



Conference Room D  
14343 Civic Drive  
Victorville, CA  
[www.victorvilleca.gov](http://www.victorvilleca.gov)

## COMMUNITY SERVICES ADVISORY COMMITTEE

**Regular Meeting Agenda  
Monday, August 15, 2022**

**5:00 p.m. Regular Session**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the (760) 243-1969 no later than 72 hours prior to the meeting.

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### **5:00 p.m. Regular Session**

#### **Call to Order**

#### **Roll Call**

#### **Agenda Items**

1. Review and Approval of Meeting Minutes from 5/16/22
2. Discussion and Possible Action - Library Kiosk
3. Project Updates:
  - a. FY22-23 Approved Projects
  - b. Green Tree Library
  - c. Library Building Forward Grant
  - d. GameTime/CPRS Playground Grant Applications
  - e. Prop 68 Grants – Brentwood & Eva Dell
  - f. Hook Track Lighting
  - g. Center St. Park Improvements
  - h. Pickleball Courts
  - i. Westwinds Activity Center & Sports Center Roof Projects

#### **Committee Member Reports/Comments**

#### **Staff Reports/Comments**

#### **Public Comments**



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## Community Services Advisory Committee

**Regular Meeting Minutes**  
**Monday, May 16, 2022**

**5:00 p.m. Regular Meeting**

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**Call to Order:** The regular meeting of the Community Services Advisory Committee was called to order by Chair Pyle at 5:04 p.m.

### Roll Call

**Present:** Chair Pyle, Committee Member Dixon and Committee Member Belcher.

**Absent:** Vice Chair Smith and Committee Member Starr-Bolden.

### 1. Approval of Minutes

Regular Meeting Minutes of 2/28/2022.

Motion was made to approve regular meeting minutes.

Moved: Committee Member Dixon  
Seconded: Committee Member Belcher

Motion passed 3-0.

Ayes: Chair Pyle, Committee Member Dixon and Committee Member Belcher.

Absent: Vice Chair Smith and Committee Member Starr-Bolden.

### 2. Project Updates.

Staff presented project updates for: Library Kiosk, Green Tree Library, Prop 68 Grants, Hook Track Lighting, Center St. Park Improvements, Pickleball Courts and Westwinds Sports Center & Activity Center Roof Projects.

No Committee Action Required – Update Only.

### **3. Project Considerations – FY 22/23**

Staff provided an overview of the proposed projects for fiscal year 2022/23.

No Committee Action Required – Update Only.

### **4. VMUS Bond Update – Encumbered Park Properties**

Deputy City Manager Davidson provided an update on the un-encumbrance of City properties affiliated with the VMUS Co-Gen Bonds.

No committee Action Required – Update Only.

### **5. Committee Member Reports/Comments:**

Committee Member Dixon spoke.

### **6. Staff Reports/Comments**

Recreation Manager Salgado provided updates.

### **Adjournment**

Chair Pyle adjourned the meeting at 6:17 p.m.



## **Community Services Advisory Committee**

**Meeting of: August 15, 2022**

**Submitted By:**

George Carter, Library Manager

**Subject:**

Library Kiosk at Sunset Ridge Park

**Recommendation:**

That the Community Services Advisory Committee (CSAC) provides feedback regarding moving forward with awarding a contract to Envisionware for a 235 Unit Library Kiosk to be installed at Sunset Ridge Park and take action to recommend approval by the City Council to award the contract.

**Background:**

The City Council adopted the Library Master Plan on April 20, 2021. The Master Plan recommended that the City expand library services in the near future by adding a Library Kiosk to bring limited library service to another section of the City (Library Master Plan, Section 8: Recommendations. Page 8.22).

In June 2022, the City went through the formal bidding procedure and accepted proposals for the Library Kiosk.

**Discussion:**

In July 2022, a selection committee of several City staff evaluated proposals and demonstrations from all bidders. Envisionware was ranked the highest qualified bidder for a 235-unit kiosk in the amount of \$208,156.41. There are sufficient funds in the project budget to move forward with awarding the contract to Envisionware.

If CSAC, moves forward with Staff's recommendation, staff will take the award of contract to the next Council meeting. This Kiosk will allow City residents to check out and return library materials at the Kiosk.

Staff is available for questions.

**Attachments:**

Cost Proposal

Spec Sheet 24-Hour Library

Photos

**CITY OF VICTORVILLE  
RFP# PB22-093  
REMOTE LIBRARY KIOSK BOOK VENDING SYSTEM**

**COST PROPOSAL FORM**

The undersigned declares that the locations of the proposed work, the plans, specifications, and contract documents have been carefully examined; and being familiar with all of the conditions surrounding the work, including the availability of materials and labor, the undersigned hereby proposes to furnish all labor, materials, tools, equipment, and incidentals, to complete all the work. All applicable taxes and discounts should be included. All of the aforementioned shall be done in accordance with said plans, specifications, and contract documents for the price set forth in the following schedule.

The City of Victorville reserves the right to reject any and all bid proposals and waive any irregularities or informalities in any bid proposal or in the bidding. The City of Victorville further reserves the right to award the Contract to other than the lowest Proposer if such action is deemed to be in the best interest of the City, and the right to split the order if such action is deemed to be in the best interest of the City.

**OPTION 1 – COMMUNITY CENTER LOCATION**

Item #	Description	Total Amount
1	<b>Kiosk/Book Vending System (1 unit) List specifications and cost for each item – 340D Unit</b>	\$152,109.63
1	<b>Optional cost of installation (Prevailing wage, faithful performance and payment bond required)</b>	\$23,805
1	<b>Awnings or any protective structures to protect against the elements</b>	\$95,732.50
	<b>TOTAL BID</b>	<b>\$295,452.13</b>

- Pricing included shipping, installation, training and sales tax.

OPTION 2 – COMMUNITY CENTER LOCATION

Item #	Description	Total Amount
1	Kiosk/Book Vending System (1 unit) List specifications and cost for each item – 235 Unit	\$102,182.50
1	Optional cost of installation (Prevailing wage, faithful performance and payment bond required)	\$23,805
1	Awnings or any protective structures to protect against the elements	\$82,168.91
	<b>TOTAL BID</b>	<b>\$208,156.41</b>

- Pricing included shipping, installation, training and sales tax.

OPTION 1 – GOLF COURSE LIBRARY LOCATION – OUR RECOMMENDATION WOULD BE TO PLACE SMALLER 235 UNIT TO THE LEFT OF THE ENTRANCE UNDER THE EXISTING COVERED AREA NEXT TO THE RIGHT OF THE GOLF SHOP.

Item #	Description	Total Amount
2	Optional – Kiosk/Book Vending System (1 additional unit) List specifications and costs for each – 235 Unit	\$102,182.50
2	Optional cost of installation (Prevailing wage, faithful performance and payment bond required)	\$23,805
2	Awnings or any protective structures to protect against the elements Not required based on our recommendation for a location.	N/A
	<b>TOTAL BID</b>	<b>\$125,987.50</b>

- Pricing includes shipping, installation, training and sales tax.

Item #	Description	Total Amount
3	Annual Maintenance Costs - 340D Unit	\$16,568
	Annual Maintenance Costs - 235 Unit	\$13,429
	TOTAL BID	\$29,997

OPTION 1:

TOTAL BID FOR ITEMS 1, 2 & 3: \$451,436.60

TOTAL BID FOR ITEMS 1, 2 & 3 IN WORDS: In our first option, we would propose the larger 340D unit with a fully enclosed canopy (ADA entrance in the front). For the second location (golf course library), we would recommend the smaller 235 unit to the left of the entrance of the library which is already covered and would sit on the slab to the right of the pro shop.

OPTION 2:

TOTAL BID FOR ITEMS 1, 2 & 3: \$361,001.91

TOTAL BID FOR ITEMS 1, 2 & 3 IN WORDS: In our second option, we would recommend the smaller 235 unit with a fully enclosed canopy (ADA entrance in the front). For the second location (golf course library), we would continue to recommend the smaller 235 unit to the left of the entrance of the library which is already covered and would sit on the slab to the right of the pro shop.

Proposer: Envisionware

Address: One Sugarloaf Center, 1960 Satellite Blvd, Suite 4100, Duluth, GA 30097

Phone: 678-382-6500

E-mail ted.dalessandro@envisionware.com

Signature: \_\_\_\_\_



Date: 6/22/2020

Name Printed: Michael J. Monk

Title: CEO

**NOTE: COST PROPOSAL SHEETS (PAGES 19 and 20) NEED TO BE SUBMITTED SEPARATELY IN A SEALED ENVELOPE CLEARLY IDENTIFIED AS "SEALED DOLLAR COST FOR RFP# PB22-093"**



FEATURES	24L-340D	24L-235
<b>Item Management</b>		
Total Items for Check Out	340	235
Standard Slot Dimensions (Imperial) (Metric)	12.5h x 8.25d x 1.6 Spine 318h x 210d x 42 Spine	
Items in Standard Slots	268	188
Wide Slot Dimensions (Imperial) (Metric)	12.5h x 8.25d x 2.4 Spine 318h x 210d x 62 Spine	
Items in Wide Slots	67	47
Hold Drawer Dimensions (Imperial) (Metric)	10.35d x 13.7w 1.9h 348.6w x263.5d x 49h	N/A N/A
Items in Hold Drawers	5	N/A
Item Return Capacity	1000	600
Sorter Return Bins	14	9
RFID Item		Standard
Barcode Item		Standard
<b>Patron Interfaces</b>		
Primary Screen Interface	17" High Brightness Resistive Industrial Color Touch Screen	
ADA Screen Interface	5.6" Standard Industrial Resistive Color Touch Screen	
Operating Systems	Windows 10 Professional	Window 10 Professional
Main System Computer	E5300 2.6Ghz Dual Core 4GB RAM, 10-RS232, 6-USB, 250GB SSD	J1900 2.6Ghz Quad Core 4GB RAM, 5-RS232, 8-USB, 120GB SSD
Right Display	43" 1000nit Infrared Touch Screen Display - Portrait	
Right Display Computer	J1900 2.6Ghz Dual Core 4GB RAM, 5-RS232, 8-USB, 120GB SSD	J1900 2.6Ghz Dual Core 4GB RAM, 5-RS232, 8-USB, 120GB SSD
Left Display	32" Touch Screen Display - Landscape	N/A
Left Display Computer	J1900 2.6Ghz Dual Core 4GB RAM, 5-RS232, 8-USB, 120GB SSD	N/A
RFID Patron Card		Standard
Barcode Patron Card	1D/2D Smartphone-Ready Patron Card Barcode Reader	
Receipt	High Capacity 80mm	

Specifications subject to change without notice.

# 24-HOUR LIBRARY™



FEATURES	24L-340D	24L-235
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## Connectivity

ILS Connection	SIP2   Enhanced SIP2 for 24-Library*	
ILS Configuration	Remote Site: Branch   Outside Library Building: Shelf Location	
System Ethernet Connection	RJ-45	
Library Device Support	Power Strip and Mounting Space for WAN Modem/Connect Device	
Router	2-Channel Wi-Fi   LAN   VPN   Configurable Content Filtering	

## Protection

DVR	30-day DVR - Remotely Accessible	
Security Cameras	5 Cameras	4 Cameras

## Mechanical

Dimensions (Imperial)	13.23w x 7.5h x 5.68d	9.84w x 7.05h x 4.92d
(Metric)	4032w x 2286h x 1730d	3000w x 2149h x 1500
Overall Size Comparison	Model 235 is 55% of the size of Model 340D	
Weight	7055 lbs   3200kg	5380 lbs   2440kg
Temperature without Heat	-5° to 125°F   -15° to 52°C	
with Heat	-20° to 125°F   -29° to 52°C	

## Power

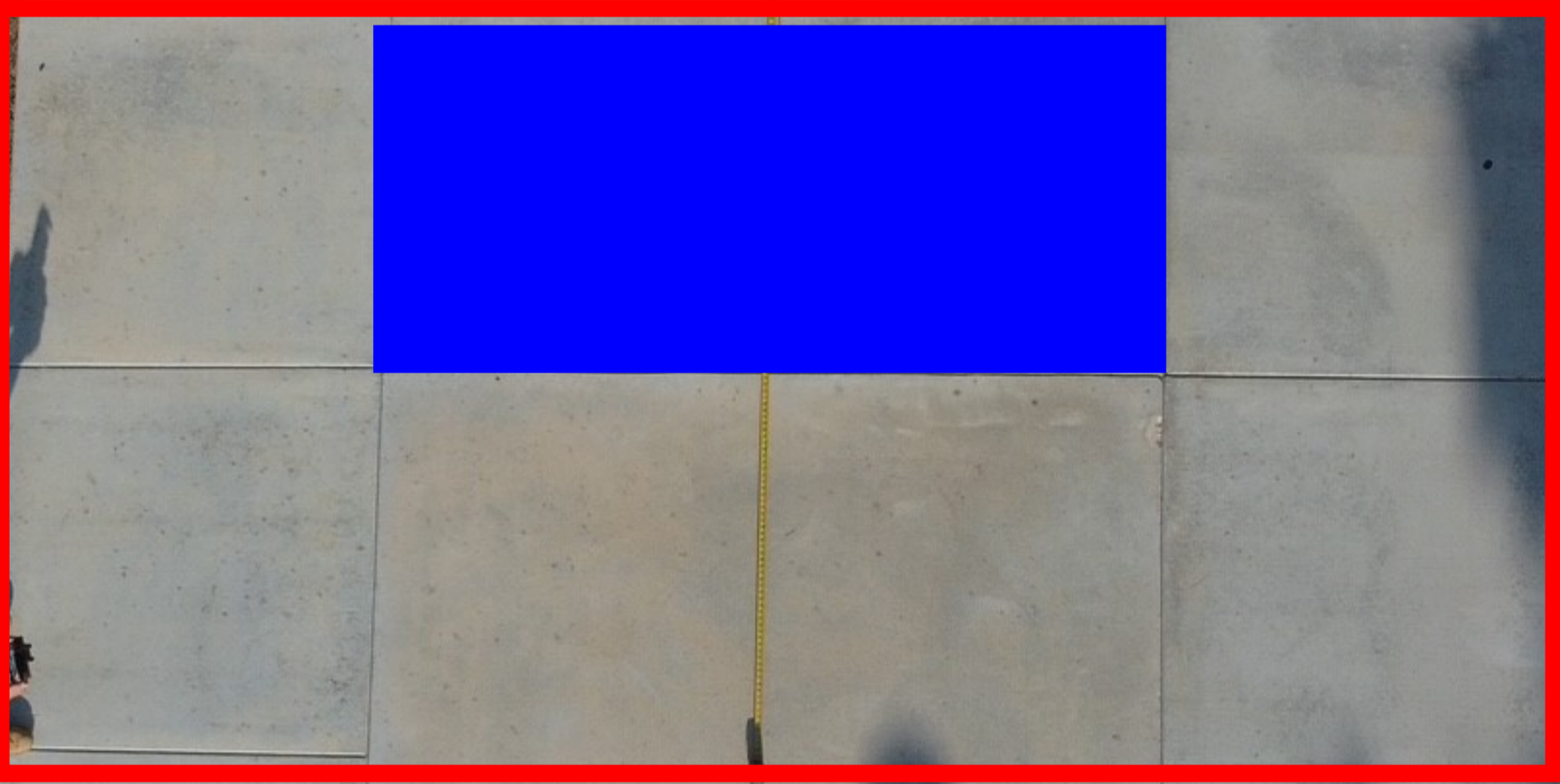
Power For System	(1) 120V 20A Circuit	
Power For Heat Systems	(3) 120V 20A Circuits	
Power Consumption Without Heat	1200W	1000W
Power Consumption With Heat	7200W	7000W
Warranty	One Year Remote and Onsite 24x7x365 Support	
On-Site Maintenance After Year 1	Yes	

## Options

Project Management, Installation and Training	Computer Management Client
Construction Guidance	Canopy for Standard Op Temps
API Integration	Uninterruptable Power Supply
Credit Card Payment Terminal	220V / 50Hz
Fine/Fee Payment Software	



FRANKLIN COUNTY  
Public Library System  
24 HOURS LIBRARY  
SUNSHINE VIEW



20'

10'



## **Community Services Advisory Committee**

**Meeting of: August 15, 2022**

**Submitted By:**

Melissa Krejckant, Administrative Analyst

**Subject:**

Monthly Project Updates.

**Recommendation:**

No action required.

**Background:**

The Community Services Advisory Committee (CSAC) requested updates on Community Services related projects for their review. The attached spreadsheet is a breakdown of the projects, project budget, year-to-date expenses and status.

**Attachments:**

Park and Recreation Master Plan Implementation – August 2022

**Park & Rec Master Plan Implementation  
PROJECTS**

<b>Project Name</b>	<b>New Project</b>	<b>Dollar Amount</b>	<b>Year-to-Date Expense</b>	<b>Funding Source</b>	<b>Master Plan Specific Goals</b>	<b>Status</b>
Sports Lighting - Hook Track		\$530,000.00	\$12,477.50	DIF Funding	3.2.b - Address the need for additional rectangular fields by identifying in-fill opportunities in current parks or identifying additional city-owned properties that can fulfill this need.  3.7.f - Add amenities to the parks that increase participation and vigilance	Geo Technical Report is complete.  Soils report due on 9/1  Musco contract will go to Council after Soils report is received.
New Shade structures - RFI Process to Evaluate and Standardize		\$150,000.00	\$0.00	DIF Funding	3.3.b - Develop an internal plan to address the need to provide shade structures and shade opportunities throughout the system	Obtained quotes for a metal structure versus a fabric structure. Fabric structure is within budget, will go over the playground structure at Sunset Ridge Park.
Dog Park - Eva Dell		\$150,000.00	\$0.00	DIF Funding	3.7.f - Add amenities to the parks that increase participation and vigilance: perimeter walking trails, outdoor exercise equipment, dog parks, pump tracks, and skate parks.	Will be incorporated with the Prop 68: Grant Project.

Westwinds Sports Center Roof	\$310,406.00	\$310,406.00	CDBG (\$80,000 from Measure P)	<p>3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.</p> <p>3.1.b - Develop a comprehensive list of deferred maintenance, with cost estimates for significant repairs or replacements.</p>	Completed
Center Street Park Restrooms (Awarded FY 2020)	\$563,593.00	\$48,554.81	CDBG & Measure P	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	<p>Demo complete</p> <p>Staff report purchasing restroom for Center St. is forthcoming.</p>
Center Street Park ADA Walkways & Swing (Awarded FY2020)	\$20,860.00	\$11,682.60	CDBG	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	<p>ADA Swing Purchased</p> <p>ADA access from parking lot complete.</p> <p>Pending ADA purchases.</p>

Parks parking lot resurfacing	Y - Adding 2 parks for FY23	\$70,000.00	\$0.00	Genral Fund - \$30,000 Measure P - \$40,000	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.  3.1.b - Develop a comprehensive list of deferred maintenance, with cost estimates for significant repairs or replacements.	Request for Bids (RFB) to go out around October 2022, with work starting Spring 2023 due to asphalt curing times.  Parks Selected: Center St. Park Mesa Linda Park Liberty Park Brentwood Park
Doris Davies Rec. Facility Roof		\$123,440.00	\$112,640.00	Measure P Funding	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.  3.1.b - Develop a comprehensive list of deferred maintenance, with cost estimates for significant repairs or replacements.	Request for Proposal (RFP) has been completed.  Contract awarded, estimated start date: September 2022.

WAC HVAC & Bathrooms, Roof, ADA Improvements (non-restrooms)	\$298,000.24	\$104,000.24	Measure P Funding	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.  3.1.b - Develop a comprehensive list of deferred maintenance, with cost estimates for significant repairs or replacements.	Roof project is complete. Currently working with a renewable energy partnership that is offering incentives on HVAC upgrades. This project is in review for incentive approval.	
Brentwood Park - Various amenities and improvements	\$255,293.00	\$0.00	Prop 68 Grant Funding - Per Capita	3.2.a - Evaluate and consider which city-owned properties may be future parks and recreation facilities that can supplement or add to the current Level of Service.	Pending CPRS/GameTime Playground grant.	
Competitive - Eva Dell Park - Various amenities and improvements	\$3,325,171.37	\$0.00	Prop 68 Grant Funding - Competitive Grant	3.2.a - Evaluate and consider which city-owned properties may be future parks and recreation facilities that can supplement or add to the current Level of Service.	Pending CPRS/GameTime Playground grant.	
Eagle Ranch Park - Restrooms	YES	\$350,000.00	\$0.00	DIF	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	Will add to existing civil design project.

Brentwood - Restrooms	YES	\$350,000.00	\$0.00	DIF	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	Will add to existing civil design project.
Doris Davies Pool Re-Plaster	YES	\$173,000.00	\$0.00	Measure P Funding	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	Scope created, pending issuance of Request for Proposal
Desert Landscape - 8th St. Community Center	YES	\$150,000.00	\$0.00	General Fund	N/A	Staff currently working on project scope to meet water conservation guidelines.
8th St. Community Center - HVAC Replacement	YES	\$35,000.00	\$0.00	General Fund	N/A	Scope created, pending SoCalRen feedback for incentive program.
Hook - Gym Floor Replacement	YES	\$75,000.00	\$0.00	Measure P Funding	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	Request for Propsoal (RFP) to be issued in November 2022, with work taking place in March-April 2023.
Demo - Storage Building at Doris Davies	YES	\$50,000.00	\$0.00	Measure P Funding	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	Project has to start after the pool season, scheduled to be completed by December 2022.
Victorville Activity Center - HVAC Replacement	YES	\$42,000.00	\$0.00	Measure P Funding	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	Pending review by SoCalRen for incentive qualilfication.

GreenTree Library	YES	\$3,244,631.25	\$39,631.25	Measure P Funding	Recommendation for an interim library to make progress toward square footage goal for population.	Revised site plan due to staff on 8/12, staff will review and provide feedback.
Doris Davies Improvements Design	YES	\$100,000.00	\$0.00	Measure P Funding	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	Project scheduled for January 2023.
Lighting upgrades - phased existing park walkways		\$30,000.00	\$0.00	O&M and Capital Requests (General Fund)	3.7.b - Continue with park and facility lighting upgrade efforts and identify and implement other improvements that contribute to a more safe and secure system.	Lights purchased; pending install. Facilities evaluating schedule.
Library Kiosk		\$254,500.00	\$0.00	Measure P	LMP - Section 8 Recommendations: Expand library services in the near term.  Section 9: F2 - Consider immediate library service expansion by way of 1+ Library kiosks.	Item on CSAC agenda - 8/15; scheduled for Council meeting 9/6 to award contract
Park - ADA Paths of Travel Improvements	New	\$100,000.00	\$0.00	Measure P	3.7.f - Add amenities to the parks that increase participation and vigilance: perimeter walking trails, outdoor exercise equipment, dog parks, pump tracks, and skate parks.	Pending install of restroom at Center St.; project will consist of ADA access to the restroom facility

Citywide Holiday Décor	New	\$203,180.00	\$0.00	General Fund	N/A	Tree selected - pending reference check  Pending St. Light Pole Fixtures & Banners
Maintenance Work Order & Asset Management System - initial purchases (software & equipment; implementation costs)	New	\$6,500.00	\$0.00	General Fund	4.2.a - Evaluate the current work order system to determine capability to track costs, schedule routine and preventative maintenance, and allow tracking by facility. Seek alternative system with adequate features if necessary.  4.3.a - Establish an asset management system to manage and track equipment and inventory to improve budget planning.	Staff are meeting with Facilitron on 8/16; kickoff meeting will be held after 8/16 meeting.
Sports Complex Feasibility Study	New	\$100,000.00	\$0.00	DIF	3.2. b - Address the need for additional rectangular fields by identifying additional city-owned land that can fulfill this need.	Conducting site visits to other locations.