

MEETING OF THE
COMMUNITY SERVICES ADVISORY COMMITTEE
CITY OF VICTORVILLE

November 18, 2019
4:00 P.M. – 5:00 P.M.
CONFERENCE ROOM D
VICTORVILLE CITY HALL
14343 CIVIC DRIVE
VICTORVILLE, CA 92392

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT, ANYONE WHO REQUIRES REASONABLE ACCOMMODATIONS TO PARTICIPATE IN A MEETING MAY REQUEST ASSISTANCE AND/OR RECEIVE THE AGENDA IN AN ALTERNATIVE FORM BY CONTACTING THE VICTORVILLE CITY CLERK'S OFFICE (760) 955-5026 NO LATER THAN 72 HOURS PRIOR TO THE MEETING

CALL TO ORDER

ROLL CALL

AGENDA ITEMS

1. Committee Updates – Introductions, Rules, Procedures, and selection of a New Co-chair
2. Review and Approval of Minutes from 3/18/19
3. Park and Recreation Master Plan Update
4. Draft Scope of Service for the 2019 Library Study
5. Little Library Update
6. Civil Rights Memorial Essay Contest
7. CPRS Membership Discussion
8. Committee Member Reports / Comments
9. Staff Reports / Comments
10. Next Meeting Date – December 16, 2019

PUBLIC COMMENT

ADJOURNMENT

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INTENTIONALLY

RESOLUTION NO. 92-135

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VICTORVILLE ADOPTING RULES AND PROCEDURES FOR THE VARIOUS ADVISORY COMMITTEES AND RESCINDING RESOLUTION NO. 82-42

WHEREAS, the City Council of the City of Victorville has determined a need for formal organization of all advisory committees in order for the business of said committees to be properly executed.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF VICTORVILLE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the following Rules are hereby adopted for each constituted advisory committee of the City Council:

1. RULES ADOPTED: CHANGES

This constitutes the body of Rules of the _____ . These rules may be changed or added to by the affirmative vote of the majority members at any meeting following introduction at the preceding meeting.

2. CHAIRMAN, VICE CHAIRMAN, SECRETARY: SELECTION

The Committee shall select a Chairman and a Vice Chairman from its membership in February of each year by nomination and election. The City Manager shall appoint an employee of the City as Secretary to the Committee. (Vacancies in such offices shall be filled by the Committee in the same manner for the unexpired portion of the term.)

3. PRESIDING OFFICER, WHO SHALL BE

The Chairman shall preside at all meetings, and in his absence, the Vice Chairman shall preside, and in the absence of both, the Secretary shall call the meeting to order, call the Roll and thereafter the Committee shall elect a temporary Presiding Officer. At any time the Chairman shall enter, he shall assume the chair upon the conclusion of the pending item of business; likewise, the Vice Chairman shall, in the absence of the Chairman, assume the chair upon his entrance at the conclusion of the pending order of business.

4. PRESIDING OFFICER HAS FULL PRIVILEGES

The Presiding Officer shall exercise all privileges of membership, including the making of motions, seconding and debate.

5. QUALIFICATIONS

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:



APPROVED AS TO FORM AND CONTENT:


CITY ATTORNEY

I, CAROLEE STOTKO, City Clerk of the City of Victorville and ex-officio Clerk of the City Council of said City, DO HEREBY CERTIFY that 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 6th 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



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.


Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in



California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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VICTORVILLE COMMUNITY SERVICES DEPARTMENT
COMMUNITY SERVICES ADVISORY COMMITTEE
ACTION MINUTES – March 18, 2019

1. CALL TO ORDER The regular meeting of the Community Services Advisory Committee was called to order by Committee Member Golden at 4:04 p.m. in Conference Room D at City Hall, 14343 Civic Drive, Victorville.
2. ROLL CALL
PRESENT: Committee Members Golden, Rubio and Smith.
ABSENT: Committee Members Hankerson and Porras.
STAFF: Director Davidson, Librarian Carter and Recording Secretary Guzman.
3. COMMUNICATIONS FROM THE AUDIENCE None
4. APPROVAL OF MINUTES It was moved by Committee Member Golden to approve the minutes for the meeting on February 25, 2019 with corrections, seconded by Committee Member Rubio; motion carried (3/0/0)
5. WRITTEN COMMUNICATIONS None
6. AGENDA ITEMS
 - A. Committee Rules and Procedures: Director Davidson gave a brief overview to the committee members advising their ability to make changes to the current agenda format. Committee Member Rubio commented that the current agenda format seems to be working and gives the public the opportunity to listen to the items and then offer input once all items have been heard. Committee Member Rubio moved to approve the current agenda format, seconded by Committee Member Golden; motion carried (3/0/0). Director Davidson advised the committee does have the option to move the time and date of meetings if a motion is made and passes. Committee Member Golden suggested e-mailing all members to be prepared to discuss at our next meeting.
 - B. Draft Scope of Service for the 2019 Parks & Recreation Master Plan: Committee Member Smith commented that there is a lot of disparity between parks in our area and down the hill. Director Davidson explained part of the Master Plan will inventory our current parks and the amenities within the parks and will look at the condition of what is there and any improvements that need to occur. Hakeem Majied Senior requested to speak to the committee and urged the committee to get the 2019 Parks & Recreation Master Plan into action. Mr. Majied stated he was a homeowner in Victorville and is concerned with the pricing of recreation programs, as a family with one income some of the prices for programs are out of his budget. Mr Majied commented if the programs were more affordable for all residents the likelihood of children in the area getting into trouble would be lessened, as they would be involved in other programs. Committee Member Rubio made a motion to approve the Draft Scope of Service for the 2019 Parks and Recreation Master Plan with the library as a second optional scope, seconded by Committee Member Smith; motion carried (3/0/0)
 - C. Library Policy/ Code of Conduct: Committee Member Rubio inquired if the 3D printing policy had been set. Librarian Carter advised currently there is a model for fees to be approved; in the meantime if someone comes in with a 3D project the Victorville Library will print the project with no fees due from the customer. Committee Member Golden made a motion to approve the Library Policy/ Code of Conduct with modifications, seconded by Committee Member Rubio; motion carried (3/0/0).
7. COMMITTEE MEMBER REPORTS/COMMENTS: Committee Member Rubio commented her hope that the Library would be given the opportunity to expand with the Master Plan. In her recent experience the Victorville Library is very crowded and hot, and it would be nice to have more room for books and patrons.
8. STAFF REPORTS/COMMENTS: Director Davidson provided a flyer to the committee for the upcoming Water Conservation class that is being offered. The Community Services Department is looking to apply for a state grants and at the upcoming Spring Festival we will be attempting to have our first community meeting which is a requirement for the grant to get input from the community as to which area is in more need. Director Davidson inquired if the Committee would be interested in becoming members of the California Park and Recreation Society to use that as a form to better educate themselves. All Committee members agreed it would be a useful tool.
9. NEXT MEETING DATE: May 20, 2019.
10. ADJOURNMENT: It was moved by Committee Member Golden to adjourn the meeting, seconded by Committee Member Rubio; motion carried (3/0/0). The meeting was adjourned at 5:05 p.m.

Committee Member Signature

Date of Approval

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**Scope of Services
2019 Library Master Plan**

INTRODUCTION

The City of Victorville is requesting proposals from experienced consulting firms to develop a Library Master Plan. The consultant will work closely with city staff and involve various community stakeholders to develop the Library Master Plan for the purpose of providing guidance and direction for City of Victorville on how it should proceed in regards to meeting the increasing need for additional library services and facilities for the City of Victorville.

The Library Master Plan will be comprehensive in that it will include research, and the development of recommendations for all aspects of its services including short and long term library planning, library facilities, services and programs, ~~maintenance, operations, and funding.~~

BACKGROUND

The City of Victorville incorporated in 1962 and is located in the High Desert/Victor Valley area of San Bernardino County, California. As of 2017, the residential population of Victorville was approximately 125,000. Estimates suggest that this figure more than doubles during business hours to accommodate the needs of the more than 400,000 people who call the Victor Valley home. As the largest and most established community in the greater Victor Valley, Victorville's library attracts patrons from beyond our city limits to include residents in the neighboring communities of Adelanto, Apple Valley, Hesperia, Lucerne Valley, Oak Hills, Phelan, and Wrightwood.

The Victorville City Library (hereafter VCL) serves as a municipal library and is funded through the City's general fund. The library is governed by the Victorville City Council acting as the Library Board of Trustees. VCL staff is led by the City Librarian, who reports to the Recreation Manager under the City's Community Services Department. VCL staff consists of the City Librarian and 14 part-time staff, including eight (8) Library Aides, five (5) Library Clerks, and one (1) Library Technician. VCL is the only city-operated library in the Victor Valley Region. The facility is open to the public 61 hours per week, Monday – Saturday, averaging approximately 583 patrons per day, and circulating over 100,000 items each year.

The library currently has one location in Old Town Victorville, located 15011 Circle Drive, Victorville, CA 92395. The total square footage for this building is 8,023.

The current library and its building were operated by the San Bernardino County Library System until 2006 when the City of Victorville acquired operation and ownership of the library. The City acquired control of the library with an eye to expand library services and develop a new central library to better meet the needs of the city's growing population. A committee for the new library was formed by the Friends of the Victorville City Library, and they submitted their findings to the City Council in April 2007. Their findings were reported and titled as "Report of the New Library Design Committee." Due to the great recession and the seizure of redevelopment funds by the State of California, plans to expand the library were laid aside and have only recently been revisited. In June of 2019, the City Council

appropriated funding as part of the FY 2019/2020 budget approval for the library to seek consultation in regards to its services and facilities to identify how VCL can best serve the community through the provision of access to educational programs and materials, literacy services, and technology.

SCOPE OF WORK

The comprehensive development of the Library Master Plan shall include the following basic components:

I. Project Administration

a. Public Engagement & Information

The consultant will develop a public involvement strategy and methodologies to encourage citizen participation in the decision-making process, ensuring that all interested stakeholders are aware of participation opportunities. Community needs and desires should be considered when making final recommendations.

The consultant should be prepared to provide a menu of options to meet these goals within Victorville's community, which may include:

- Interviews with key stakeholders to identify significant issues;
- Focus Groups with various representatives of various special interests; and or
- ~~Meetings with public agencies involved in libraries; and/or~~
- Community Workshops.

The consultant will work with city staff to comply with public meeting notification requirements and will be responsible for preparing a public information program inclusive of producing materials to help inform the public about the plan's process, progress, key recommendations, and findings.

b. Items Provided by City

- i. A designated project team with a Project Manager responsible for coordination with the City. The Project Manager will review and approve all deliverables submitted by the consultant prior to publication.
- ii. Copies of the existing data, and any other available project-relevant data or materials requested.
- iii. Assistance with coordination of community meetings.

c. Progress Reporting

- i. The consultant and the Project Manager shall hold progress meetings as often as necessary, but in no case, less than once every two weeks (teleconferencing is acceptable) until the final plan is approved by the City Council for the purpose of progress reporting.
- ii. The consultant shall supply the Project Manager with at least one (1) copy of all completed or partially completed reports, studies, forecasts, or maps ~~or plans~~ as

deemed necessary by the Project Manager at least three (3) working days before each progress meeting.

- iii. The Project Manager shall schedule the meetings, as necessary, at key times during the development of the master plan.

d. Deliverables

The consultant shall be responsible for producing a Library Master Plan that incorporates reports, data, recommendations for all items identified within sections I. II., and III. The Master Plan should include but is not limited to the following:

- i. Development of a Master Plan that identifies industry standards and best practices.
- ii. Incorporation of technological innovations and opportunities for ~~all~~ services and facilities.
- iii. Determination of options for improvements using a phased, multi-year approach and a 5-10 year implementation schedule.
- iv. Identification of industry standard for resource allocation per capita for library services. Examples include levels of funding for library services and staffing, and square footage allocation for library facilities etc.
- ~~iii. _____~~
- ~~iv. Identification of comprehensive, projected capital needs for all aspects of design, construction, staffing, and operation of new facilities.~~
- ~~v. Development of a Master Plan that identifies industry standards and best practices.~~
- vi. Clear and attainable library service goals.
- vii. Master copies in full color, editable digital format for each report throughout the Library Master Plan project. File formats for public posting must be compatible with the City's website.

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II. Needs Assessment

a. Library Facilities

Visits to the City's library will be required for the purpose of assessing the existing library building and location. ~~developing a set of prioritized recommendations for maintenance and renovation of the existing library facility. The consultant will develop an assessment of the City's current library building, and future facility needs and should include cost projections and account for the City's population demographics, and industry standards for the following areas of analysis:~~

- i. Determination as to whether or not the current facility meets industry standards in terms of size, location within the community, functional layout, features, aesthetics, safety, lighting, functional layout, ADA compliance, space flexibility, technology, and related items. ~~in terms of its useful life. If found to be deficient:~~

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- ~~1. Determination as to whether or not the current facility can be expanded or renovated to meet current or future needs.
 - ~~a. Cost projections and recommendations for all possible rehabilitation options, including but not limited to, rearrangement and/or renovation.~~~~
- ~~2. Cost projections and recommendations for construction of new space if recommended in addition to the renovation of the current structure.~~
- ~~3. Cost projections and recommendations for replacement of the current library, including the construction of a new building on the current site, on adjacent property, or at another location.~~
- ~~4. Cost projections and recommendations for acquisition of existing structures/buildings or leasing of retail space in strategic or high traffic areas.~~
- ~~5. Cost projections and recommendations for any other options as identified by the consultants.~~

~~ii.~~ The consultant will provide a Gap analysis of the City's current space/square footage and the projected space/square footage as compared with national and state standards of space/square footage in comparable cities.

b. Analysis of Operations, Programs, and Services

The consultant shall provide an analysis and comparison of the City's level of service with those of comparable regional cities and industry standards in the following areas:

- i. Number and type of staff required (e.g. full-time, professional MLIS, and para-professional staff) to operate and manage the recommended services and operating hours.
- ii. Staff compensation.
- iii. Ratio of staff to operating hours.
- iv. Library technology relative to current and future needs.
- v. Expenditures on library books, multimedia, and database subscriptions.
- vi. Literacy programs and offerings.
- vii. Other library programs.
- viii. Budget resources (e.g. general fund expenditures) for library operations.

c. Mapping Library Service Areas

The consultant shall provide an analysis using maps or graphic visualizations, taking into account current usage patterns, County Library locations, current and projected population distribution, and demographic profile of the following areas:

- i. The reach and service area of the existing library.
- ii. Areas of the city not currently being reached or serviced by the existing library.
- iii. Service areas and underserved areas of the city that need or would benefit from library services currently out of reach.

- iv. Identify the areas of the city that are within reach of County Libraries in the neighboring communities to avoid duplication of service areas.
- v. Determine library locations that would strategically broaden the reach of library services to the greatest number of residents.

III. Recommendations

a. Compliance with General Plan and California Environmental Quality Act (CEQA)

The consultant will be required to ensure that the Library Master Plan complies with the City's General Plan. The consultant shall be required to complete all CEQA related requirements for necessary environmental review and clearance prior to final review by the Community Services Advisory Committee and the City Council.

b. Draft Recommendations

The consultant shall prepare draft recommendations for library services, facilities, and operations and maintenance systems for review by the public, the project team, and the Community Services Advisory Committee. The consultant shall attend a Community Services Advisory Committee meeting to present the draft report and shall provide all materials for review during the meeting. Consultant shall be responsible for completing all updates and modifications that result from the review of the draft Library Master Plan by the Community Services Advisory Committee.

c. Final Comprehensive Plan

The consultant shall prepare a draft document for review and editing by the project team, and for public review. Based on the recommended revisions, the consultant will provide a final Library Master Plan, ~~including models, and display material for any recommended future facilities.~~ The consultant will also be required to assist with preparing the associated draft staff reports, and if necessary to attend City Council meetings to present plan findings and recommendations.

The Comprehensive Library Master Plan must include the areas of study as identified in sections I. II., and III., and incorporate the following:

- A summary of existing conditions, inventories, and level of service analysis, inclusive of identifying any areas of shortfall as compared to average standards (industry, regional, state, national, etc.) as identified in the Needs Assessment.
- Written goals, targets, objectives, and policy statements that articulate a clear vision that can be used as a "road map" to guide library services and facilities.
- An implementation plan that includes:
 - Strategies, priorities, and an analysis of the budgetary support necessary for the short term, mid-term, and long-term sustainability and planned growth of the overall library system;

o A recommendation and plan for renovation, expansion, and/or acquisition and development of any necessary land or space for library facilities; and

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o Recommendations for staffing, staff compensation, operating hours, maintenance, capital repair and replacement plan, development of programming and funding needs, inclusive of alternate funding mechanisms for consideration.

- Supporting charts, graphs, maps, and other data as needed to support the plan and its presentation.

IV. Selection Process

After a timely review of the proposals, two or more of the final candidates will be invited to make presentations and be interviewed by City Staff. A recommendation will then be made to the City and a contract for services will be drawn up as soon thereafter as is practicable, if that is the City's determination. The City of Victorville reserves the right to select a consultant that best meets the RFP criteria regardless of low bidder, to waive any bid formalities, to reject any and all proposals, to re-advertise for bids, and to cancel the procurement at any time it is deemed in the best interest of the City of Victorville. The library is not liable for any costs incurred by consultants prior to the award of a contract.

To be considered each proposer must submit a proposal that includes but is not limited to the following information and items:

- a. Identify the qualifications of the firm or consultant including the firm or consultant's history, and its capabilities.
- b. Identify your experience working with libraries and provide references if available.
- c. Identify your experience producing Master Plans either for a library or governmental agency. Examples of Master Plans produced by the proposer should be submitted for review if available.
- d. Identify any members of your agency or project team with library experience and or educational credentials in the library and information science field.
- e. Identify your project approach, methodology, timeline, and key dates with which you will complete the work.
- f. Identify any parts of the proposal that are beyond the experience or expertise of the consultant and how that deficiency will be addressed.
- g. Cost proposal including total fee.

Scope of Services 2019 Library Master Plan

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- ii. Staff compensation.
- iii. Ratio of staff to operating hours.
- iv. Library technology relative to current and future needs.
- v. Expenditures on library books, multimedia, and database subscriptions.

- vi. Literacy programs and offerings.
- vii. Other library programs.
- viii. Budget resources (e.g. general fund expenditures) for library operations.

c. Mapping Library Service Areas

The consultant shall provide an analysis using maps or graphic visualizations, taking into account current usage patterns, County Library locations, current and projected population distribution, and demographic profile of the following areas:

- i. The reach and service area of the existing library.
- ii. Areas of the city not currently being reached or serviced by the existing library.
- iii. Service areas and underserved areas of the city that need or would benefit from library services currently out of reach.
- iv. Identify the areas of the city that are within reach of County Libraries in the neighboring communities to avoid duplication of service areas.
- v. Determine library locations that would strategically broaden the reach of library services to the greatest number of residents.

III. Recommendations

a. Compliance with General Plan and California Environmental Quality Act (CEQA)

The consultant will be required to ensure that the Library Master Plan complies with the City's General Plan. The consultant shall be required to complete all CEQA related requirements for necessary environmental review and clearance prior to final review by the Community Services Advisory Committee and the City Council.

b. Draft Recommendations

The consultant shall prepare draft recommendations for library services, facilities, and operations and maintenance systems for review by the public, the project team, and the Community Services Advisory Committee. The consultant shall attend a Community Services Advisory Committee meeting to present the draft report and shall provide all materials for review during the meeting. Consultant shall be responsible for completing all updates and modifications that result from the review of the draft Library Master Plan by the Community Services Advisory Committee.

c. Final Comprehensive Plan

The consultant shall prepare a draft document for review and editing by the project team, and for public review. Based on the recommended revisions, the consultant will provide a final Library Master Plan. The consultant will also be required to assist with preparing the associated draft staff reports, and if necessary to attend City Council meetings to present plan findings and recommendations.

The Comprehensive Library Master Plan must include the areas of study as identified in sections I. II., and III., and incorporate the following:

- A summary of existing conditions, inventories, and level of service analysis, inclusive of identifying any areas of shortfall as compared to average standards (industry, regional, state, national, etc.) as identified in the Needs Assessment.
- Written goals, targets, objectives, and policy statements that articulate a clear vision that can be used as a “road map” to guide library services and facilities.
- An implementation plan that includes:
 - Strategies, priorities, and an analysis of the budgetary support necessary for the short term, mid-term, and long-term sustainability and planned growth of the overall library system;
 - A recommendation and plan for renovation, expansion, and/or acquisition and development of any necessary land or space for library facilities; and
 - Recommendations for staffing, staff compensation, operating hours, maintenance, capital repair and replacement plan, development of programming and funding needs, inclusive of alternate funding mechanisms for consideration.
- Supporting charts, graphs, maps, and other data as needed to support the plan and its presentation.

IV. Selection Process

After a timely review of the proposals, two or more of the final candidates will be invited to make presentations and be interviewed by City Staff. A recommendation will then be made to the City and a contract for services will be drawn up as soon thereafter as is practicable, if that is the City’s determination. The City of Victorville reserves the right to select a consultant that best meets the RFP criteria regardless of low bidder, to waive any bid formalities, to reject any and all proposals, to re-advertise for bids, and to cancel the procurement at any time it is deemed in the best interest of the City of Victorville. The library is not liable for any costs incurred by consultants prior to the award of a contract.

To be considered each proposer must submit a proposal that includes but is not limited to the following information and items:

- a. Identify the qualifications of the firm or consultant including the firm or consultant’s history, and its capabilities.
- b. Identify your experience working with libraries and provide references if available.
- c. Identify your experience producing Master Plans either for a library or governmental agency. Examples of Master Plans produced by the proposer should be submitted for review if available.

- d.** Identify any members of your agency or project team with library experience and or educational credentials in the library and information science field.
- e.** Identify your project approach, methodology, timeline, and key dates with which you will complete the work.
- f.** Identify any parts of the proposal that are beyond the experience or expertise of the consultant and how that deficiency will be addressed.
- g.** Cost proposal including total fee.

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TO: George Carter
Janie Lynch

FROM: Friends of the Victorville Library

RE: Little Free Library Proposal

DATE: July 5, 2019

Attached please find plans for the construction of a Little Free Library for Hook Park Recreation Center. It will be approximately 20 inches wide X 15 inches deep X 25 inches high. The front door openings will be filled with wood or plexiglass. It will be painted in bright colors. It will be held up with a 4 x 4 post (probably covered with a PVC sleeve) set in concrete. We are open to suggestions regarding any of the above.

At least initially, the Friends and/or Library staff would make weekly deliveries of books to Hook Recreation Center. Ideally, Hook staff will check the Little Free Library daily and restock and/or remove items as needed.

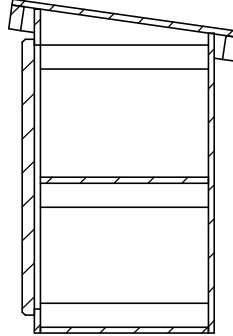
If you have any questions, please contact Amy Stanton at amystanton_222@msn.com or 760-887-1871.

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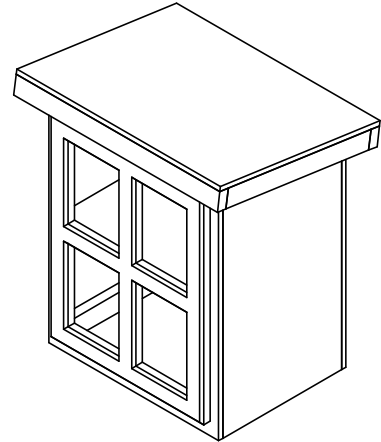
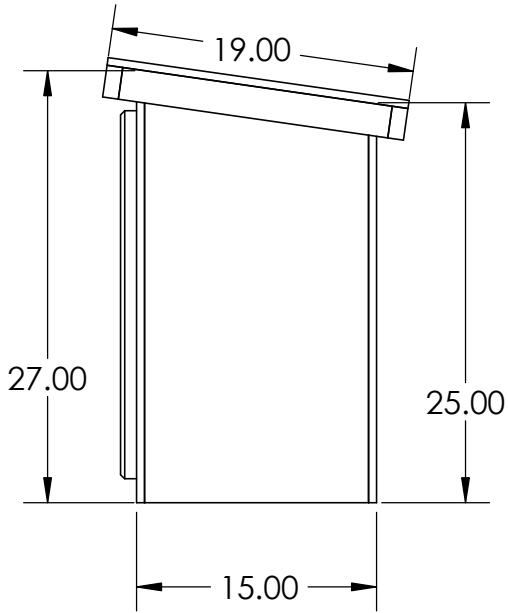
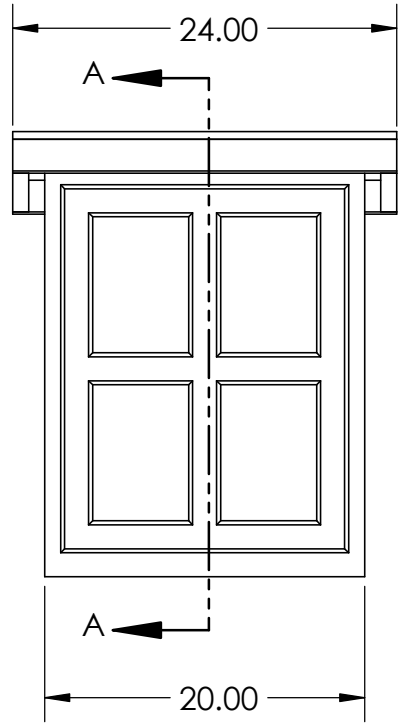
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SECTION A-A
SCALE 1 : 16



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		UNLESS OTHERWISE SPECIFIED:		NAME	DATE
		DIMENSIONS ARE IN INCHES	DRAWN	DAS	6/4/19
		TOLERANCES:	CHECKED		
		FRACTIONAL ±	ENG APPR.		
		ANGULAR: MACH ± BEND ±	MFG APPR.		
		TWO PLACE DECIMAL ±	Q.A.		
		THREE PLACE DECIMAL ±	COMMENTS:		
		INTERPRET GEOMETRIC TOLERANCING PER:			
		MATERIAL			
		FINISH			
NEXT ASSY	USED ON				
APPLICATION		DO NOT SCALE DRAWING			

TITLE: Little Library-Full Assembly Drawing		
SIZE A	DWG. NO.	REV
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