



Conference Room D
14343 Civic Drive
Victorville, CA
www.victorvilleca.gov

COMMUNITY SERVICES ADVISORY COMMITTEE

**Regular Meeting Agenda
Monday, March 20, 2023**

4:00 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.

4:00 p.m. Regular Session

Call to Order

Roll Call

Agenda Items

1. New Member Welcome & Introduction
2. Chair & Vice Chair Selection
3. Discussion and Possible Action to Meeting Frequency
4. Review and Approval of Meeting Minutes from 11/21/2022
5. Project Updates
 - a. Doris Davies Recreation Facility Roof
 - b. Doris Davies Pool Replaster
 - c. Demolition – Storage Building at Doris Davies
 - d. Lighting Upgrades – Avalon Park
 - e. Maintenance Management System - Facilitron

Committee Member Reports/Comments

Staff Reports/Comments

Public Comments

Each member of a committee shall be a qualified elector of the city as defined by Section 7 of the California Elections Code and as hereinafter amended, with the exception of those committee appointees who reside within the boundaries of special districts which are not co-terminous with the City's boundaries or who are appointees to fill technical positions.

6. TERMS - REGULAR MEMBERS

The normal term of each regular committee member shall be four years, more or less, and shall be coterminous with the term of office of the nominating councilperson. The appointee shall be approved by a majority of the council. The term of any regular member is automatically extended for not more than ninety days pending the qualification of his successor.

7. APPOINTMENT, REMOVAL AND UNEXPIRED TERMS REGULAR MEMBERS

(a) Each Councilperson shall nominate an individual to sit on the committee. However, the nominations must be approved by a majority vote of the entire Council.

(b) Vacancies and unexpired portions of terms shall be filled by following the same procedure outlined in 7(a). Removal of any committee member may be accomplished by following the same procedure as the appointment.

Expired Terms

When a vacancy occurs as a result of a resignation from the committee, the unexpired portion of the term shall be filled by the same procedure followed in subsection (a).

Unexpired Term of Councilperson

When a vacancy is created on the City Council, then all committee members nominated by that Councilperson shall continue for a period of thirty (30) days beyond the filling of the Council vacancy at which time all committee members of that Councilperson shall be filled and/or replaced following the same procedure outlined in subsection (a).

8. MEETINGS

The Committee shall regularly meet each month or as necessary at a date and hour established by minute order of the committee. Additional meetings may be called by order of the Chairman or by a majority of the members. All meetings shall be in a Conference Room at City Hall, 14343 civic Drive, Victorville, California, unless otherwise determined by the Committee; any other place of meeting shall be shown in the notice of the meeting. In

the event that a regular meeting falls on a holiday, the meeting shall be held at the same time on the next succeeding day which is not a holiday.

9. NOTICE OF MEETING

Notices of all meetings shall be given to all members of the Committee, to the City Clerk, to the City Manager and as provided by law. All such notices shall be furnished to the Committee in writing at least seventy-two hours prior to the time of such meeting, or shall be placed in the United States mails at least eighty hours prior to the time of such meeting. Any such notice may be waived, in writing, by the person or party entitled to such notice. In the case of a special meeting, verbal notice shall be furnished to the Committee at least twenty-four hours prior to the time of such meeting.

10. ATTENDANCE AT MEETINGS

Regular participation in the meetings of the Committee being essential to the performance of its duties, any member who fails to attend three consecutive regular meetings, or four out of any five consecutive meetings without the consent of the Committee as noted in its minutes, shall, unless otherwise determined by action of the council, be removed and the vacancy shall be filled by following the same procedure outlined in Item 7(a). "Regular meeting" includes any meeting provided for by law or by rule of the Committee, or any regularly advertised public hearing.

It shall be the duty of the secretary of the Committee to keep a public record of the attendance of Committee members and to promptly advise the city council in the event any vacancy exists, or in the event any member of the committee shall be absent for three successive meetings, or for four out of any five consecutive meetings.

11. AGENDA

An agenda shall be prepared for each meeting by the secretary in accordance with these rules. Not later than the fourth day preceding any regularly scheduled meeting, and in all other cases as early as possible, the Secretary shall transmit the agenda to the Committee and the City Manager. Additions may be made to the agenda with the unanimous consent of the Committee members present.

12. ORDER OF PROCEEDINGS

The Order of Proceedings of all meetings shall be as follows, subject to modification by unanimous vote of the members present!

1. Call to Order
2. Roll Call

3. Approval of Minutes
4. Special Orders of the Day (swearing in new members, special introductions, etc.)
5. Public Comment
6. Unfinished Business
7. New Business
8. Other Business and Communications from Audience
9. staff Reports

13. QUORUM

A quorum of the Committee consists of a majority of the voting members.

14. MAJORITY DECIDES

The committee shall act by a vote of the majority of those members present and voting.

15. VOTING PROCEDURES: DISQUALIFICATION

(1) All votes of the Committee on resolutions, minute orders, recommendations to the City Council and any decisions of the Committee or disposition of any item under consideration, and all routine administrative, personnel and procedural matters, including motions to order the preparation of a report or resolution or to table or continue any hearing or matter to a definite time within sixty (60) days of such vote, may be decided by voice vote, unless a roll call vote be ordered by the Committee.

(2) No member of the Committee shall abstain from any vote unless disqualified, and no disqualified member shall vote. Any disqualified member shall openly state or have the Chairman announce the fact and nature of such disqualification in open meeting and shall not be subject to further inquiry. Upon disqualification, the disqualified member shall not debate the issue from his seat, but may respond to questions from other members of the Committee. In the event that a disqualified Committee member wishes to testify on the subject, he shall follow the same rules as a member of the audience.

16. QUESTIONS OF ORDER: CONDUCT OF COMMITTEE MEMBERS

(1) The Presiding Officer shall decide all questions of order, subject to appeal to the Committee.

(2) Committee members shall maintain order and decorum at all times and shall follow the orders of the Presiding Officer, subject to these Rules, shall address only the Committee, the Staff or the Presiding Officer, shall confine themselves to the question under debate, shall avoid personalities and indecorous language and shall not interrupt any other member except upon a point of order or to request that the floor be yielded.

(3) Committee members shall show courtesy to each other, to members of the Staff and City employees and to members of the public at all times.

17. CROSS-TALK NOT PERMITTED

(1) All discussion by members of the committee, Staff, or public shall be addressed to the Committee as a whole, unless the Presiding Officer otherwise permits.

(2) All questions shall be directed to the Presiding Officer, unless such Officer otherwise permits. Reasonable cross-questioning shall be allowed by the Presiding Officer at public hearings.

18. PUBLIC: RULES FOR PARTICIPATION

(1) Members of the public shall not speak unless recognized by the Presiding Officer, shall state their names and addresses before making any statement and may or may not be sworn in by the Presiding Officer before giving testimony.

(2) The Presiding Officer may eject any person who refuses to follow these rules or the decision of the Presiding Officer or Committee.

19. **MEMBERS LEAVING MEETING**

No member shall leave any meeting without permission of the Presiding Officer.

20. RULES OF ORDER

Robert's Rules of Order shall be followed, except where inconsistent with these Rules.

21. SUSPENSION OF RULES

These Rules may be suspended by a two-thirds vote of the Committee members present and voting.

PASSED, APPROVED and ADOPTED this 6th day of October, 1992.



MAYOR OF THE CITY OF VICTORVILLE

ATTEST:



Charles Stotko

APPROVED AS TO FORM AND CONTENT:


CITY ATTORNEY

, CAROLEE STOTKO, , City Clerk of the City of Victorville and ex-
fficio Clerk of the City Council of said City, DO HEREBY CERTIFY
hat the foregoing is a true and correct copy of Resolution No. 92-
135, which was duly adopted at a meeting of the City Council held
on the 11th day of October , 1992 by the following vote,
to wit:

AYES: Councilmembers Busby, Caldwell and DeBlasis

NOES: None

ABSENT: Councilmembers Dolch and Sartor

ABSTAIN: None



CITY CLERK OF THE CITY OF VICTORVILLE



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14343 Civic Drive
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Community Services Advisory Committee

**Regular Meeting Minutes
Monday, November 21, 2022**

4:00 p.m. Regular Meeting

Call to Order: The regular meeting of the Community Services Advisory Committee was called to order by Chair Pyle at 4:02 p.m.

Roll Call

Present: Chair Pyle, Vice Chair Smith, and Committee Member Stone

Absent: Committee Member Belcher and Committee Member Dixon

Also Present: Deputy City Manager Davidson, Recreation Manager Salgado, Recording Secretary Doornbos, Library Manager Carter, Facilities Manager Gleason, and Coordinator Ballou.

1. Approval of Minutes.

Regular Meeting Minutes of 09/19/2022.

Motion was made to approve regular meeting minutes.

Moved: Committee Member Stone

Seconded: Vice Chair Smith

Motion passed 3-0.

Ayes: Chair Pyle, Vice Chair Smith, Committee Member Stone

Absent: Committee Member Belcher and Committee Member Dixon

2. Civil Rights Memorial Essay Contest – Winner Selection

Staff presented an overview of the project.

Discussion ensued.

Committee Member Stone motioned to approve Natalia Jackson's essay about Francis EW Harper as this year's Civil Rights Memorial Essay contest winner.

Moved: Committee Member Stone

Seconded: Vice Chair Smith

Motion passed 3-0.

Ayes: Chair Pyle, Vice Chair Smith, Committee Member Stone

Absent: Committee Member Belcher and Committee Member Dixon

3. Project Updates:

a. Library Building Forward Grant

Library Manager Carter and Facilities Manager Gleason provided an update.

4. Committee Member Reports/Comments

Chair Pyle requested a timeline for Council to move forward with the Library Building Forward Grant and requested a review update with SoCalRen and their incentive programs.

5. Staff Reports/Comments

Recreation Manger Salgado, Library Manager Carter and Deputy City Manager Davidson provided updates.

Adjournment

Chair Pyle adjourned the meeting at 4:41 p.m.

**Park & Rec Master Plan Implementation
PROJECTS**

Project Name	Dollar Amount	Year-to-Date Expense	Project Code	Funding Source	Master Plan Specific Goals	Status
Sports Lighting - Hook Track	\$530,000.00	\$53,020.50	80058	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	Plans have been submitted to DSA, pending plan review comments. -Purchase of lights through Musco is pending. Staff are waiting to order to ensure delivery aligns with permit approval.
New Shade structures - RFI Process to Evaluate and Standardize	\$150,000.00	\$97,994.41	81005	DIF Funding	3.3.b - Develop an internal plan to address the need to provide shade structures and shade opportunities throughout the system	Delivery of Shade Structure is scheduled for 4/10 at Sunset Ridge Park.
Dog Park - Eva Dell	\$150,000.00	\$0.00	81004	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.

Center Street Park Restrooms (Awarded FY 2020)	\$563,593.00	\$286,073.17	21360	CDBG & Measure P	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	Permit Pending. - Site work is scheduled to take place during April 2023.
Center Street Park ADA Walkways & Swing (Awarded FY2020)	\$20,860.00	\$23,176.96	21361	CDBG	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	Bleachers have been delivered, install will be done by May 2023.
Parks parking lot resurfacing	\$70,000.00	\$0.00	81001	General 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) pending. Parks Selected: Center St. Park Mesa Linda Park Liberty Park Brentwood Park
Doris Davies Rec. Facility Roof	\$295,160.00	\$202,600.00	80048	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.	Completed January 2023.

WAC HVAC & Bathrooms, Roof, ADA Improvements (non-restrooms)	\$298,000.24	\$106,028.99	80052	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.	SoCalRen reviewing facility and will be providing HVAC units that are eligible for an incentive.
Brentwood Park - Various amenities and improvements	\$255,293.00	\$157,682.08	81011 81012	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.	Play structure demo scheduled for 3/15/23. -Playground install in April 2023. -Shade Structure is pending.
Competitive - Eva Dell Park - Various amenities and improvements	\$3,325,171.37	\$598,102.81	80080	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.	Staff are currently working with CDWG, the City's landscape architect firm for the design of the park renovation, including the dog park.
CPRS/GameTime Grant - Center St. Park	\$135,000.00	\$132,018.25	80085	BEARS & CPRS	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.	Play structure is ordered. Install is scheduled for April 2023.

Eagle Ranch Park - Restrooms	\$350,000.00	\$4,868.82	81034	DIF	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	Pending final utility and grading plan.
Brentwood - Restrooms	\$350,000.00	\$243,835.25	81033	DIF/ARPA	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	Sucheduled to be installed April 2023.
Doris Davies Pool Re-Plaster	\$173,000.00	\$166,612.00	81014	Measure P Funding	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	Project was completed on 3/3/23.
Desert Landscape - 8th St. Community Center	\$150,000.00	\$0.00	81024	General Fund	N/A	Staff are currently finalizing the site plan for landscaping.
8th St. Community Center - HVAC Replacement	\$35,000.00	\$0.00	81017	General Fund	N/A	SoCalRen reviewing facility and will be providing HVAC units that are elligible for an incentive.
Hook - Gym Floor Replacement	\$75,000.00	\$39,925.00	81015	Measure P Funding	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	Contractors are currently onsite.
Demo - Storage Building at Doris Davies	\$50,000.00	\$32,195.00	81029	Measure P Funding	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	Project is complete.

Victorville Activity Center - HVAC Replacement	\$42,000.00	\$0.00	81020	Measure P Funding	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	SoCalRen reviewing facility and will be providing HVAC units that are eligible for an incentive.
GreenTree Library	\$3,244,631.25	\$42,631.25	80075	Measure P Funding	Recommendation for an interim library to make progress toward square footage goal for population.	Pending concepts with additional square footage per the library grant.
Doris Davies Improvements Design	\$100,000.00	\$0.00	81030	Measure P Funding	3.1.a - Prioritize low scoring amenities in parks and develop a replacement schedule with estimated replacement costs.	Scope is currently being worked on.
Lighting upgrades - phased existing park walkways	\$30,000.00	\$30,000.00	80062	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.	Avalon park is complete. Three additional sites are pending.
Library Kiosk	\$254,500.00	\$225,835.40	80078	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.	Purchase contract is complete. Pending install.

Park - ADA Paths of Travel Improvements	\$150,000.00	\$49,590.41	81009	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	\$203,180.00	\$151,756.99	80031	General Fund	N/A	Tree purchased and decorations for 7th st. Additional purchases are pending.
Maintenance Work Order & Asset Management System - initial purchases (software & equipment; implementation costs)	\$6,500.00	\$6,500.00	N/A	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.	Faciltron is active for Facilities and Parks Division.

Sports Complex Feasibility Study	\$100,000.00	\$0.00	81032	DIF	3.2. b - Address the need for additional rectangular fields by identifying additional city-owned land that can fulfill this need.	Currently scheduling site visits to other locations. Potential grant opportunity.
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