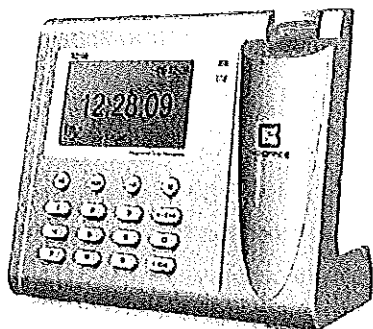
Directions:

CA57 N
CA 60 E
Exit Archibald Ave. & Turn LEFT
Make a U-Turn at E Francis St.
Arrive at 1910 S Archibald Ave., Ontario, on the R. GHT

Completion Info: Date: 04/06/08 Status: Done Actual Hours: 8.00
Notes: Quality Score:

Priority Building Services, LLC		Work Ticket Report		04/07/08 To 04/07/08	
Route ID	Route	Job Number	TJ Job #	Schedule Type	Route
Task Name	Section	Job Description	Btable	Crew	Scheduled Hours
Ticket #	Work Description				Date
3	Agustin Pedraza's Area				
119	IFA Suites Suite R Please Detail Clean Suite As Follows: 1. Clean interior & exterior windows 2. Clean interior & exterior window mullions 3. Dust crib seats (especially in the office area) 4. Detail clean restrooms 5. Stuck restrooms 6. Clean kitchen cabinets 7. Stock kitchen paper towels dispenser 8. Vacuum 9. Boom sweep Warehouse (if applicable) Directions: CA57 N CA 60 E Exit Archibald Ave. & Turn LEFT Make a U-Turn at E Francis St. Arrive at 1910 S Archibald Ave., Ontario, on the R. GHT	1036 LBA		Detail Cleaning Yes	Agustin Pedraza's Area Done 04/07/08
Completion Info:		Date	Actual Hours	Quality Score	Notes
		04/06/08	8.00		
Customer #:	1036 P.O. #:	Invoice #:	1424	Invoice Date:	04/22/08
Invoice Detail:	Invoice Description	Quantity	Amount	Price	Estimate
	IFA Suites	1.00		1.00	1.00
120	Dispensers - I install Check All Soap Dispensers Install or replace dispensers in specified area PLEASE check them out tonight and let LAUREN know how many need to be repaired to get approval before a bring soap dispensers. THANK YOU	1260		Additional Request	Agustin Pedraza's Area Done 04/07/08
		Warehouse Pen Fees Incorporated	No		
		Date	Actual Hours	Quality Score	Notes
		04/04/08			
121	Adhesive Grease Fortlane Building Please advise crew of the following: FOR CUSTOMER REQUEST, THE FULL ONLY SERVICE THE FORTLANE FACILITY BY A FACILITY WILL NEED TO START @ 3PM TO BE FINISHED BY 6PM UNTIL THEY ARE COMPLETELY MOVED OUT. YOU WILL CALL US WHEN THEY ARE NO LONGER NEED DAILY SERVICE AT THIS LOCATION	1240 Concrete PAV.		Adhesive Crew No	Agustin Pedraza's Area Done 04/07/08
		Date	Actual Hours	Quality Score	Notes
		04/07/08			
Company Totals					

Employee Time Management



Bioelectronix TC100 s
Fingerprint Authentication

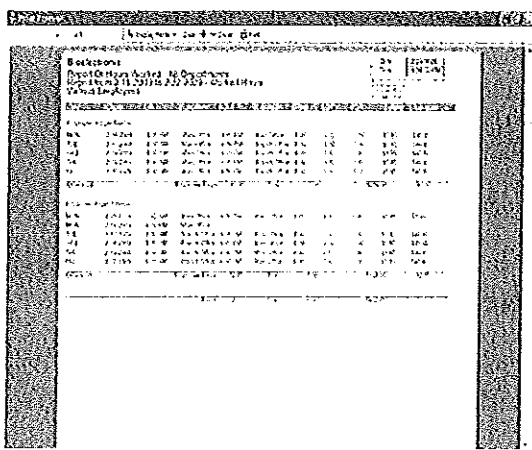
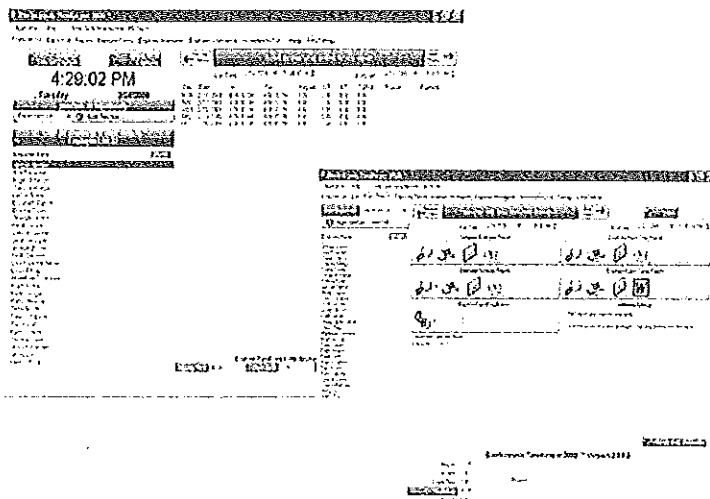
Bioelectronix TC100

With the Bioelectronix state-of-the-art fingerprint authentication technology we can track our employee's time and attendance with the touch of a finger.

Biometric fingerprint authentication is the most accurate way to collect employee time and attendance information. The Bioelectronix TC100 verifies an employee's identity based on the characteristics of their fingerprint. The Bioelectronix Fingerprint reading sensor scans any fingerprint in under 1 second; this in turn will make clocking in and out much faster for our employees and at the same time saving time and money by paying employees for the exact time they work.

Key Benefits:

- Eliminates buddy punching
- Verification of actual billable and contracted hours worked
- Verifies the hours cleaners are in the building in the event of a security concern
- Stores information within its internal memory, so there's no need to connect to client's computer or network
- Can use pin numbers as additional security check.



* Included as part of the contract if more than 30 total hours of cleaning per night, or a similar device.



Employee Background Screening



Reducing risk and ensuring candidates are qualified is an important part of the hiring process. LexisNexis® Screening Solutions offers products and services to help us automate this process and speed the hiring process while ensuring a candidate meets our company's employment standards. Reviewing past behavior helps us predict future behavior and verify fraud.

Available Checks:

1. Identity Verification including SSNs (Social Security Numbers)
 - a. An important first step in a background search, this search allows us to verify if the applicant is who he or she portrays herself as being.
2. Education, Employment References and Professional License Verification
3. National Criminal File, Statewide Criminal Database, Worker's Compensation or Sex Offender Registry Searches
 - a. National database of criminal records instantly, and check for records against alias names.
4. Criminal or Credit Record Searches
 - a. Verify criminal records at the source (or lack thereof) to show due diligence in keeping our workforce and your facility safe.
 - b. Check credit history of candidates through major bureau credit reports and comply with the Fair Credit Reporting Act.
5. Motor Vehicle Records Search
 - a. Ensures our drivers are licensed and without incidence.
6. Sanction Searches (FDIC, OFAC, FDA, OIG)
 - a. Obtain peace of mind and meet possible regulatory requirements about who we employ to work at your facility.

Transition Plan



Priority's Approach: Start-Up Transition Plan and Performa Schedule

Priority has accrued significant expertise associated with undertaking a janitorial company transition. Priority's start up plan schedule approach embodies the discipline and resourcefulness for which we are known.

To begin the process, our start up team will initiate planning immediately upon notification of facility start date. A PERT chart (Personnel, Equipment, Resources and Training) will be assembled with all key parameters logged and time lines identified. This endeavor will include the respective office staff that will be tasked as necessary to activate advertising and recruiting sources, as well as to assemble all requisite documentation to facilitate meetings with incumbent janitorial personnel.

We will begin the interviewing of all current contractor employees (Our company will consider PLACENTIA LIBRARY DISTRICT recommendations for the retention of any current employees) the interviewing of all management and supervisory ("key personnel") for your facilities. We will initiate the background checks, safety training and PLACENTIA LIBRARY DISTRICT procedures and requirements.

The appropriate number of training materials outlines equipment and tests. Uniform and equipment suppliers will be given advance notification of logistics and supply needs. Inventories will be pro actively expanded in anticipation of uniform and equipment requirements. District and Regional management will interact with key client facility personnel as well as with Priority's departments and in house resource personnel throughout the pre start process.

The start up/transition management teams meet initially with client designated representatives and start up staff to compare the existing organization, schedules, training, special requirements and specific locations against any new or changed requirements.

Based on the information given to us, we prepare a complete set of schedules, and update the time line PERT chart and other documentation and plans as necessary. This will be a separate start up and transition program for each property.

LOCATION OF WORK

Location of work is Placentia Library District at 411 E. Chapman Avenue. The building is open to the public 7 days a week Monday through Thursday, 9:00 a.m. – 8:00 p.m.; Friday & Saturday 9:00 a.m. – 5:00 p.m.; Sunday 1:00 p.m. – 5:00 p.m.

TIME OF COMPLETION

Upon notification from the Library Director or her designee, the contractor shall proceed immediately with the requested repair services.

EMERGENCY RESPONSE

Contractor shall have the capability and be required to respond to all safety (risk management) emergencies during normal working hours (8:00 a.m. to 8:00 p.m.), Monday through Thursday; (8:00 a.m. – 5:00 p.m.) Friday and Saturday and (12:00 p.m. – 5:00 p.m.) as well as after-hours, 24 hours, 7 days per week (including holidays). Contractor shall provide the District with emergency on-call contact numbers. Failure to keep information current will result in a performance deficiency deduction of \$250.00 per occurrence.

Contractor shall have the capability of responding "on site" to all emergencies (determined by the District), within one (1) hour, unless otherwise noted. All requests for services shall be returned within fifteen (15) minutes. Failure to respond in specified time frames will result in a \$250.00 performance deficiency deduction per occurrence. Contractor will be required to be equipped with cellular phones for optimum communication.

MATERIALS

All materials shall be installed new and of the same manufacturer as found unless otherwise approved by the District. Materials must be listed and approved by the Consumer Products Safety Commission and/or Underwriters' Laboratories (UL). Any deviation in replacing of original equipment unless otherwise authorized will result in a performance deficiency of \$250.00 per occurrence. In addition, the Contractor is responsible for all liabilities resulting in utilizing unauthorized materials. Material markups shall not exceed ten percent. At no time should any equipment or product provided by the District be removed from the premises or utilized by Contractor for use other than District-related.

District will provide the following supplies:

1. Trash-can liners for receptacles
2. Hand towels
3. Hand soap
4. Toilet paper
5. Toilet seat covers

SCOPE OF WORK

The work to be completed herein consists of furnishing all labor, materials, tools, equipment, supplies, and incidentals as required to adequately clean and repair District-owned facilities and equipment. The work involves daily, weekly, monthly and quarterly full service maintenance and cleaning of the 22,800 square foot facility. All work shall be completed on a time and materials basis.

Lobby/Entrance/Friends Bookstore	Daily	Weekly	Biweekly	Monthly
Clean entry glass including 5 inside and 1 outside display cases	X			
Sweep floor	X			
Damp mop floor	X			
Wet mop floor		X		
Scrub floor		X		
Vacuum Welcome mat	X			
Clean and dust bookshelves	X			
Clean and dust lobby TV monitor and computers	X			
Clean lobby/entrance furniture	X			
Clean and sanitize upholstered furniture	X			
Empty and sanitize interior and exterior trashcans	X			
Change trashcan liners	X			
Clean and sanitize trashcans	X			
Spot clean all glass including pictures frames and display cases	X			
Spot clean walls		X		
Clean and sanitize phone in the Friends office	X			
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean, dust and sanitize drinking fountain	X			
Clean corners and remove cobwebs throughout area	X			

Public and staff restrooms (4 public restrooms, 2 staff restrooms)	Daily	Weekly	Biweekly	Monthly
Clean and sanitize toilets and urinals	X			
Clean and sanitize sinks, mirrors, baby changing station and counters	X			
Clean and sanitize partitions	X			
Clean and sanitize all door handles	X			
Spot clean walls		X		
Sweep floors	X			
Damp mop floors	X			
Scrub floors		X		
Deep wash floors				X
Empty and sanitize trashcans and sanitary receptacles	X			
Replace trashcan and sanitary receptacle liners	X			
Clean and sanitize trashcans	X			
Clean can light fixtures				X
Replace toilet paper, hand towels, toilet seat covers, and hand soap	As needed			
Clean corners and remove cobwebs throughout area	X			

Community Meeting Room	Daily	Weekly	Biweekly	Monthly
Clean entry frosted glass entry doors	X			
Clean interior glass including windows and doors	X			
Clean exterior glass including windows and doors				X
Clean and sanitize refrigerator door		X		
Clean and sanitize microwave				X
Clean and sanitize sink and counter	X			
Vacuum carpet	X			
Remove carpet stains		X		
Clean lobby/entrance furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean artwork		X		
Spot clean walls (White screen is not to be cleaned)		X		
Clean and sanitize phone	X			
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area	X			
Replace hand towels and hand soap	As Needed			

Group Study Room	Daily	Weekly	Biweekly	Monthly
Clean glass door	X			
Vacuum carpet	X			
Remove carpet stains		X		
Clean and sanitize furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean walls		X		
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area	X			

History Room	Daily	Weekly	Biweekly	Monthly
Clean glass including doors	X			
Vacuum carpet	X			
Remove carpet stains		X		
Dust book tops			X	
Clean furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean walls		X		
Clean and sanitize phone	X			
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area	X			

Public Areas / Stacks / Computer Lab	Daily	Weekly	Biweekly	Monthly
Clean entry glass including interior windows and doors	X			
Wash and clean exterior windows and doors				X
Vacuum carpet	X			
Remove carpet stains		X		
Clean bookshelves	X			
Clean and sanitize upholstered furniture	X			
Clean and sanitize wooden tables and chairs	X			
Clean and dust bookshelves and counters	X			
Clean and dust TV monitor in the computer lab			X	
Clean and dust all computer monitors and CPU	X			
Clean, dust and sanitize Information Desk monitors, counter tops and drinking fountains	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all glass including pictures frames and display cases		X		
Spot clean walls		X		
Clean and sanitize phones at the Information Desk	X			
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean corners and remove cobwebs throughout area	X			

Administration	Daily	Weekly	Biweekly	Monthly
Vacuum carpets	X			
Remove carpet stains			X	
Clean leather furniture	X			
Clean and sanitize upholstered furniture	X			
Clean windows	X			
Wash and clean exterior windows and door				X
Clean and sanitize phones	X			
Clean and dust shelves	X			
Spot clean walls		X		
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all glass including pictures frames and display cases	X			
Clean corners and remove cobwebs throughout area	X			

Staff Offices & Work Room	Daily	Weekly	Biweekly	Monthly
Clean glass including windows and doors	X			
Vacuum carpet	X			
Remove carpet stains			X	
Clean and dust furniture and counters	X			
Clean and dust computer monitors and CPU	X			

Clean, dust and sanitize phones	X			
Empty and sanitize trashcans	X			
Replace trashcan liners	X			
Spot clean walls	X			
Clean can light fixtures				X
Clean and sanitize all door handles	X			
Dust bookshelves	X			
Clean corners and remove cobwebs throughout area	X			

Staff Lounge	Daily	Weekly	Biweekly	Monthly
Clean and sanitize tables and chairs	X			
Sweep floor	X			
Damp mop floor		X		
Wet mop floor		X		
Scrub floor			X	
Clean sink and counter	X			
Clean interior and exterior of microwaves	X			
Clean interior and exterior of refrigerator			X	
Clean and wipe stove		X		
Clean and wipe oven				X
Clean exterior of cupboards		X		
Clean and sanitize phone	X			
Clean and dust computer monitor and CPU	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all artwork				X
Spot clean walls			X	
Vacuum and sanitize upholstered furniture	X			
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean corners and remove cobwebs throughout area	X			
Replace paper towels, hand soap and detergent soap	As Needed			

Additional Services:

1. The following is a summary of typical services the contractor will be asked to provide:
 - Clean and remove cobwebs on all exterior of building
 - Water plants on a weekly basis
 - Clean and dust silk plants on a weekly basis
 - Hang and remove artwork as needed
 - Repair plumbing on sinks, toilets, and associated fixtures
 - Repair stucco and walls
 - Repair concrete and perform minor concrete work
 - Facilities painting / repairs

- Assemble, remove or repair furniture
 - Install or repair facility roofing
 - Install, modify, or repair facility appliances
 - Other facility repair: duties and assistance as needed
2. All repairs over one-thousand dollars (\$1,000.00) will require pre-authorization and a written work proposal from the Contractor detailing the costs for the recommended repairs, maintenance, alteration, or installation. All unauthorized work will be at no expense to the District and solely the Contractor's responsibility. All work conducted under this contract shall be compensated on a time and materials basis.
 3. For work under one-thousand Dollars (\$1,000.00), the Contractor must receive verbal authorization from the Library Director or her designee prior to proceeding with the work and provide documentation with billings.
 4. When proceeding to accomplish authorized maintenance, follow the directions and events listed below:
 - a. Before leaving the building, check company's message center for any service request or changes in service request from the Placentia Library District.
 - b. Before terminating any work being performed, Contractor shall perform a thorough clean up and remove any debris generated. A final inspection must be performed by the Contractor to insure that all necessary work is complete before leaving the library.
 - c. Acceptance of work by the District for payment will occur when bills are received and approved. Warranty period will continue for a period of one (1) year from the date of acceptance by the District.

Deficient Work

1. The Library Director or her designee shall notify the Contractor verbally or in writing each time performance is unsatisfactory and corrective action is necessary.
2. Work shall proceed in an orderly manner according to industry standards. The Contractor shall provide the Library Director with a schedule of repairs in advance of starting the work. Failure to provide a schedule when requested or to perform work according to schedule will result in a performance deficiency deduction of up to \$250.00 per occurrence.
3. Failure to comply with conditions, specifications, schedules, and directives from the Library Director or her designee will result in a performance deficiency deduction of \$250.00 per occurrence.
4. All unsatisfactory work believed to be complete by the Contractor and submitted for billing shall be set aside and considered incomplete until work is performed again to the satisfaction of the District. Removals and rework shall be completed immediately by the Contractor and shall be at no additional expense to the District.

5. Work left idle, incomplete, or not commencing immediately upon notification to the Contractor to proceed shall be subject to a performance deficiency deduction for failure to protect the public. The deduction from payments will be \$250.00 per day.

6. The objective of the required service is to have available on the project sites the tools and knowledge needed to make repairs or mitigate a potentially hazardous condition as soon as it is observed.

Conflict of Interest

In the sole judgment of the Placentia Library District, any and all proposals are subject to disqualification on the basis of a conflict of interest. Placentia Library District may not contract with a vendor if the vendor or an employee, officer or director of the vendor's firm, or any immediate family member of the preceding, has served as an elected official, employee, who influences the making of the contract. Furthermore, Placentia Library District may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. Placentia Library District, as its sole option, may disqualify any proposal on the basis of such a conflict of interest. Please identify any person associated with the firm that has a potential conflict of interest.

References

Please provide a list of at least (3) office/commercial/business references documenting your experience. Each reference should include the business name, contact name, and a current telephone number.

Insurance, License, and Bonding Documentation

Provide proper documentation verifying current policies.

Deadline and Contact Information

Proposals must be submitted no later than Monday, February 6, 2017 at 5:00 p.m. and to:

Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870
Attention: Library Director

Service Agreement



Priority Building Services, LLC (hereinafter referred to as PBS) located 521 Mercury Lane, Brea, CA 92821 and PLACENTIA LIBRARY DISTRICT 411 E. Chapman Avenue Placentia, CA 92870 (hereinafter referred to as "Client") agree as follows:

PBS agrees to perform the services outlined in this contract under "Statement of Work (SOW)" in locations and areas set forth in this contract for payment by the Client according to the terms outlined.

Client shall be invoiced on the first day of the month for the current month's service. Terms will be net 30. A late charge of one and one half percent per month shall be paid by Client to PBS for all past due invoices that are not received within 45 days of invoice.

The term of this agreement shall month to month and either party may terminate this agreement with 30 days written notice to the other party after the first 90 days of service commencement.

The rates specified in this agreement shall remain in effect for one (1) year from the commencement of services, unless the Federal or State Minimum wage is increased or there is an increase on any payroll related local, state, or federal taxes, charges, insurance costs and/or the negotiated wage, the cost of service per year will be increased the percentage of increase in such cost over the then current rate. Said increase in cost shall begin as of the date the cost change becomes effective.

PBS agrees to furnish all equipment, tools and other materials necessary for the performance of said duties.

Location to be serviced:

411 E. Chapman Avenue
Placentia, CA 92870

The monthly billing to client for janitorial/day porter services, will be as follows:

Cleaning Service 7x Weekly Including Floor Care Program 2017

Three Thousand Four Hundred Thirty Seven Dollars Monthly \$3,437.00 _____

Cleaning Service 7x Weekly including Floor Care Program 2018

Three Thousand Five Hundred Eighty Six Dollars Monthly \$3,586.00 _____

Handyman and additional services to be billed \$30-\$35 Hourly depending on project and size of project

Service Agreement (continued)



Service levels may increase or decrease as the client's needs may change and the price will be adjusted accordingly by the agreement of both parties.

PBS will not perform services on any legal holidays unless requested by client and it will be billed at a separate negotiated price. It is further agreed that client will not hire PBS personnel for a period of 90 days after termination of this agreement.

This Contract constitutes the entire agreement between Priority Building Services and Client and may not be varied, altered or modified in any way except by written agreement between the parties. No oral changes in the terms of this contract or oral approval shall be permitted. This contract supersedes any and all previous agreement between the parties and any such agreement is hereby canceled.

If the services of an attorney are required to enforce any provision of this agreement, the defaulting party agrees to pay the prevailing party's reasonable attorney's fees for any such services, including court action.

Any Addenda and/or Attachments hereto by PBS shall be considered part of this Agreement and are equally binding.

Any controversy or claim arising out of or relating to this agreement, or the breach thereof shall be settled by arbitration in accordance with the rules of the American Arbitration Association and judgment on the award rendered may be entered in any court jurisdiction.

PBS is licensed by the State of California and this Agreement shall be construed in accordance with the laws of the State of California. The appropriate courts of San Diego County shall settle any disputes arising hereunder.

AGREED AND ACCEPTED BY

PLACENTIA LIBRARY DISTRICT CITY HALL

Priority Building Services, LLC

SIGN: _____

SIGN: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

Start Date: _____, 2017 _____

References



The accounts listed below range in size from 35,000 SF to over 1,000,000 SF.

AT&T Services

Mr. Jim Lee Facilities Coordinator
217 N. Lemon Street
Anaheim, CA 92805
(714) 284-3348 Fax: (714) 521-2229
jl1912@att.com
Janitorial Services for Southern California locations
750,000+ Square Feet of Cleaning Nightly
\$672,000 Annually

Leach International

Mr. Roy Powell Purchasing Administrator
6900 Orangethorpe Avenue
Buena Park, CA 90622
(714) 736-7346 Fax: (714) 522-8124
rpowell@leachintl.com
Janitorial and Day Porter Services
1,000,000+ Square Feet of cleaning Nightly
\$194,500 Annually

Inland Empire Utilities Agency

Mr. Dave Hein Facilities Specialist
6075 Kimball Avenue
Chino, CA 91708
(909) 993-1687 Fax: (909) 993-1684
dhein@ieua.org
Janitorial Services for all locations
100,000 Square Feet of Cleaning Nightly
\$177,000 Annually



Southern California Gas Company

Mr. Ron Fowler Facilities Coordinator
8101 S. Rosemead Blvd
Pico Rivera, CA 90660
(562) 806-4392 Fax: (562) 806-4328
rfowler@semprautilities.com
Janitorial Services for 25 locations in Southern California
\$697,000 Annually
200,000+ Square Feet of Cleaning Nightly

Sanitation Districts of Los Angeles

Mr. Steve Krai Supervising Operations Engineer
24501 S. Figueroa Street
Carson, CA 90745
(310) 830-2400 Ext. 5255 Fax: (310) 834-9013
skrai@lacsdsd.org
Janitorial and Day Porter Services for 11 locations
420,000+ Square Feet of Cleaning Nightly
\$446,000 Annually

Golden State Water District

Mr. Larry Fordham Contract Administrator
2143 Convention Center Way Suite #100
Ontario, CA 91761
(909) 937-0111 Ext 319 Fax: (909) 937-0222
ldfordha@gswater.com
Janitorial Services for all locations
250,000 Square Feet of Cleaning Nightly
\$53,000 Annually



2.7 Prior Experience

Southern California Gas Company

10/6 to Present

Priority Services 24 locations throughout Southern California. Services include nightly Janitorial, Restrooms, Trash Pickup and floor care

250,000+ Square Feet of Cleaning nightly

8101 S. Rosemead Avenue

Pico Rivera, CA 90660

Ron Fowler (562) 806-4392

Inland Empire Utilities Agency

1/16 to Present

Nightly cleaning at all facilities. Services include General Janitorial, trash, vacuuming and floor care

200,000+ Square Feet of cleaning nightly

6075 Kimball Avenue

Chino, CA, 91708

Dave Hein (909) 993-1684



Sanitation Districts of Los Angeles

1/16 to Present

Nightly cleaning at 9 facilities. Services include General Janitorial, trash, vacuuming, window washing and floor care

350,000+ Square Feet of Cleaning nightly

24501 S. Figueroa Street

Carson, CA 90745

Steve Krai (310) 830-2400

San Gabriel Valley Water District

10/15 to Present

Nightly cleaning at all facilities. Services include General Janitorial, trash, vacuuming and floor care

100,000+ Square Feet of Cleaning Nightly

11142 S. Garvey Avenue

South El Monte, CA 91734

Rick Swift (626) 448-6183

Moulton Niguel Water District

7/16 to Present

Nightly cleaning at all facilities. Services include General Janitorial, trash, vacuuming and floor care



100,000+ Square Feet of Cleaning Nightly

26161 Gordon Road

Laguna Hills, CA 92653

Larry Ballew (949) 831-2500

Golden State Water

6/16 to Present

Nightly cleaning at all facilities. Services include General Janitorial, trash, vacuuming and floor care

80,000+ Square Feet of Cleaning Nightly

2143 E. Convention Center Way Suite 100

Ontario, CA 91761

Larry Fordham (909) 937-0111 Ext. 319

Santa Margarita Water District

11/03 to Present

Nightly cleaning at all facilities. Services include General Janitorial, trash, vacuuming and floor care

75,000+ Square Feet of Cleaning Nightly

26111 Antonio Parkway

Rancho Santa Margarita, CA 92688

Jorge Bergara (949) 459-6511



Supply Price List

ITEM	PRICE
Multi-fold Towels	
White Multifold Towels (Bleached, 4,000 per case)	\$22.15
KC 199 Kleenex Scottfold Towels (Bleached, 1920 per case)	\$27.50
Clean & Soft Multifold Towels (Bleached, 4,000 per case)	\$24.25
Roll Towels	
Platinum II White Roll Towels (2-ply, 12 rolls of 600' 7200' per case)	\$45.95
Household (EPA towel 90 sheets 30 rolls per case)	\$27.75
Toilet Tissue	
Livi Toilet Tissue (2-ply, 80 rolls per case, 600 sheets per roll)	\$41.15
Clean & Soft (2-ply, 80 rolls per case, 600 sheets per roll)	\$45.25
JRT Clean & Soft (2-ply, 12 roll per case, 1000' per roll)	\$31.45
Hand Soap	
Clear Tone Lanolin-Based (4 gallons per case)	\$23.75
Lan-O-Tone Pink Hand Soap (4 gallons per case)	\$25.75
Antibacterial Hand Soap (4 gallons per case)	\$43.75
Waxie Grand Touch 1000ml 8 per case	\$60.95
WaxieCare Multi-lime Hand Cleaner 2/5000ml per case	\$79.95
Trash Can Liners	
Plastic Liners 24" (1,000 per case)	\$18.53
Plastic Liners 36" (500 per case)	\$22.00
Plastic Liners 48" (250 per case)	\$26.20
Miscellaneous	
Seat Covers (5,000 per case)	\$39.19
Playtex Tampons (500 per case)	\$69.75
Stayfree #4 Sanitary Napkins (250 per case)	\$34.40
Urinal Screens With Block (12 per case)	\$21.80
Waxie 5100 Clean & Soft Facial Tissue 30/bx per case	\$26.50
Waxie Dry Air Mango Deodorizer 12/10oz per case	\$55.65

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Educational Assistance Request for the Emerging Technologies Assistant

DATE: March 29, 2017

BACKGROUND

The Emerging Technologies Assistant, Timothy Worden, is requesting 100% reimbursement for educational assistance for his current Library and Information Science courses through the San Jose State University.

Mr. Worden submitted his request with his manager on January 24, 2017 without a reply. The semester began on January 26, 2017. On March 18, 2017, the Library Director received a written request from Mr. Worden and based on the Placentia Library District Policy 2120 – Educational Assistance, requests for reimbursement that are received after the class begins will be eligible for only one-half (1/2) of the usual reimbursement, up to \$1,500 per calendar year.

Library Director recommends that Mr. Worden receives full reimbursement for his current courses with a stipulation that he meets the criteria as stated in Policy 2120.2.

Attachment A is a copy of Policy 2120 – Educational Assistance.

RECOMMENDATIONS

1. Approve full educational assistance reimbursement to Mr. Timothy Worden with stipulation that all criteria are met as stated in Policy 2120.2.
2. Authorize by a roll call.
3. Roll Call.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Educational Assistance
POLICY NUMBER: 2120

2120.1 The District offers educational assistance for the Library and Information Science Master's Degree program and job-related college courses. To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the Library Director.

2120.2 The District will reimburse regular employees for approved job-related college courses up to \$1,500 per calendar year by the following criteria:

2120.2.1 The District will refund the entire cost of tuition and required class materials will be made if the employee received a grade of "B" or higher for the class.

2120.2.2 The District will refund one-half (½) of the cost of tuition and required class materials will be made if the employee received a grade of "C" for the class.

2120.2.3 The District will make no refund to employees who receive a grade below "C" for the class.

2120.2.4 Educational reimbursement is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

2120.2.5 Class time will not be considered part of the work week.

2120.3 Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement that are received after the class begins will be eligible for only one-half (½) of the usual reimbursement.

2120.4 Upon completion of the class(es), the employee is responsible for providing copies of the grade slip(s) and expense receipt(s) to the Library Director.

2120.5 Two types of classes are generally eligible for reimbursement per this policy:

2120.5.1 Campus-based or web-based courses are eligible for reimbursement.

2120.6 If an employee leaves Placentia Library District within twelve months after receiving tuition reimbursement, then he/she must reimburse the District.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Determine a Date for the May 2017 Board Meeting

DATE: March 29, 2017

BACKGROUND

The Board Secretary and Library Director will be attending the California Special District Legislative Day on May 15-17, 2017 which conflicts with the regular meeting date of May 15, 2017. The Library Director seeks the Board's consideration to change the date for the May Board meeting.

Alternative dates for the May meeting include:

- Monday, May 22, 2017
- Tuesday, May 23, 2017
- Wednesday, May 24, 2017
- Thursday, May 25, 2017

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



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