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Nancy Schram

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Construction Project Grant Application

Ends on September 30, 2019

This application is for funding for the specific library construction grant projects from the State of California fiscal year 2019-20 budget (Chapter 23, Statutes of 2019, Item 6120-161-0001). The application is the first step in the process for agencies to obtain this grant funding. An overview of the process is as follows:

1. The applicant jurisdiction completes and submits the project application, including required attachments.
2. The State Library approves the application.
3. Following application approval, the State Library will enter into an agreement with the applicant. As part of this agreement, the applicant will include a resolution from its governing board stating that the board supports the application/project (a template will be provided).
4. Execution of the agreement triggers transfer of 50 percent of the grant funding.
5. Claims for an additional 40 percent of grant funding may be submitted on approval of the first narrative and financial report provided to the State Library (due June 30, 2020). Grantees will submit narrative and financial reports every six months thereafter. There will be a process in place to request advance of funds if needed.
6. Grantee expends funds (by June 30, 2022) and submits a claim for the remaining 10 percent of project funds.
7. The State Library may perform site visits during the course of the project, and for four years after the project is completed.

We will handle applications on a rolling basis and consider them as they are submitted. Please contact the State Library's coordinator for this project, Lena Pham, lena.pham@library.ca.gov (<mailto:lena.pham@library.ca.gov>), 916-651-0376, with any questions.

1. Project name *

Please enter the official name for the project.

2. Type of applicant jurisdiction *

- City
- County
- City/county
- District
- Other

Please select the appropriate box.

3. If you selected "Other" in question 2, please state the jurisdiction type.

n/a

4. Grant applicant name *

Ventura County Library System

This is the legal name of the jurisdiction that is applying for the funding and takes formal responsibility and assumes liability for the project.

5. Authorized official of the applicant jurisdiction *

Steve Bennett

Please enter the name of the person (mayor, chairperson of board of supervisors, head of special district, etc.) authorized to sign the application.

6. Authorized official title *

Chair, Board of Supervisors

7. Authorized official e-mail address *

steve.bennett@ventura.org

8. Authorized official phone number *

805-654-2703

9. Address *

5600 Everglades Street
Suite A
Ventura, CA 93003

This is the address to be used for official correspondence for this project.

10. Project coordinator *

Nancy Schram

This is the name of the individual who will have administrative control over the project for the applicant jurisdiction.

11. Project coordinator e-mail address *

nancy.schram@ventura.org

12. Project coordinator phone number *

13. Alternative project contact person *

This is the name of the individual who is authorized to act in the capacity of the project coordinator, if the project coordinator is unavailable.

14. Alternative project contact person title *

15. Alternative project contact person e-mail address *

16. Funding amount *

Please enter the amount awarded for this project in the 2019-20 fiscal year state budget.

17. Operating library jurisdiction *

This is the legal name of the library that will operate the facility that will be built or improved under this project.

18. Library director name *

Director of the library jurisdiction that will operate the facility

19. Library director title *

20. Library director e-mail address *

21. Library director phone number *

22. Alternate library contact person *

Dana Vinke

This is the person authorized to act in the capacity of the library director, if the library director is unavailable.

23. Alternate contact e-mail address *

dana.vinke@ventura.org

24. Alternate contact phone number *

805-677-7153

25. Project summary *

Fillmore Library Improvements and New Meeting Room Construction (\$1.5 million) - The Ventura County Library Services Agency (VCLS) has recognized the need for more space at the Fillmore Library. The scope includes design and construction of a new, ancillary building adjacent to the existing library. This building will allow for more area to perform typical library functions and will also provide the community of Fillmore with an additional 2,000 square feet of space for library programming, adult literacy tutoring, English as a Second Language classes, Early Childhood Literacy Classes, S.T.E.A.M. and Maker Programs, and more. It will also be available for the community to use for various community organizations to hold meetings and training classes. Included in the scope is significant improvements to the existing Fillmore Library building which was constructed in 1955. The space will strengthen the Library's role as a community gathering place and hub of civic engagement and education. Included in the scope of work are improvements to the existing Library building.

Please provide a concise overview of the project (equivalent to one page).

Limit: 550 words

26. Site control/land tenure *

- Applicant owns the property
- Applicant leases the property
- Applicant owns an easement on the property
- Applicant has an MOU with the property owner.

Please check the one that applies.

27. If you indicated that you lease the property, please state the term end date.

n/a

28. Project site address and latitude/longitude *

502 Second Street
 Fillmore, CA 93015

 34°24'16.71N 118° 54'53.86W

Please provide the address and/or latitude and longitude of your project site.

29. Please attach photographs of the project site. *

Acceptable file types: pdf, docx, jpg, jpeg, gif, tif, tiff, png, ppt, pptx, svg.

- 1  **29_-_Fillmore_Library_Expansion_Photo_Five.jpg**
Remove File
- 2  **29_-_Fillmore_Library_Expansion_Photo_Four.jpg**
Remove File
- 3  **29_-_Fillmore_Library_Expansion_Photo_One.jpg**
Remove File
- 4  **29_-_Fillmore_Library_Expansion_Photo_Three.jpg**
Remove File
- 5  **29_-_Fillmore_Library_Expansion_Photo_Two.jpg**
Remove File

Please provide three to five labeled color photographs of the project site, from various perspectives.

Select up to 5 files to attach. You have attached 5 files (26.10 MB). You cannot attach any more files here.

30. Please attach an overview of your estimated budget and funding sources. *

Acceptable file types: pdf, doc, docx, xls, pptx, xlsx.

- 1  **30_-_Fillmore_Library_Expansion_Budget.pdf**
Remove File
- 2  **30_-_Fillmore_Library_Expansion_Job_Authorization.pdf**
Remove File

Choose Files

Please attach a document or documents that provides this information. Your submission must identify all costs associated with the project. Projects using in-house services must detail labor, materials, and equipment costs as separate line items.

Select up to 3 files to attach. You have attached 2 files (509.00 KB). You may add up to 1 more.

31. Please attach a project timeline. *

Acceptable file types: pdf, docx, xls, ppt, pptx, xlsx.

- 1  **31_-_Fillmore_Library_Expansion_Schedule_Outline.pdf**
Remove File
- 2  **31_-_Fillmore_Library_Expansion_Timeline.pdf**
Remove File

The timeline must include key milestones, deliverables, and estimated date ranges of accomplishments.

Select up to 2 files to attach. You have attached 2 files (541.52 KB). You cannot attach any more files here.

32. CEQA/Environmental requirements *

- Exempt from CEQA, pursuant to CEQA guidelines.
- CEQA approval received from another public agency
- CEQA is not complete, but a completed Draft Initial Study with Checklist has been completed
- CEQA does not apply to this project under the code
- Other (please attach an explanation under CEQA attachments)

Please check the one that applies. Attach documents under "CEQA Attachments" as instructed here:

If you indicate "Exempt from CEQA," please attach the notice of exemption.

If you indicate "CEQA approval received from another public agency," attach the lead agency's resolution approving the project, along with the Notice of Determination, Negative Declaration or Mitigated Negative Declaration, stamped by the State Clearinghouse and County Clerk's Office.

If you indicate "CEQA is not complete," please attach the Draft Initial Study with Checklist.

If you indicate "CEQA does not apply to this project," please attach a document stating the code section that exempts this project.

If you indicate "Other," please attach an explanation.

33. CEQA attachments *

Acceptable file types: pdf, doc, docx, jpg, jpeg, gif, tif, tiff, xls, pptx, xlsx.

 33_-_Fillmore_Library_Expansion_Notice_of_Exemption_-_Ventu...
Remove File

Choose Files

Please provide attachments as instructed above.

Select up to 9 files to attach. You have attached 1 file (402.47 KB). You may add up to 8 more.

34. Certification and signature *

Acceptable file types: pdf, docx, jpg, jpeg.

 34_-_Fillmore_Library_Expansion_Project_Certification_Form.pdf
Remove File

The authorized official of the applicant jurisdiction and the library director must both sign.

Please complete the form provided, sign the form, scan and attach a signed copy here, and mail the original with wet signature to:

California State Library
Library Development Services
P.O. Box 942837
Sacramento, CA 94237-0001
Attn: 2019-20 Construction Grants

You have attached 1 file (350.39 KB). You cannot attach any more files here.

Apply

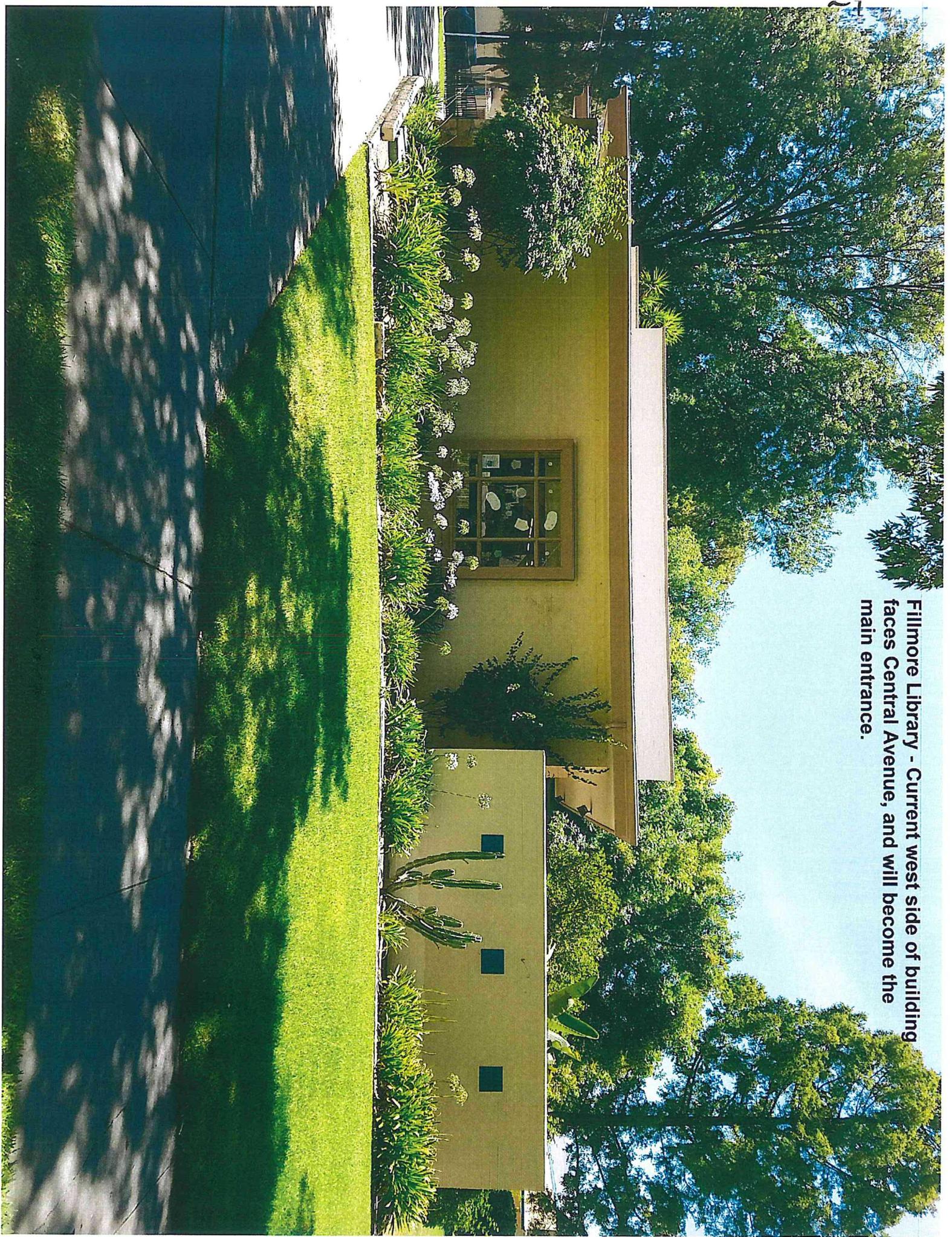
[? \(https://www.submittable.com/help/submitter\)](https://www.submittable.com/help/submitter) [Technical Help \(https://www.submittable.com/help/submitter\)](https://www.submittable.com/help/submitter) | [Privacy Policy \(http](#)

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Fillmore Library - The current Front Entrance faces Second Street and will be converted to a door leading out to a Children's Patio. New front entrance will face Central Avenue.

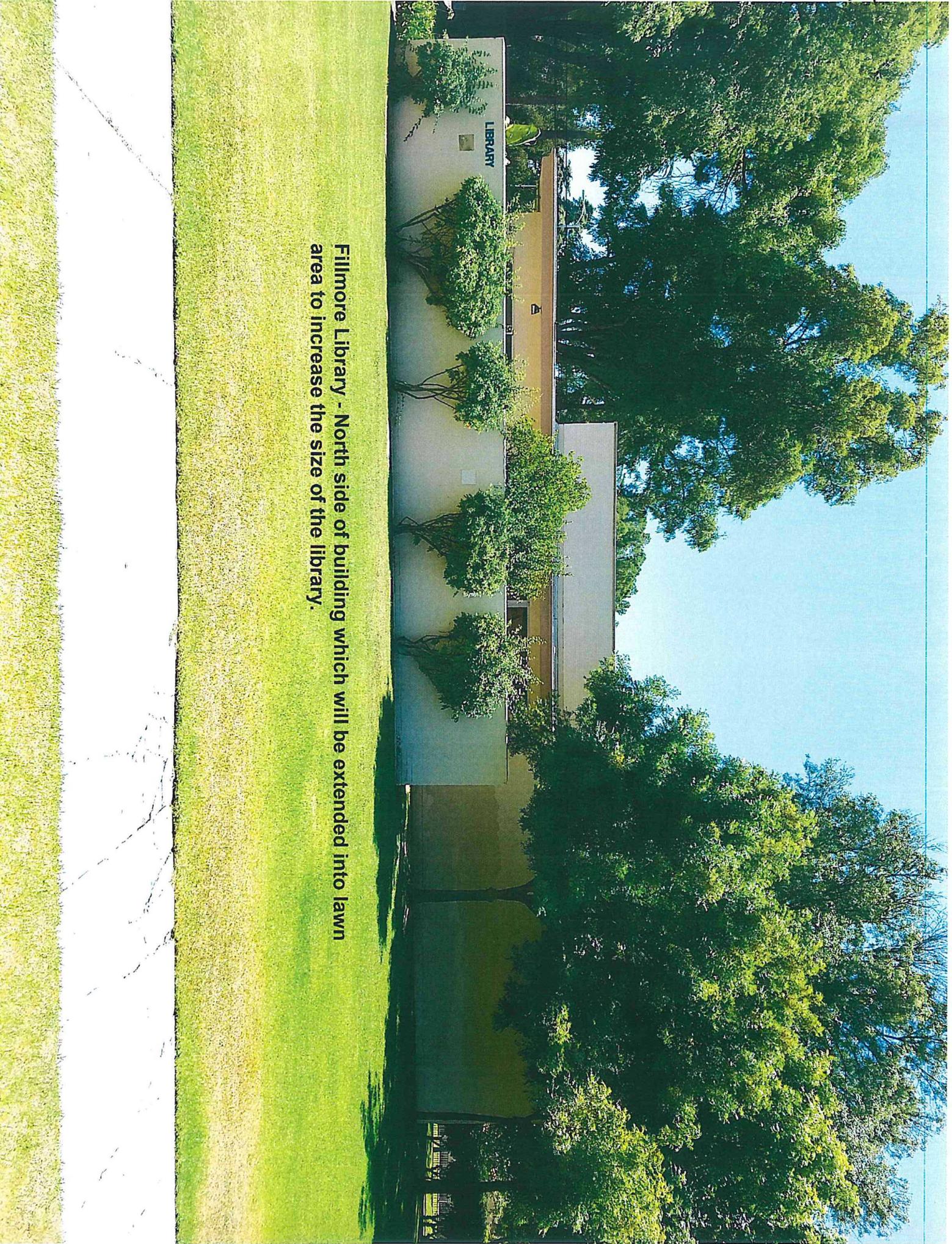


Fillmore Library - Current west side of building faces Central Avenue, and will become the main entrance.





Fillmore Library - NW corner of current building. The north side is where the expansion will occur, and north side wall extended out into lawn area.



Fillmore Library - North side of building which will be extended into lawn area to increase the size of the library.



Fillmore Library - East side of building will be extended to include an outdoor patio.



PROJECT ESTIMATE WORKSHEET

Project: Fillmore Library Expansion Project
 PR No. P6T18024
 Date: August 2, 2019
 Project Manager: Shawna Schlageter

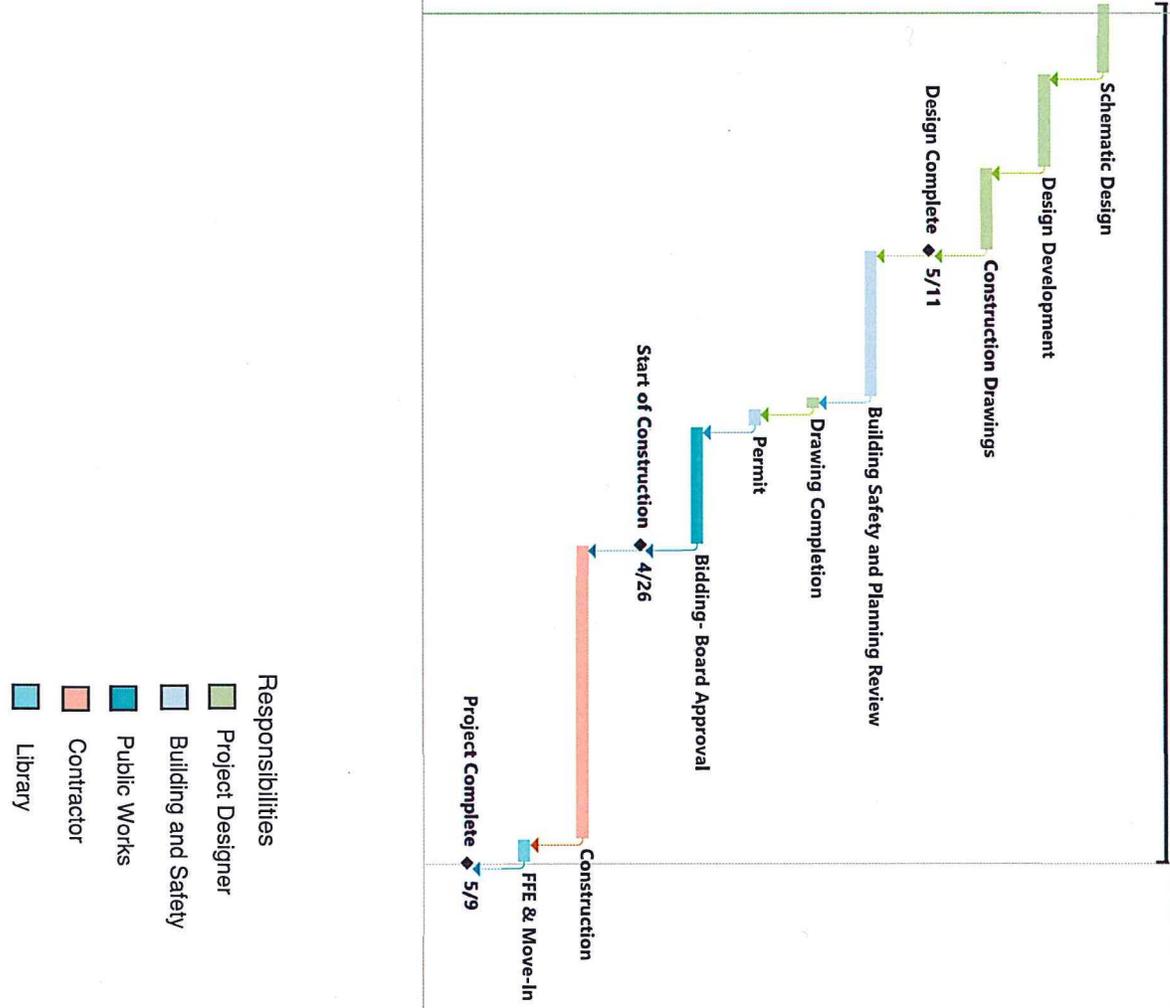
8/2/19

No.	Code	Item	Budget	Comments
1	40.01	Programming	8,600	Committed
2	40.02	Architect/Engineer Fee	114,750	10% Construction Costs
4	40.025	Reimbursable Expenses	11,475	1% Construction Costs
5	60.02	Certified Inspection	28,688	2.5% Construction Costs
9	50.01	Plan Check/Bldg. Permit Fee	22,950	2% Construction Costs
10		Subtotal Design & Consultant Services	186,463	
11	20.02	Signage	11,475	1% Construction Costs
19	10.04	Construction	1,147,500	(\$425 sf x 2,400 sf)
20	99.02	Contractor's Construction Contingency	114,750	10% Construction Costs
21		Subtotal Construction	1,273,725	
23	20.01	Furnishings	57,375	5% Construction Costs
25		Subtotal FFE	57,375	
26	80.01	Project Management	163,231	10% Total Project Costs (\$5,000 committed)
27	99.01	Project Contingency	114,750	10% Construction Costs
28		Project Budget	1,795,544	\$13,600 Committed to date
29		Total Funding Requirement	1,795,544	

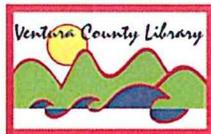
Budget Considerations/Assumptions

- 1 This project budget is estimated in current, estimate date, dollars. Should this project not proceed immediately, this budget will require adjustment to account for costs due to inflation and changing market conditions, at a rate to be evaluated and determined upon identification of a realistic anticipated start of construction date.
- 2 The Project Contingency allowance included in this budget is exclusively to cover unforeseen emergent costs for design, management, permits, construction change orders due to minor unknown field conditions, and A/E errors and omissions within the standard of care for professional services. Contingency amounts are NOT intended to be used to increase the project scope or alter implementation methods or schedule. Further, contingency amounts are not intended to cover legal or other recovery costs associated with negligence, acts of God, or other extreme events.
- 3 No allowances for Owner requested changes which affect the defined scope of the project have been provided.
- 4 The project will be constructed in one phase during normal working hours by a contractor who is awarded the project as the result of a competitive lump sum bid or GMP contract using County of Ventura standard contract forms. This budget does not include allowances for acceleration, overtime, or fast tracking.
- 6 This budget is based upon Plans prepared by: AKA and dated: 10/12/18

ID	Task Name	Duration	Start	Finish
1	Est. Design and Construction	730 days	Mon 7/22/19	Mon 5/9/22
2	Schematic Design	60 days	Mon 7/22/19	Fri 10/11/19
3	Design Development	80 days	Mon 10/14/19	Fri 1/31/20
4	Construction Drawings	70 days	Mon 2/3/20	Fri 5/8/20
5	Design Complete	0 days	Mon 5/11/20	Mon 5/11/20
6	Building Safety Review	125 days	Mon 5/11/20	Fri 10/30/20
7	Drawing Completion	10 days	Mon 11/2/20	Fri 11/13/20
8	Permit	15 days	Mon 11/16/20	Fri 12/4/20
9	Bidding- Board Approval	100 days	Mon 12/7/20	Fri 4/23/21
10	Start of Construction	0 days	Mon 4/26/21	Mon 4/26/21
11	Construction	250 days	Mon 4/26/21	Fri 4/8/22
12	FFE & Move-In	20 days	Mon 4/11/22	Fri 5/6/22
13	Project Complete	0 days	Mon 5/9/22	Mon 5/9/22



- Responsibilities**
- Project Designer
 - Building and Safety
 - Public Works
 - Contractor
 - Library



Fillmore Library Expansion

Preliminary Schedule

08/02/2019

Project Design *July 2019 - May 2020*

- Schematic Design 12 weeks
 - Scope/plan development with preliminary cost estimate and schedule.
- Design Development 16 weeks
 - Refined plans that include code requirements, ADA, electrical, mechanical and plumbing systems. Last chance for revisions.
- Construction Document Preparation 14 weeks
 - Completed plans for Plan Check.

Plan Check & Bid Process *May 2020 - April 2021*

- County Plan Review 24 Weeks
 - (14 wks Plan Check; 4 wks Designer Response; 6 wks Backcheck)
- Bid and Award 15 Weeks
 - (3 wks Bid Prep; 6 wks Solicitation; 6 wks contract award)

Construction *April 2021 - April 2022*

- Construction 51 Weeks

Furnish/ Move-In *April 2022 – May 2022*

- Furniture and Equipment Placement 2 Weeks
- Stocking and Training 2 Weeks

CONSENT AGENDA

AUDITOR-CONTROLLER

10. Receive and File the Certificate of Compliance and the External Quality Control Review Report of the Auditor-Controller's Internal Audit Division for the 5-Year Period July 1, 2009 Through June 30, 2014.

Motion: Receive and File
Moved by Linda Parks, seconded by Steve Bennett

Vote: Motion carried 5-0
Yes: Linda Parks, Kathy I. Long, John C. Zaragoza, Peter C. Foy, and Steve Bennett.

PUBLIC WORKS AGENCY - County of Ventura

11. Confirmation of the Original Professional Services Contract and Modification No. 1 with Mainstreet Architects & Planners, Inc. for a Total Fee of \$45,613 for Architectural and Engineering Services for the Design of the Todd Road Jail Vehicle Storage Building Project as Previously Approved by a Public Works Agency (PWA) Deputy Purchasing Agent; Approval of, and Authorization for, the PWA Director to Execute Modification No. 2 to the Contract with Mainstreet Architects & Planners, Inc. in the Amount of \$150,000 for Architectural and Engineering Services for the Design of the Todd Road Jail Vehicle Storage Building; Review and Consider the Addendum to Subsequent Environmental Impact Report (SEIR) for the Evidence Storage Building, Together with the Final and SEIRs for the Todd Road Jail Project; and Approval of, and Adoption of, the Addendum to the SEIR and Find that a Subsequent or Supplemental EIR is Not Required; Contract AE12-107; Project No. ENT12404; Supervisorial District No. 3.

Motion: Approve as Modified: with a Revised Board Letter and the Addition of Exhibit 6; and Heard as a Regular Agenda Item.
Moved by Linda Parks, seconded by Steve Bennett

Vote: Motion carried 5-0
Yes: Linda Parks, Kathy I. Long, John C. Zaragoza, Peter C. Foy, and Steve Bennett.

12. Find that the Proposed Fillmore Library Meeting Room is Categorically Exempt from the California Environmental Quality Act (CEQA); Authorization for the Public Works Agency Director, or His Designee, to File a Notice of Exemption; Project Number ENT 14409; Supervisorial District No. 3.

Motion: Approve
Moved by Linda Parks, seconded by Steve Bennett

Vote: Motion carried 5-0
Yes: Linda Parks, Kathy I. Long, John C. Zaragoza, Peter C. Foy, and Steve Bennett.

October 14, 2014

Board of Supervisors
County of Ventura
800 South Victoria Avenue
Ventura, CA 93009

Watershed Protection District
Tully Clifford, Director

Transportation Department
David Fielisch, Director

Engineering Services Department
Herbert L. Schwind, Director

Water & Sanitation Department
R. Reddy Pakala, Director

Central Services Department
Janice Turner, Director

Subject: Finding that the Proposed Fillmore Library Meeting Room is Categorically Exempt from the California Environmental Quality Act (CEQA); Authorization for the Director of Public Works Agency or Designee to File a Notice of Exemption with the County Clerk; Project Number ENT 14409; Supervisorial District No. 3.

Recommendations:

1. Find that the proposed Fillmore Library Meeting Room is categorically exempt from CEQA under Section 15303 Class 3 and Section 15332 Class 32 of the State Guidelines.
2. Authorize the Director of Public Works or designee to file a Notice of Exemption with the County Clerk.

Fiscal/Mandates Impact:

There is no additional fiscal impact associated with this item.

Discussion:

The Ventura County Library Services (VCLS) has recognized the need for more space at the Fillmore Library. The proposed new building will allow for more area to perform typical library functions and will also provide the community of Fillmore with a multi-purpose meeting room to be used when the Library is closed.

The proposed new meeting room is approximately 2,000 square feet. Therefore, the project meets the conditions for new construction of small structures under categorical exemption Section 15303 Class 3.

The site is on County-owned land of less than 5-acres within the City of Fillmore limits and is substantially surrounded by urban uses. The current site has no value as a habitat for endangered, rare, or threatened species and the project will not result in



significant effects related to traffic, air quality or water quality. The site can be adequately served by all required utilities and public services. Therefore, Section 15332 Class 32 categorical exemption for in-fill development applies to this project and there are no unusual circumstances that would constitute an exception to the exemption from CEQA.

The Wigley Trust will provide about \$424,000 and Friends of the Fillmore Library will provide at least \$45,000. The Wigley Trust was set up to be used on the Fillmore Library for the long term good of the City of Fillmore. The Friends of the Fillmore Library will be fundraising to help support the project and have secured a grant to fund the furnishings for the project. The remaining funding required, up to \$120,000, will be provided by the VCLS fund balance.

The estimated total project costs are as follows:

Preliminary Engineering (includes preliminary engineering, soils investigation, survey, design):	\$	100,000
Construction Contract	\$	325,000
Construction Engineering (includes construction inspection, administration, materials testing, project engineering):	\$	85,000
Contingencies:	\$	<u>50,000</u>
TOTAL	\$	560,000

The Notice of Exemption will be filed after your Board's action.

This item has been reviewed by the County Executive Office, Auditor-Controller's Office, County Counsel, and the Library Services Agency.

If you have any questions regarding this item, please call:

<u>Person</u>	<u>Telephone No.</u>	<u>Subject Matter</u>
Herb Schwind	805-654-2096	Plans, Specifications, Estimate, and other Technical Matters
Jackie Griffin	805-677-7153	Project Justification and Financing


Herbert L. Schwind
Director – Engineering Services

Exhibit 1 – Notice of Exemption
Exhibit 2 – Site Map



NOTICE OF EXEMPTION

TO: COUNTY CLERK
COUNTY OF VENTURA

FROM: PUBLIC WORKS AGENCY
JEFF PRATT, DIRECTOR

Project Title- Fillmore Library New Meeting Room	
Project Location- 502 2 nd Street, Fillmore, CA 93015	
Project Location - City Fillmore	Project Location - County Ventura County
Description of Nature: The purpose of this project is to provide a new community room/meeting room space at the Fillmore Library. This proposed building will be approximately 2,000 square foot in size and will be used as an overflow area for tutoring and other programs when the library is open, and will be used as a multi-purpose community gathering space when the library is closed.	
Name of Public Agency Approving Project: County of Ventura	Date of Approval: October 14, 2014
Name of Person or Agency Carrying Out Project County of Ventura – Public Works Agency - Engineering Services	

Exempt Status: (Check One)

- No Impact (Sec. 15061(b)(3))
- Ministerial (Sec. 15268)
- Declared Emergency (Sec 15269 (a))
- Emergency Project (Sec 15269 (b) and (c))
- Categorical Exemption. State class and section number:

Section 15303-Class 3 & Section 15332 Class 32

Furthermore, the proposed project is not located in a hazardous or critical environmental resource area, there are no significantly adverse cumulative impacts, and there are no unusual circumstances which would cause significant effects.

Reasons why project is exempt:

The proposed project is new construction of a small structure, less than 2,500 square feet in floor area.

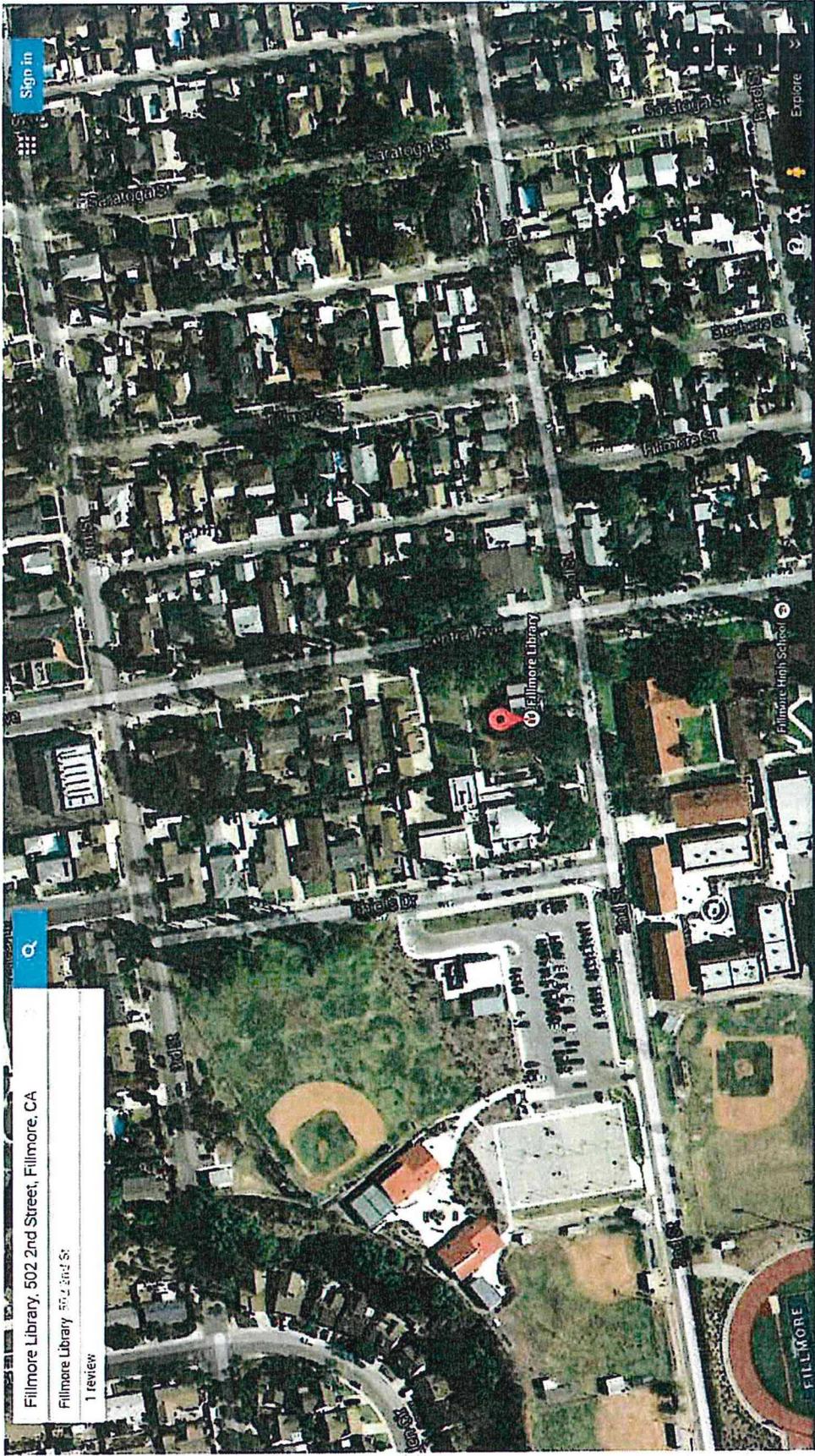
Additionally, the proposed project is in-fill development. The site is on Ventura County-owned property that is within the Fillmore City limits. The site is less than five acres and is substantially surrounded by urban uses. The site has no value as a habitat for endangered, rare or threatened species and the project will not result in significant effects related to traffic, air quality or water quality. The site can be adequately served by all required utilities and public services.

Contact Person
Brian D'Anna

Area Code Telephone
(805)-654-2022

Date Received for Filing

Director, Engineering Services Dept.



Fillmore Library, 502 2nd Street, Fillmore, CA
Fillmore Library 502 2nd St
1 review

**FISCAL YEAR 2019/20 CONSTRUCTION GRANT
CERTIFICATION & SIGNATURE**

Project Title:	Fillmore Library Expansion Project
Applicant Jurisdiction:	Ventura County Library System

SIGNATURES

The parties below attest to and certify that the information provided in this application is true, complete, and accurate. If the application is successful, the applicant agrees to execute the project based on the data provided in this application, and also agrees that as the recipient of these funds, the applicant will comply with all current laws and regulations that apply to the project, including, but not limited to, legal requirements for construction contracts, building codes, environmental laws, health and safety codes, and disabled access laws. Prior to commencement of construction, all applicable permits and licenses will have been obtained.

AUTHORIZED OFFICIAL OF THE APPLICANT JURISDICTION (signature of person listed in the application as authorized to make application for the jurisdiction)			
Authorized Official Name:	Steve Bennett	Title:	Chair, Board of Supervisors
Authorized Official Signature:		Date:	9/10/2019
DIRECTOR OF THE OPERATING LIBRARY JURISDICTION			
I hereby affirm that the library jurisdiction, for which I am the administrative agent, approves of the application and will operate the facility after its completion.			
Library Director Name:	Nancy Schram	Title:	Library Director
Library Director Signature:		Date:	9/10/2019