

SPECIAL MEETING OF THE
COMMUNITY SERVICES ADVISORY COMMITTEE
CITY OF VICTORVILLE

FEBRUARY 18, 2020
4:00 P.M. – 5:00 P.M.
CONFERENCE ROOM A
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. Review and Approval of Minutes from 12/16/2019
2. Review and Approval of Minutes from 1/28/2020
3. Library Master Plan for Discussion and Possible Action
4. Fine Free Library, Department Policy for Discussion and Possible Action
5. Discussion of Recreation Scholarship Program

PUBLIC COMMENT

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VICTORVILLE COMMUNITY SERVICES DEPARTMENT
COMMUNITY SERVICES ADVISORY COMMITTEE
ACTION MINUTES – December 16, 2019

1. CALL TO ORDER The regular meeting of the Community Services Advisory Committee was called to order by Committee Member Golden at 4:05 p.m. in Conference Room D at City Hall, 14343 Civic Drive, Victorville.
2. ROLL CALL PRESENT: Committee Members Golden, Pyle and Smith.
 ABSENT: None.
 STAFF: Director Davidson, Manager Lynch, Librarian Carter, Specialist Ballou, Secretary Doornbos and Recording Secretary Nelson.
3. APPROVAL OF MINUTES It was moved by Chair Golden to approve the minutes for the meeting on November 18, 2019, seconded by Committee Member Smith; motion carried (3/0/0)

Manager Armstrong entered the meeting at 4:10 pm.

4. WRITTEN COMMUNICATIONS None
5. AGENDA ITEMS

- A. Update on Library Master Plan: Director Davidson advised the Committee on the schedule, publication, and questions received so far on the Library Master Plan.
- B. Update on Civil Rights Memorial Contest: Director Davidson advised on the schedule for the Civil Rights Memorial Essay. Committee discussion ensued.
- C. Discussion on CPRS Conference: Chair Golden will attend the CPRS conference and all members will be signed up with CPRS accounts.
- D. Grant Discussion: Director Davidson advised on the status of the Ca. State Prop 68 grant applications; discussion ensued about the grant application. Director Davidson advised that the playground equipment awarded through the GameTime Grant had been shipped and pending install. Manager Lynch advised on new bike way path and providing training professional services. Committee Member Pyle inquired about library grants in respect to non-profits versus City.

6. COMMITTEE MEMBER REPORTS/COMMENTS Committee Member Pyle complemented the most recent Rec Pages he received.
7. STAFF REPORTS/COMMENTS Manager Lynch advised the Rec Pages went out; Dec. 7th's Festival of Lights was successful; BEARS Bike Giveaway occurred on Dec.14th and 150 bikes were given away; the Library was changing over the circulation system from County to City ran; the Library will be closed from Dec. 21st – Jan 1st, and opening back on January 2, 2020. Manager Armstrong advised that a round of bill inserts was sent out; staff held the last Free Dump Day of 2019; staff hosted a booth at the Victor Valley Rescue Mission event; and was working on programs. Chair Golden inquired about remedies for illegal dumping, discussion ensued amongst members.
8. Public Comment: Patron advised the congestion on the 15 freeway was impacting the health of citizens.
9. NEXT MEETING DATE January 28, 2020.
10. ADJOURNMENT It was moved by Committee Member Golden to adjourn the meeting, seconded by Committee Member Smith; motion carried (3/0/0). The meeting was adjourned at 5:22 p.m.

Committee Member Signature

Date of Approval

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VICTORVILLE COMMUNITY SERVICES DEPARTMENT
COMMUNITY SERVICES ADVISORY COMMITTEE
ACTION MINUTES – January 28, 2020

1. CALL TO ORDER The special meeting of the Community Services Advisory Committee was called to order by Committee Member Golden at 6:00 p.m. in Conference Room D at City Hall, 14343 Civic Drive, Victorville.
2. ROLL CALL PRESENT: Committee Members Golden, Pyle and Smith.
 ABSENT: None.
 STAFF: Director Davidson, Manager Lynch, and Recording Secretary Nelson.
3. APPROVAL OF MINUTES None.
4. WRITTEN COMMUNICATIONS None
5. AGENDA ITEMS
 - A. Park and Recreation Master Plan: GreenPlay, LLC presented their findings from their information gathering sessions and gathered additional insight from audience members.
6. COMMITTEE MEMBER REPORTS/COMMENTS None.
7. STAFF REPORTS/COMMENTS None.
8. Public Comment: None.
9. NEXT MEETING DATE February 3, 2020.
10. ADJOURNMENT It was moved by Committee Member Golden to adjourn the meeting, seconded by Committee Member Smith; motion carried (3/0/0). The meeting was adjourned at 7:20 p.m.

Committee Member Signature

Date of Approval

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POLICY & PROCEDURE COMMUNITY SERVICES DEPARTMENT

TITLE: FINE FREE LIBRARY POLICY	NO. L - 2
	PAGE:
APPROVED BY:	DATE:

CITY OF VICTORVILLE
COMMUNITY SERVICES DEPARTMENT
RECREATION & LIBRARY DIVISION

PURPOSE

In recent years, many Libraries in California have implemented policies that allow patrons to return books after the scheduled due date without fines or penalties. This practice incentivizes the return of Library resources without fear of having to pay extra fines for being late. Data shows that the cost to administer and collect late fines is typically more than the amount of revenue collected from the fines. Late fines were implemented in the past to deter patrons from returning books late, but many times the fine will deter the patron from returning the book at all.

In an effort to encourage the return of library resources, and to improve service to our patrons, the Department plans to implement a new Fine-Free policy at the Library.

POLICY

Beginning immediately upon approval, the Victorville City Library will no longer charge a late fine or penalty when a patron returns a library resource after the scheduled due date. Library procedures for late return will continue as follows:

- When a book, dvd, or other library resource has reached its due date, and has not been returned into circulation, the Library's automated system will assess a Replacement fee that is equal to the value of the borrowed resource, and the patron account will be put on hold.
- No additional late fines or penalties will be assessed.
- The Replacement fee will remain on the patron account, and the account will remain on hold until the resource is returned, or the fee is paid.
- When the item is returned by the patron, the previously assessed Replacement fee will be removed from the patron account, and the item will be returned to circulation.

Library Fine-Free Policy - Research and Analysis

List of some prominent Libraries that have adopted Fine-Free Policies

- City of Los Angeles
- City of San Diego
- County of San Diego
- City of Rancho Cucamonga
- City of Palm Springs
- City of Santa Barbara

Cost to Administer Late Fines

The Victorville City Library is open 61 hours per week, 50 weeks per year. Multiple staff are on duty during each shift. Counter staff are responsible for assessing late fines, researching patron accounts, and collecting late fines every day. Deposit staff are responsible for reconciling daily receipts, and processing daily deposit of fees and fines. Administrative staff are responsible for handling patron account disputes. We estimate that Library staff spend approximately 31 staff hours per week handling late fines. Cost break-down is as follows:

Work Assignment	Hourly Wage	Hours/Week	Hours/Year	Cost/Year
Counter Staff	\$ 15.50	27	1350	\$ 20,925.00
Deposit Staff	\$ 20.25	2	100	\$ 2,025.00
Fine Disputes	\$ 20.25	2	100	\$ 2,025.00

Total Cost to Collect \$ 24,975.00

Total Fines Collected
 FY 2018-2019 \$ 19,586.45
 Budgeted FY 2019-2020 \$ 10,000.00

Fiscal Impact

The Library projected \$10,000 in revenue from late fines and penalties in the current fiscal year budget. Approximately \$2,000 of that revenue was projected from Replacement fees, and \$8,000 from Late fines. Though a portion of the projected revenue will be lost with the implementation of the new Fine-Free Library policy, we are projected to collect higher than anticipated revenue from passport processing fees, which will offset the loss. Revenue projections for this fiscal year are described below:

Account	Budget 19/20	Actuals as of 12/30	Projected Jan-Jun	Total
Penalty/Late Fine	\$ 10,000.00	\$ 6,348.35	\$ 1,000.00	\$ 7,348.35
Copy/Printing Fees	\$ 15,000.00	\$ 8,763.57	\$ 8,000.00	\$ 16,763.57
Passport Services	\$ 50,000.00	\$ 30,739.20	\$ 30,000.00	\$ 60,739.20
Totals	\$ 75,000.00	\$ 45,851.12	\$ 39,000.00	\$ 84,851.12

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RECREATION SCHOLARSHIP PROGRAM

What is the Recreation Scholarship Program?

Recreation promotes physical, mental and social well-being for our youth. The City of Victorville Recreation Scholarship Program is designed to help children and families with limited financial resources to participate in recreation programs and activities offered through the Recreation Division. The program is funded through the Benefit Everyone, Assist Recreation and Sports (B.E.A.R.S) Scholarship Fund; each individual's scholarship pays for 80% of a qualified activity fee. The participant is required to pay the remaining 20% at the time of registration.

Do I Qualify?

To qualify for a scholarship discount, age, residency and income requirements must be met.

Age Requirement: participants must be 17 years or younger

Residency Requirement: participants must live in Victorville; zip codes 92392, 92394 & 92395

*Applicants must show a photo ID, with their name and address, or a photo ID and a utility bill with their name on it. (Utility bill must be current at the time of registration)

Maximum funds I can qualify for: A scholarship pays 80% of qualifying activity fee. Scholarships will be limited to \$150 per person; Max \$500 per family per calendar year.

Income Requirement: participants must live in a household that fits within the guidelines listed in the chart.

Household/Family Size	Gross Annual Income
1	\$24,984
2	\$33,840
3	\$42,672
4	\$51,504
5	\$60,360
6	\$69,192
7	\$78,024
8	\$86,880



<http://mycalfresh.org/the-basics/>

Qualifying Recreation Programs Include:

- Youth & Pee Wee Sports
- Recreation Classes
- Pre-school Program
- Aquatics Group Lessons

**See the rec pages for Recreation Youth Classes and Programs*

How to apply

Applications must be completed each calendar year. Complete the Recreation Scholarship Program application and attach all required documentation.

- Proof of residency (copy of driver's license /CA ID and current utility bill)
- Proof of income (2 current paystubs for each employed adult or last year's income tax return, or award letter for unemployment or disability benefits or Public Assistance benefits).
- Recreation Scholarship Program Code of Conduct form

Applications will be processed at Hook Community Center: 14973 Joshua St. Victorville CA 92394

Frequently Asked Questions

DO I NEED TO BE A RESIDENT OF VICTORVILLE TO APPLY FOR A SCHOLARSHIP?

Yes, participants must live in Victorville; zip codes 92392, 92394 & 92395.

WHEN CAN I APPLY?

Applications are accepted throughout the year.

IF APPROVED, AM I GUARANTEED A SCHOLARSHIP?

No, applications are reviewed on a first come basis. If approved, you will be notified by phone or mail. Scholarships will be approved as funds are available.

HOW MUCH MONEY CAN I RECEIVE?

A scholarship pays 80% of a qualifying activity fee. Scholarships will be limited to \$150 per person; Max \$500 per family per calendar year.

WHO CAN APPLY FOR A SCHOLARSHIP?

A parent or legal guardian must complete the application and is responsible for providing accurate information and proper documentation.

DOES THE SCHOLARSHIP EXPIRE?

Yes. You will have 90 days to register for a qualifying activity.

CAN I USE THE DISCOUNT PRIOR TO BEING APPROVED?

No, applicants must be approved prior to program registration to receive the discount.

WHAT IS CONSIDERED HOUSEHOLD INCOME?

Household gross income includes income from wages/unemployment benefits, child or spousal support, CAL FRESH, CASH AID, Social Security/Disability benefits and self-employment for each adult living at the residence.



City of Victorville Community Services
Recreation Services Division
14973 Joshua Street Victorville, CA 92394 760/245-5551

Recreation Scholarship Program Code of Conduct Parents/Participants

Purpose: All youth participating in City of Victorville Recreation Scholarship Program will have the opportunity to play, learn new skills, and have fun in a safe and pleasant environment. Disruptive, disrespectful or abusive behavior displayed by the participants, parents, spectators, or volunteers is not acceptable.

The following code of conduct shall apply to all participants and parents in the City of Victorville Recreation programs and in City facilities, and will be enforced before, during, and after all activities, programs and events.

Please read these guidelines to your child in an effort to help them understand the meaning of **acceptable behavior**. Your time and cooperation in following the Code of Conduct will help your child and others to maximize their enjoyment and benefit from the programs offered by the City of Victorville.

Participants in the Recreation Scholarship Program offered by the City of Victorville are expected to behave respectfully and cooperatively with leaders, volunteers, instructors, and other participants. By following this Code of Conduct, participants are expected to:

1. Attend at least 80% of their program's sessions; attending less may result in future scholarship application being denied.
2. Communicate with their voices and not other parts of the body (i.e. hands, fists, feet, etc.)
3. Follow the example and direction set by coaches/instructors/staff.
4. Share their concerns and problems regarding the actions of other participants with the adult leader, rather than reacting verbally or physically to negative behavior of others.
5. Use respectful language when speaking with leaders, volunteers, instructors, and other participants. Verbal profanity, profane gestures, or threats upon any other participant, volunteer, instructor, or leader will not be tolerated.
6. Respect the property of others. Do not take or use the property of another without their expressed permission.
7. Keep the well being of other participants a priority.
8. Participants in recreation sports are also required to follow the Youth Sports code of conduct.

9. The Recreation Services Division follows a progressive discipline policy utilizing the general guidelines below. Although every attempt will be made to prevent disciplinary action from being needed, these guidelines will be used if needed.
 - A. Any minor first time incident such as disrupting a program, foul language, or using physical means, such as pushing or shoving to solve a problem.
 - Consequence: Participant warning; followed by written notice given to parent/guardian.
 - B. Any single incident that inflicts bodily harm and/or threatens the safety or well being of participants, volunteers, instructors, and/or staff.
 - Consequence: Immediate removal from program without a refund of any fees paid; as well as the possibility of no longer being able to reapply for the recreation scholarship program
 - C. Culmination of continuing on-going problems which are disruptive to the program.
 - Consequence: Removal from the program and/or a period of suspension or total expulsion; as well as the possibility of no longer being able to reapply for the recreation scholarship program.

This form is to be signed by the Parents/Legal Guardians as well as the participating Child at the time of application.

We have received, read, and understand the above Code of Conduct.

Signature of Parent

Date

Signature of Child(ren)

Date

Printed Name of Parent/Guardian

Printed Name of Child(ren)



City of Victorville Community Services Department
RECREATION SERVICES DIVISION
14973 Joshua Street, Victorville, CA 92394
Phone: (760) 245-5551 Fax: (760) 269-0028
E-mail: VictorvilleRec@VictorvilleCa.Gov

Recreation Scholarship Program Application

Applicants must be **residents of the City of Victorville** and meet **financial assistance qualifications**. Please answer all blanks as **incomplete forms will be denied**. Please attach a copy of your proof of residency, and proof of income. Upon review, you will be notified by phone or mail with the status of your application and further steps to take if approved.

Applications will be processed at Hook Community Center: 14973 Joshua St. Victorville CA 92394

Please complete one application per family.

Date: _____

Applicant Information:

Parent/Guardian- First Name: _____ Last Name: _____

Street Address, City, State, Zip: _____

Primary Phone: _____ Secondary Phone: _____

Please indicate the Recreation Programs applying for:

Child's Name: _____ DOB: _____ Program Name: _____

Child's Name: _____ DOB: _____ Program Name: _____

Child's Name: _____ DOB: _____ Program Name: _____

What is your total household income? This includes but not limited to wages, unemployment benefits, child or spousal support, CAL FRESH, CASH AID, Social security/ Disability benefits, and self-employment.

Total household income _____ per month.

Total number of household members: _____

Incomplete applications will not be processed. Upon approval, applicant will be notified by mail. Please allow 7-10 business days for processing.

By signing below, I acknowledge that I have fully read the manual and agree to abide by all policies. I understand that it will take up to 10 business days to hear about the status of my application. I also acknowledge that all information is true and any false information will result in the denial of my eligibility to receive the scholarship.

Signature _____

Date _____