



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

## **COMMUNITY SERVICES ADVISORY COMMITTEE**

**Regular Meeting Agenda  
Monday, February 28, 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 11/15/2021
2. Discussion of Revising how CSAC meetings are rescheduled due to a holiday
3. Discussion and Possible Action on the Library Infrastructure Opportunity – Building Forward Grant

**Committee Member Reports/Comments**

**Staff Reports/Comments**

**Public Comments**



**Item Number: 1**

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## **Community Services Advisory Committee**

**Regular Meeting Minutes  
Monday, November 15, 2021**

**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, Vice Chair Smith, Committee Member Dixon and Committee Member Starr-Bolden

**Absent:** Committee Member Belcher

### **1. Approval of Minutes**

Regular Meeting Minutes of October 18, 2021.

Motion was made to approve regular meeting minutes.

Moved: Committee Member Dixon

Seconded: Committee Member Starr-Bolden

Motion passed 4-0.

Ayes: Chair Pyle, Vice Chair Smith, Committee Member Dixon and Committee Member Starr-Bolden

Absent: Committee Member Belcher

### **2. Prop 68: Pre Capita Grant Application – Scope Expansion**

Staff presented an overview of the requested scope expansion.

Vice Chair Smith motioned to approve the grant application's scope expansion.

Moved: Vice Chair Smith  
Seconded: Committee Member Dixon

Motion passed 4-0.

Ayes: Chair Pyle, Vice Chair Smith, Committee Member Dixon and Committee Member Starr-Bolden

Absent: Committee Member Belcher

**3. Committee Member Reports/Comments:**

Chair Pyle spoke.

**4. Staff Reports/Comments**

Staff reported on upcoming events and services.

**Adjournment**

Chair Pyle adjourned the meeting at 5:27 p.m.

**Community Services Advisory Committee**

**Written Communications**

**Meeting of: February 28, 2022**

**Submitted By:**

Jenele Davidson, Deputy City Manager

**Subject:**

Holiday Regular Meeting Dates

**Recommendation:**

That the Community Services Advisory Committee (CSAC) introduce changing regular meeting days that fall on a holiday from the "next succeeding day" to the "next succeeding week, on the same day of the week."

**Background:**

Victorville City Council Resolution No. 13-049 outlines rules and procedures for the City's various advisory committees. Section 8 – Meetings of the resolution establishes "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." However, CSAC's following day after a holiday would be the third Tuesday of the month, coinciding with the regular scheduled City Council meeting. Regular council meetings occur on the first and third Tuesday of each month.

**Discussion:**

Resolution No. 13-049 Section 1 – Rules Adopted, allows changes to established rules by a majority yes vote at any meeting following the introduction at the preceding meeting.

This staff report introduces changing a regular meeting day when the regular meeting day falls on a holiday. Staff's recommendation is to change the current rescheduling method from "the next succeeding day" to the "next succeeding week, on the same day of the week." This change request is being brought forward due to the January and February meeting dates conflicting with the Martin Luther King Jr. Day and President's Day holidays. Additionally, the recently adopted Juneteenth federal holiday will periodically be observed on the third Monday of the month, causing a conflict in June. If the board members move forward with Staff's recommendation, this item will be brought back at the March meeting for adoption.

Staff is available for questions.

**Attachments:**

A. Resolution No. 13-049

**Community Services Advisory Committee**

**Written Communications**

**Meeting of: February 28, 2022**

**Submitted By:**

George Carter, City Librarian

**Subject:**

Building Forward: Library Infrastructure Grant Program

**Recommendation:**

That the Community Services Advisory Committee (CSAC) provide feedback regarding the draft application and take action to recommend approval by the City Council to apply for the Building Forward Library Infrastructure Grant.

**Background:**

The Budget Act of 2021 (SB 129) allocated \$439 million in one-time funds to the California State Library to address the life-safety and critical maintenance needs of public library facilities throughout California. This competitive grant program prioritizes funding for projects addressing life safety and other critical maintenance needs; and local library facilities located in high-poverty areas of the state. The maximum grant amount per library facility is \$10 million. Matching funds are required on a dollar-for-dollar basis, but applicants can apply for a reduction to the required match based on the Local Operating Income Per Capita (LIPC). The LIPC for the City of Victorville (City) is such that a Match Reduction Justification Request will be submitted as part of the application.

Awards are expected to be announced in Spring 2022 and funds must be fully expended by March 31, 2026. Applications not funded in the first round will automatically be considered for future rounds of funding.

**Discussion:**

The City is pursuing the relocation of the Victorville City Library from 15011 Circle Drive to 14144 Green Tree Blvd. The Building Forward Grant is currently soliciting applications from any California Public Library, priority is given to projects serving a high poverty area. This grant provides an opportunity for the City to fund the construction/remodeling associated with the relocation and potentially acquire funds to expand the square footage of the building at 14144 Green Tree Blvd to better accommodate the City's Library Services per recommendations from the Library Master Plan.

Staff is seeking input and support from CSAC before finalizing the grant application that will be presented to the City Council at the March 15, 2022 meeting to obtain official authorization to apply. The due date for applying under the first round of grant funding through the California State Library is March 21, 2022.

Staff is available for questions.

**Attachments:**      A. Draft of the Grant Application

## **Part 1 Basic Information**

### **Project Information**

1. **Project Title:** Green Tree Library Renovation
2. **Project Summary:** The renovation and expansion of a City-owned facility to relocate the Victorville City Library.
3. **Requested Grant Amount:** \$9,876,594

### **Library Information**

1. **Library Jurisdiction:** Victorville City Library
2. **Name of Library Facility:** Green Tree Library
3. **Facility Address:** 14144 Green Tree Blvd
4. **City:** Victorville
5. **State:** CA
6. **Zip Code:** 92395
7. **Is the Facility Leased?** No

### **Project Contact**

1. **Name:** George Carter
2. **Title:** City Librarian
3. **Email Address:** gcarter@victorvilleca.gov
4. **Phone Number:** 760-955-4167

## **Part 2 Project Detail & Implementation**

### **Detailed Project Information**

**Please tell us more about your project, how you plan to implement it, and the impact it will have.**

**1. Project Description \***

2. Project Status

- Pre-planning
- **Planning in Process**
- Planning is Complete but awaiting approval and or permits
- Shovel ready or already in progress

3. List and describe the roles of all consultants involved in this project, such as planning, construction, contractors, and project management. If not yet contracted, briefly detail your plan and timeline to solicit and select consultants. \*

Design consultants are being evaluated to design and manage the project, including planning, construction, and contractors. Consultants will coordinate with City staff at all levels, including Building Department, Facilities, and the Library.

4. Briefly describe past relevant capital improvements to the facility, including the year completed. \*

The building the City Library currently occupies at 15011 Circle Drive was constructed in 1971 and has received minimum capital improvements since the City assumed control of the building from San Bernardino County in 2006. The Library installed new carpet in 2018 added ADA entry doors in 2020. The current Library building is aged and resides in a less accessible area of the City. The Library will use the grant, if awarded, to relocate the Library to a newer facility owned by the City and recently vacated by its commercial tenant. The new building was constructed in 2008 and is located at 14144 Green Tree Blvd but will require renovation to accommodate Library functions. This location is more centrally located as recommended by the Library Master Plan (Section 8, Recommendations, page. 8.3.), more accessible via public transportation, and remains adjacent to the community located at 15011 Circle Drive.

We believe relocating the City Library to this newer facility will be more cost-effective and accomplish more priorities than renovating or expanding our current space. In our Library Master Plan our consultants estimated the cost of remodeling and expanding our existing Library at \$15,020,269 (Library Mater Plan, Executive Summary, page 17).

## 5. How will your project address conditions that negatively impact your Library's ability to deliver needed services? \*

Our project aims to tackle three priorities recently identified by Library Master Plan completed in 2021.

Our priority with this project is to increase our physical footprint. 15011 Circle Drive currently provides 8,229 square feet for a City population nearing 125,000 people, creating a severe space deficiency. Our Master Plan notes that at a minimum, a City should provide 0.60 square feet per capita of library space for its residents (Library Master Plan, Section 6, Assessment of Existing Conditions, page.6.9). At 0.06 square feet per capita, VCL has less than one-tenth of that standard minimum. In practical terms, VCL is last in total square feet of Library space and Library space per capita among California Library Districts.

To perform the functions VCL does typically – without adding any new or trending functions, programs, or services – the Library should have 14,990 building gross square feet (BGSF). This equates to 6,761 more square feet than currently, or 82% more space. The Victorville City Library facility does not provide enough space to support good Public Library practices. Hence, it cannot support good Library service delivery for a city as large as Victorville (Library Master Plan, Section 7, Summary of Needs, page. 7.7). Our proposal to relocate the Library to the Green Tree facility would afford us an additional 1,794 square feet and the potential to include an expansion of 5,750 square feet. In all the Library would nearly double in size from our current location with 8,229 square feet to 15,773 square feet.

Our second priority is accessibility in terms of the physical layout of the building and its location. It remains difficult for many of our residents to access 15011 Circle Drive due to its location and lack of public transportation near the Library. Additionally, the current location is no longer considered central to the City.

Our third priority is safety and aesthetics. We surveyed current residents about their perception of the Library's location at 15011 Circle Drive. We consistently received feedback indicating many residents choose not to go to our Library because they don't feel safe at that location or because it is not aesthetically appealing; both issues strongly correlate to each other (Library Master Plan, Appendix 5.1 Stakeholder Interviews Questions & Responses). The building's age and current location make it difficult to correct these priorities. While on-site during the Master Plan, the Consultants performed a physical evaluation of the existing building. While they found the building is well-maintained for the most part, it rated 3.47 on a 5.00 scale, equating to \$816,574 in remedial work and repairs needed to bring the physical plant and site up to a modern Library baseline. That does not include adding any space, and it does not fix its location problem, the aesthetics of the building, or its perception of being unsafe. The building is aesthetically and structurally all that it will ever be and has outlived its usefulness as a modern Public Library for the residents of Victorville.

With the onset of the pandemic, VCL remained closed longer than many other libraries due to its space deficiency and the increased risk of operating out of such an enclosed space posed both to staff and Library patrons. As the Library has resumed in-person operations, programming space has become even more of a safety concern. To keep patrons and the public safe, programming and seats are limited to maintain safe distance and overcrowding. This means that even fewer people can

take advantage of Library Services that remain vital to the health and well-being of the Victorville community (Library Master Plan, Section 2, The Modern Public Library, page. 2.1).

The relocation of our Library Services to the Green Tree location will address all the priorities listed, provide our residents with more space, more accessibility, and a safer, aesthetically pleasing environment. By moving the Library from Circle Drive to Green Tree, we will gain 1,794 square feet with no additional expansion. If the grant is awarded to us to include the expansion features, we could potentially add 5,750 square feet to the Green Tree facility. The additional square feet expansion will nearly double our current square footage at Circle Drive which is a mere 8,229 square feet. All of which will allow us to deliver Library Services to more people and more effectively.

**6. Describe how your project contributes to sustainability, inclusive access, and/or the ability of the facility to adapt to evolving needs. \***

Our project is unique because we have a fairly new, vacant building that can be designed and remodeled and will be designed and renovated with sustainability, inclusive access, and adaptability in mind. The proposed location of our new Library will include new sustainable designs and modular elements wherever possible to increase our ability to adapt Library spaces and services as needed. Most importantly, our Master Plan has recommended shelving that improves accessibility and circulation (Library Master Plan, Section 2, The Modern Public Library, page. 2.9). Our Library will incorporate shelves no higher than eye level and leave bottom shelves empty to eliminate accessibility issues related to reaching and bending to retrieve materials. Our new building will offer multiple stall restrooms, whereas our current building incorporates only two single-use restrooms. Incorporating new digital way finders will play heavily into our designs to assist the overall accessibility of the facility. We will also be exploring as many accessibility options as available to us in the design planning phase, including various sustainability elements and goals outlined in our Library Master Plan (Library Master Plan, Section 8, Recommendations, Goal G, page. 16).

## **Project Implementation**

1. Please use the Project Implementation Form to outline the steps you will take to implement your project, including approximate start and end dates. The Project Implementation template can be found online: <https://www.library.ca.gov/grants/buildingforward>

## **Supporting Documentation**

1. This is your opportunity to show us what the project is and why it is needed. This may include photos, video, reports, planning documents, etc. No more than 3 supporting documents will be accepted.

Attachments: Library Master Plan and 2 Photos (Photos forthcoming).

## **Part 3 Budget and Funding**

1. Total Project Budget (including grant, match, and additional funding)

\$10,251,594 (Grant 9,876,594, City contribution \$375,000)

2. Project Budget

- Upload Budget Form

3. Describe the basic elements of the budget, how the budget was created, and the methodology for any project contingency

The budget was crafted from consultation with the TR Design Group and City Staff. Assumptions are made with existing construction requirements and costs. This project will require demolition and reconstruction of large portions of the building, including turning a kitchen into functional office space and removing an existing bar. Removing these improvements is likely to lead to unforeseen issues once the demolition commences, and we will need some reserves to address those issues.

### **Funding**

1. Funding from other sources

\$ 375,000 From Measure P

2. Has funding from all other sources been secured?

- Yes / No

3. List other Project Funding sources, including any sources and amounts for matching funds and any related requirements to obtaining funds.

\$375,000 Measure P.

In 2020 residents voted to adopt a city wide sales tax increase known as Measure P . Primarily Measure P will assist the Library with additional operating expenses with the new / expanded location. The City Council also allocated \$375,000 towards the initial design of the new building.

### **Funding Background**

1. If applicable, describe past attempts to fund this project, including other funding sources sought and key obstacles to secure funds. \*

This is a new project with no prior attempts at funding.

2. If grant funding is not approved, or if only a portion of the requested funding for the project is awarded, explain how the project will be completed. \*

The City is aggressively pursuing this grant to relocate the Victorville City Library from 15011 Circle Drive to 14144 Green Tree Blvd. The City has held a bid process and selected a design team. The City Council has identified \$375,000 available to create a design plan for 14114 Green Tree Blvd. The City will proceed with a budget of \$375,000 to design the Green Tree facility to house a modern Public Library. However, funding for the renovation and relocation has yet to be identified beyond the anticipated additional operating expenses to be funded from the City's recently implemented transactions and use tax measure (Measure P).

The design team will be task with developing a plan for the new facility to mirror all current functions of our existing facility. We will then pursue renovating the Green Tree facility and relocate the Library from Circle Drive to Green Tree. and the City would prefer to expand the space to improve upon our current functions. There are several items identified by the Library Master Plan that could be incorporated into an expanded space to compensate for current deficiencies within our existing Library building,. The renovation of the Green Tree facility and the relocation our current operations to that facility will require significant funds to complete, and the funding to do so is beyond the scope of our current General Fund and or Measure P.

Measure P funds will accommodate those features necessary to develop the design and plan to house the Library at the new location. If only a portion of the grant is awarded, we will first use funds to complete the renovation of the existing space located at the Green Tree Library site. Funds that exceed the cost of renovating the current space will be utilized by adding additional square footage. The costs listed in the project budget worksheet are based on cost per square foot with an addition of 5,750 square feet assumed. As a result of a reduced grant award, we would reduce square footage of the expansion to accommodate the grant award.

## **Part 4 Match**

### **Match**

1. Are you able to match grant funds on a dollar-for-dollar basis? \*
  - Yes / **No**

*Other State funds are not an allowable match contribution.*

### **Availability of Match Funds**

A letter from Finance Director or equivalent verifying availability match funds is optional at the time this application is submitted. A letter will be required if grant funds are awarded.

1. Letter confirming the availability match funds (optional)

The Victorville City Library has secured \$375,000 available for this project. Outside of the \$375,000 appropriation, no other funding source has been identified or secured. We request that the State Library strongly consider waiving the additional match based on our current Local Income Per Capita (LIPC) of 6.19, or Level 1. Level 1 libraries may request their match be eliminated or reduced. While a total match elimination is not currently needed, we have not identified additional funds outside of the \$375,000 available for this project. We believe this project satisfies

all the requirements to meet the grant requirement and should be considered a high priority for the State Library. Every California resident benefits from the vast array of Library Districts across the State, but a Statewide Library system must work to ensure every community has access to quality Library services. The Victorville City Library needs the support of the State Library to strengthen its ability to deliver high-quality Library services typical of Library Districts found throughout the State of California.

## **Part 5 Certification**

### **Certification and Signature**

**This application is being submitted by the eligible applicant organization that will administer grant funds if awarded. The authorized representative is the person designated by the applicant organization's governing body to enter into agreements on behalf of the applicant organization. The authorized representative must certify this application before it is submitted. By typing your name below, you are signing this application electronically. You agree that the information submitted on this application is correct and true. Your electronic signature is the legal equivalent of your manual signature on this application.**

Name of Authorized Representative \*

Title of Authorized Representative \*

Signature \*

## Building Forward Library Infrastructure Grant Program Project Implementation Plan

### Project

<b>Organization:</b>	City of Victorville
<b>Project Title:</b>	Green Tree Library
<b>Facility:</b>	14144 Green Tree Blvd

### Project Timeline

Using the table below, detail the major project activities or key milestones and when they will occur.

**Note: All grant funds must be expended by March 31, 2026.**

Activity	Month/Year Started	Month/Year Completed
Contract Awarded	12/2021	3/15/2022
Assessment, Programming, and Conceptual Design		
Programming meeting to review City's goals		04/01/2022
Site measurements, survey and photo documentation		04/14/2022
Design team prepares Conceptual floor plans for review		04/28/2022
City of Victorville reviews and approves conceptual floor plans		05/12/2022
Design Development and Contract Documents		
Design team selects and submits materials, finishes		05/26/2022
City of Victorville reviews and approves materials, finishes		06/02/2022
Design Team completes 60% complete CD's		07/14/2022
Opinion of Probable Construction Cost prepared		07/14/2022
City of Victorville reviews and approves 60% completion set		07/21/2022
Design team completes CD's (8 or 12 weeks)		08/11/2022
Permitting:		
1 <sup>st</sup> Plan Check submitted		08/15/2022
Opinion of probable Construction Cost during 1 <sup>st</sup> plan		09/06/2022
1 <sup>st</sup> plan check + 2 weeks + 2 <sup>nd</sup> plan check submitted		09/09/2022
Permits approved		10/03/2022
Bidding and Construction		
Bidding begins		09/06/2022

Bids due (4 weeks)		10/04/2022
Bid approval		10/18/2022
Contractor instructed to proceed		11/01/2022
Construction		12/01/2023
Substantial completion		06/01/2024
Schedule contingency		12/01/2025

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