



San Francisco Youth Commission Agenda

Monday, November 7th, 2016

5:15 pm-8:00 pm

City Hall, Room 416

1. Dr. Carlton B. Goodlett Pl.

San Francisco, CA 94102

There will be public comment on each item.

Madeleine Matz (Chair), William Juarez (Vice Chair), Martin Krause, Lily Marshall-Fricker, Lisa Yu, Joshua Park, Cris Plunkett, Mary Claire Amable, Emma David, Noah David, Hugo Vargas, Cecilia Nicole Galeano, Jarrett Mao, Jonathan Mesler, Tsia Blacksher, Griffin Ng, Chiara Lind

- 1. Call to Order and Roll Call for Attendance**
- 2. Approval of Agenda (Action Item)**
- 3. Approval of Minutes (Action Item)**
 - A. October 17, 2016
([Document A](#))
- 4. Public Comment on Items not on Agenda (Discussion Only)**
- 5. Presentations (All Items to Follow Discussion and Possible Action)**
- 6. Legislation Referred by the Board of Supervisors (All Items to Follow Discussion and Possible Action)**
 - A. BOS File No. 161108 [Administrative Code - Library Fines and Fees]
Sponsor: Mayor Lee
Presenter: Michelle Jeffers, Chief of Community Program and Partnerships, SF Public Library
(Document B)
 - B. BOS File No. 161114 [Library Fee Amnesty Program - January 3 through February 14, 2017]
Sponsor: Mayor Lee
Presenter: Michelle Jeffers, Chief of Community Program and Partnerships, SF Public Library
(Documents C & D)



7. Youth Commission Business (All Items to Follow Discussion and Possible Action)

- A. Youth Commission Motion No. 1617-AL-01 [Youth Commission Priorities for Improving Youth-Police Relations Under a New Police Chief]
Presenter: Immigration, Justice and Employment Committee
(Document E)
- B. 2016-2017 Youth Commission Outreach Plan
Presenter: Leah LaCroix, Youth Commission Staff
- C. Training on Resolution Writing
Presenters: Youth Commission Staff
- D. Discussion on Committee Meeting Attendance
Presenter: Commissioner Matz
- E. Proposed 2016-2017 Youth Commission Bylaw Amendment Regarding Cell Phone Usage
Presenter: Commissioner Juarez
(Document F)

8. Committee Reports (Discussion Only)

- A. Executive Committee
- B. Housing, Recreation and Transportation Committee
- C. Immigration, Justice and Employment Committee
- D. Civic Engagement Committee
- E. Our Children Our Family Council

9. Staff Report (Discussion Only)

10. Announcements (This Includes Community Events)

11. Adjournment

Any materials distributed to the members of the Youth Commission within 72 hours of the meeting or after the agenda packet has been delivered to the members are available for inspection—along with minutes of previous Youth Commission meetings and all supplementary information—at the Youth Commission office during regular office hours (9am to 6pm, Monday—Friday). The Youth Commission office is at:

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previous Youth Commission meetings and all supplementary information—at the Youth Commission office during regular office hours (9am to 6pm, Monday—Friday). The Youth Commission office is at:

City Hall, Room 345
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
Phone: (415) 554-6446, Fax: (415) 554-6140
Email: youthcom@sfgov.org
www.sfgov.org/yc

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code) Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE, please contact:

Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Phone: (415) 554-7724, Fax: (415) 554-5784
Email: sotf@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

The nearest accessible BART station is Civic Center (Market/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center for Van Ness Stations). MUNI bus lines also serving the area are the 5, 5R, 6, 7, 7R, 7X, 9, 9R, 19, 21, 47, and 49. For more information about MUNI accessible services, call (415) 701-4485.

The ringing and use of cell phones, pagers, and similar sound-producing electronic devices are prohibited at this meeting. The Chair may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic device.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

To obtain a disability-related modification or accommodation, including auxiliary aids or services to participate in the meeting, please contact Adele Carpenter, Youth Commission Director [phone: 415-554 7112; email: adele.carpenter@sfgov.org] at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday. Full Commission Meetings are held in Room 416 at City Hall, 1 Dr. Carlton B. Goodlett Place in San Francisco. City Hall is accessible to persons using wheelchairs and other assistive mobility devices. Ramps are available at the Grove, Van Ness and McAllister entrances.

LANGUAGE INTERPRETERS: Requests must be received at least 48 hours in advance of the meeting to help ensure availability. Contact Peggy Nevin at (415) 554-5184.

AVISO EN ESPAÑOL: La solicitud para un traductor debe recibirse antes de mediodía de el viernes anterior a la reunion. Llame a Derek Evans (415) 554-7702.



Paunawa: Ang mga kahilingan ay kailangang matanggap sa loob ng 48 oras bago mag miting upang matiyak na matutugunan ang mga hiling. Mangyaring tumawag kay Joy Lamug sa (415) 554-7712.

翻譯 必須在會議前最少四十八小時提出要求
請電 (415) 554-7719



**San Francisco Youth Commission
DRAFT Minutes**

Monday, October 17th, 2016

5:15 pm-8:00 pm

City Hall, Room 408

1. Dr. Carlton B. Goodlett Pl.

San Francisco, CA 94102

There will be public comment on each item.

Madeleine Matz (Chair), William Juarez (Vice Chair), Martin Krause, Lily Marshall-Fricke, Lisa Yu, Joshua Park, Cris Plunkett, Mary Claire Amable, Emma David, Noah David, Hugo Vargas, Cecilia Nicole Galeano, Jarrett Mao, Jonathan Mesler, Tsia Blacksher, Griffin Ng, Chiara Lind

1. Call to Order and Roll Call for Attendance

Chair Matz called the meeting to order at 5:18pm. Commissioners Present: Matz, Juarez, Krause, Marshall-Fricke, Yu, Park, Plunkett, Amable, N. David, Vargas, Galeano, Mao, Mesler, Blacksher, Ng, Lind.

Commissioners Absent: Emma David.

There was one request for an authorized excused absence: Commissioner E. David absent due to illness. Commissioner Amable motioned, seconded by Commissioner Galeano, to authorize this as an excused absence. The motion was approved by acclamation.

There was quorum.

Staff present: Adele Failes-Carpenter, Leah LaCroix, Kiely Hosmon

2. Approval of Agenda (Action Item)

Commissioner Mao, seconded by Commissioner Lind, moved to approve the agenda. The motion was approved by acclamation.

There was no public comment.

3. Approval of Minutes (Action Item)

- A. October 3, 2016
(Document A)



Commissioner N. David pointed out that Commissioners Mesler and Blacksher were missing in the attendance portion of the last meeting minutes.

Commissioner Blacksher, seconded by Commissioner Krause motions to approve the minutes pending staff edits. Motion passes by acclamation.

4. Public Comment on Items not on Agenda (Discussion Only)

No public comment.

5. Presentations (All Items to Follow Discussion and Possible Action)

- A. Presentation on Recreation and Parks Department Equity Metrics and Strategic Plan
Presenter: Phil Ginsburg, General Manager, Recreation and Parks Department
(Document B)

Rec and Park Staff in attendance: Taylor, Bob, Phil

Overview of Rec and Park Department and specifically around equity. Want to make sure all communities benefit from the services. Hire 350 kids as camp counselors. 220 parks in every neighborhood. 99% of residents live within 10 minutes of a park. Have strategic plan-their mission: provide rec activities and preserve parks for the well being of everyone. Vision-aspire to have a more livable city for all and that parks connect to nature and each other. Values: respect, resilience, relationships, responsiveness, results.

Plan broken down into 5 core strategies: inspire public space, inspire play, inspire investment, inspire stewardship, inspire our team.

Prop B from previous ballot. Helped ensure that funding for parks remains a priority for the city. Receive less than 2% of general funding. Needed Prop B to keep up funding. Feedback from YC was that park funding should benefit everyone. So this measure requires to look at how services are delivered in underserved neighborhoods. How do we make sure our services are equitable? Charter section referenced. Has to have community engagement for planning requirements and timelines.

Strategy to plan equity pieces. One piece is Cal-EPA Population Characteristics. Census tracks were looked into.

Identified pockets in the city that had highest number of issues and are called "equity zones" versus underserved neighborhoods. Any park that is within 5 minutes of any of the issues mentioned are in the equity zones. Needed good data to measure the parks. Wanted to make sure parks were serving everyone, geographic access, clean, safe and well maintained and investment in parks.

First time that we are able to look at how we deliver services and in a new way. Want to make sure parks that aren't getting the attention they should, do. No other park departments are doing what SF is doing. Want to hear feedback from the youth.



Anyone can be involved with program regardless of what they can pay. Trying to do better job of promoting things with different languages.

Expanding number of programs. 2015 had about 680 programs for youth, teens, and tweens. Now it's over 1000. Committed to doing more programming for youth and for seniors.

Goodtime to give feedback on the equity metrix from YC'ers.

Question-what's the concern or problem with low number of volunteers in underserved neighborhoods. Answer: volunteer hours distributed evenly through park system. It's 'ok' but don't always have the same level of stewardship in certain areas vs others. Trying to cultivate more friend groups and other rec/park groups. Trying to steer more volunteer groups to other parks in different neighborhoods.

Question-What type of incidents involving police? Answer-anything where a police report is taken and is within 500 feet of a park. Working with PD to refine the existing data.

Question- issue regarding Dolores park and spot reservations. What would the reservations have brought? Answer- don't need a permit under a group of 25. We look at that situation as a "we didn't do a good job of explaining what they are and why they are important".

Question-what timeline is for data collection. Where will reports go? Answer: will collect data every year. Matrix will change, too. Will measure how they are doing every year. This is the first year doing the measuring process. Goal is that there would be more feedback and it would get better. Really want to use the data collected to make good decisions. Will continue to evolve and reports go in strategic plan. Goes to the board, the commission, and the mayor. Also located online.

Question-what can you expect to see in the new dedicated fund. Answer-funding provides stability. Not much new additional money. Most excited about having new money to take care of deferred payments (fix playgrounds, courts, irrigation systems, etc.). Will help inform where the money will be spent.

Question-can you outline the equity metrics once passed. Answer-they go to Rec and Park Commission on Thursday. Getting community feedback. Equity metrics probably approved on Thursday, and then have to approve capital plan.

Question-re: permits, is there a money priority and do you charge. Answer-charge for some and not for others. Don't charge something that the BOS hasn't legislated. Cost of permit depends on nature of event. Don't need a permit for groups of 25 or less.

Is there a priority chosen? It's a little bit first come first serve and park by park specific thing. Permits help ensure the neighborhood gets what they need and for community to benefit.

Question-is there a statistic within community feedback that measures that how the community feels regarding the work in the equity zone. Answer-biannual city survey that is given out every two years. Chamber of Commerce does a survey every year (poll/random sampling).



Question-who are we shooting to inspire? Answer-all of us. Want to provide programs that provide inspiration.

Question – have seen many centers that are closed. Answer-Myth. Have 27 full centers open 5-6 days a week 10-12 hours a day, 9 swimming pools, 42 clubhouses. Might be only 2-4 in entire system that aren't regularly open.

What time is Thursday meeting on equity metrics? 10am

If you see trash pick it up and please don't leave any

No public comment.

- B. Presentation on the Overview of Office of Labor Standards and Enforcement and Implementation of Formula Retail Employee Rights Ordinances
Presenters: Seema Patel, Deputy Director, Office of Labor Standards Enforcement and Community Partners
(Document C)

OLSE is housed in city hall staffed with about 20 folks. Enforce the various labor and work related laws in SF. 14 laws. Paid sick leave, health care ordinance, family friendly work place ordinance, paid parental leave ordinance. YC supported many of these ordinances.

FRERO (Formula Retail Employee Rights Ordinances). Retail Workers Bill of Rights aka "that new scheduling law in SF". Seattle just passed a similar law.

Took effect in July 2015. Partner with several CBOs and contract with orgs to do the outreach and education piece.

Who is covered?: well known brands/names, must be engaged in retail sales (interaction between people), have 40 or more locations worldwide, have 20 or more employees in SF.

Also includes janitorial/security services that work in these stores.

Three major things of the law:

- 1) Employer is required to give 2 weeks advanced notice of your schedule
- 2) Part time work-where additional work comes available, these hours must be offered to existing part time workers (up to 35 hours) before hiring new/part workers. So if part time want more hours it should go to them first
- 3) Predictability pay-when your employer changes your schedule, if they do so less than 7 days notice you are entitled to predictability pay. About an hours worth of pay. If change was made with less than 24 hours notice then you are owed between 2-4 hours of pay. There are some exceptions to this provision.

Other provisions:

- 4) Retention provisions
- 5) Good faith estimates of shifts to new employees
- 6) Employers have to treat part time and full time workers equally



7) Retaliation prohibited if employers utilize this law

frero@sfgov.org
415-554-6461

Question-if employer doesn't give equitable amount of hours to all employees is that protected?
Answer-not directly under this law.

Question-what ways can we make this info more accessible to those that may not know about this? Answer-relying on community partners doing this reaching out to retail workers. OLSE doesn't really have a mechanism of going out in the stores but rely on community partners to do that work for them.

Young Workers United- started by students from Berkeley in 2002 to improve conditions for workers that didn't really have access to unions. Work on a policy level, too. Paved the way for paid sick leave. For every 30 hours you work you receive 1 hour of sick leave. Spoke about the personal impact of those who are affected by this law and having it be the first of its kind in the nation. Similar initiatives being brought forth in other cities. Doing on the ground outreach in the malls. YWI, SOMCAN, CPI, and one other go out in the community and let them know about this new law and their rights. Collecting the data as well. Surveying workers to see whether they know about the new law. Almost 100% of workers don't know about this law. Will be hosting a teach in on Tuesday November 15th from 5:30-7:30pm. Can offer consultation and also have a worker powered text line.

How can the YC support you in getting the info out? Important to get this out to the youth. Help get the word out about the teach in. Willing to come to your communities to teach a workshop.

How do you approach the workers?: depends on the store and a lot of them are corporate owners. Some stores don't want the workers to know their rights. Looking at different ways of getting out the info. Using different avenues and venues.

Andrew from SOMCAN-have programs for housing and housing rights. Employment rights, too. Have a team of survey takers. Hoping that through this they can distribute this info. Tell your friends about this.

Lucia Lin-Chinese Progressive Association. Organize low income Chinese youth. Played huge part in raising labor standards. With OLSE doing extensive survey project to get perspectives on the ground. Talked to workers about scheduling practices: found that 61% of workers had said they got two weeks or more notice, but 32% only had one week notice of their schedules.

Question-Commissioner Vargas would like to follow up with them because he has many friends in retail positions. lucia@cpasf.org

What type of pamphlets/brochures do you have?; YC interested in maybe doing this with you. YWI has a pamphlet and has some of the basic rights. Can reach out and collaborate with them on other material to get the info out. Interested in working with them.

No public comment



C. Presentation on Adverse Childhood Experiences and Toxic Stress

Presenters: Jaquez Donaldson and Joseph Reagans, Leadership High School students

At LHS: partnered up with CYW, Sukhdip Purewal is staff for CYW and attended with youth presenters. H2O is social justice program. CYW is research org in Bayviews Hunter Point, screen youth for adversity.

Adverse Childhood Experiences (ACEs) and Toxic Stress.

Wanted to see what youth were going through on a daily basis and what the data meant and how to make things better. 100% of youth experience two ACEs or more. With that data compared it with the national data.

LHS has higher percentages than the national scale. Parents divorcing is higher, specific ACEs also covered. Physical abuse, foster experience, friend or peer being incarcerated. With these findings want to spread the word and teach them what they experience on a daily basis on their lives. How can we prevent these versus dealing with them after the fact?

The youth designed the study survey and the protocol. Created long list of adversities. Created more examples than what is nationally given and wanted to know what does this look like in a specific community?? Used Community Based research approach.

Want to raise awareness and want to know the thoughts of the YC to get next steps.

Question-Have you thought to take this survey out and do it citywide so to compare it to those numbers? Answer-voices aren't being heard in their own communities. Youth don't like talking about these things. Really want to highlight it. Only has LHS because had to get permission to get the survey distributed by SFUSD and that took a while. Original plan was to compare three different districts. Study took so long because it got a lot of pushback from a lot of schools. Unsuccessful in recruiting other schools. Got a lot of support from LHS because they youth were there pushing it forward. Did experience barriers to getting people on board.

Question-what is the possibility of you taking it out of high schools and how can YC help initiate help for you? Answer- bringing it to different districts and even ones that don't have high schools and get it out in the community in general where people are experiencing ACES.

Question- Next steps can work on policy platform on issues that come out of original data. Can do a voluntary form where you ask youth in the community and not actually in the schools. Focus groups in other community groups. Commissioner Galeano wants to connect with them and the work they are doing.

Question- reaching out to colleges and how they can help from a college perspective. Hasn't really gotten negative feedback.

Question-YC hears you on this. How can we support you in figuring out future action? Answer-the LHS is going towards the education route and at CYW is more health oriented route.

LHS offers resources for ACEs. Community circles.



Would recommend Generation Citizen, Project Rebound, Mo Magic and Youth Empowerment Fund as resources and next steps.

Reaching out to private schools which have a big interest in these types of studies. And getting in touch with schools that have similar concerns about these students.

Were there any ACEs you felt like there wasn't any attention or public discussion around? Answer-all deserve attention. Not the type of ACE it's the number of ACEs. On average LHS youth have 10.

Question-should take it to the school board meetings every Tuesday. Commissioner Blacksher is part of SAC and can invite them to present to SAC. Important info and need to get it to the school board. Blacksher will contact them.

Invited them to young and future voters forum.

No public comment.

6. Legislation Referred by the Board of Supervisors (All Items to Follow Discussion and Possible Action)

There was none.

7. Youth Commission Business (All Items to Follow Discussion and Possible Action)

A. Discussion on Request for After School Hearings Using Board Rule 2.12.1 Sponsor: Commissioner Plunkett

Putting it on the YC radar: YC resolution that inspired the Board to have it implemented as Board Rule. It says that the BOS can honor a request that the BOS move a hearing to a time that is after school for youth to attend. Vote 16, Children's Outdoor Bill of Rights, and Jail issue. You can request that a hearing can be moved but you don't want to abuse this rule.

Can request it via: chair working with staff, or LAO can work with staff, during legislation piece of meeting there can be a motion requested that a hearing be moved back. This is up to the BOS and they can deny the option. Possible upcoming things to request a moved hearing on: vote 16 implementation (if passed) or City College funding.

B. Discussion of Mini-Training Topics for November 7th commission meeting Sponsor: Commissioner Matz

Would love to see more effort put in to staying present. Shouldn't be scrolling through instagram right now. Don't fall asleep. Let's bring some more energy to the table.

Election season which means we don't have a lot of legislation referred. So we won't be doing that for a little bit of time. Nov 7 would be a great time for a mini lesson.

Topics:

Writing a Resolution

Research presentation



Right time to make an amendment?
Brush up on Robert's Rules of Order
Want to hear what other Committees are doing and what we are doing together
Finding ways to have common ground/Community Building (Commissioner Lind and Matz will work on this)
Sit next to someone you don't talk to
Info session on what is occurring on what is happening city wide (legislation, current events, etc.)
Where each of us came from/District show and tell

8. Committee Reports (Discussion Only)

A. Executive Committee

Commissioner Juarez- EC is reaching out to the new commissioners

B. Housing, Recreation and Transportation Committee

Commissioner Mao will be rescheduling their next meeting to the 27th. Invited other Commissioners to their next meeting as will be discussing the Rec and Parks Equity Metrics. Reviewed Year of Homeless Youth Resolution. Discussed attendance policy.

C. Immigration, Justice and Employment Committee

Commissioner Amable discussed the reelection for vice chair which Krause is new vice chair and Commissioner Blacksher is appointed as representative to Juvenile Justice Coordinating Council. Some will host a session on the Young and Future Voters' Forum. Attended the Police Commission meeting as well: wanted to keep them aware of the youth community. Recommending who the candidates should be for chief and so YC suggested that new chief is youth oriented and follows up on orders that affect youth.

D. Civic Engagement Committee

Worked on priorities for upcoming year and worked on facilitation guide for youth at the event. Approved the work that adults that have done regarding planning for Young and Future Voters' Forum. Commissioner Lind is requesting help from other YCers and is working on a cheat sheet for local propositions and would like help from her peers.

E. Our Children Our Family Council

No meeting yet

9. Staff Report (Discussion Only)

- Tomorrow is 100th anniversary of BOS. 12pm meeting. Special meeting honoring all members of BOS who have been elected
- Thursday is Young and Future Voters Forum, October 20th from 5-7pm at Mission High Cafeteria
- Wednesday is the prep session for the Young and Future Voters Forum at 4:15 during Civic Engagement meeting in room 421



- This weekend is Bayview Live Festival, will be in Weekly Internal, on Saturday from 12-7pm
- 13th annual Law Day, see Weekly Internal
- Fill out your activity logs
- URL for Activity Log coming soon
- Need an MC and other facilitators for Young and Future Voters' Forum
- Millenium School is using your BPPs as a unit topic for their class. Want to do a presentation back to the YC on Nov 4th in the morning. Commissioner Mao is interested
- Kudos to all YC with their engagement with the youth presenters tonight
- Meeting with Staff at 4:15 for Mayoral practice session on Friday

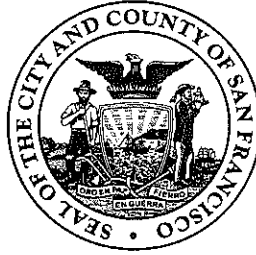
10. Announcements (This Includes Community Events)

Commissioner Amable-October is Filipino American History Month. Group of orgs putting on Pilipino Cultural Night with performances, open mics, Halloween costume theme, Pilipino cultural theme as well. Costume contest on October 28th from 6-9:30 at Kearny Street Workshop

11. Adjournment

Meeting was adjourned at 7:43pm

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

TO: Adele Carpenter, Director
Youth Commission

FROM: Angela Calvillo, Clerk of the Board

DATE: November 3, 2016

SUBJECT: REFERRAL FROM BOARD OF SUPERVISORS

The Board of Supervisors has received the following proposed legislation which is being referred to the Youth Commission as per Charter Section 4.124 for comment and recommendation. The Commission may provide any response it deems appropriate within 12 days from the date of this referral.

File No. 161108

Ordinance amending the Administrative Code to modify the fines and fees of the Public Library.

Please return this cover sheet with the Commission's response to **Linda Wong, Assistant Clerk, Budget and Finance Committee.**

RESPONSE FROM YOUTH COMMISSION Date: _____

No Comment

Recommendation Attached

Chairperson, Youth Commission

1 [Administrative Code - Library Fines and Fees]

2
3 **Ordinance amending the Administrative Code to modify the fines and fees of the Public**
4 **Library.**

5 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
6 **Additions to Codes** are in *single-underline italics Times New Roman font*.
7 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
8 **Board amendment additions** are in double-underlined Arial font.
9 **Board amendment deletions** are in ~~strikethrough Arial font~~.
10 **Asterisks (* * * *)** indicate the omission of unchanged Code
11 subsections or parts of tables.

12 Be it ordained by the People of the City and County of San Francisco:

13 Section 1. The Administrative Code is hereby amended by revising Section 8.21-2, to
14 read as follows:

15 **SEC. 8.21-2. LIBRARY FINES AND FEES.**

16 (a) **Fee Schedule.** The Library Commission is hereby authorized to charge fines
17 and fees for the use of library materials and services in accordance with the following
18 schedule:

19 **SAN FRANCISCO PUBLIC LIBRARY FINES AND FEES SCHEDULE**

OVERDUE FINES By Material		
ADULT MATERIALS	DAILY	MAXIMUM
Books	\$0.10	\$5.00
Phonorecords	\$0.10	\$5.00
Audiocassettes	\$0.10	\$5.00
Books on Tape	\$0.10	\$5.00

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Compact Discs	\$0.10	\$5.00
Magazines	\$0.10	\$5.00
Paperbacks (Cataloged)	\$0.10	\$5.00
Paperbacks (Uncataloged)	\$0.10	\$2.00
<i>Videos and Digital Video Discs (DVDs) VHS, DVD, & Blu-ray</i>	\$0.10	\$5.00
JUVENILE MATERIALS	<u>DAILY</u>	<u>MAXIMUM</u>
<i>Depends on age of borrower (See Overdue Fines "by Patron" below.)</i>		
<u>All Juvenile Materials</u>	<u>\$0.10</u>	<u>\$5</u>
SPECIAL MATERIALS	DAILY	MAXIMUM
Sheet Music	\$0.10	\$5.00
Orchestral/Music Sets	<u>\$0.25-\$0.10</u>	<u>\$10.00 \$5</u>
Vertical File Materials	\$0.10	\$5.00
<u>OVERDUE FINES By Equipment</u>		
<u>PUBLIC ACCESS TECHNOLOGY</u>	<u>DAILY</u>	<u>MAXIMUM</u>
<u>Laptop Computer</u>	<u>\$0.10</u>	<u>\$5</u>
<u>iPad/Tablet Device</u>	<u>\$0.10</u>	<u>\$5</u>
<u>Peripherals/Accessories</u>	<u>\$0.10</u>	<u>\$5</u>

OVERDUE FINES <i>for Seniors, Children, and Teens</i> by Patron	<u>DAILY</u>	<u>MAXIMUM</u>
<i>Fines: Adult (18-64 years)</i>	\$0.10	\$5.00
<i>Notwithstanding the overdue fines identified above, the following overdue fines shall apply to the patron groups identified below for all types of materials and equipment:</i>		
<i>Fines: Seniors (over 65)</i>	\$0.05	\$5.00
<i>Fines: Children and Teens (13-0-17 years)</i>	No fines	No fines
<i>Fines: Children (0-12 years)</i>	No fines	No fines

<i>LIBRARY CARD REPLACEMENT</i>		
<i>Lost Card: Adult/Seniors</i>	\$1.00	
<i>Lost Card: Youth (0-17 years)</i>	\$0.50	

<i>PROCESSING FEE (PF)</i>		
<i>Processing fee; cataloged materials</i>	\$5.00	

Note regarding lost materials *and lost or damaged equipment*: Except for materials on interlibrary loan, (see subsection (c) below "Fees for Lost and Damaged Materials Owned by Other Libraries") the Library will charge the *fair market value (FMV) of lost materials. The FMV shall be determined by the Library staff after consulting with relevant sources, which may include The Bowker Annual: Library and Book Trade Almanac. Where there is a conflict between the standard prices below and the FMV as determined by the Library, the*

Library shall charge the FMV value of lost materials and equipment as identified by the item record in the library catalog. Where there is an absence of an item cost in the library catalog item record, the Library shall charge the per item fee below.

REPLACEMENT OF LOST MATERIALS

Materials	Per Item	Maximum
Hardback: Adult/Teen Non-Fiction	\$35.00 + PF	\$40.00
Hardback: Adult/Teen Fiction	\$25.00 + PF	\$30.00
Hardback: Juvenile Non-Fiction	\$20.00 + PF	\$25.00
Hardback: Juvenile Fiction	\$15.00 + PF	\$20.00
Paperback: Cataloged		
Adult/Teen Non-Fiction	\$20.00 + PF	\$25.00
Adult/Teen Fiction	\$10.00 + PF	\$15.00
Juvenile Non-Fiction	\$10.00 + PF	\$15.00
Juvenile Fiction	\$5.00 + PF	\$10.00
Paperback: Uncataloged	\$5.00	
Paperback/Hardback: International Generic Record	Price varies: \$5.00-\$15.00 depending on <i>FMV fair market value</i>	
Periodicals/Magazines	\$5.00	

~~SAN FRANCISCO PUBLIC LIBRARY FINES AND FEES SCHEDULE~~

~~REPLACEMENT OF LOST MATERIALS~~

<i>Materials</i>	<i>Per Item</i>	<i>Maximum</i>
Phonorecords	\$15.00 + PF	\$20.00
Audiocassettes	\$5/tape \$10.00/tape + PF	FMV of set + PF
Videos, <i>and</i> DVDs, <i>and</i> Blu-rays	\$20.00 + PF	\$25.00
<i>Individual video, DVD, or Blu-ray disc from multi-video or multi-disc set</i>	\$5/video, DVD, or Blu-ray disc	
Supplementary materials, including booklets, libretti, maps, CDs, etc.	\$3.00/item	
Sheet Music/Scores	\$30.00 + PF	\$35.00
Sheet Music/Uncataloged	\$30.00 + PF	\$35.00
Audio Books	\$5.00/tape or CD	FMV of set + PF
Compact Discs	\$15.00 + PF	\$20.00
Language Sets	\$10.00/item	FMV of set + PF
Vertical/Picture File	\$5.00/item	
<u>LOST/DAMAGED FEES</u>		
<i>Media case (lost)</i>	\$1.00	
<i>Barcode label</i>	\$0.25	
<i>Barcode & flyleaf</i>	\$1.00	
<u>REPLACEMENT OF LOST OR DAMAGED EQUIPMENT</u>		

<u>Laptop Computer</u>	<u>\$500</u>
<u>iPad/Tablet Device</u>	<u>\$250</u>
<u>Peripherals/Accessories</u>	<u>\$50</u>

SERVICE FEES		
Borrowers		
San Francisco & California Residents	Free	
Visitor's Card (non-California)	\$10.00	Non refundable 3 months duration
Firm (business) card	Free	
Restricted (no proof of residency)	Free	
Reserves	Free	
Inter-Library Loan and LINK +	Free	
Returned Check Fee	\$10.00-\$35.00 (current City-wide charge, subject to revision by City)	
Books-by-mail	\$3.00 or cost of shipping and handling, whichever is greater <u>Free</u>	

DOCUMENT DELIVERY AND SPECIAL SERVICES

<p>Inter-Library Loan Photocopy <i>(in-state libraries) (maximum 50 pages/day)</i></p>	<p><i>\$0.25/page Pages 1-20, Free</i></p>	<p><i>Pages 21-50, \$0.25/page + \$5 processing fee</i></p>
<p><i>(maximum: 50 pages/day)</i></p>		<p><i>\$5.00 rush</i></p>
<p><i>Inter-Library Loan: Photocopy (out-of-state libraries) (maximum 50 pages/day)</i></p>	<p><i>Pages 1-50, \$0.25/page + \$5 processing fee</i></p>	
<p>San Francisco History Center: photo shoot of photographs</p>	<p><i>\$1.00/photo</i></p>	
<p>San Francisco History Center: scanning of photographs</p>	<p><i>\$15.00 per 300 dpi existing scan; \$20.00 per 300 dpi new scan; \$35.00 per 600 dpi scan; \$50.00 per 1,200 dpi scan; \$35.00 per 3,000 dpi slides, negatives, or glass plates; \$1.00 per CD</i></p>	
<p>San Francisco History Center: permission to publish photographs (for commercial purposes)</p>	<p><i>\$15.00 per project in a single type of media or \$100.00 per project in unlimited types of media, + FMV plus, in either case, fair market value of any additional labor required due to age or condition of photograph</i></p>	

(b) **Fees for Special Meeting Room Uses.** The Library Commission is hereby authorized to charge fees for special uses of library meeting rooms in accordance with the following schedule:

<p>Meeting Room Use</p>	<p>Free</p>
<p>Special Meeting Room Services</p>	<p><i>Flat Fee</i></p>
	<p><i>Flat Fee</i></p>
<p>Non-standard furniture set-up</p>	<p><i>\$25.00</i></p>

1	Custodial Services, Light Refreshments	\$25.00
2	Custodial Sendees <u>Services</u> , Refreshments	\$100.00
3	VHS/VCR Monitor Technician	\$30.00
4	Microphone	\$30.00
5	Slide, VCR, Overhead projection	\$30.00 flat fee <u>except \$30</u> (per/hour in Koret Auditorium)
6		Per Hour Fee
7	Video/Film Projector/Projectionist	\$30.00/hour
8	Multiple Microphone Set-up/Mixing	\$30.00/hour
9	Web site patch. Powerpoint presentations	\$30.00/hour
10	Audio Duplication/Technician	\$30.00/hour
11	Engineer "Fire Watch" fee	\$30.00/hour
12		

13 (c) **Fees for Lost and Damaged Materials Owned by Other Libraries.** The Library is
 14 hereby authorized to collect fees for lost or damaged materials that its patrons have borrowed
 15 from another library via interlibrary loan (ILL) in accordance with the following:

16 (i) in the case of lost or damaged materials borrowed from a member library of
 17 the LINK+ library consortium, the Library may collect the replacement fee set by LINK+ ~~which~~
 18 ~~is currently \$115.00 per item~~, provided that the Library shall collect only the actual replacement
 19 cost of the item when authorized to do so by the lending library:

20 (ii) for all other lost or damaged materials borrowed from another library via ILL, the
 21 Library may charge a replacement fee in the amount that is required by the lending library,
 22 which shall be either the *FMV fair market value* of the lost item(s) or an amount set by the
 23 lending library not to exceed \$200.00 per item.

24 The fees authorized by this subsection (c) shall be collected for the sole purpose of
 25 forwarding them to the lending library from which the lost or damaged item(s) was borrowed.

1 (d) **Ratification of Prior Fines and Fees.** All fines and fees *previously* charged for the
2 use of library materials and services before the effective date of the ordinance in Board File No.
3 _____ are hereby ratified.

4 Section 2. **Effective Date.** This ordinance shall become effective 30 days after
5 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
6 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
7 of Supervisors overrides the Mayor's veto of the ordinance.
8

9 Section 3. **Scope of Ordinance.** In enacting this ordinance, the Board of Supervisors
10 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
11 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
12 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
13 additions, and Board amendment deletions in accordance with the "Note" that appears under
14 the official title of the ordinance.
15

16 APPROVED AS TO FORM:
17 DENNIS J. HERRERA, City Attorney

18 By:



19 _____
20 BRADLEY A. RUSSI
21 Deputy City Attorney

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24
25

LEGISLATIVE DIGEST

[Administrative Code - Library Fines and Fees]

Ordinance amending the Administrative Code to modify the fines and fees of the Public Library.

Existing Law

Section 8.21-2 of the Administrative Code sets out the fines and fees that the Public Library (the "Library") is authorized to charge. The following aspects of the current law are relevant here:

- The overdue fine for orchestral and music sets is \$0.25/day with a maximum of \$10.00.
- There are no specific overdue fines or replacement costs for public access technology (laptops, iPads/tablets, and peripherals/accessories).
- The replacement fees for lost library cards are \$1.00 for adults and seniors and \$0.50 for youth.
- There is a \$5.00 processing fee for the replacement of all lost materials.
- Replacement costs for lost materials are based on fair market value as determined by Library staff, with maximum fines for most categories of materials ranging from \$10.00 to \$40.00.
- The replacement cost for an audiocassette is \$10.00/tape.
- The fee for lost or damaged media cases is \$1.00; for barcode labels the fee is \$0.25; for barcodes and flyleaves the fee is \$1.00.
- The fee for a returned check is \$10.00.
- The fee for the books-by-mail service is \$3.00 or the cost of shipping, whichever is greater
- The fee for photocopying of all inter-library materials is \$.25/page with a \$5.00 rush fee.
- For uses of the Library meeting rooms, there is a \$30.00/hour fee for engineer "fire watch."

Amendments to Current Law

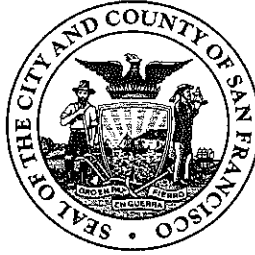
The changes to the Library's fines and fees schedule contained in the proposed ordinance include:

- Reducing the overdue fine for orchestral and music sets to \$0.10/day with a maximum of \$5.00, to bring it in line with other types of materials;
- Creating an overdue fine for public access technology (laptops, iPads/tablets, peripherals/accessories) of \$0.10/day with a maximum of \$5.00;

- Removing the replacement fees for lost library cards;
- Removing the processing fee for replacing lost materials;
- Modifying the fines for the replacement of lost materials to be the cost of the item in the library catalog, unless there is no cost, in which case the fee schedule identifies the applicable fine;
- Removing the maximum replacement fines for all lost materials;
- Reducing the replacement cost for an audiocassette to \$5.00/tape;
- Clarifying that the fine for a lost disc or tape from a multi-tape or multi-disc set of VHS tapes, DVDs or Blu-rays is \$5.00/item;
- Removing the fines for lost or damaged media cases, barcode labels, and barcodes and flyleaves;
- Setting the replacement fines for lost or damaged laptops at \$500.00, iPads/tablets at \$250.00, and peripherals/accessories at \$50.00;
- Increasing the fee for a returned check to \$35.00;
- Removing the books-by-mail fee;
- Modifying the inter-library loan photocopying fees as follows: pages 1-20 free, pages 21-50, \$0.25/page plus a \$5.00 processing fee; for out of state libraries, pages 1-50 are \$0.25/page plus a \$5.00 processing fee;
- Removing the engineer "fire watch" fee for uses of the Library meeting rooms; and
- Other non-substantive changes for stylistic purposes or intended to clarify existing fines and fees.

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BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

TO: Adele Carpenter, Director
Youth Commission
FROM: Angela Calvillo, Clerk of the Board
DATE: November 3, 2016
SUBJECT: REFERRAL FROM BOARD OF SUPERVISORS

The Board of Supervisors has received the following proposed legislation which is being referred to the Youth Commission as per Charter Section 4.124 for comment and recommendation. The Commission may provide any response it deems appropriate within 12 days from the date of this referral.

File No. 161114

Resolution authorizing the Library Commission to establish a fee amnesty program for overdue Library materials to take place during a six week period from January 3 through February 14, 2017, pursuant to Administrative Code, Section 8.21-3.

Please return this cover sheet with the Commission's response to Linda Wong, Assistant Clerk, Budget and Finance Committee.

RESPONSE FROM YOUTH COMMISSION Date: _____

___ No Comment
___ Recommendation Attached

Chairperson, Youth Commission

1 [Library Fee Amnesty Program - January 3 through February 14, 2017]

2
3 **Resolution authorizing the Library Commission to establish a fee amnesty program for**
4 **overdue Library materials to take place during a six week period from January 3**
5 **through February 14, 2017, pursuant to Administrative Code, Section 8.21-3.**

6
7 WHEREAS, In April 2001, the Board of Supervisors adopted Ordinance No. 64-01,
8 adding Section 8.21-3 to the San Francisco Administrative Code, authorizing the Library
9 Commission to establish a Library fee amnesty program during a two-week period in 2001;
10 and

11 WHEREAS, Section 8.21-3 provides that the Board of Supervisors may, by resolution,
12 authorize the Library Commission to establish subsequent fee amnesty programs for overdue
13 Library materials under the standards set forth in Section 8.21-3; and

14 WHEREAS, There has not been a Library fee amnesty period since 2009; and

15 WHEREAS, At its publicly noticed hearing on September 15, 2016, the Library
16 Commission found that establishing a six week fee amnesty program from January 3 through
17 February 14, 2017, that allows for waiver of overdue fines on materials returned to the Library
18 during the amnesty period and waiver of overdue fines on patron accounts that have
19 previously returned all Library materials is likely to promote the return of needed Library
20 materials and promote the increased use of the Library; and

21 WHEREAS, This finding is set forth in a resolution on file with the Clerk of the Board of
22 Supervisors in File No. 161114, which is hereby declared to be a part of this motion as if set
23 forth fully herein; now, therefore, be it

24 RESOLVED, That consistent with the standards set forth in Section 8.21-3 of the
25 Administrative Code, the Board of Supervisors hereby authorizes the Library Commission to

1 establish a Library fee amnesty program for waiver of overdue fines for patrons who
2 participate in the program by returning all overdue Library materials during the amnesty period
3 or requesting waiver of overdue fines on materials previously returned to the Library, to take
4 place during the six week period of January 3 through February 14, 2017.

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San Francisco Public Library

Date: September 15, 2016

To: Library Commission

From: Luis Herrera, City Librarian

Subject: Library Fines and Fees Amnesty Program

At the August 18 meeting the Library Commission heard a presentation for the Library to consider offering a renewed Library fee amnesty program for the first time since 2009. The Library Commission discussed the proposal and provided guidance for library staff to proceed with planning. The prospective fines and fees amnesty would be consistent with Section 8.21-3 to the San Francisco Administrative Code, authorizing the Library Commission to establish a Library fee amnesty program excusing persons who return all overdue Library materials on their Library account from having to pay any late fees.

The Library is committed to achieving similar goals with a renewed Library Fee Amnesty Program. Specifically the amnesty program will seek to recover outstanding library materials. Previous fee amnesty programs have yielded library material recovery rates ranging from 5.1% in 1998 to 23.68% in the most recent fine amnesty in 2009. Based on past amnesty programs success in recovering library collections, the Library projects the next fee amnesty program will recover a range of 9,459 items on the low end to 44,178 items on the high end for current numbers of items in an overdue and/or billed status.

The major goal of the next prospective fee amnesty program will be to restore borrowing privileges to tens of thousands of library patrons. Currently the Library has 55,256 patrons who owe an outstanding balance of \$10.01 or more in library fines and/or fees. In evaluating the library material recovery rates from past amnesty programs and projecting the anticipated amount of overdue fines to be waived during the next fee amnesty program, the Library expects to forego a range of uncollected fine revenue in the amount of \$15,975 on the low end to \$76,782 on the high end.

The overall fiscal impact is projected to have a net positive impact in that the value of materials expected to be recovered will be worth \$40,725 on the low end and up to \$203,775 on the high end, when calculating the average value at \$25 per library item. The projected positive impact of the next fee amnesty program is estimated to be from \$24,750 on the low end to \$126,993 on the high end when calculating the value of library materials recovered less the uncollected overdue fines to be waived.

Library Management recommends the Library Commission approve a resolution urging the Board of Supervisors to establish a fee amnesty program for overdue Library materials to take place during a six week period from January 3 – February 14, 2017, pursuant to Section 8.21-3 of the San Francisco Administrative Code.

FILE NO.

1 [Youth Commission Priorities for Improving Youth-Police Relations Under a New Police Chief]

2
3 Supplemental Information

4 The Youth Commission has worked extensively to improve youth-police relations throughout its twenty
5 year history. The below letter details our priorities for continuing to improve youth-police relations
6 under the tenure of a new police chief, which we wish to submit for consideration during the selection
7 of a new Chief of the San Francisco Police Department.

8
9 “To the police commission,

10 As San Francisco considers candidates for a new Police Chief the Youth Commission’s
11 Immigration, Justice, and Employment Committee has drafted youth priorities that we hope to
12 see reflected in the hiring process. The Youth Commission has a long history of prioritizing
13 juvenile justice and continues to do so in These priorities are adapted from the 2015-2016
14 Budget and Policy Priorities. The two main priorities are as follows:

15
16 First, train both new and advanced officers on effectively interacting with youth. The
17 Youth Commission is calling upon the incoming police chief and the Police Commission to
18 follow through on the youth-police training recommendations. This effort has been a long time
19 in the making and we believe now is a critical time to make this change. The Youth
20 Commission is calling upon the police department to implement this new training for all police
21 officers, with a priority for sergeants and patrol officers, that address topics and policing
22 tactics unique to juveniles. This training should offer practical communication skills and best
23 practices for working with youth that are grounded in developmental psychology. The training
24 should include de-escalation skills and strategies for asserting authority effectively with youth;
25

1 incorporate scenarios of real life police-youth interactions which include youth in those training
2 components; and offer officers an opportunity to practice and apply their new skills.

3 Second, ensure successful implementation of the SFUSD-SFPD MOU, ongoing
4 monitoring of on-campus arrests, and comprehensive training of school resource officers. We
5 look forward to working with SFPD and SFUSD to ensure positive and meaningful
6 collaboration between police and schools to support students in their educational goals and
7 avoid the unnecessary criminalization of student behavior. The Youth Commission
8 recommends a clear appointment process for student seats to the implementation and
9 oversight committee and the calendaring of regular, afterschool meetings of the committee for
10 the 2016-17 school year.
11

12 The Youth Commission would like to emphasize the importance of Youth-Police
13 communication and our hope that the Youth Commission can serve as a bridge between
14 youth voices and the Police chief. We believe that the youth commission and the San
15 Francisco Police Department have the ability to make San Francisco a more just place for all
16 of its residents, and that together we can work more effectively than we ever could apart.”
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22 Madeleine Matz, 2016-17 Youth Commission Chair
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(B) Commissioner Code of Conduct

Commissioners will exercise mutual respect and professionalism during commission and committee meetings, in the exercise of all City business, and at all times while publicly representing the Commission. This includes maintaining a respectful approach to debate and disagreement, and seeking to proactively resolve conflicts through the exercise of open and respectful feedback.

Each commissioner shall provide the entire commission their undivided attention by distancing themselves from cellular devices. Distancing yourself from cellular devices can include: putting it in your backpack, giving the phone to staff, or doing whatever it takes to keep your attention on the Youth Commission meeting at hand.

This recognizes that cell phones are tools used to communicate/coordinate with parents, mentors, organizations not relating to the YC, friends, other commitments, etc., however, commissioners shall not use their cellular devices when sitting in their official roles. If a commissioner must respond to a message/phone call the commissioner shall step away from their duties, whether it be outside or to the side of the Youth Commission body, tend to their emergency, and after taking care of their emergency the commissioner shall put their phone away and return to their official role. Please refer back to Article IV about how long you can step away from a meeting without it affecting your attendance.

This serves to 1. Reinforce Youth Commission core values, to remind commissioners to carry business in a professional, "respectful, inclusive and honest" manner (refer back to Article VII Section A) 2. Supplement a supportive and efficient business climate, and 3. comply with San Francisco's Charter Section. 4.124 Youth Commission – Purpose and Duties "the purpose of the Commission is to collect all information relevant to advising the Board of Supervisors and Mayor on the effects of legislative policies, needs, assessments, priorities, programs, and budgets concerning the children and youth of San Francisco" and therefore the Youth Commission shall dedicate a specific amount of time to fulfill Commissioner duties.

Commented [HK(1): Youth Commission's Executive Committee puts forth a motion to amend the Youth Commission Bylaws' Article 7, Section B (Commissioner Code of Conduct).

Article VIII– Staff Role, ~~Staff Mission, Vision, Accountability and, and~~ Expectations of Commissioners & Use of ~~Office Resources~~

(A) Staff Role

Commission staff are responsible for assisting the Commissioners in fulfilling their Chartered duties and, in particular, to assure the day-to-day functioning of the Commission. Staff shall also enforce these Bylaws and other adopted Youth Commission policies and procedures.

Staff shall support the Commission in the following ways: training Commissioners in the structure of City government, the legislative and budget processes, public speaking and public policy, diversity and difference, and other topics of interest as they arise; assisting in the drafting of legislation and other Commission documents; speaking with or on behalf of the Commission at community and government meetings; assuring compliance with all local, state and federal public meeting and record retention policies; and