

**DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING BOARD OF LIBRARY TRUSTEES  
6:00 PM, WEDNESDAY, April 24, 2013**

**REGULAR MEETING**

**AGENDA**

**MEETING LOCATION:  
COUNCIL CHAMBER, CITY OF DIXON  
600 EAST A ST., DIXON, CA**

**1. CALL TO ORDER**

**2. BUSINESS MEETING**

- a. Pledge of Allegiance
- b. Roll Call

Trustees:

- 1. Gil Piñon, President
- 2. Irina Okhremtchouk, Vice President
- 3. Guy Garcia, Clerk
- 4. Herb Cross, Member
- 5. Joe DiPaola, Member

Staff:

Vanessa Christman, Library Director

**3. NOTICE TO PUBLIC**

Any member of the public wishing to address the Governing Board on a topic within the subject matter jurisdiction of the District but not on the agenda may do so during the PUBLIC COMMENT period identified in this agenda. By law, subjects not on the agenda cannot be acted upon by the Board except to briefly respond, clarify, or refer to staff for review and presentation at a future meeting. The Board President will recognize you for public comment on matters on the agenda at the appropriate time.

**4. CORRESPONDENCE**

**5. CONSENT AGENDA**

Action

- a. Approval of Agenda

- b. Approval of Minutes (Regular Meeting February 27, 2013)

**6. PUBLIC COMMENT**

Receive

**7. RECOGNITION OF GUESTS AND PRESENTATIONS**

- a. Presentation of Habbas Nassar, CPA  
*Stephen Roatch Accountancy Corporation*

**8. LIBRARY DIRECTOR REPORT**

Receive

**9. OLD BUSINESS**

- a. Discussing and Adopting Findings of Audit Report  
Discussion/ Action
- b. DPLD Governance List Voting  
Discussion/ Action

**10. NEW BUSINESS**

- a. Board Policies Regarding Contract & Bidding Procedures  
Discussion/ Action
- b. Request to Solicit Bids for Repairs of Miller Building  
Discussion/ Action

**11. BOARD COMMENTS/ANNOUNCEMENTS**

**12. ADJOURNMENT**

The Library Director legally posted this agenda in accordance with the Brown Act on: April 19, 2013. In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Library Director's Office at (707) 678-1805. Notification of at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

**DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING LIBRARY BOARD OF TRUSTEES**

Subject: CONSENT AGENDA

Meeting Date: 4/24/2013

Agenda Item: 5

Item Submitted For:

- CONSENT
- PUBLIC HEARING
- ACTION, INFORMATION, DISCUSSION
- ACTION
- RESOLUTION
- RECEIVE
- DISCUSSION

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

---

DISCUSSION:

- a. Approval of Agenda
- b. Approval of Minutes (Regular Meeting February 27, 2013)

**DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING LIBRARY BOARD OF TRUSTEES**

Subject: Guests and Presentations

Meeting Date: 4/24/2013

Agenda Item: 7

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

---

DISCUSSION:

Presentation of Habbas Nassar, CPA

*Stephen Roatch Accountancy Corporation*

**DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING LIBRARY BOARD OF TRUSTEES**

Subject: LIBRARY DIRECTOR REPORT

Meeting Date: 4/24/2013

Agenda Item: 8

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

---

Attachments:

- Report that Appeared in Dixon Tribune on 4/7/13
- Samples of new logos and branding
- Flyer of upcoming promotional event
- Budget Update at 75% of Fiscal Year

## A Report from the Library Director

Appeared in Dixon Tribune: 04/07/2013

I was dismayed to learn that I had missed the deadline for the Progress Edition of the Dixon Tribune. The deadline passed while I made some progress of my own towards growing my family (my son, Lincoln James was born on January 8<sup>th</sup>), but missing the opportunity to boast of the library's progress in the past year was simply unacceptable. Thanks to Brianna Boyd for letting me have another opportunity to give the public an update.

I took over the helm of the library in September from Ms. Nancy Schrott, and it has been a whirlwind of activity ever since. While DPL's staff has continued to perform their day to day tasks with typical aplomb, they have also come up with new ideas to improve library services to the community and are working diligently to make these ideas a reality. Here is an update of what we currently offer in the library and a teaser of the exciting things to come.

### **Ongoing Programs for Children and Teens:**

*For information about the library's programs and services, please visit the library's Facebook page or call us at 707-678-5447.*

The library continues to have Children's storytimes at 10:00 am on alternating Wednesdays. Our children's services staff members also work with the Dixon Unified School District to lead Fifth Grade Book Clubs in the school libraries of Gretchen Higgins and Anderson Elementary Schools. Our spin-off of the Fifth Grade Book Club, the Sixth Grade Craft Club, meets once a month in the library.

In a new partnership with the Dixon Teen Center our Children's librarian Katrina Bergen also hosts Teen Book & Movie Nights every month at the Teen Center.

### **Ongoing Programs for Adults:**

We currently offer two book clubs at the library, an evening book club which meets the first Thursday of the month at 6:15 pm and a morning book club which meets the second Thursday of the month at 11:00 am.

Librarian Jack Karolewski also leads an in-library beginning computer class on the third Thursday of the month at 4:30 pm.

### **Exciting New Events and Accomplishments:**

Due to the herculean efforts of Children's Librarian Katrina Bergen our library is the recipient of no less than three separate children's services grants. Our first grant, from library consortium NorthNet, is in the amount of \$15,000 and is specifically

designed to increase the library's technological offerings for children and young adults. Keep your eye out for some shiny new iPads that we will be checking out to our younger patrons and including in storytimes.

Another grant from the California Center for the Book will allow us to host military family nights here at the library and our final grant, from First Five Solano, will enable us to participate in the Dixon Family Services Community Block Party.

Thanks to a very generous donation from the Friends of the Library these additional children's services events are on the horizon:

- Artsbridge, a UC Davis sponsored program, will conduct a series of four free drawing and painting workshops in the Library during the month of April (starting April 5th at 4:00 pm). During Summer Reading we will also be running three more Artsbridge classes for teens, and two classes for elementary school aged children. We are requiring participants to sign up at the library in order to reserve their spot in these workshops.
- The always popular Summer Reading Program starts on June 3rd. This year's theme is "Reading is so Delicious" which focuses on healthy foods and activities. Participants get prizes for reading every week and entertainment includes Jeremy the Juggler on June 19th and Wildlife Associates (animals of the Rainforest) on June 26th.

Adult Services Librarian Catherine Dunn has also been hard at work planning an Adult Summer Reading program to accompany the Children's Summer Reading festivities. Please keep an eye out for updates on the Library's Facebook page.

2013 marks the 100<sup>th</sup> Anniversary of the opening of Dixon's Carnegie Library. To honor this occasion we will be holding a "birthday party" to coincide with National Library Week. Please Save-the-Date for April 18<sup>th</sup>.

As Library Director my current focus is on improving the library's technology and as such I am excited to announce that we are in the process of revamping our website. We are also applying for grant funding from the California State Library which would enable us to overhaul our entire technological infrastructure. It's a very competitive process so please keep your fingers crossed for us!

While there is always a sharp learning curve with any new job I am excited to be here in Dixon and am so proud of the hard work of DPL's staff. I am consistently pleased and thankful to be working in a community that is so supportive of its library. I would also be remiss if I didn't profusely thank Catherine Dunn and Susan Werrin for stepping up to take on some of my tasks while I was out on leave. My time at home would not have been so pleasant without their help.

In closing I'd like to issue a heartfelt thanks to library guests and advocates for your continued support of the Dixon Public Library. I hope to see you in your library very soon.

Sincerely,  
Vanessa Christman



# New Library Logos/Branding



**DIXON**  
PUBLIC LIBRARY  
*est. 1912*

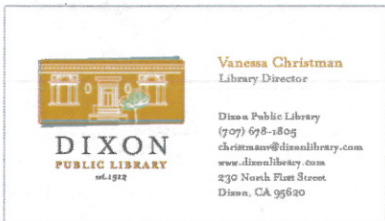


**DIXON**  
PUBLIC LIBRARY  
*est. 1912*



**DIXON**  
PUBLIC LIBRARY  
*est. 1912*

3.



**DIXON**  
PUBLIC LIBRARY  
*est. 1912*

**Vanessa Christman**  
Library Director

Dixon Public Library  
(707) 678-5447  
christmanv@dixonlibrary.com  
www.dixonlibrary.com  
230 North First Street  
Dixon, CA 95620



facebook Search for people, places and things Michael Nolesco Home

**DIXON**  
PUBLIC LIBRARY  
*est. 1912*

**DIXON PUBLIC LIBRARY**  
377 likes · 30 talking about this · 25 were here

Library  
230 North First St., Dixon, CA  
(707) 678-5447  
Today 11:00 am - 8:00 pm

Photos Likes Map Events

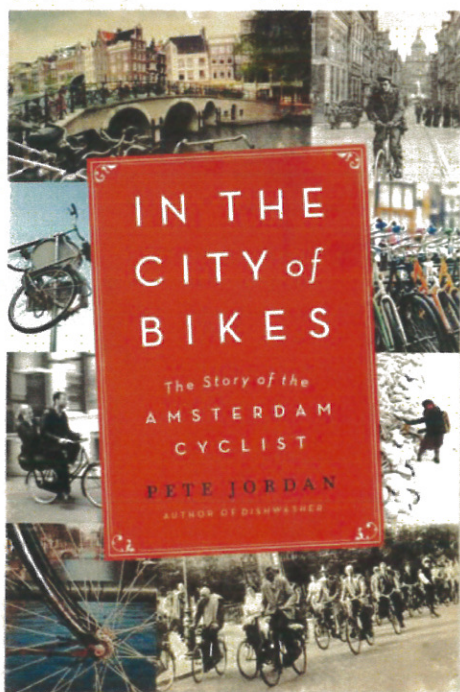
Recent Posts by Others on Dixon Public Library See All

Jamie Harris Myers

# In the City of Bikes

*reading and signing by author Pete Jordan*

Dixon Public Library is proud to present Pete Jordan, author of *Dishwasher*, as he discusses his new book *In the City of Bikes: the Story of the Amsterdam Cyclist*.



**Wednesday, May 1st, 2013**

7:00 PM

Dixon Olde Vets Hall  
(across the street from the library)  
231 North First Street  
Dixon, California 95620

For more information please visit our website  
[www.dixonlibrary.com](http://www.dixonlibrary.com) or call (707) 678-5447



The Avid Reader  
617 Second St., Davis  
[avidreaderbooks.com](http://avidreaderbooks.com)  
(530)758-4040



**DIXON**  
**PUBLIC LIBRARY**  
*est. 1912*



## DPL Budget at 75% of Fiscal Year

| 75% of Fiscal Year Passed             | 12-13 Budget        | YTD Actual        | Pct.       |
|---------------------------------------|---------------------|-------------------|------------|
| <b>Revenue</b>                        |                     |                   |            |
| <b>9000: Taxes</b>                    |                     |                   |            |
| 9001: Current Secured                 | \$278,468.00        | 133,958.62        | 48%        |
| 9002: Current Unsec.                  | \$17,483.00         | 19,767.73         | 113%       |
| 9003: Prior Unsecured                 | \$0.00              | 427.32            | N/A        |
| 9004: Supplemental Sec.               | \$1,472.00          | 587.71            | 40%        |
| 9005: Prior Secured                   | \$0.00              | 850.97            | N/A        |
| 9018: Unitary                         | \$17,584.00         | 17,208.46         | 98%        |
| 9015: Measure B Rev                   | \$565,000.00        | 329,980.34        | 58%        |
| 9019: ABX1 26 Residual                | \$0.00              | 7,940.42          | N/A        |
| 9020: ABX1 26 Pass Through            | \$0.00              | 674.16            | N/A        |
| 9021: LMIHF & Other Assets            | \$0.00              | 19,056.24         | N/A        |
| Total:                                | \$880,007.00        | 530,451.97        | 60%        |
| <b>9400: Rev f/Use of Money</b>       |                     |                   |            |
| 9401: Interest Income                 | \$2,120.00          | 1,562.24          | 74%        |
| 9405: Income From Rentals             | \$9,000.00          | 5,250.00          | 58%        |
| Total:                                | \$11,120.00         | 6,812.24          | 61%        |
| <b>9500: Intergovernmental Rev.</b>   |                     |                   |            |
| 9505: State Highway Rentals           | \$0.00              | 2.09              | N/A        |
| 9507: Homeowners Prop. Tax Relief     | \$3,826.00          | 1,854.50          | 48%        |
| 9561: State Aid Stabilization         | \$0.00              | 0                 | N/A        |
| 9569: State Other (PLF, ILL, TBR)     | \$0.00              | 0                 | N/A        |
| 9591: Grant Revenue                   | \$1,000.00          | 15000             | 1500%      |
| 9592: Redevelopment/Other             | \$26,500.00         | 0                 | 0%         |
| Total:                                | \$31,326.00         | 16856.59          | 54%        |
| <b>9600: Charges for Services</b>     |                     |                   |            |
| 9603: Photo/Microfiche Copies         | \$4,000.00          | 2,734.95          | 68%        |
| 9605: Library Fines                   | \$14,500.00         | 8,665.11          | 60%        |
| 9612: Recording Fees                  | \$0.00              | 0                 | N/A        |
| Total:                                | \$18,500.00         | 11,400.06         | 62%        |
| <b>9663/9703: Redevelopment/Other</b> |                     |                   |            |
| 9702: Cash Overage                    | \$0.00              | 0                 | N/A        |
| 9703: Misc Rev (Adult/Childrens Pro   | \$8,780.00          | 6,200.00          | 71%        |
| 9704: Donations                       | \$2,500.00          | 1,534.63          | 61%        |
| 9708: Misc. sales other               | \$1,500.00          | 1134.34           | 76%        |
| Total:                                | \$12,780.00         | 8,868.97          | 69%        |
| <b>Revenue Total:</b>                 | <b>\$953,733.00</b> | <b>574,389.83</b> | <b>60%</b> |
| Transfers from Reserve Accounts:      |                     |                   |            |
| <b>Grand Total:</b>                   | <b>\$959,853.00</b> | <b>578,689.11</b> | <b>60%</b> |
| <b>Expenditures</b>                   |                     |                   |            |

## DPL Budget at 75% of Fiscal Year

|   |              |            |      |
|---|--------------|------------|------|
| <b>1000: Emp. Salaries &amp; Benefits</b> |              |            |      |
| 1110: SALARIES AND WAGES--PE              | \$293,440.00 | 196,376.36 | 67%  |
| 1121: SALARIES AND WAGES--EX              | \$125,520.00 | 77,281.57  | 62%  |
| 1131: CALL BACK                           | \$2,000.00   | 462.48     | 23%  |
| 1210: RETIREMENT--PERS                    | \$73,080.00  | 42,398.03  | 58%  |
| 1220: RETIREMENT--FICA                    | \$29,913.00  | 21,699.18  | 73%  |
| 1230: HEALTH INS                          | \$42,840.00  | 31,540.82  | 74%  |
| 1240: COMPENSATION INS                    | \$2,000.00   | 1,549.32   | 77%  |
| 1250: UNEMPLOYMENT INSURAN                | \$2,400.00   | 848.03     | 35%  |
| 1260: DENTAL INS                          | \$5,520.00   | 3,496.83   | 63%  |
| 1270: ACCRUED LEAVE                       | \$0.00       | 5,944.94   | N/A  |
| Total:                                    | \$576,713.00 | 381,597.56 | 66%  |
| <b>2000 - Services and Supplies</b>       |              |            |      |
| 2028: TELEPHONE SERVICES                  | \$11,750.00  | 9,990.21   | 85%  |
| 2030: FOOD                                | \$0.00       | 0.00       | N/A  |
| 2035: HOUSEHOLD EXPENSE                   | \$3,000.00   | 1,765.95   | 59%  |
| 2055: INSURANCE-OTHER                     | \$12,740.00  | 12,739.83  | 100% |
| 2120: MAINTENANCE EQUIPMENT               | \$6,500.00   | 6,254.24   | 96%  |
| 2140: MAINTENANCE-BLDGS & IM              | \$10,400.00  | 5,423.19   | 52%  |
| 2141: MATERIALS AND SUPPLIES              | \$2,000.00   | 2,407.83   | 120% |
| 2170: MEMBERSHIPS                         | \$7,000.00   | 4,320.00   | 62%  |
| 2175: MISC EXPENSES                       | \$0.00       | 39.34      | N/A  |
| 2176: FEES AND PERMITS                    | \$500.00     | 190        | 38%  |
| 2178: CASH/INVENTORY SHORTA               | \$100.00     | 30.31      | 30%  |
| 2200: OFFICE EXPENSE                      | \$7,000.00   | 3,175.77   | 45%  |
| 2201: EQUIPMENT UNDER \$1,500             | \$1,000.00   | 161.05     | 16%  |
| 2203: COMPUTER COMPONENTS                 | \$10,000.00  | 69.9       | 1%   |
| 2205: POSTAGE                             | \$1,000.00   | 753.99     | 75%  |
| 2220: MICROFILM                           | \$0.00       | 0          | N/A  |
| 2235: ACCOUNTING & FINANCIAL              | \$8,500.00   | 14,235.00  | 167% |
| 2236: CONSULTING SERVICE                  | \$6,650.00   | 0.00       | 0%   |
| 2238: ENGINEERING SERVICES                | \$1,500.00   | 0          | 0%   |
| 2239: LEGAL SERVICE                       | \$30,000.00  | 43,099.54  | 144% |
| 2245: CONTRACTED SERVICES                 | \$130,000.00 | 67,075.34  | 52%  |
| 2250: OTHER PROFESSIONAL SE               | \$6,000.00   | 196        | 3%   |
| 2255: CREDIT CARD PROCESSING              | \$0.00       | 0.00       | N/A  |
| 2260: DATA PROCESSING SERVIC              | \$200.00     | 29.98      | 15%  |
| 2261: SOFTWARE MAINTENANCE                | \$2,400.00   | 0          | 0%   |
| 2280: PUBLICATIONS AND LEGAL              | \$1,000.00   | 159.25     | 16%  |
| 2281: ADVERTISING/MARKETING               | \$1,500.00   | 160        | 11%  |
| 2285: RENTS & LEASES - EQUIPM             | \$4,800.00   | 3,723.65   | 78%  |
| 2295: RENTS & LEASES - BLDG               | \$0.00       | 0          | N/A  |
| 2301: SMALL TOOLS                         | \$0.00       | 0          | N/A  |
| 2310: EDUCATION & TRAINING                | \$1,560.00   | 520        | 33%  |

**DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING LIBRARY BOARD OF TRUSTEES**

Subject: OLD BUSINESS

Meeting Date: 4/24/2013

Agenda Item: 9a

Item Submitted For:

CONSENT

PUBLIC HEARING

ACTION, INFORMATION, DISCUSSION

ACTION

RESOLUTION

RECEIVE

DISCUSSION

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

---

DISCUSSION:

a. Discussing and Adopting Findings of Audit Report

**DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING LIBRARY BOARD OF TRUSTEES**

Subject: OLD BUSINESS

Meeting Date: 4/24/2013

Agenda Item: 9b

Item Submitted For:

- CONSENT
- PUBLIC HEARING
- ACTION, INFORMATION, DISCUSSION
- ACTION
- RESOLUTION
- RECEIVE
- DISCUSSION

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

---

DISCUSSION:

b. DPLD Governance List Voting  
*List attached*

***(Draft)* List of Governance Options Previously Discussed by the  
Governing Board of Library Trustees**

1. Continue with Current Structure of Library Governing Board
2. Create an Advisory Library Governing Board Sub-Committee
3. Pursue Legislation to Enable an Independently Elected Library Governing Board
4. Return to the Library Commission System of Governance
5. Pursue Contracting with the Solano County Library System for Library Governance/Management
6. Other Alternatives

**DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING LIBRARY BOARD OF TRUSTEES**

Subject: NEW BUSINESS

Meeting Date: 4/24/2013

Agenda Item: 10a

Item Submitted For:

- CONSENT
- PUBLIC HEARING
- ACTION, INFORMATION, DISCUSSION
- ACTION
- RESOLUTION
- RECEIVE
- DISCUSSION

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

---

DISCUSSION:

a. Board Policies Regarding Contract & Bidding Procedures

Attachments: Public Contract Code sections

**20680-20683:** Community Services Districts

**20150-20150.14:** Counties with population less than 500,000

**20160-20175.2:** Cities



# PUBLIC CONTRACT CODE

## SECTION 20680-20683

20680. The provisions of this article shall apply to contracts by community services districts as provided for in the Community Services District Law pursuant to Division 3 (commencing with Section 61000) of the Government Code.

20682. (a) A district may purchase materials and supplies for the construction or completion of any building, structure, or improvements in the open market when the cost does not exceed twenty-five thousand dollars (\$25,000).

(b) Contracts for materials and supplies for the construction or completion of any building, structure, or improvement, when the cost exceeds twenty-five thousand dollars (\$25,000), shall be contracted for and let to the lowest responsible bidder after notice. If two or more bids are the same and the lowest, the district board may accept the one it chooses.

(c) The district shall publish a notice inviting bids for any contract for which competitive bidding is required at least one time in a newspaper of general circulation in the district at least one week before the time specified for receiving bids. The notice inviting bids shall set a date for opening the bids and distinctly state the materials and supplies to be purchased.

(d) If the general manager recommends and the board of directors determines that the publication of advertisements of the notice in trade journals and papers in lieu of publication pursuant to subdivision (c) will increase the number of business enterprises receiving that notice, the board of directors may by resolution declare that those notices shall be published in trade journals and papers at least 10 days prior to the time specified for receiving bids.

(e) At its discretion, the board of directors may reject any bids presented and readvertise.

(f) In the case of an emergency, the board of directors may act pursuant to Chapter 2.5 (commencing with Section 22050).

(g) As an alternate to the procedures required by this section, a district may rely on the Uniform Public Construction Cost Accounting Act, Chapter 2 (commencing with Section 22000) of Part 3 of Division 2.

20682.5. (a) A district may construct or complete any building, structure, or improvement with its own forces or by contract without bidding when the cost does not exceed twenty-five thousand dollars (\$25,000).

(b) All contracts for the construction or completion of any building, structure, or improvement, when the cost exceeds twenty-five thousand dollars (\$25,000), shall be contracted for and

let to the lowest responsible bidder after notice. If two or more bids are the same and the lowest, the district board may accept the one it chooses.

(c) The district shall publish a notice inviting bids for any contract for which competitive bidding is required at least one time in a newspaper of general circulation in the district at least 10 days before the time specified for receiving bids. The notice inviting bids shall set a date for opening the bids and distinctly state the work to be done.

(d) If the general manager recommends and the board of directors determines that the publication of advertisements of the notice in trade journals and papers in lieu of publication pursuant to subdivision (c) will increase the number of business enterprises receiving that notice, the board of directors may by resolution declare that those notices shall be published in trade journals and papers at least 10 days prior to the time specified for receiving bids.

(e) If plans and specifications are prepared describing the work, all bidders shall be afforded an opportunity to examine the plans and specifications, and the plans and specifications shall be attached to and become part of the contract, if one is awarded.

(f) At its discretion, the board of directors may reject any bids presented and readvertise.

(g) In the case of an emergency, the board of directors may act pursuant to Chapter 2.5 (commencing with Section 22050).

(h) The board of directors may, subject to Chapter 5 (commencing with Section 9550) of Title 3 of Part 6 of Division 4 of the Civil Code, require the posting of those bonds it deems desirable as a condition to the filing of a bid or the letting of a contract.

(i) The district shall keep cost records of the work in the manner provided in Chapter 1 (commencing with Section 4000) of Division 5 of Title 1 of the Government Code.

(j) As an alternate to the procedures required by this section, a district may rely on the Uniform Public Construction Cost Accounting Act, Chapter 2 (commencing with Section 22000) of Part 3 of Division 2.

20683. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security:

- (a) Cash.
- (b) A cashier's check made payable to the district.
- (c) A certified check made payable to the district.
- (d) A bidder's bond executed by an admitted surety insurer, made payable to the district.

Upon an award to the lowest bidder, the security of an unsuccessful bidder shall be returned in a reasonable period of time, but in no event shall that security be held by the district beyond 60 days from the time the award is made.

# PUBLIC CONTRACT CODE

## SECTION 20150-20150.14

20150. The provisions of this article shall apply to contracts by counties of 500,000 or less population as provided for in Part 2 (commencing with Section 25000) of Division 2 of Title 3 of the Government Code.

20150.1. (a) Notwithstanding any other provision of law, except as provided in subdivision (b), every county, whether general law or charter, containing a population of less than 500,000 shall employ bidding procedures on public projects as provided in this article. This article shall be liberally construed to effect its purposes. In the event of conflict with any other provision of law relative to bidding procedures, the provisions of this article shall apply.

(b) Every county, whether general law or charter, containing a population of less than 500,000 is authorized to participate in the Uniform Public Construction Cost Accounting Act under Chapter 2 (commencing with Section 22000) of Part 3 of Division 2.

20150.2. As used in this article, "public project" means:

(a) A project for the erection, improvement, and repair of public buildings and works.

(b) Work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow, except maintenance, repair, or reconstruction work.

(c) Supplies and materials used in maintenance, repair, or reconstruction work in or about streams, bays, waterfronts, embankments; or other maintenance, repair, or reconstruction work for protection against overflow.

The provisions of this article shall not change existing law regarding inclusion or exclusion of labor or materials used for completion of the project.

Except for the erection, improvement and repair of public buildings, the construction of dams, reservoirs, powerplants and electrical transmission lines of 230,000 volts and higher, nothing in this article shall apply to a publicly owned water, power or waste disposal system.

20150.3. Expenditures for public projects shall not include the costs of:

(a) Equipment, supplies and materials acquired by a public agency to enable the timely completion of a public project as defined in subdivision (c) of Section 20150.2 let to a contractor.

(b) Plans, specifications, engineering and advertising required

for public projects.

20150.4. Public projects between four thousand dollars (\$4,000) and ten thousand dollars (\$10,000) shall be let to contract by informal or formal bidding procedures.

Public projects of ten thousand dollars (\$10,000) and more shall, in all instances, be let to contract by formal bidding procedure.

20150.5. Each county shall adopt ordinances or regulations providing for formal and informal bidding procedures as required by this article for public projects conducted by such county.

20150.6. Ordinances or regulations establishing informal bidding procedures shall provide that the county shall, as soon as is practicable after the time for the renewal of contractors' licenses, notify each contractor of the county of the opportunity to register with the county to be subsequently notified of informal bidding proceedings. The list of such contractors shall be a public record.

20150.7. The notice inviting informal bids shall be by published notice and may, in addition, be supplemented by mailed notice to contractors registered pursuant to Section 20150.6. The county may cause the notice to be printed as display advertising in such form and style as it deems appropriate. The notice shall describe in general terms the project to be done and state a closing date for submission of such informal bids. Publication of notice pursuant to this section shall be in a newspaper of general circulation printed and published within the jurisdiction of the county, or, if there is no such newspaper within the jurisdiction of the county, publication shall be made in a newspaper of general circulation which is circulated in the jurisdiction of the county, or, if there is no such publication, the notice shall be posted in at least three public places within the jurisdiction of the county as have been designated by ordinance or regulation of such county as places for the posting of its notices. Notice shall be published in accordance with Section 6061 of the Government Code and shall be completed at least 24 hours before the time scheduled for opening of the bids.

In addition to notice published in a newspaper of general circulation, mailed, or posted, pursuant to this section, the county may also publish notice inviting bids in a trade publication.

20150.8. The notices inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly state the project to be done. The first publication or posting of the notice shall be at least 10 days before the date of opening the bids. Notice shall be published at least twice, not less than five

days apart, in a newspaper of general circulation, printed and published in the jurisdiction of the county, or, if there is no such newspaper within the jurisdiction of the county, publication shall be made in a newspaper of general circulation which is circulated in the jurisdiction of the county, or, if there is no such publication, the notice shall be posted in at least three public places within the jurisdiction of the county as have been designated by ordinance or regulation of such county as places for the posting of its notices.

In addition to notice published in a newspaper of general circulation, mailed, or posted, pursuant to this section, the county may also publish notice inviting bids in a trade publication.

20150.9. In its discretion, the county may reject any bids presented. If, after the first invitation for bids, all bids are rejected, after reevaluating its cost estimates of the project, the county shall abandon the project or shall readvertise for bids in the manner prescribed by this article. If after readvertising, the county rejects all bids presented, the county may proceed with the project by use of county personnel or may readvertise. If two or more bids are the same and the lowest, the county may accept the one it chooses. If no bids are received, the county may have the project done without further complying with this article.

20150.10. Notwithstanding the provisions of Section 20150.9, on any project which is less than seventy-five thousand dollars (\$75,000), if, after the first invitation for bids, all bids are rejected, the county may, after reevaluating its cost estimates of the project, pass a resolution by a four-fifths vote of its board of supervisors declaring that the project can be performed more economically by county personnel, or that in its opinion a contract to perform the project can be negotiated with the original bidders at a lower price than that in any of the bids, or the materials or supplies furnished at a lower price in the open market. Upon adoption of the resolution, it may have the project done in the manner stated without further complying with this article.

20150.11. It shall be unlawful to split or separate into smaller work orders or projects any public project for the purpose of evading the provisions of this article requiring public projects to be done by contract after bidding. Every person who willfully violates this provision of this section is guilty of a misdemeanor.

20150.12. The board of supervisors of the county shall adopt plans, specifications, and working details for all public projects the expenditure for which exceeds ten thousand dollars (\$10,000).

20150.13. All bidders on public projects which exceed ten thousand dollars (\$10,000) in cost, shall be afforded the opportunity to examine the plans, specifications, and working details for the project.

20150.14. The provisions of this article shall not apply to the construction of any public building used for facilities of juvenile forestry camps or juvenile homes, ranches, or camps established under Article 15 (commencing with Section 880) of Chapter 2, Part 1, Division 2 of the Welfare and Institutions Code, if a major portion of the construction work is to be performed by wards of the juvenile court assigned to such camps, ranches, or homes; or to public projects employing prisoners pursuant to Section 25359 of the Government Code and public projects involving persons engaged in federal, state, or county job or work training programs.

---

# PUBLIC CONTRACT CODE

## SECTION 20160-20175.2

20160. The provisions of this article shall apply to contracts awarded by cities subject to Title 4 (commencing with Section 34000) of the Government Code.

20161. As used in this chapter, "public project" means:

(a) A project for the erection, improvement, painting, or repair of public buildings and works.

(b) Work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow.

(c) Street or sewer work except maintenance or repair.

(d) Furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.

20162. When the expenditure required for a public project exceeds five thousand dollars (\$5,000), it shall be contracted for and let to the lowest responsible bidder after notice.

20163. It shall be unlawful to split or separate into smaller work orders or projects any public work project for the purpose of evading the provisions of this article requiring public work to be done by contract after competitive bidding. Every person who willfully violates this provision of this section is guilty of a misdemeanor.

20164. The notice inviting bids shall set a date for the opening of bids. The first publication or posting of the notice shall be at least 10 days before the date of opening the bids. Notice shall be published at least twice, not less than five days apart, in a newspaper of general circulation, printed and published in the city, or if there is none, it shall be posted in at least three public places in the city that have been designated by ordinance as the places for posting public notices. The notice shall distinctly state the project to be done.

20165. Any notice inviting bids, which specifies locations of possible materials, such as a borrow pit or gravel bed, for use in the proposed construction project which would be subject to Section 1602 of the Fish and Game Code, shall include any conditions or modifications established pursuant to Section 1603 of the Fish and Game Code.

20166. In its discretion, the legislative body may reject any bids presented and readvertise. If two or more bids are the same and the lowest, the legislative body may accept the one it chooses. If no bids are received, the legislative body may have the project done without further complying with this chapter.

20167. After rejecting bids, the legislative body may pass a resolution by a four-fifths vote of its members declaring that the project can be performed more economically by day labor, or the materials or supplies furnished at a lower price in the open market. Upon adoption of the resolution, it may have the project done in the manner stated without further complying with this chapter.

20168. In case of an emergency, the legislative body may pass a resolution by a four-fifths vote of its members declaring that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property. Upon adoption of the resolution, it may expend any sum required in the emergency without complying with this chapter. If notice for bids to let contracts will not be given, the legislative body shall comply with Chapter 2.5 (commencing with Section 22050).

20168.5. In any city that has agreed to permit the transfer of prisoners or parole violators under Section 2910 or 2910.5 of the Penal Code, or of wards under Section 1753.3 of the Welfare and Institutions Code, the city council may contract for the construction or expansion of facilities to be used for that purpose without the formality of obtaining bids, adopting plans and specifications, or complying with other requirements of this article, except as required by this section. The person to whom the contract is awarded shall execute a bond for faithful performance. The award of the contract shall be made after a public hearing on the basis of a request for proposals advertised in accordance with Section 6062 or 6062a of the Government Code. The contract may be awarded only to a contractor who has responded to the request for proposals and who is licensed to do the work in accordance with Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code. The contract shall be upon terms which the city council determines are necessary for the expeditious completion of the work. A contract shall not be entered into unless at least three proposals to do the work have been evaluated by a competitive process established by the city council and the lowest bid is selected.

20169. Annually before the beginning of the fiscal year, in cities where there is more than one newspaper of general circulation printed and published, the legislative body shall publish a notice inviting



**DIXON PUBLIC LIBRARY DISTRICT  
GOVERNING LIBRARY BOARD OF TRUSTEES**

Subject: NEW BUSINESS

Meeting Date: 4/24/2013

Agenda Item: 10b

Item Submitted For:

CONSENT

PUBLIC HEARING

ACTION, INFORMATION, DISCUSSION

ACTION

RESOLUTION

RECEIVE

DISCUSSION

SUBMITTED BY: Vanessa Christman

PRESENTED BY: Vanessa Christman

---

DISCUSSION:

b. Request to Solicit Bids for Repairs of Miller Building