

I declare under penalty of perjury that I am employed by the Town of Yucca Valley, in the Community Services Department, and that I posted this Agenda at the designated locations in the Town of Yucca Valley on 2/4/16

2/4/16 Date James D Signature

MEETING AGENDA

**TOWN OF YUCCA VALLEY  
PARKS, RECREATION & CULTURAL COMMISSION**

TUESDAY, FEBRUARY 9, 2016

4:30 PM

JOSHUA TREE ROOM

YUCCA VALLEY COMMUNITY CENTER COMPLEX

57090 TWENTYNINE PALMS HIGHWAY

YUCCA VALLEY, CALIFORNIA 92284

**PARKS, RECREATION & CULTURAL COMMISSION**

**Gregory Hill, Commissioner**

**Eric Quander, Commissioner**

**Laurine Silver, Commissioner**

**Ed Keesling, Vice Chair**

**Randy Eigner, Chair**

**Curtis Yakimow, Town Manager**

**Susan Earnest, Community Services Manager**

**Maureen S. Neely, Secretary**

COMMUNITY SERVICES OFFICE 760-369-7211

[www.yucca-valley.org](http://www.yucca-valley.org)

**AGENDA**

**TOWN OF YUCCA VALLEY  
PARKS, RECREATION & CULTURAL COMMISSION  
TUESDAY, FEBRUARY 9, 2016**

*The Town of Yucca Valley complies with the Americans with Disabilities Act of 1990.  
If you require special assistance to attend or participate in this meeting,  
please call the Town Clerk's office at 369-7209 at least 48 hours prior to the meeting.*

**(WHERE APPROPRIATE OR DEEMED NECESSARY, ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THE AGENDA)**

**CALL TO ORDER**

**ROLL CALL:** Commissioner Hill, Commissioner Quander, Commissioner Silver, Vice Chair Keesling, Chair Eigner.

**PLEDGE OF ALLEGIANCE**

Led by \_\_\_\_\_

**APPROVAL OF AGENDA**

Parks, Recreation & Cultural Commission Agenda

**Recommendation:** Move to approve the agenda of the February 9, 2016 Parks, Recreation & Cultural Commission meeting.

Action                      Motion \_\_\_\_\_  
Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Roll Call Vote \_\_\_\_\_

*All items listed on the consent calendar are considered to be routine matters or are considered formal documents covering previous Parks, Recreation and Cultural Commission instruction. The items listed on the consent calendar may be enacted in one motion and a second. There will be no separate discussion of the consent calendar items unless a member of the Parks, Recreation and Cultural Commission or Town Staff requests discussion on specific consent calendar items at the beginning of the meeting. Public requests to comment on consent calendar items should be filed with the Commission Secretary before the consent calendar is called.*

**AGENDA  
TOWN OF YUCCA VALLEY  
PARKS, RECREATION & CULTURAL COMMISSION  
TUESDAY, FEBRUARY 9, 2016**

**CONSENT AGENDA**

**1. Museum Report**

**Recommendation:** Move to receive and file the Hi Desert Nature Museum Monthly Report for November, December 2015 and January 2016.

**Recommendation: Approve Consent Agenda (items 1)**

Action                      Motion \_\_\_\_\_  
Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Roll Call Vote \_\_\_\_\_

**DEPARTMENT REPORTS**

**2. Overview of Town Wide Grant Process**

**Recommendation:** Move to receive and file the Overview of Town Wide Grant Process Report.

Action                      Motion \_\_\_\_\_  
Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Roll Call Vote \_\_\_\_\_

**3. Paradise Park Program History and Park Improvements Update**

**Recommendation:** Move to receive and file the Paradise Park Program History and Park Improvements Update.

Action                      Motion \_\_\_\_\_  
Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Roll Call Vote \_\_\_\_\_

## **FUTURE AGENDA ITEMS**

Square Dancing Club Recognition Review  
Park Renaming Review  
Lighting at Parks  
Youth Commission Update

## **PUBLIC COMMENTS**

*In order to assist in the orderly and timely conduct of the meeting, the Parks, Recreation and Cultural Commission takes this time to consider your comments on items of concern which are not on the agenda. When you are called to speak, please state your name and community of residence. Please limit your comments to three (3) minutes or less. Inappropriate behavior which disrupts, disturbs or otherwise impedes the orderly conduct of the meeting will result in forfeiture of your public comment privileges. The Parks, Recreation and Cultural Commission is prohibited by State law from taking action or discussing items not included on the printed agenda.*

## **STAFF REPORTS AND COMMENTS**

### **COMMISSIONER REPORTS AND COMMENTS**

6. Commissioner Hill
7. Commissioner Quander
8. Commissioner Silver
9. Vice Chair Keesling
10. Chair Eigner

### **ANNOUNCEMENTS**

The next meeting of the Parks, Recreation and Cultural Commission is scheduled for March 8, 2016 at 4:30pm in the Joshua Tree Room of the Yucca Valley Community Center.

### **ADJOURNMENT**

**PARKS, RECREATION, CULTURAL COMMISSION STAFF REPORT**

**To:** Members of the Parks, Recreation, Cultural Commission  
**From:** Stefanie Ritter, Museum Program Supervisor  
**Date:** December 4, 2015  
**For Commission Meeting:** February 9, 2016

**Subject:** Museum Report

**Prior Commission Review:** The Commission receives a monthly Museum report and update from staff.

**Recommendation:** Receive and file the monthly museum report for November 2015.

**Summary:** The Parks, Recreation and Cultural Commission is appointed by the Town Council to serve in an advisory capacity in matters pertaining to the primary activities of the Community Services Department. The Commission is also designated by the Council as the Museum Advisory Commission. This report is intended to inform the Commissioners of current exhibitions, events and activities at the Hi-Desert Nature Museum and to create an opportunity for Commission questions and discussion.

**Order of Procedure:**

- Request Staff Report
- Request Public Comment
- Commission Questions
- Motion/Second
- Discussion on Motion
- Call the Question (Roll Call Vote, Consent Agenda)

**Discussion:**

Current Temporary Exhibits:

The "Convincing the Nation" exhibit will be on display through December 19, 2015.

Museum Attendance

The month of November brought 983 visitors to the museum. The museum was open for 10 days during the month of November.

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Reviewed By:

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Town Attorney

\_\_\_\_\_  
Mgmt Services

\_\_\_\_\_  
Dept Head

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Department Report  
 Consent

Ordinance Action  
 Minute Action

Resolution Action  
 Receive and File

Public Hearing  
 Study Session

### Upcoming Programs and Special Events

Thur., December 14, Brown Bag Lunch Lecture "The History of the Christmas Tree" presented by Stefanie Ritter

### Advertising and Promotion:

During the month of November the Hi-Desert Nature Museum sent press releases regarding programs and special events to the following media outlets: Copper Mountain Broadcasting, Desert Entertainer, Desert Post Weekly, Desert Sun, Desert Trail, Hi-Desert Star, KESQ, KNEWS, KVCR, Palm Springs Desktop, Press Enterprise, San Bernardino Sun, Sun Runner, and Z107.7.

The museum's web site, [www.hidesertnaturemuseum.org](http://www.hidesertnaturemuseum.org) and Facebook page are continually updated with current exhibits, events, and programs. The museum can be followed on Twitter and Instagram.

The electronic newsletter, "Tortoise Tales," was sent to 1456 recipients on October 25, 2015.

Museum Progress on Projects and Programs in November:

Project/Program	Status	Notes
MBHS presents	Completed	October 14: "Wayiki (to eat): Traditional Native Foods" presented by Leslie Mouriquand Attendance: 35
Brown Bag Lunch Lecture	Completed	November 19, "KACHINA DOLLS— Their significance, and their beauty" presented by Stephenie Slahor Ph.D. Attendance: 25
Programs/Fieldtrips	Completed	November 3, 4 and 10 Valley Community Chapel pre-K and K 25 per class and 5-10 chaperons per class
Outreach	Completed	November 6: High Desert Test Sites Museum Mini Display at the Yucca Valley Swap Meet
Kids Craft Program	Completed	November 21: Kids Gourd Crafts in conjunction with Chamber of Commerce Gourd Fest Attendance: ~ 50 children
Inventory	In Progress	Collection in storage in progress
Address visitor inquiries regarding desert ecology and local history	Ongoing	
Continue developing partnerships with local agencies and community organizations	Ongoing	

**Reviewed by: Staff**

**PARKS, RECREATION, CULTURAL COMMISSION STAFF REPORT**

**To:** Members of the Parks, Recreation, Cultural Commission

**From:** Stefanie Ritter, Museum Program Supervisor

**Date:** January 2, 2016

**For Commission Meeting:** February 9, 2016

**Subject:** Museum Report

**Prior Commission Review:** The Commission receives a monthly Museum report and update from staff.

**Recommendation:** Receive and file the monthly museum report for December 2015.

**Summary:** The Parks, Recreation and Cultural Commission is appointed by the Town Council to serve in an advisory capacity in matters pertaining to the primary activities of the Community Services Department. The Commission is also designated by the Council as the Museum Advisory Commission. This report is intended to inform the Commissioners of current exhibitions, events and activities at the Hi-Desert Nature Museum and to create an opportunity for Commission questions and discussion.

**Order of Procedure:**

- Request Staff Report
- Request Public Comment
- Commission Questions
- Motion/Second
- Discussion on Motion
- Call the Question (Roll Call Vote, Consent Agenda)

**Discussion:**

Current Temporary Exhibits:

The "Convincing the Nation" exhibit was on display through December 19, 2015.

Museum Attendance

The month of December brought 651 visitors to the museum. The museum was open for 9 days during the month of December.

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Reviewed By:

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Town Attorney

\_\_\_\_\_  
Mgmt Services

\_\_\_\_\_  
Dept Head

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Department Report  
 Consent

Ordinance Action  
 Minute Action

Resolution Action  
 Receive and File

Public Hearing  
 Study Session

### Museum Revenues

The museum received \$223 through the museum's donation box, \$35 for sponsorship, \$40 for Brown Bag Lunch lectures in November and December 2015.

### Upcoming Programs and Special Events

Wed., January 13, MBHS presents "Suck It Up and Act Like a Man: Soldiers, Rangers, and Women in the National Parks" Lorna Shuman, Supervisory Park Ranger, Visitor Services JTNP  
Thur., January 21, Brown Bag Lunch Lecture "The Buzz about Bees" presented by Stefanie Ritter

### Advertising and Promotion:

During the month of December the Hi-Desert Nature Museum sent press releases regarding programs and special events to the following media outlets: Copper Mountain Broadcasting, Desert Entertainer, Desert Post Weekly, Desert Sun, Desert Trail, Hi-Desert Star, KESQ, KNEWS, KVCR, Palm Springs Desktop, Press Enterprise, San Bernardino Sun, Sun Runner, and Z107.7.

The museum's web site, [www.hideserturnaturemuseum.org](http://www.hideserturnaturemuseum.org) and Facebook page are continually updated with current exhibits, events, and programs. The museum can be followed on Twitter and Instagram.

The electronic newsletter, "Tortoise Tales," was sent to 1454 recipients on November 28, 2015.

Museum Progress on Projects and Programs in December:

<b>Project/Program</b>	<b>Status</b>	<b>Notes</b>
Brown Bag Lunch Lecture	Completed	December 17: "The History of the Christmas Tree" presented by Stefanie Ritter Attendance: 20
Inventory	In Progress	Collection in storage in progress
Address visitor inquiries regarding desert ecology and local history	Ongoing	
Continue developing partnerships with local agencies and community organizations	Ongoing	

**Reviewed by:** Staff

**PARKS, RECREATION, CULTURAL COMMISSION STAFF REPORT**

**To:** Members of the Parks, Recreation, Cultural Commission

**From:** Stefanie Ritter, Museum Program Supervisor

**Date:** February 4, 2016

**For Commission Meeting:** February 9, 2016

**Subject:** Museum Report

**Prior Commission Review:** The Commission receives a monthly Museum report and update from staff.

**Recommendation:** Receive and file the monthly museum report for January 2016.

**Summary:** The Parks, Recreation and Cultural Commission is appointed by the Town Council to serve in an advisory capacity in matters pertaining to the primary activities of the Community Services Department. The Commission is also designated by the Council as the Museum Advisory Commission. This report is intended to inform the Commissioners of current exhibitions, events and activities at the Hi-Desert Nature Museum and to create an opportunity for Commission questions and discussion.

**Order of Procedure:**

- Request Staff Report
- Request Public Comment
- Commission Questions
- Motion/Second
- Discussion on Motion
- Call the Question (Roll Call Vote, Consent Agenda)

**Discussion:**

Current Temporary Exhibits:

The "Pollination; Keeping Company with Flowers" exhibit will be on display through February 20, 2016.

Museum Attendance

The month of January brought 923 visitors to the museum. The museum was open for 13 days during the month of January.

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Reviewed By:

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Town Attorney

\_\_\_\_\_  
Mgmt Services

\_\_\_\_\_  
Dept Head

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Department Report  
 Consent

Ordinance Action  
 Minute Action

Resolution Action  
 Receive and File

Public Hearing  
 Study Session

### Museum Revenues

The museum received \$136 through the museum's donation box, \$35 for sponsorship, \$5 for Brown Bag Lunch lectures and \$150 for Earth Day booth in January.

### Upcoming Programs and Special Events

Wed., February 10, MBHS presents "Reptiles of the Morongo Basin" presented by Robert Black  
Thur., February 18, Brown Bag Lunch Lecture "The Secret World of Bats" presented by Dustin Brewton, Neuroscience PhD Candidate UC Riverside

### Advertising and Promotion:

During the month of January the Hi-Desert Nature Museum sent press releases regarding programs and special events to the following media outlets: Copper Mountain Broadcasting, Desert Entertainer, Desert Post Weekly, Desert Sun, Desert Trail, Hi-Desert Star, KESQ, KNEWS, KVCR, Palm Springs Desktop, Press Enterprise, San Bernardino Sun, Sun Runner, and Z107.7.

The museum's web site, [www.hidesertnaturemuseum.org](http://www.hidesertnaturemuseum.org) and Facebook page are continually updated with current exhibits, events, and programs. The museum can be followed on Twitter and Instagram.

The electronic newsletter, "Tortoise Tales," was sent to 1454 recipients on January 7, 2016.

Museum Progress on Projects and Programs in January:

<b>Project/Program</b>	<b>Status</b>	<b>Notes</b>
Brown Bag Lunch Lecture	Completed	January 21, "The Buzz about Bees" presented by Stefanie Ritter Attendance: 15
MBHS presents	Completed	January 13, "Suck It Up and Act Like a Man: Soldiers, Rangers, and Women in the National Parks" Lorna Shuman, Supervisory Park Ranger, Visitor Services JTNP Attendance: 25
Inventory	In Progress	Collection in storage in progress
Address visitor inquiries regarding desert ecology and local history	Ongoing	
Continue developing partnerships with local agencies and community organizations	Ongoing	

**Reviewed by:** Staff

**PARKS AND REC CULTURAL COMMISSION STAFF REPORT**

**To:** Honorable Commissioners  
**From:** Jessica Rice, Management Analyst  
**Date:** January 28, 2016  
**For Council Meeting:** February 9, 2016

**Subject:** Overview of Town Wide Grant Process

**Recommendation:** That the Commission receive and file this informational overview of the Town’s grant process.

**Order of Procedure:**

- Request Staff Report
- Request Public Comment
- Commission Discussion/Questions of Staff
- Motion/Second
- Discussion on Motion
- Call the Question (Roll Call Vote)

**Discussion:** Town staff participates in grant funding opportunities provided to the Town and actively seeks out new grant funding sources on a regular basis that align with the Town Council’s strategic priorities, the General Plan, various master plan documents, and the Town’s operating budget. All of these factors are taken into consideration when prioritizing what projects are completed using grant funds. Other factors such as grant timelines, grant maintenance requirements, staff administration requirements, and financial matching requirements are also considered when applying for grant funding.

**Current Activities**

Some grant funding is on-going and others are one-time funding opportunities. Below is an overview of recent grants that have been awarded town-wide:

**On-Going Grants:**

- EMPG (Emergency Management Performance Grant)
  - Approximately \$13,000 received annually for emergency management activities.
  - Most recently used for sending staff to emergency management training at CSTI (California Specialized Training Institute).

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Reviewed By:	_____	_____	_____
	Town Manager	Town Attorney	Department
<input checked="" type="checkbox"/> Department Report	<input type="checkbox"/> Ordinance Action	<input type="checkbox"/> Resolution Action	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> Consent	<input type="checkbox"/> Minute Action	<input checked="" type="checkbox"/> Receive and File	<input type="checkbox"/> Study Session

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- HSGP (Homeland Security Grant Program)
  - Approximately \$12,000 received annually for emergency management activities.
  - Most recently used for the purchase of solar powered message boards, computers for the primary and secondary EOC (Emergency Operations Center) and staff training.
  
- CalRecycle's City/County Payment Program
  - Approximately \$5,800 received annually for activities related to recycling and conservation education.
  - Town utilizes this money to help fund the Town's Earth Day event and related activities.
  
- CDBG (Community Development Block Grant)
  - Town applies each year and receives various amounts based upon federal funding allocations.
  - Most recently have used funds for Code Enforcement projects, and park improvement projects at the Town's Community Center, Paradise Park and Jacobs Park.
  
- OHV (Off Highway Vehicle) Grant
  - Used annually for off road vehicle enforcement.
  - Amount received varies. \$14,500 was received in FY 14/15; \$15,000 was received for FY 13/14, and \$13,000 was received in FY 12/13.
  - Grant requires a 25% match that the Town shares with the City of 29 Palms.
  
- LLESA (Local Law Enforcement Services Act) Grant
  - Town receives \$100,000 annually for frontline law enforcement (used to reimburse overtime salaries, or any direct frontline expense).

One-Time Grants:

- Hazard Mitigation Grant Program (HMGP)
  - This grant funding is made available to the State from FEMA when authorized under a Presidential major disaster declaration, in the areas of the State requested by the Governor. Jurisdictions with approved Hazard Mitigation Plans, like the Town of Yucca Valley, can submit mitigation projects in hopes of receiving grant funding. Hazard Mitigation Grant funds can be used to pay up to 75% of the approved project, leaving the Town to pay the remaining 25%.

- A Notice of Intent (NOI) was submitted at the end of January to complete a mitigation project for a drainage basin/flood improvement project at Hwy. 62 and Kickapoo for \$3.9 million.
  - A second Notice of Intent (NOI) was submitted to install emergency backup generators at the Town Hall Complex and the Animal Shelter facilities for \$222,000.
  
- COPS Hiring Grant
  - Received \$125,000 over three years and used to reimburse a portion of the salary for the School Resource Officer. Final reimbursement was received in January 2015.
  
- TCRP (Traffic Congestion Relief Program)
  - Most recently used \$499,000 for the design work for medians along Hwy. 62 from La Honda to Dumosa.
  
- PLHD (Public Lands Highway Discretionary) Grant
  - Used for the design work for the sidewalk, gutter and median improvements on Hwy. 62 from Apache to Palm. Grant funding totaled approximately \$500,000.
  
- SLPP (State & Local Partnership Program)
  - Received \$723,000 from Department of Transportation and used for the construction costs of installing sidewalks, gutters and medians along Highway 62 from Apache to Palm as part of the PLHD project.
  - Received \$746,000 from Department of Transportation and used for the construction costs of installing sidewalks, gutters and medians along Hwy. 62 from La Honda to Dumosa as part of the TCRP Project.
  
- SRTS (Safe Routes to School) Grant
  - Received \$400,000 for infrastructure activities. Used for the installation of curbs, gutters and sidewalks near Yucca Valley High School and the installation of radar speed signs at Yucca Valley Elementary, Onaga Elementary and La Contenta Middle Schools.
  - Received \$114,500 for non-infrastructure activities. Used to purchase bike helmets, bike locks and backpacks for school children.
  
- CMAQ (Congestion Mitigation & Air Quality)
  - Received \$112,750 and used on the street light synchronization.

- SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for users)
  - Received \$1.44 million and used on PLHD portion of Highway 62 improvements from Apache to Palm.
  
- HSIP (Highway Safety Improvements)
  - Received \$900,000 for TCRP portion of Highway improvements along Hwy. 62 from La Honda to Dumosa.
  
- Housing Related Parks Program Grant
  - Received \$168,700 and used for Paradise Park improvements.

Staff continues to diligently search and apply for grant funds on a regular basis.

**Alternatives:** None recommended.

**Fiscal impact:** Depending on the type of grant and amount received, allows the Town to offset the operating budget whenever possible.

**Attachments:** None.

**PARKS, RECREATION AND CULTURAL COMMISSION STAFF REPORT**

**To:** Members of the Parks, Recreation and Cultural Commission  
**From:** Sue Earnest, Community Services Manager  
**Date:** February 4, 2016  
**For Meeting:** February 9, 2016

**Subject:** Paradise Park Program & Park Improvements Update

**Prior Commission Review:** The Commission has had no prior review of this item.

**Recommendation:** That the Commission receive and file the report regarding the program history and park improvements update of Paradise Park.

**Order of Procedure:**

- Request Staff Report
- Request Public Comment
- Commission Discussion/Questions of Staff
- Motion/Second
- Discussion on Motion
- Call the Question

**Discussion:**

The commission requested background on the Recreation Department’s program history at Paradise Park. The following covers activities from 2006 to the present.

**Paradise Park Recreation Program History**

Recreation programs have been held at Paradise Park for many years. From 2006 to the present the following programs took place at the facility.

2006-2014: Free afterschool drop-in program, Ages 5-16. No registration required. 3-5pm, Mon-Friday. In addition, a free Spring Break and summer drop-in program, also no registration required 1-4pm, Mon-Friday. Early attendance averaged 10-16 children daily. In later years only about 5 children regularly attended. This was attributed to the increased offerings in on-campus after school programs by Save the Children.

2013: Due to reduced attendance, the school break programs were discontinued. The after school program remained with light attendance.

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Reviewed By:                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      sbe  
    Town Manager                      Town Attorney                      Mgmt Services                      Dept Head

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Department Report                      \_\_\_ Ordinance Action                      \_\_\_ Resolution Action                      \_\_\_ Public Hearing  
\_\_\_ Consent                      \_\_\_ Minute Action                       Receive and File                      \_\_\_ Study Session

Summer 2013: Super Summer Squad replaced the summer drop-in program.

Fall 2014-present:

The Town Council voted to discontinue the after school programs in lieu of special event programming at the location in order to create neighborhood special events. These events have been quite successful with staff receiving very positive feedback from residents in the area.

#### Upcoming Park Improvements Update

At its meeting of February 2, 2016 the Town Council awarded the contract for specific improvements at Paradise Park. The contract was awarded to the lowest responsible bidder, Regency-Pacific Development Company of Beaumont, California, with a base bid of \$371,800.00. Construction is anticipated to begin in March 2016 and to be substantially complete in June 2016.

The Paradise Park Improvement project includes the following.

- Two new basketball courts/demo of existing court
- Separate pickle ball court
- Lighted walking path
- Shade cover by playground equipment
- Electrical lighting on walking path and basketball courts
- Seating benches along walking path
- Rough and precise grading
- Limited fencing replacement

**Fiscal Impact:** The Project Engineer's cost estimate for the project was \$390,000.00 without contingency. The estimated project costs, as well as the available funding in the adopted FY 15-16 Capital Project Budget and proposed budget action, are summarized below.

	<u>Estimated Project Cost</u>
Basic Bid Amount	\$371,800.00
Construction Contingency	\$37,200.00
<b>Total Contract Work:</b>	<b>\$409,000.00</b>
<b><u>Funding</u></b>	
State Grant Fund	\$168,700.00
Community Development Block Grant (CDBG)	\$91,460.00
Capital Project Reserve	\$25,000.00
CDBG Contingency Account	\$105,200.00

Capital Project Reserve	\$50,000.00
Total Expenditure to date	<u>-\$17,000.00</u>
<b>Total Funds Available</b>	<b>\$423,360.00</b>

**Alternatives:** None

**Fiscal impact:** None

**Attachments:** None